



**PUBLIC REALM WORKS
AT
MARINE GARDENS, BANGOR
FOR
BANGOR MARINE LIMITED**



Version: 5

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By [REDACTED]

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CONSTRUCTION PHASE HEALTH & SAFETY PLAN

CONTRACT

The works involve the removal of the existing car park and public realms works and the construction of a new Public Realm area including services, lighting, drainage and a new outfall in the Marina.

MOBILISATION

- 28TH August 2025

CONTRACT START DATE

- 28TH August 2025

CONTRACT DURATION

- TBC

Client	Bangor Marine Limited 4-10 Donegall Square West, Belfast. BT1 5HD Contact: [REDACTED] Tel: [REDACTED]
Principal Designer/ Agent	Hasco Europe Ltd 32a Frances Street Newtownards Co. Down BT23 7DN Tel 028 91812500
CIVIL AND STRUCTURAL	Doran Consulting Norwood House, 96-102 Great Victoria Street, Belfast. BT2 7BE Tel: [REDACTED] Email: [REDACTED]
M&E ENGINEER	AECOM 9th Floor, The Clarence West Building, 2 Clarence Street West, Belfast. BT2 7GP Tel: [REDACTED] Email: [REDACTED]
Architect	Todd Architects 2nd Floor, Titanic House, 6 Queens Road, Belfast. BT3 9DT Tel: [REDACTED] Email: [REDACTED]
Landscape Architect	Park Hood Hawarden House, 163 Upper Newtownards Road, Belfast. BT4 3HZ Tel: [REDACTED] Email: [REDACTED]
Principal Contractor	MSM Contracts Ltd Unit 45a Seagoe Ind. Estate Craigavon Co. Armagh BT63 5QE <u>Tel:-02890684943</u>

Health and Safety Goals

In accordance with the Construction (Design and Management) Regulations [NI] 2016 and the Company Health, Safety & Welfare Policy, the Company have compiled a Construction Phase Health and Safety Plan.

The Company recognise that the health, safety and welfare of all operatives on site, the general public and those who have occasion to visit the site, is paramount and the Company will comply with all relevant legislation and client-imposed standards by implementing systems, procedures and measures in order to maintain an environment free from significant risk.


The Company management will endeavour to meet and discuss the requirements of the pre-construction health and safety plan and comply with the site safety plan and requests or instructions given by the principal designer.


Pre-start records


Adjacent buildings, structures and surrounding areas to be fully surveyed, photographed, dated, indexed and recorded prior to commencement on site.


Client's H&S File


The client has provided the below information

 24-08 Marine Gardens Bangor PCIP_R2_r.pdf

 192042-DCL-XX-XX-D-C-0300_P05 Proposed Drainage Layout.pdf

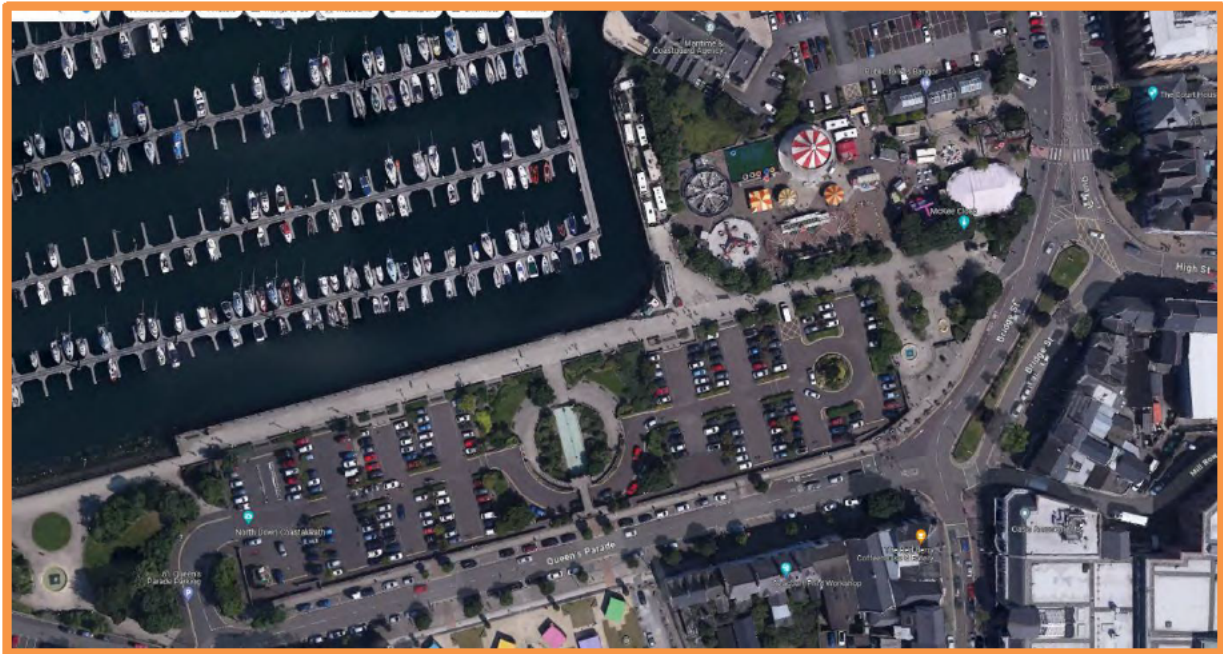
 Event Space Boundary.pdf

 Event Space surfacing - HRA with Chippings.pdf

 General Hoarding Layout 16.10.24.pptx

Site Location

The project is located at Marine Gardens, Bangor



The below shows the works area



The site is located in the centre of Bangor City (since 2022) Centre. The roads along the south of the site are all 2-way roads but Bridge Street to the East makes up part of a 1-way system around the city centre, linking traffic from Main Street going to High Street. Grays Hill to the west of the site is narrow with speed bumps and parking on one side making it probably unsuitable for Construction Vehicles. The road of Queens Parade continues west around the Coast towards Pickie.

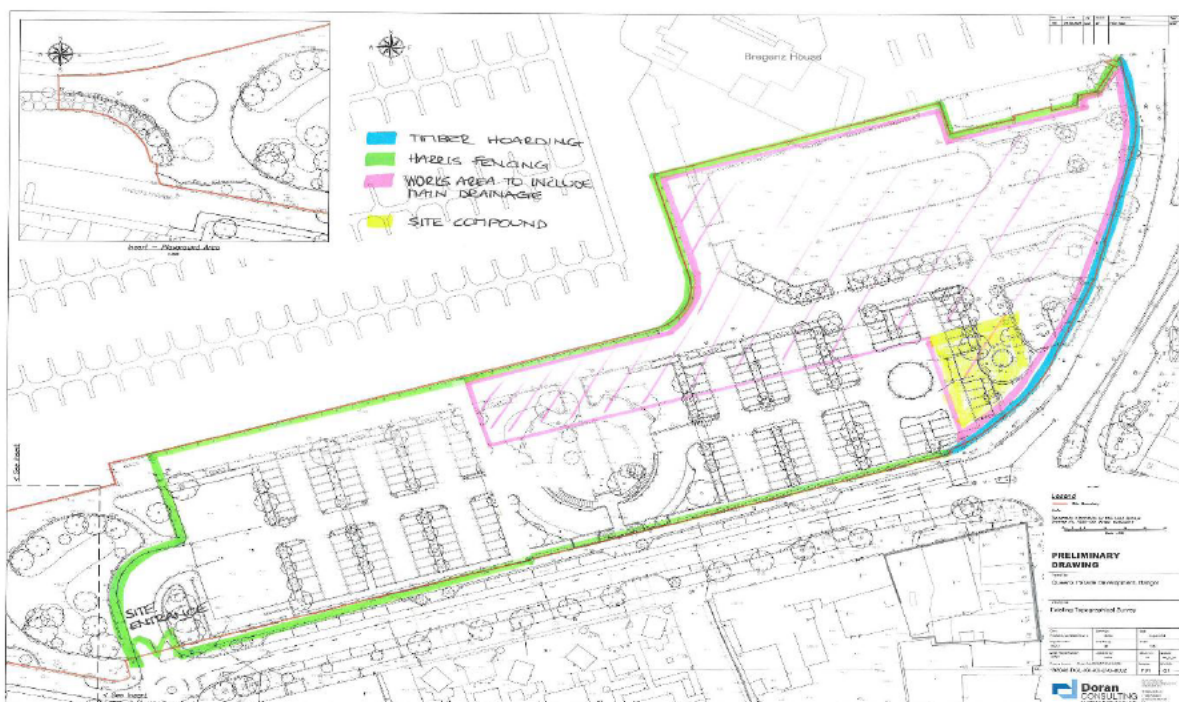
The majority of the site is made up of car parking with some public realm space. The car park is accessed from a mini roundabout at the junction of Grays Hill, Queens Parade and Southwell Road A low pedestrian bridge crosses from Queens Parade to a public realm area in the middle of the car park. A series of fountains are located at either end of the car park and in the central public realm area.

A large open paved event space area is located to the Northeast of the site. This is often used for travelling fairgrounds, markets etc... Public Toilets (pay to enter) are located to the Northeast of this area. Bregenz House to the north of the site is home to the Maritime and Coastguard Agency.

Beside this event space is McKee Clock, a historical landmark from 1915 which should be protected throughout the works. The Marina is located in the middle of the North Down Coastal path which runs for 15 miles from Orlock near Donaghadee to The Esplanade in Hollywood. A wide public realm boulevard runs around the Marina from Bregenz House to Pickie Fun Park to facilitate walkers, runners and cyclists using the coastal route.

Pickie fun Park is located to Northwest of the site and Bangor Marina is to the North. The area of the works is protected from the worst of the local tidal weather by the Eisenhower (North) Pier and the South Pier which provide protection to the Marina.

Below image shows full site boundary during works



Access to the site during construction shall be via Queens parade gates and it shall be the responsibility of the MSM to construct and maintain all temporary haul roads and access roads and areas used by pedestrians in a clean, sound and safe manner for the duration of the works.



Queens parade is a busy public road with residential and commercial buildings located close to the site being developed. Cognisance needs to be taken of this when managing traffic and vehicle movements within the area.

MSM will put in place measures to minimize disturbance arising as a consequence of demolition, noise, dust or vehicular movements. MSM will ensure that the construction should in no way interfere with the safety of the public using the adjacent streets and bus/train station.

In addition, access for emergency vehicles of any type on Durham Street must not be obstructed at any time. MSM will visit the site and inspect the surrounding environment prior to submitting tender and shall make provision within the tender submission for the protection of the public, site operatives, road users and occupants of adjacent properties/sites within the surrounding area.

MSM will liaise with the Statutory Authorities and shall accommodate their requirements in full regarding access and egress from the site. It shall be the responsibility of MSM to construct and maintain all temporary haul roads and access roads and pedestrianised areas in a clean, sound and safe manner for the duration of the works.

Pre-Construction Information Pack

The pre-construction information pack as prepared by Hasco Europe Ltd, (Principal Designer) is to be read in conjunction with and will form an integral part of this document

Safety Policy

A Company Health and Safety Policy has been compiled and is reviewed and updated on a regular basis. A copy of the said policy is available at our Head Office. Company Safety and Employee Handbooks are issued to all employees upon commencement. Copies of these handbooks are also on display in the site offices. It is Company procedure to carry out regular Health and Safety informative sessions with all personnel on site.



Health and Safety Policy Statement

It is the policy of the Company to provide working conditions that are safe and healthy for all employees, and ~~at all times~~ carry out its operations in that so far as is reasonably practicable the health and safety of any persons concerned will not be adversely affected. The Company is committed to continual improvement regarding all Health, Safety & Welfare matters. MSM Contracts will adhere to the Plan-Do-Check-Act cycle to seek continual improvement in the management of Health and Safety within the organisation.

The requirements of, and duties imposed under the Health and Safety at Work [NI] Order 1978, relevant Regulations or other statutory legislation are to be complied with. Directors, Contract Managers, Supervisors, and others in positions of responsibility will ensure that safety procedures are implemented, observed, monitored and reviewed and will instill an awareness of safety and health in all employees promoted by personal example as an integral part of good management.

The Company will so far as reasonably practicable: -

- a. Provide and maintain plant and systems of work that are safe and without risk to health.
- b. ~~Make arrangements~~ to ensure safety and absence of risks to health in relation to the use, handling, storage and transport of articles and substances.
- c. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- d. Provide and maintain places of work such that they are safe and without risks to health and provide and maintain access to and egress from them that are safe and without risk.
- e. Provide adequate facilities for the welfare of employees.
- f. Safeguard the health and safety of visitors or members of the ~~general public~~ who may be affected by Company activities.
- g. Provide all necessary information relating to health and safety with respect to processes, products and services.
- h. Review and update the policy periodically reflecting the Company's commitment to continual improvement and particularly when there are changes in legislation and/or changes within the Company and inform all employees.

Signature



Position: - Director

Detailed information concerning health, safety and welfare is contained within the Company's Safety Handbook and the Policy Document.

Reviewed 09/25 - Next review 09/26

Site specific Risks

PUBLIC INTERFACES AND PUBLIC

During works the interface between the site and external carpark/ Maritime & Coastguard Agency is to remain secured at all times, At no point should any operatives enter the Maritime & Coastguard Agency area without authorization. Signage will be installed through the site reminding operatives of the rules, and this will be included in the site induction.

MSM notes that this area of Bangor is very busy in the evenings when the local pubs and clubs are closing. Access routes around the site **Will remain** trip free to minimise the risk of slips trips and falls to members of the public. MSM will take regular photographs the pedestrian diversion routes.

The below plan outlines harass and timber hoarding locations.



MSM works depending, will try to leave the boulevard open at the start of the works so pedestrians can travel their normal routes.



However, there will come a time when works will need to be carried out in this area and the pedestrians and cyclists will have to be diverted around the works. MSM will develop a traffic Management Plan to show how this will be achieved, taking into consideration the needs of people with disabilities those pushing prams and of how vehicles will cross these routes to access the site.

WORK OVER OR NEAR WATER

MSM will implement controls to prevent persons falling from the site into the water of the marina which is relatively shallow at low tide. Protection systems will be in the form of a suitable hoarding and barrier systems. MSM will also make use of the existing life rings.

MSM also acknowledges when working over or near water in a man riding basket, cherry picker or similar equipment, operatives should be wearing life jackets and must not be clipped onto the basket.

MSM will have emergency procedures in place for rescuing a person who has fallen into the water, and these will be outlined in the induction document.

It has been confirmed that after meeting held on the 12/08/2025 with the client's rep, MSM will be doing some drainage works which will take use near or to the edge of the marina.

Before works start, MSM will ensure the below has taken place.

- MSM will ensure that work is planned so that safe access / egress and working places are provided for operatives.
- MSM will ensure that adequate rescue procedures are developed, and training given to staff prior to and during works.
- MSM will ensure that a Method Statement is prepared for all work over or near to water.
- MSM will ensure where possible physical barriers, throw lines, Warning signs, shall be provided to prevent persons falling into the water. Where this is not reasonably practicable personnel shall be provided with suitable buoyancy aids (lifebelts/buoys etc).

EXPOSED SITE

MSM acknowledges that the site in the event of poor weather with a northerly element to the winds, the site will be very exposed. This can make it difficult for tradesmen to keep warm and dry and can cause other complications such as materials becoming windblown, dust blowing into adjoining premises or items being handled (manually or mechanically) being caught by winds and control of these materials being lost.

MSM will check the short term and long-term weather forecasts and plan the works accordingly. Facilities will be present on the site for the workforce to shelter from inclement weather and warm themselves up.

To ensure the above has been sorted MSM has taken the below steps

- Canteen and Dry room on site
- Wet gear to be provided
- Covered skips only on site
- On dry days spoil to be damped down to prevent dust
- Clean down of site to remove materials/rubbish twice daily
- Extra ballast added to harass fencing and timber hoarding secured at extra points
- Regular inspections by site manager

Parking

Parking

There is parking available on site to the right as you enter the site



There is also parking available along Queens parade—Note Red coats work in this area and parking is for 1 hour return.



There is also free parking in the rear of the compound. Note not all spaces are free only those highlighted in red

Client Imposed rules

MSM acknowledges the below client-imposed rules and will integrate these in line with our own site rules.

- Access to other areas of the site and existing building is prohibited without prior permission from the Client.
- Separation barriers and fences are to be used with warning signs displayed in easily seen positions to ensure the safety of those on and off site.
- The Principal contractor / contractor and all employees shall operate within the confines of the legislation.
- Appropriate clothing must be worn at all times with some form of identification to clearly show persons are site operatives. All operations on the site are to wear adequate Personal Protective Equipment suitable for that type of work, to wear a safety helmet at all times where there is a risk of a head injury and to take precautions to prevent the health and safety of other work persons being affected by their work process.
- All plant and equipment shall be tested and certificated in accordance with PUWER and LOLER Regulations.
- Safe walkways must be established and kept clear at all times.
- Site must be maintained in a safe, secure, tidy and clean condition at all times and at the end of each day.
- Site waste must be regularly removed to an authorised tip, ensuring there is not a buildup on site. No burning is permitted on site.
- The contractor shall confine his activities to within his designated site boundary, except:
 - o To allow access for materials and plant delivery
 - o Emergencies
 - o To facilitate connections to services
 - o Unless otherwise directed by the Architect
- Site deliveries and traffic will adhere to restrictions as defined in Existing Traffic Systems and Restrictions.
- Appropriate firefighting equipment must be provided and a safety zone established whenever site welding or any other form of hot work is to take place. The contractor will make appropriate arrangements for dealing with fires.
- The principal contractor is to immediately report to the Principal Designer any accident resulting in major injury (as defined by RIDDOR). All accidents are to be recorded as an element within the contractor's report to be given at each site meeting.
- The contractor will make adequate provision for first aid and the contractor's emergency procedure will clearly set out the means of dealing with an emergency including a domestic emergency.
- The contractor will ensure that employees are properly trained for their respective duties.
- Emphasis is to be placed on Health & Safety matters, and all employees will be made aware of the site rules. Staff will undergo site-specific training prior to being allowed on site.
- Regular Health and Safety report to be provided to client to include details of incidents and near misses.
- All site operatives must undertake a site safety induction before commencing work.
- No swearing on site.

Compound

The location of the site office and welfare facilities have been confirmed as been located at the area below with the access point into the site located at the existing entrance to the carpark.



MSM will ensure the compound is enclosed within a secure fence and notices put in place.

Please note that until we arrive on site, locations can't be confirmed, but once in place, this Construction phase plan will be updated and a plan like the below will be provided.

Client requirements

The Client will have a presence during the works. He may also wish to visit the site during the works. The safety of the Client and any other visitors during all such visits is of paramount importance. All Contractors must comply in full with any demands placed by the Client on all aspects of health, safety and welfare. Regular liaison between the Client's Representative and the Principal Contractor must take place thereby ensuring the health and safety of all persons concerned and additionally that all emergency routes are maintained at all times.

MSM will ensure there is suitable controls in place to allow for visits by the client or other representatives. PPE will be held on site if required.

Unloading + storage

Unloading and storage must be maintained and operated within the MSM site compound or designated drop off zone.

Contamination of watercourses.

If during works new Contamination of watercourses is encountered, works should cease, and the council should be contacted to investigate.

Contract Notification Form – Display of Information

A copy of the contract notification form NI 10, Health & Safety Law NI poster, Certificate of employer's liability insurance, Site Rules/Information and evacuation procedure will be displayed in prominent locations on-site together with other relevant H & S literature and information.

The form is titled 'Notification of construction project (NI10)' and is associated with 'hseni'. It contains the following sections and fields:

- About you:** Fields for Name, First Name, Last Name, Address, Postcode, and E-mail.
- Site address:** Fields for Site Address, Street, Town, Postcode, and E-mail.
- Description (continued):** A large empty text area for project details.
- Client Contact Details:** Fields for Name, Street, Town, Postcode, and E-mail.
- Principal contractor details:** Fields for Name, Street, Town, Postcode, and E-mail.
- Please give your estimate for the following?:** Fields for Planned construction dates, Duration, and the number of persons carrying out construction work at any one time.

Client imposed Rules / Permit to Work Systems

The Client has not imposed any rules or permit to work systems. However, MSM will implement various permit systems on site.

Permit-to-Work systems will be in place for the following work elements:

- Hot works.
- Internal high-level works.
- Use of ladder
- Disconnection / connection of live services / working with live services.

All hot work is to be actively monitored for at least one hour after completion and the area must be revisited two hours later. This will mean that any hot work cannot be carried out near the end of the work period (within the last two hours prior to the site being vacated).

Accident Reporting - RIDDOR

All accidents no matter how slight will be entered into the site accident book and investigated. Those requiring treatment will be attended to immediately. Accidents which come within the scope of RIDDOR will be notified to the respective authorities in compliance with those regulations.

Adjacent Roads / Properties

Access to the site during construction shall be via **Queens parade** and it shall be the responsibility of the MSM to construct and maintain all temporary haul roads and access roads and areas used by pedestrians in a clean, sound and safe manner for the duration of the works. **Queens parade** is a busy public road with residential and educational buildings located close to the site being developed. Cognisance needs to be taken of this when managing traffic and vehicle movements within the area.

Traffic Management

Where appropriate vehicular and pedestrian protection measures provided to comply with Roads Service requirements and be in accordance with Chapter 8 of the RS manual. Deliveries of materials and arrivals of construction plant to be coordinated in order to minimise disruption to operational activities using designated routes.

Parking for construction vehicles to be provided in a safe and secure location.

A traffic management plan will be put into operation

Gates will be installed at site entrance to restrict access to site. These will be manned when open.



Site traffic both vehicular and pedestrian entering / emerging the actual construction site will be under the control of a delegated person to ensure the safety of the public, personnel, operatives and pedestrians / traffic also using and/or crossing the entrance. Pedestrian access between parking & compound areas and the site will be by designated and delineated routes where appropriate.

Arrangements and rules once inside site: -

- Drivers must keep to the designated routes provided
- Speed restrictions must be obeyed at all times whilst on site and while travelling on designated routes to the site
- Under no circumstances shall any vehicles park in undesignated parking or loading areas.
- No contaminants to be left on roads including mud, oil, and any other debris.
- Reporting of any contamination to site management team must be carried out immediately upon discovery MSM have procedures which meet the requirements of ISO 14001 to deal with all spillages
- No construction vehicles or private vehicles to be parked at any time along the public carriageway
- Emergency vehicles must be able to access all parts of site at all times.
- Employees, sub-contractors and others upon entry to the site will receive comprehensive site induction and will be familiarised with the Fire Points, evacuation routes / procedures and Assembly Point/s used during the construction period.
- An appropriate Emergency Assembly Point will be utilised for the duration of the contract.
- Emergency procedures will be displayed in prominent locations.
- All existing emergency routes to remain operational and unobstructed.
- Minimum quantities of materials/substances to be stored on site.
- This area will be kept secured when not in use.
- Spillages etc will not be permitted to enter the drainage system.
- Storage and issue / distribution of materials & substances is under the direct control of the Site Supervisor or his delegated deputy/ banksman.

Area for Site Office once cleared and reinstated.

The access and public areas to be kept free from mud and debris. Site/compound entrances to remain closed when not in use to prevent unauthorised entry.

Warning and informative signage together with segregation and control measures will be deployed as appropriate.

Site traffic to give way to other users and a speed limit of 5mph applies on site. Give way sign on the obverse and 5mph on the reverse to be erected at the site entrance.

Project Related No Go Areas Adjacent Buildings

Systems and procedures to be compiled with appropriate control measures implemented for tasks at or near to the existing surrounding properties with measures provided to ensure the safety of employees or users of the respective facilities. Below is a plan showing the no go area and site area.

Specific arrangements to be agreed with all other users within the vicinity. These are a necessity in order to provide and maintain a safe environment for, public, construction personnel and others who may be affected by the works.

The provision and maintenance of physical segregation and protection measures dust proofed and with noise/vibration reduction together with appropriate signage is paramount. For work at heights measures to be provided to protect personnel and others from falling objects.

All emergency routes to be maintained operational throughout the project.

Liaison to occur with the representatives of **Bangor Marine Limited** and a notification letter explaining what will occur during the construction phase will be delivered to local properties by the site manager if required.

Site Personnel

MSM Contracts Ltd will provide personnel who are competent in their respective duties or trade. MSM Contracts Ltd employees have received construction industry safety training by the CITB or CITB accredited organisations and plant operators, trades/skilled personnel receive specialist training in their areas of work and all personnel hold current CPCS, CSR or equivalent cards. Site Management are academically qualified, have received CITB accredited site supervisory training & hold current Construction Skills Register [CSR] Site Supervisors cards.

Records of all training are maintained at head office.

Competent sub-contractors are appointed after reference from previous employers or will be those known to the company. Appointment will be subject to the prospective sub-contractor supplying H&S and other relevant documentation for approval. The Company encourage all personnel, their representatives and others to impart their views to the Site Supervisor, Contract Manager or the H&S officer for evaluation and those relating particularly to health, safety & welfare are welcomed.

Project Co-ordination

MSM Contracts Ltd is the principal contractor and all activities will be programmed, co-ordinated, managed and controlled by competent MSM Contracts Ltd personnel.

Selection – Management & control of sub-contractors

The Contract Manager is delegated to co-ordinate and manage all aspects of the contract inclusive of health and safety issues. Subsequent to having received the sub-contractors completed questionnaire, full health and safety documentation including insurance details, site specific risk assessments & method statements etc for approval and being satisfied with the sub-contractors competency and resources the Contract Manager will hold a pre commencement meeting with appointed sub-contractors in order to inform them of known H&S risks, set up channels of communication, co-ordinate work programming, discuss

health and safety matters, plant/equipment, storage, access/egress, method statements, accident/RIDDOR reporting procedures, site restrictions, site induction procedures and other relevant topics including those contained in the site rules.

The CM will arrange regular progress meetings, carry out at least weekly inspections and continually monitor and review the situation.

Issuing of Instructions & Directions

The issue of health, safety and other instructions and directions will be via the normal Company management hierarchical structure which will be led on site by the site supervisor and devolved through the site team.

Client directly appointed contractors

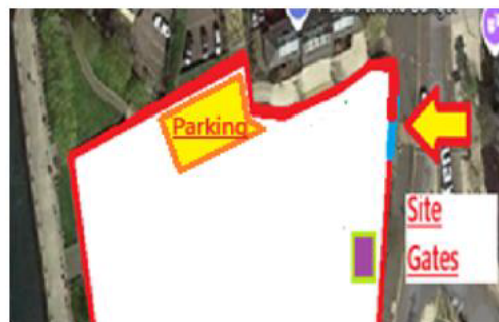
The client-client's agent to ensure that if there are directly appointed contractors they must comply with all current relevant legislation and have site specific risk assessments & method statements etc prior to commencement on site. Such contractors must comply with the Principal Contractors site rules, induction procedure, etc and their work programme must not compromise or jeopardise the integrity of the Principal Contractors operations.

Parking

Due to the location and size of site, MSM **will be able** to provide parking facilities on site.

Parking

There is parking available on site to the right as you enter the site



There is also parking available along Queens parade—Note Red coats work in this area and parking is **for 1 hour return.**



There is also **free parking** in the rear of the compound. Note not all spaces are free only those **highlighted in red**

Site Safety Inspections

In addition to the normal routine inspections and checks carried out by the Site Supervisor and Contract Manager, the Company’s Health and Safety officer is proactive and reactive, carries out regular site safety inspections with the Site Supervisor, provides a written report to the Directors, Contract Manager and Site Supervisor on hazards discovered, action required and makes recommendations regarding current / future precautions and measures to be implemented.

Emergency Evacuation Procedures

Employees, sub-contractors and others upon entry to the site will receive comprehensive site induction and will be familiarised with the Fire Points, evacuation routes / procedures and Assembly Point/s used during the construction period.

An appropriate Emergency Assembly Point will be utilised for the duration of the contract. Emergency procedures will be displayed in prominent locations.

Fire Drills and procedures operated to be complied with and they will be informed of MSM Contracts Ltd emergency procedures.

All existing emergency routes to remain operational and unobstructed.

Fire Prevention and Control

Fire Prevention will be in accordance with the Fire Prevention and Control on Construction Sites Code of Practice. Fire Points will be installed and maintained at appropriate locations on site. Existing Fire Hydrants are to remain accessible / operational.

A Fire Plan will be prepared made operational and continually updated by site management. Site Management to liaise with the client’s representative representatives to ensure their Fire Prevention / Control and Emergency procedures are not compromised and to inform them of MSM Contracts procedures.

MSM Contracts site management to impart the relevant information to all parties involved or who may be affected.

As no building construction is to take place, fire points will be setup throughout the site encase of fire, see below plan.



All staff will receive instruction and induction regarding fire prevention/control. Prior to the permanent fire exit directional signs being erected temporary fire exit directional signs will be erected and escape routes adequately light and kept clear.

The assembly point is located at the **Compound site gates**

No smoking or naked flames within the building under construction or adjacent buildings and the burning of rubbish or waste will not be permitted on site.

Smoking is only permitted in designated areas & is subject to MSM and client procedure / rules.

Existing Services

The client's rep has confirmed the majority of the site is unadopted and therefore service information from the statutory undertakers is limited.

MSM will ensure that so far as is reasonably practicable, that all services on the site are identified, marked up and terminated before works start.

The following services can be identified from visual inspection of the site:

•Streetlighting

- o Along the line of the wall between the boulevard and the car park
- o Along the line of the safety rails where the boulevard slopes into the marina.
- o Various locations around the existing public realm areas
- o Various locations throughout the existing car park (lit bollards also)
- o Around and throughout the existing events space.

• Sewers

- o Manholes and road gullies are located throughout the existing car park and event space.
- o On the boulevard close to McKee Clock
- Telecoms
- o In the footpaths on Quay Steet and Bridge Street

• CCTV

- o On Bridge Street
- o Beside the pedestrian bridge over the central public realm space
- Water Supplies
- o To the 3 No Fountains

Any works associated with the electrical installation will be undertaken in strict accordance with current IET Regulations.

MSM Contracts Ltd will with the assistance of client's professional team and all service/utility providers check the area for the presence of all services/utilities and physically mark their locations prior to the commencement of any works.

Services, utilities or installations to be terminated will be proved 'dead' at source and secured as such.

Control measures will be selected in case the isolation of the services is not possible and any utilities or services which must remain live are to be appropriately marked and highlighted and their presence made known to all who may be affected by such live utilities or services.

The Site Supervisor will be responsible for co-ordinating and supervising all work and procedural compliance in relation to existing services in conjunction with the respective utility/service providers together with the preparation of and adherence to RAMS. Any conflict in relation to existing services or provision of new services to be advised to the Contract Administrator for resolution.

Any work involving gas or electricity to be carried out by competent persons who are currently GAS SAFE/ CORGI or NICEIC approved/registered respectively.

Below are the services plans provided by the client.

Pedestrian

Pedestrian segregation on and adjacent to the site will be accomplished by where possible with the provision of protected designated routes bounded by solid barriers or reflective tape with crossing points being highlighted by warning signage. Lighting will be provided as required and proposals will take into account the needs of those with disabilities. These routes to remain free of obstructions and slip/trip hazards.

Segregation/Site Hoarding

Permanent segregation fencing, and hoardings will be provided. Where required temporary internal segregation hoardings measures of dust proof screening will be provided which if required will incorporate an "airlock" with and have appropriate warning signage in place. Due to the possibility of children in the area, the hoarding will be 2-4m high.

Ground Works

The first phase of the contract requires Enabling Works and some minor excavation works. The location of electrical cables, telephone cables, gas mains, water mains, drains or other utilities/services to be identified and clearly marked on site before any excavation work commences.

The exact position of cables/services to be determined by hand digging.

All excavations will either have the sides supported or raked back as necessary to a safe angle. Spoil from excavations will be loaded directly onto transportation for removal off site or to a predetermined location on site. The areas where excavation works are to take place will be continually checked for the presence of underground utilities/services. Any underground utilities/services identified will be positively located by hand digging and the Site Supervisor contacted before work continues.

From the outset, all excavations will be cordoned off with suitable secure barriers/fencing, stop blocks provided where appropriate with illumination as necessary, and warning signage affixed thereto.

Suitable and sufficient excavation support measures to be provided.

No loadings to be imposed near excavations.

All unforeseen eventualities will be assessed, and a safe working procedure compiled by the Site Supervisor before work proceeds.

Excavations are subjected to inspections and recording in accordance with the relevant regulations.

All structures to be monitored during excavation works and if anything, untoward occurs operations to cease, the area to be cleared of personnel, secured as strictly no access and the Structural Engineer to be informed immediately

Controlled Waste – Asbestos – Hazardous substances

It has been confirmed there is no asbestos materials within the works area.

However, During the construction works if there is any doubt regarding the possible presence of asbestos MSM will cease works immediately within the vicinity. Contact will then be made with an appropriate and accredited Asbestos Surveyor who will survey the material and offer advice on how it should be dealt with. No material suspected of containing asbestos will be disturbed.

All PPE appropriate to working with Asbestos must be worn and any material must be disposed of in accordance with Asbestos Legislation with consignment dockets made available for inclusion within the Health + Safety File.

If the Asbestos is Notifiable both licenced and non licenced this will be removed by specialist licenced contractor the following procedure will be followed as a minimum.

Outside specialist removal contractors are to be provided with & study the asbestos report, pre commencement and provide the Company with detailed risk assessments and methods for the safe removal and disposal of controlled and hazardous substances together with relevant documentation in compliance with current regulations.

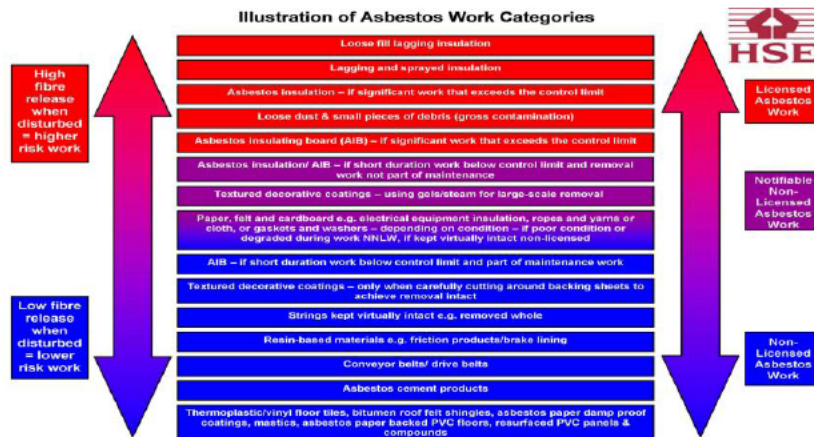
If during work any suspect materials or substances are encountered work is to cease immediately with the area closed off, the project manager is to be informed and work will not recommence until the advice of a competent person has been acted upon

If any asbestos or hazardous substance is identified they will be dealt with in compliance with the current regulations. Licensed Tasks

Those appointed to remove 'licensed task' asbestos will be: -

- required to hold a current license issued by the HSENI and provide a copy to the Company
- required to be a current registered waste carrier and provide a copy to the Company
- required to notify the HSENI in writing as per the requirements in Schedule 1 at least 14 days before commencement
- carry out all work in compliance with the Regulations.
- Provide the Company with suitable and sufficient Risk Assessments & Method Statements before commencement
- Provide the Company with a Special Waste Consignment Note (to be kept for three years)

See Page 52 for illustration of Asbestos Work Categories



If NNLW as indicated below.

For NNLW employers in addition to notification will also have to:-

- provide a plan of work;
- ensure medical examinations are carried out; and
- maintain appropriate health records for workers

Planning the work and Clearing the entire area of all personnel not directly involved in the task and others.

Protective structures/ hoardings to be erected by competent persons making sure migration of any particles is prevented.

Only trained personnel to facilitate the manual removal of the asbestos material.

Personnel to receive full information and instructions including method statements and risk assessments and wear full required PPE to include Suits, gloves, respirators/masks to a minimum standard of P3, safety footwear, helmets, eye protection and ear protection as appropriate.

Remove any fixers manually without breaking the asbestos. Any broken pieces to be removed as they occur. Dust creating tools must not be used during the procedure. Emergency procedures to be in operation.

Place asbestos in plastic bags marked as containing asbestos with mechanical aids where possible and place temporarily stored in a safe, secure location until removal. Asbestos materials must be kept whole and not be dropped or broken. Repeat the procedure until all asbestos is removed.

Clear the area of all residual pieces, particles avoiding the creation of dust. Seal the double plastic bags and clearly mark as containing asbestos. PPE contaminated with asbestos dust or fibre to be disposed off as per the asbestos containing material.

All personnel involved to thoroughly wash themselves upon final completion of the task. Appropriate encapsulation by floor levelling screed will be carried out where possible. Information on above provided for H&S file for future works.

Arrange for a consignment licence from the D.O.E. Environment & Heritage Service

Arrange for disposal at an approved and licensed location Make prior arrangements with the DOE Environment and Heritage Service.

Carry out air monitoring procedures as per pre-information
Comply with the requirements of the Control of Asbestos at Work Regulations NI 1988 and 2000 amendment.

Site Security

Hoarding will be erected around the perimeter of the site with an agreed lockable access/egress gate.

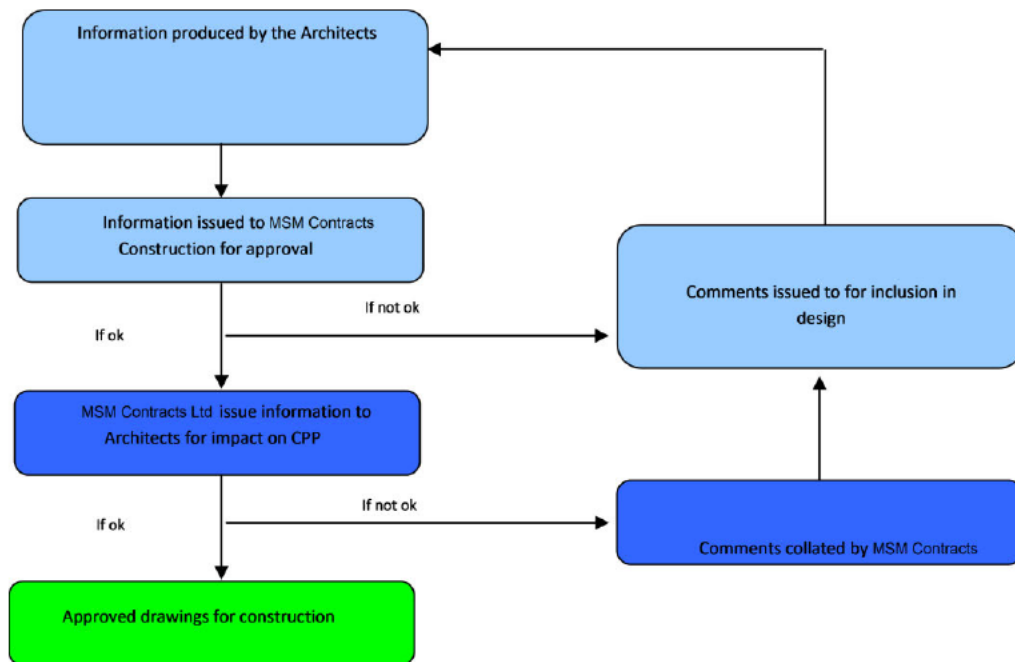
Warning and informative signage will be affixed at appropriate locations.
Site boundaries, appropriate compound/storage location etc will be agreed with the contract administrator.

The construction site is under the day-to-day control of the Site Supervisor and it is his responsibility to ensure that all procedures are strictly adhered to and matters dealt with as they arise. The Site Supervisor will ensure that the construction site is devoid of persons and totally secured at the end of each working day.
The general public, children and unauthorised persons will be prevented access to the site.

Construction personnel are restricted to the confines of the construction site area and shall not enter 'live' sections of the buildings without prior permissions.

The exchange of design information

The procedure for the approval of designs is as follows:



During the detailed Design and Construction Phase, MSM Contracts as the PC and their designers shall carry out their duties including ensuring that all designers (including

designers working for sub-contractors of MSM Contracts) fulfil their duties with respect to taking risk into account, providing information and co-operating with other designers, etc. WSP (Real Estate & Infrastructure) acting as the CDM Advisors will also be informed of any design changes that may affect the risks.

MSM Contracts and their designers shall liaise with the Project Manager so that appropriate notice is given for them to attend design review meetings, etc,

In the event of unforeseen circumstances that may require a design input, MSM Contracts shall inform the Project Manager, the Designers so that associated risks may be assessed, and appropriate avoidance/control measures determined.

This procedure applies to all design issues on site and extends to the design inputs of specialist subcontractors on site.

Information arising from this continuing liaison shall be entered as appropriate in the Construction Phase Plan as part of its ongoing review and development by MSM Contracts.

Handling design changes during the project

The PD will be responsible for the co-ordination of design information between relevant parties.

Where design work, including temporary works design, is undertaken during the construction phase, the PC will liaise with the PD to ensure that both are satisfied that design risk assessments are being undertaken and, where necessary, information is being passed from designers to the construction team by drawing notes, etc.

Where MSM Contracts is undertaking the design work, the PC will liaise with the responsible person to ensure that both are satisfied that design risk assessments are being undertaken and, where necessary, information is being passed from designers to the construction team by drawing notes, etc. Strict records of change will be maintained.

[Hasco Europe Ltd](#) acting as the CDM Advisors will also be involved in handling design changes during the project. Where design becomes an issue of concern it will be placed on the relevant project meeting agenda and discussed with all parties concerned.

Setting Standards-Control & Supervision

A full time Site Supervisor working to the Contracts Manager will supervise and control the contract to meet the required standards. Adequate time and financial resources will be provided to meet the safety needs. Work activities will be programmed in such a manner that the time allocated will not compromise health and safety issues. All working methods will be continually reviewed and when necessary, changed to accommodate safe working practices. Any requests from a representative of the Client will be actioned immediately.

Liaison with property owners / occupiers

Contact will be maintained with the representatives of the surrounding businesses and other contractor's owners/occupiers, contractors & others in order to appraise them of the proposed works and to assure them that MSM Contracts Ltd will endeavour to ensure that their activities are not adversely affected.

A means of contact will be established and maintained and all who may be affected by the Company's operations to be informed regarding the Company's emergency procedures, scope and extent of the works.

Working at Heights

All working at heights irrespective of the distance above/below base level (applicable from zero to infinity) will be subject to a written risk assessment / method statement and where determined necessary protection measures provided as described below.

When work at height is involved Company, policy is to provide protection against personnel and materials falling by either or a combination of: - the installation of a soft-landing system, fall arrest netting, bird cage scaffolding, independent tied scaffolding, edge & opening protection, support boarding, propping and/or other equally approved measures in conjunction with operatives using harnesses/lanyards and other appropriate PPE.

Proper access/egress facilities will be provided to all work locations.

All openings, edges etc as they are created are to be provided with edge, opening protection and warning signage.

Working at heights is not permitted in high wind or inclement weather situations.

Areas beneath personnel working at height and those areas within and adjacent to the swing arc of materials in transit will be delineated and maintained as strictly NO ACCESS.

Work at Height Regulations apply.

Scaffolding – Towers – Temporary Works

Scaffolding to be designed, erected/tied in by competent sub contractors and as construction progresses will be carried vertically beyond roof levels to provide edge protection for the entire structure.

Platforms to be fully decked out, brick guarded, debris netted, toe boarded and double railed at all levels. The provision of debris chutes into a skip may also be required. The scaffolding will be clad with a membrane to suppress dust and eliminate wind blown debris. In addition pedestrian/public protection measures such as fans to be provided where required. Access ladders to the first platform level will be removed at the end of each working day and locked in secure storage. Inspections will be carried out in compliance with the Regulations and recorded in the booklet GS 0307.

The Contract Manager will inform the scaffolding sub contractor of the numbers and locations of loading bays and loadings that will have to be taken into account in the design of the overall structure. Users of the scaffold to be advised of the various loading capacities.

Incomplete structures to have warning signage affixed and have access barred.

Scaffolding sub contractors are to provide risk assessments and method statements for erection and dismantling pre commencement of the task and also provide certificates of completion at each stage.

Working at or on scaffolding is not permitted during inclement weather.

Temporary Works

MSM to implement a Temporary Works procedure, this is to provide a framework for the management and co-ordination of Temporary Works (TW) on construction activities undertaken by MSM Contracts Ltd: and to ensure temporary works are identified, designed constructed, inspected, used, maintained and dismantled safely. This procedure will apply to all MSM employees and supply chains.

The Contracts Manager at contract stage is ultimately responsible for all TW. The Contracts Manager will act as TWC or shall ensure a TWC has been appointed. Ensure TW procedures are implemented.

Ensure that levels of subcontractor supervision is sufficient and that communication channels are established and maintained between MSM Contracts Ltd and its subcontractors.

The Contracts Director will support and review the application of this process within the business unit as detailed within the process.

The Temporary Works Coordinator (TWC) is to act as a single principle point of contact for temporary works activities. (Further details of procedure can be found in HSMS procedures file **HSP23**)

A Temporary Works Co-ordinator will ensure any formwork is to be designed, erected, maintained and dismantled by competent persons with site specific risk assessments and method statements provided pre commencement on site

Lifting equipment – craneage etc

A fixed Crane will not be installed on this project during construction works. Rather a mobile crane will be brought in by the steel erection company during steel construction.

It will be accompanied by a relevant current certificate of thorough examination / test. It will be suitable for the purpose, be in compliance with PUWER, LOLER and be operated only by a competent person who holds a current operators card for the specific machine, issued by CSR, CSCS, CPCS or other equally approved organisation.

Slings, chains, shackles, hooks, eyes and all other lifting gear to have a current certificate of thorough examination / test.

Materials will not be slung over or near to the, public roads, or occupied premises/areas, site offices, personnel, access roads/paths and slinging of materials is strictly confined to within the limits of the site boundary.

Materials for slinging to be prevented from falling by the use of a cargo net or other appropriate measures when appropriate.

All materials for slinging to be clearly weight marked or the weight known.

Lifting operations to be planned by an appointed person and will be carried out by a trained and competent plant operator in conjunction with a trained and competent slinger/signaller under supervision. Recognised signals to be used as the means of communication between the crane operator and the slinger/signaller with the use of dedicated 2-way radios where appropriate.

Risk Assessments & Method statements detailing sequential operations for steelwork/formwork etc erection and slinging of other items together with the systems of protection against persons or materials falling to be provided by site management or the respective sub-contractors to the Contract Manager prior to their commencement on site.

Areas adjacent to and surrounding the work areas to be totally devoid of all unauthorised personnel, visitors and public during, slinging operations, concrete cutting, pumping, excavation work, steel erection, and other such significant risk activities. During such operations, areas to be delineated, appropriately signed and access physically barred where appropriate.

Steel Work Erection & other significant risk operations

The steel work erection will be carried out by a subcontracting specialist this significant risk work to be preceded by a suitable and sufficient Risk Assessment / Method Statement and where appropriate permit to work issued with the required procedures and control measures in place. No work over adjacent occupied premises or areas.

Permit to Work

Permit to Work systems will be in operation for at least the following tasks: steelwork erection, work adjacent to or over occupied buildings, confined spaces entry, electrical work, welding, cutting, drilling, burning, soldering, brazing, use of naked flames and any similar significant risk activity.

Sub-Contractors to give at least 2hrs notice of such operations to Site Management to enable all the necessary approvals to be obtained, precautions to be taken and protection / prevention/ control measures put in place. Powder / CO2 fire extinguishers as appropriate and a fire blanket must be available at the immediate work area. The Site Supervisor will check the entire site and the Hot Work areas 1 hr after the tasks have finished and at the end of the working day. No Hot Work Tasks to take place during the last two hours of the working day.

Demolition – Propping- Temporary

All significant demolition works to be carried out by competent subcontractor and will be preceded by consultation with and instruction from the Structural Engineer with the preparation of site specific risk assessments and method statements. A Temporary Works Co-ordinator will be appointed and will ensure that Protective structures for propping and stabilising works to be designed by a competent structural engineer and erected when specified to the design criteria by competent personnel. Such protective structures upon erection to be approved by the structural engineer and will be subjected to ongoing regular inspection. Site personnel will be instructed to report any apparent problems to the site supervisor immediately. Any movement or abnormalities reported or noted to be referred to the structural engineer immediately and the site/surrounding area cleared of persons until the structural engineer has examined the structure, made recommendations-proposals. The area to remain devoid of persons until the engineer has approved recommencement of work.

All installations, utilities / services to the existing structures for demolition to be disconnected, confirmed as being inactive and R/A's, MS's prepared before approval is issued to commence.

Formwork – Falsework – Propping – Temporary Works

To be designed, erected, maintained and dismantled by competent persons with site specific risk assessments and method statements provided pre-commencement on site. Refer to HSG 32

Proper access and egress measures to all work areas to be incorporated

Personnel compliance

All personnel employed on site will be required to wear appropriate PPE, adhere to Site Rules & instructions, comply with induction procedures and Method Statements etc. Rules and procedures. Disciplinary action will be initiated for non-compliance.

Site Visitors – personnel

All personnel and visitors to the site will be required to undergo MSM Contracts Ltd site induction and sign that they have received such and agree to comply. In addition, a register will be in operation controlled by the site supervisor or his deputy. All on site must wear appropriate PPE with safety helmets, high viz clothing & safety footwear being mandatory. Some [blue] safety helmets will be available for the use of infrequent visitors. Visitors will be accompanied at all times on site by the Site Supervisor or his delegated deputy.

Any person failing to comply with procedures or instructions will not be permitted on site.

Working Sequence

A working sequence will be compiled to ensure that work on site is carried out in a manner to ensure that safe working procedures and practices are adhered to and that overlapping of sub-contractors works do not pose significant risk to themselves, general site operatives or others. (A programme will be provided in due course)

Hours of Work

Will normally be Monday to Friday. Exceptions to this may be necessary on occasions i.e. for the delivery of large/heavy loads etc.

Exceptions will be subject to prior agreement with the contract administrator and clients reps.

The necessary liaisons will take place with all relevant parties and measures/procedures implemented as necessary.

Site Electrics

Only 110 volt electrically powered through a 30mA RCD or battery operated tools will be permitted to be used on site. Tools and lighting to be used in the works will be intrinsically safe. Extension leads, transformers, junction boxes, etc to be placed where they cannot be damaged or cause a tripping hazard.

All portable electrical appliances to be tested in accordance with the regulations.

Removal of Waste

Skips if used will be placed within the site compound, fenced off, covered to avoid windblown debris and will be removed as and when required to licenced tips. Where possible waste to be kept segregated for re use or recycling.

Vehicles transporting waste from the site will be loaded to prevent spillage.

All vehicles to have clean wheels before entering and leaving the construction site.

Any spillage will be removed as it is created.

All waste to be disposed of in compliance with the Waste and Contaminated Land (Northern Ireland) Order 1997 and the Waste Management the Duty of Care Code of Practice.

Site Tidiness – Prevention of Slips, Trips & Falls

The Company imposes a clear debris as you create it policy and it is incumbent on all personnel to remove all debris to the designated locations or receptacles and maintain pedestrian and vehicular routes clear of hazards in order to eliminate the risk of falling materials, slips, trips and falls.

Lasers

The use of lasers is limited to class 1&2 to be operated only in compliance with the manufacturer's instructions.

Lasers are only to be used in delineated areas with the beam well clear of eye level range and the beam stopped at the end of its working path.

Plant and Equipment

All plant and equipment issued to site will be maintained in good working order tested/certificated and used only for its intended purpose. Directly hired plant/equipment which includes those supplied by sub-contractors must be accompanied by current relevant documentation, operated and maintained only by personnel who are competent and have current operator's cards with respect to the plant/equipment to be operated. Any plant or equipment found to be defective will be taken out of service until it has been repaired or replaced. Plant and equipment will not be shared by sub-contractors or others. Plant will be parked safely in a designated location immobilised/secured when left unattended. Carrying of passengers, especially children is strictly forbidden.

Plant and equipment will only be operated by personnel who are trained, competent and hold current Plant Operators cards issued through CITB or similar approved body.

All Company plant and equipment are subject to daily inspections by the operator before first use and are included in a pre-planned maintenance programme. Examinations are carried out in compliance with the regulations.

All plant and equipment will be in compliance with PUWER [NI] 1999 & LOLER [NI] 1999.

Personal Protective Equipment (PPE)

MSM Contracts will provide all PPE required by operatives and will assess their work activities and provide any specialised PPE, if required, i.e. For entry into confined spaces. It is Company policy to ensure that all PPE issued to operatives is worn and maintained by them. Disciplinary action will be implemented against those found to be in breach of the Company instructions.

The wearing of safety helmets, safety footwear and high viz clothing as a minimum is mandatory on this site with other PPE being used as appropriate to the task and as per the Risk Assessment / Method Statement.

Manual Handling

Manual handling to be reduced to the minimum practicable and employees will not be expected to lift, move or handle any weight beyond their capabilities. Weights of all materials will be acquired, marked thereon and be advised to the construction operatives. Assistance will be provided in the form of additional manpower or the provision of a site materials handler / other mechanical devices.

Health and Welfare

The Company will agree at the outset with the contract administrator the arrangements for the provision of suitable and sufficient canteen and toilet facilities in accordance with the Regulations. MSM'S welfare policy can be seen at the back of this document.

These provisions will be maintained in a hygienic state.

Facilities for the storage and drying of work clothing, hot and cold running water, will also be available and soap, towels, consumables etc will be provided.

A First aid kit is provided and will be managed by the Site Supervisor who is a qualified First Aider.

Transport Plan / Compound / Storage – Delivery of Materials Delivery

Deliveries of large and heavy loads may be outside of normal hours and will be by agreement with the Roads Service / PSNI.

Minimum quantities of materials/substances to be stored on site.

All construction materials will be delivered direct to, unloaded within the site compound confines and stored in a secure and orderly fashion within the site and will not obstruct access and egress to the workplace. A site compound will be erected in an appropriate/approved position to contain the site office, canteen, storage area and containers.

Spillages etc will not be permitted to enter the drainage system. This area will be kept secured when not in use.

Storage and issue / distribution of materials & substances is under the direct control of the Site Supervisor or his delegated deputy. Consideration will be taken of widths at gates.

Vibration & Noise

Vibration and noise to be in compliance with the Vibration at Work Regulations 2005 and the Noise at Work Regulations 2006 respectively and the Pollution Control and Local Government Order (NI) 1978 as stated in Pre-Info Pack.

Vibration risk assessments covering HAV (Hand Arm Vibration) and WBV (Whole Body Vibration) to be prepared for all applicable tools and plant and the information provided to users. Exposure limit values cannot be exceeded.

Constructions activities on this site will adhere to requirements in PIP. The use of screens, damping, isolation and any other engineering controls will be used where possible.

Risk assessments to be prepared for all applicable tools and plant and the information provided to users with suitable hearing protection when appropriate.

Employees should be informed about the need to minimise noise and should be supervised to ensure compliance with the noise control measures adopted.

Pollutants

Pollutants such as noise, dust and fumes will be kept to a minimum by suppression, physical barriers/dust proof hoarding, damping down, use of sound absorbent barriers, ventilation etc as necessary.

All waste to be stored in clearly marked suitable covered containers / receptacles until disposal off site to appropriate locations.

Site waste which may accumulate on the roads and walkways will be removed as it is created.

The burning or burying of rubbish on site will not be permitted.

Controlled Waste

Controlled waste if any will be dealt with by a registered competent contractor who will be required to provide site specific risk assessments and method statements for approval pre-commencement.

All controlled waste will be dealt with in compliance with the relevant regulations and disposed of at a licenced dump with the required procedures being adhered to and documentation being provided.

Emergency Exits

Emergency exits from the building under construction and adjacent areas will be maintained unobstructed at all times.

All emergency routes on site will be appropriately signed.

Emergency vehicle/pedestrian routes will be kept free during construction works.

COSHH Assessments

COSHH assessments will be conducted for all products used on site which may pose a risk to the health of the user. Manufacturers hazard data information sheets will be obtained from the suppliers for products which come within the scope of the COSHH regulations.

All such information will be made available to the users of substances and copies of assessments will be included in the onsite Safety File.

Particular attention will be drawn to the below substances. This list is not exhaustive.

- Asbestos Containing Materials;
- Cement / Cement based mortars;
- Sealants / Adhesives / Solvents;
 - Timber Preservatives;
 - Paints / Varnish / Fillers;
 - Inflammable Liquids;
 - Fire Protective Materials;
 - Silicone / Mastic / Putty;
 - Proprietary Insulation.

Information for Operatives, Contractors, Visitors, Others

All persons entering the site must undergo the MSM Contracts Ltd induction procedure.

Site rules and instructions will be notified to all operatives, including sub-contractors, visitors, others on site either verbally or in writing.

The Site Supervisor will discuss all safety aspects of the contract with all personnel, sub-contractors, agree safe methods of working and provide them with relevant extracts from the H & S plan prior to their work commencing and also obtain their full Health & Safety documentation for approval prior to commencement on site. Personnel to receive all relevant information and instruction regarding the tasks to be performed including residual risks, risk assessments, method statements and have access to all necessary documentation including the onsite health and safety file.

All sub-contractors will be under the overall control of MSM's Site Supervisor.

Site Inductions

All persons entering the site will be required to undergo the Company's induction procedure, receive site rules and information and agree to comply by signing the induction document. They will also be given the site COVID-19 induction/TBT.

Working Area

The surrounding non-designated site areas are 'STRICTLY OUT OF BOUNDS' and the transportation of general construction materials together with all loading and unloading operations will be carried out within the confines of the site working area. Vehicles/Plant cannot be parked on access roads or otherwise illegally parked.

Continuing Liaison-Monitoring/Reviewing

The Principal Designer to be kept informed of all changes to the original contract and be made aware of all design elements changes to the contract as advised by the design team. Adequate time will be given to the Principal Designer to consider the changes to any design elements.

Architects instructions will be issued to the principal contractor. The programme of works will be altered to accommodate any change to the original contract to ensure safety is paramount.

Information relating to the Client's safety file will be forwarded to the Principal Designer for inclusion in that file.

Setting Standards-Control & Supervision

A full time Site Supervisor working to the Contracts Manager will supervise and control the contract to meet the required standards. Adequate time and financial resources will be provided to meet the safety needs. Work activities will be programmed in such a manner that the time allocated will not compromise health and safety issues. All working methods will be continually reviewed and when necessary changed to accommodate safe working practices. Any requests from a representative of the Client will be actioned immediately.

Environmental

Environmental issues to be dealt with in compliance with the Company's Environmental Management System. (ISO14001)

Aspects and impacts and environmental risk assessment to be identified pre - commencement and throughout the project with appropriate control measures implemented.

Site Security

Site Management to liaise with the Contracts Administrator regarding the erection of highlighted hoarding / fencing and signage.

Liaise with Contracts Administrator regarding the provision of a secure compound area, storage area and parking.

Cartridge Tools

Cartridge operated tools **must not** be used in locations where there is the possibility of persons being present in all adjacent areas either externally or internally.

Cartridge tools can only be operated by persons specifically trained in their use and who have permission from site management.

Risk Assessments & Method Statements

Must be prepared for all tasks with significant risk pre-commencement of that task and the information contained in the RA's & MS's imparted and made available to those who participate in the task & to those who may be affected by the task.

Site Emergency Egresses

Where possible primary and secondary means of emergency egress are to be provided at all work locations.

Asbestos – hazardous materials

Use the Client's asbestos survey – hazardous materials survey and action as necessary. Construction personnel to be instructed to inform site management if 'suspicious' materials are found.

Safety Meetings

Site management will hold safety meetings on a regular basis with representatives of the Client, professional team and contractors to discuss the requirements, updating and implementation of the site safety plan.

Site personnel, visitors, others

The above and others who may be affected by the works must receive site specific induction upon first visit to the site. Those personnel participating in tasks and others who may be affected by the task should participate in specific related Toolbox Talk sessions pre-commencement of that task.

Access / Egress

Where possible two means of access and egress to be provided to all work locations.

Fire Prevention & Control

Measures and systems for fire prevention and control to be provided in compliance with the Fire Prevention on Construction Sites Code of Practice.

First Aid

A qualified first aid person will be on site at all times with appropriate first aid facilities available.

Site Tidiness

MSM Contracts Ltd imposes a 'remove debris as you create it' policy in order to provide a safe working environment free from hazards, slips, trips, falls and fire risk

Health, Safety & Welfare

The health, safety and welfare of construction personnel, patients & others together with that of pedestrian vehicular and public is paramount and to achieve this the site when operational will be under the control of a full time competent person who will also provide first aid HS& W facilities.

Notifications

Inform PSNI & Fire Authority who will advise on security and fire protection measures respectively.

Display NI10, H&S Law poster, Insurances etc

On Site

Pre-commencement:

Read and understand the requirements Construction Phase Plan & the Pre-construction information pack.

Erect hoarding/signage & general mobilisation inclusive of the provision of H, S & W and fire protection/control facilities.

Implement procedures in compliance with the Fire Prevention on Construction Sites Code of Practice.

Implement segregation measures.

Demolition to be preceded by a specific RA & MS with this information imparted to those involved or who may be affected.

Pre-this demolition being commenced ensure facilities and measures are in place to prevent the spread of dust – to sensitive areas.

Close off sufficient area to facilitate demolition and loading of debris with measures inclusive of signage/traffic control implemented for the protection and management of pedestrians and vehicular traffic.

All waste and debris to be disposed of in compliance with the Waste and Contaminated Land Order.

Check the integrity of all areas of work and provide support / protection measures as necessary to existing structures.

Temporary support systems are not to be removed until authorised by the structural engineer.

Working at heights protection measures to be in place.

Edge and opening protection to be affixed at all openings and edges as they are created.

Erect steelwork, construct roof, mezzanine etc whilst providing protection against personnel and materials falling outwards or inwards.

All procedures applicable to working at heights are to be implemented.

General

Windows of opportunity to be explored and agreed with the contract administrator, in order to identify 'safe periods' for the execution of tasks with significant risk.

Provision to be made to prevent materials being windblown or otherwise deposited on adjacent areas.

No work involving lightweight materials capable of being windblown to occur in windy or inclement weather conditions.

No work at heights during windy weather or inclement weather conditions.

Provision to be made to prevent the general public gaining access to the site and measures to be provided to protect others on adjacent areas.

Maintain ongoing liaison with utility/service providers, PSNI, Emergency Services, etc adjacent property owners / occupiers etc and the representative/s of the client.

All openings and edges as they are created to be fitted with suitable and appropriate protection measures and signage.

The use of cartridge tools is prohibited unless pre-approved by site management.

Hot work and other significant risk activities must be approved by site management and preceded by a permit to work with appropriate prevention and control measures etc in operation.

Temporary works to be designed, installed and maintained by competent persons.

Works inclusive of temporary measures such as site hoarding/fencing, scaffolding etc must not compromise or jeopardise the security or integrity of adjacent properties.

Noise, vibration and dust to be controlled and kept to a minimum.

Security hoarding, fencing to be secure, childproof and have warning and informative signage affixed. Site access to be kept closed when not in use.

Specialist work to be carried out by trained and competent persons.

Suitable and sufficient Lighting systems to be provided externally and internally in compliance with the regulations for after hours work.

The project will be under the control of an on site competent site supervisor/ First Aid provider at all times.

A 'child' is a person who has not reached the (MSLA) Minimum School Leaving Age circa. 16 years of age and as such must not be permitted on an MSM Contracts Ltd construction site.

The above is not exhaustive and procedures, systems, measures to be implemented as appropriate in order to provide a safe place of work and maintain compliance with current health, safety and welfare legislation.

Risk Assessments – Method Statements

For all tasks that have significant risk:

- risk assessments and method statements to be acquired from sub-contractors for their tasks
 - risk assessments and method statements to be prepared by site management for tasks by the principal contractor

All personnel involved and those who may be affected by a task to be made aware of the contents of the risk assessments and method statements.

The project specific Risk Assessment identifies those risks and control measures which may be suitable at the pre-start stage of the contract and are not conclusive. Amendments and further additions will be required as the contract progresses, and these will be provided by sub-contractors and site management for implementation prior to the task commencing with copies provided for inclusion in the safety file and signed off by site personnel. Also Included at the back of the document is general Risk Assessments.

Pre commencement and throughout the project significant risk tasks and procedures will be identified by the Contracts Manager, Site Supervisor and the H&S Officer with risk assessments being provided by the Site Supervisor with recourse to the personnel involved and the H&S Officer for advice as required.

The Site Management Team, at the weekly review meetings, will identify the health and safety hazards that are anticipated for each phase of the works programme, and agree safe methods of work to eliminate or control the risks to those persons carrying out the work itself and all other persons who may be affected. Method statements and risk assessments will then be prepared, reviewed, communicated, and issued in good time prior to commencement of work. The Site Management Team will then ensure that all control measures referred to are implemented.

HSEQ Administrator to communicate on a weekly basis with site management teams to ascertain what RAMS are required for all works coming up and input these details onto the project RAMS register

CM or SM to advise HSEQ Administrator regarding any discrepancies or RAMS requirements for their projects at suitable intervals.

QS, CM or SM to advise all subcontractors that they will not be able to start until site specific a RA'S & MS's are provided and approved.

Once RA'S & MS's are been received Site Manager or Contacts Manager are to review RA'S & MS's for content and suitability and raise any queries with subcontractor for amendment and resolution.

The Health and Safety Manager will during their inspection examine the content of the RA'S & MS's Register and report any discrepancies between the information contained on the RA'S & MS's and those found on site.

Exposure to UV Radiations

Too much sunlight is harmful to your skin. A tan is a sign that the skin has been damaged. The damage is caused by ultraviolet (UV) rays in sunlight.

Who is at risk?

If work keeps workers outdoors for a long time their skin could be exposed to more sun than is healthy for them. Workers should take particular care if they have:

- Fair or freckled skin that doesn't tan, or goes red or burns before it tans;
- Red or fair hair and light-coloured eyes;
- A large number of moles.

People of all skin colours should take care to avoid damage to the eyes, overheating and dehydration.

What are the harmful effects?

In the short term, even mild reddening of the skin from sun exposure is a sign of damage. Sunburn can blister the skin and make it peel.

Longer term problems can arise. Too much sun speeds up ageing of the skin, making it leathery, mottled and wrinkled. The most serious effect is an increased chance of developing skin cancer.

What must we do to protect the employees?

- Make sure they keep their top on.
- Long trousers are to be worn at all times. (No shorts).
- Wear a hat with a brim or a flap that covers the ears and the back of the neck.
- Stay in the shade whenever possible, during your breaks and especially at lunch time.
- Use a high factor sunscreen of at least SPF50 on any exposed skin.
- All site personnel should be aware of keeping hydrated to prevent heat stroke / exhaustion.
- Tell them to check their skin regularly for any unusual moles or spots. See a doctor promptly if they find anything that is changing in shape, size or colour, itching or bleeding.

Meetings - regular liaison between parties on site

The Site Manager will hold regular meetings on site with the Project Manager and his team, client representatives and subcontractors to discuss and agree health and safety issues on site.

The Site Manager will also hold technical meetings with subcontractors at a suitable frequency determined by the Site Manager to ensure appropriate and accurate health and safety; design and production information is communicated.

The Site Manager will coordinate and liaise with the Client in an ongoing, informal basis in person, by phone and also communicate a weekly progress report. All communications will be formally recorded within the Site Managers diary.

Meetings – client/representatives

At prestart meeting is to be held on site where a schedule for meetings will be agreed, however it is anticipated that a site meeting with the client rep will be held onsite once a month minimum, but there will also be regular communications between parties via email, phone calls, and video calls.

Consultation with the workforce

We shall ensure that all those working on this project are advised of the contents of the Construction Phase Health & Safety Plan, Site Rules and all other health and safety procedures that apply.

Health & Safety information specific to the project will be issued to all construction personnel working on site by the following methods.

- Through attendance at sub-contractor meetings
- Participation in site induction – QR Code includes CPP, AED; specific site information

- Displaying of signage and notices at various locations in the site office and canteen;
- Toolbox talks
- Posting of safety bulletins and safety information as and when required
- Communication of method statements to contractor personnel

At site level, the following mechanisms will be established for effective ongoing consultation with all operatives:-

- Open door policy for all operatives and staff employed on site where the individual can approach the site supervisory staff on matters relating to health and safety;
- Construction meetings held with the site management team;
- Weekly safety review meetings held with contractors and employees' representative;
- Sub-contractor progress meetings where health and safety is at the top of the agenda;

MSM Project risk assessment

PROJECT RISK ASSESSMENT – QUEENS BELFAST

Project No.	613	Project Name	BANGOR QUEENS	Site	Queens parade
Prepared by	J Hamill	Department	H&S Department	Date	Aug 2025

For Risk Rating refer to the Risk Matrix

Hazard	Present Y/N	Risk Rating	Description of Risk	Control Measures (To be included in Site Specific RAMS; Site Induction; Toolbox Meetings; ITPs; etc.)	Residual Risk Rating	Who will control the risk? (MSM Contracts; Subcontractor; Consultant, etc.)
Adjacent Apartments Businesses and Members of the Public	Y	VERY HIGH	Impact with construction processes. (Death, Injuries) Maritime & Coastguard Agency is located next door. Various residential and commercial properties.	<ul style="list-style-type: none"> Ensure public safety through securing the boundary of the site with security fencing Liaison with Contract Administrator CDMC. All mandatory signage to be prominently displayed at all access/egress points. Signage directing unauthorised persons to keep out. Traffic management plan in place and reviewed on site. MSM to notify any neighbours who may be potentially impacted of all major works prior to their commencement. RAMS to be prepared for works close to gable wall 	MEDIUM	MSM Subcontractor
Compressed air	Y	MEDIUM	Flying objects. Noise. (Eye & other Injuries, hearing damage)	Air streams must not be aimed at a person. Appropriate PPE to be worn.	LOW	MSM Subcontractor
Confined Spaces	Y	MEDIUM	Unventilated area, collapsing walls, accidents. (Death, suffocation, Injuries)	Confined Space Entry Permit, safe oxygen level, atmospheric contaminants in the confined space are reduced below the appropriate exposure standards, confined space is free from extremes of temperature, concentration of any flammable contaminant in the atmosphere of the confined space is below 5% of its LEL, stand by person, rescue & first aid personnel, appropriate training.	LOW	MSM Subcontractor

PROJECT RISK ASSESSMENT – QUEENS BELFAST

Hazard	Present Y/N	Risk Rating	Description of Risk	Control Measures (To be included in Site Specific RAMS; Site Induction; Toolbox Meetings; TTPs; etc.)	Residual Risk Rating	Who will control the risk? (MSM Contracts; Subcontractor; Consultant, etc.)
Contaminated ground	N	MEDIUM	None identified/harmful substances.	atmospheric testing if required. Chemical analysis of contaminated soils. Adequate PPE, where available.	LOW	MSM Subcontractor
Hoist Operations	N	VERY HIGH	Impact with Hoist (Loss of limb, crushing, injuries.) Insufficient sole plates. <u>Coming into contact with hoist (Death or injury to operator and nearby persons)</u> Damage to vehicles and Plant	Demarcation of walkways and high visibility garments to be worn when using hoist, qualified operators - copies of certificates of competency or permits to be presented at site induction, plant inspection prior to use. Ensure adequate SWL for operations Qualified operators - copies of certificates of competency or permits to be presented at site induction Ensure that the operator has been trained in the operation of the hoist and its guard and protection systems that has arrived on-site. All personnel to be inducted on the traffic conditions into the site. Adequate signage/barriers in the effected areas. Dust suppression strategies to be used, i.e. water spray. Install dust barrier	MEDIUM	MSM Subcontractor
Dust	Y	HIGH	Uncontrolled dust from site (Inhalation, irritation)	Dust suppression strategies to be used, i.e. water spray. Install dust barrier	LOW	MSM
Dust (Chemical)	Y	MEDIUM	Uncontrolled emissions of dusts including but not limited to: Cement; silica; MDF; wood dust, etc. (Inhalation, eye/membrane irritation, disease)	Dust control measures to be put in place such as extraction units or vacuum units fitted to power tools. Dust emitting processes must be isolated to prevent ingress to other work areas. Substances Register, Safe Work Methods, appropriate PPE	LOW	MSM Subcontractor
Electrical	Y	VERY HIGH	Electrocution	All work to be carried out in accordance with the EAW Regulations, and to the. Electrical Installations	MEDIUM	Subcontractor Electrical
Emergencies	Y	HIGH	Inappropriate rescue procedures. Insufficient equipment (Death and or injury)	Ensure that all personnel doing high-risk work are aware and trained in the emergency rescue procedure appropriate for the task being performed.	MEDIUM	MSM Subcontractor
Excavation work	Y	VERY HIGH	Unprotected deep excavations. (Falls)	All work to be carried out with consideration of	LOW	MSM

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Date May 2023

PROJECT RISK ASSESSMENT – QUEENS BELFAST

Hazard	Present Y/N	Risk Rating	Description of Risk	Control Measures (To be included in Site Specific RAMS, Site Induction; Toolbox Meetings; ITPs; etc:)	Residual Risk Rating	Who will control the risk? (MSM Contracts; Subcontractor; Consultant, etc:)
Falling objects	Y	HIGH	Loose objects falling from upper levels (injury to persons below or nearby) provision to be made if early adoption of carpark crash deck as instructed by Andras House	Installation of fencing to prevent objects falling on personnel below. Hand tools to be fitted with approved lanyards, if people are working directly below, (roof works) Available from HO be fenced off.	MEDIUM	MSM Subcontractor
Formwork	Y	VERY HIGH	Fall from heights. Collapse during concrete pour.	All work to be carried out to the requirements of Temporary Works Co-ordinator.	MEDIUM	MSM Subcontractor
Gas Bottles	Y	HIGH	Incorrect storage of gas cylinders. (Burns, death, impact with cylinders)	Store Oxygen and Acetylene cylinders separately, at least 3 metres apart. Flashback arresters to be installed on all oxy/acetylene equipment. Restrain bottles upright (cage or chain). Material Safety Data Sheets	LOW	MSM Subcontractor
Gas Main	N	VERY HIGH	Fractured gas main, risk of fire and explosion. (Death, burns, personal injuries, gas inhalation). See Existing Service Drawings Caldwell/ Black consulting	Services location consultant to carry out a site survey to identify all existing service locations. Identify services on drawings, issue to subcontractors. Dial Before you Dig	MEDIUM	MSM Subcontractor
Hazardous substances	Y	MEDIUM	Burns, ingestion irritation, absorption.	Contain hazardous fluids as per storage instructions and/or in flammable goods store. Report all spills to the MSM Site Supervisor. Usage as per MSDS, MSRA, appropriate PPE, Hazardous Substance Register	LOW	MSM Subcontractor
Hot Work	Y	MEDIUM	Uncontrolled sparks near flammables. Eye injuries from unshielded work (Burns, death, eye injuries, other injuries)	Hot works permit, keep flammable materials away. Housekeeping. Provide fire extinguisher. All work to be carried out behind flash screens. Adequate air ventilation. Flashback arresters to be installed on all oxy/acetylene equipment	LOW	MSM Subcontractor
Internal combustion	Y	HIGH	Internal combustion engines operating nearby. (Suffocation)	Internal combustion engines are not to be used in confined spaces. Keep exhaust fumes away.	LOW	MSM Subcontractor

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PROJECT RISK ASSESSMENT – QUEENS BELFAST

Hazard	Present Y/N	Risk Rating	Description of Risk	Control Measures (To be included in Site Specific RAMS; Site Induction; Toolbox Meetings; ITPs; etc.)	Residual Risk Rating	Who will control the risk? (MSM Contracts; Subcontractor; Consultant, etc.)
engines - carbon monoxide/dioxide				Where necessary, monitor O ₂ with air quality monitor.		
Manual handling	Y	HIGH	Manual handling injuries.	Mechanical assistance to be provided for heavy objects. Provide adequate training in manual handling procedures. Lift within persons capacity	MEDIUM	MSM Subcontractor
Noise (above 85dB(a))	Y	MEDIUM	Hearing loss due to long term exposure to high noise levels.	Wear appropriate PPE. Provide and take note of warning signage and restricted work zones.	LOW	Subcontractor
Operation of Plant or machinery - unstable base / edge	Y	VERY HIGH	Insufficient sole plates. Too close to excavations. Unstable base or edge (Death or injury to operator and nearby persons)	Ensure adequate soleplates under outriggers, monitor for subsidence. Keep plant well back from the edges of excavations. Qualified operators - copies of certificates of competency or permits to be presented at site induction	MEDIUM	MSM
Overhead services Power/ communications.	Y	HIGH	Contact with personnel, equipment and machinery (Electrocution)	Visually identify with "Goal posts". Isolate wherever possible. Provide insulated barriers when working within the safety limits. Notify the service provider. Include details in Site Induction	MEDIUM	MSM Subcontractor
Penetrations	Y	MEDIUM	Uncovered penetrations. (Falls)	Fixed covers or temporary fencing over or around all penetrations. Ladders must be secured.	LOW	Subcontractor
Personnel Access	Y	MEDIUM	Impact with construction processes. (Death, injuries)	Traffic management plan in place. All personal to be inducted on the traffic conditions into the site. Adequate signage in the affected areas.	LOW	MSM
Plant or machinery	Y	HIGH	Impact with mobile plant/machinery. (Loss of limb, crushing, injuries, death)	Demarkation of walkways and high visibility garments to be worn when working near mobile plant, qualified operators - copies of certificates of competency or permits to be presented at site induction, plant/machinery inspection prior to use.	MEDIUM	MSM Subcontractor
Precast flooring panels	N	HIGH	Insufficient propping or bracing of precast panels. Exceeding point loading limits of suspended slabs, etc. (Crushing, injury from flying fractured)	All panels to have at least two braces. All braces to be in place before unhooking from crane. Materials to be distributed evenly over the suspended slab.	LOW	Subcontractor

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PROJECT RISK ASSESSMENT – QUEENS BELFAST

Hazard	Present Y/N	Risk Rating	Description of Risk	Control Measures (To be included in Site Specific RAMS; Site Induction; Toolbox Meetings; ITPs; etc.)	Residual Risk Rating	Who will control the risk? (MSM Contracts; Subcontractor; Consultant, etc.)
Public Access	Y	MEDIUM	Impact with construction processes. (Death, injuries)	Signage directing unauthorised persons to keep out and security fencing.	LOW	MSM
Roof Work	Y	EXTREME	Falls from heights.	All work to be carried out to the requirements of the Code of Practice – Avoid Prevent Minimise.	HIGH	MSM
Scaffold	Y	VERY HIGH	Incomplete scaffold. (Falls), manual handling, falling objects, electrocution.	All work to be carried out in accordance with scaffolding standards BS EN12111 TG20 BS 5973 Certificates of compliance for the scaffold to be supplied by the subcontractor before scaffold can be used. "Incomplete Scaffold" signs to be displayed in affected areas. Manual Handling training conducted by subcontractor. PPE, HV.	MEDIUM	Subcontractor
Spray painting	Y	MEDIUM	Aerosols. (Fume inhalation, eye and membrane damage)	Keep others away. Appropriate PPE to be worn.	LOW	MSM
Structural collapse	Y	HIGH	Structural collapse.	Wearing of appropriate PPE, TWC inspections, and appropriate supports.	MEDIUM	MSM Subcontractor
Subsidence / Soil stability	Y	MEDIUM	Deep excavations: cliff faces could subside after heavy rainfall. (Death, falls, crushing, injuries from falling materials etc)	Deep excavations to be benched or battered. Refer Code of Practice – Excavation checked as per Statutory requirements and recorded. Place barriers at edge of excavation.	LOW	MSM Subcontractor
Traffic	Y	MEDIUM	Traffic passing adjacent to the construction site. Impact with pedestrians or other site plant. (Death, injuries from vehicles)	Traffic management plan in place. All personal to be inducted on the traffic conditions into the site. Adequate signage/barriers in the proposed areas. Proposed public carparks used	LOW	MSM Subcontractor
Underground power/ communications	Y	HIGH	Contact with personnel and machinery (Electrocution)	Services location consultant to carry out a site survey to identify all existing service locations. Identify services on drawings, issue to subcontractors. CAT Scan to be carried out prior to works beginning by MSM.	LOW	MSM Subcontractor
Unventilated pits/drains -	Y	HIGH	Unventilated pits/drains.	Monitor O ₂ Levels, and H ₂ S levels with an air quality monitor. Provide supplied air respirators	LOW	MSM

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PROJECT RISK ASSESSMENT – QUEENS BELFAST

Hazard	Present Y/N	Risk Rating	Description of Risk	Control Measures (To be Included in Site Specific RAMS; Site Induction; Toolbox Meetings; ITPs; etc:)	Residual Risk Rating	Who will control the risk? (MSM Contracts; Subcontractor; Consultant, etc:)
hydrogen sulphide or methane				where H ₂ S is present and forced air ventilation where methane is present.		
Vapours	Y	HIGH	Unventilated storage areas. (Inhalation, suffocation)	Ensure that all vapourising liquids are stored in a ventilated area. Provide forced air ventilation if required. Substances Register, Safe Work Methods, appropriate PPE	MEDIUM	MSM Subcontractor
Work on or near live electrics	Y	EXTREME	Electrocution.	All work to be carried out to the requirements of the Code of Practice – Low voltage electrical work and Electrical work for construction.	HIGH	MSM Subcontractor
Work on or near live gas mains	Y	EXTREME	Fire and or explosion. Asphyxiation.	Gas mains must be isolated from their supply before any work can commence. Refer also to the Code of Practice – Excavation.	HIGH	MSM
Working at heights -structure	Y	VERY HIGH	Unprotected edges. (Falls)	Provide temporary handrails complete with mid rail and toe boards on all elevated surfaces.	MEDIUM	MSM Subcontractor
Working on roofs	Y	EXTREME	Unprotected edges (Falls) when constructing fourth floor	Fall protection per the Code of Practice Work on Roofs – Avoid Prevent Minimise. Provide edge protection around perimeter and at lightwell	MEDIUM	MSM Subcontractor
Workplace Stress	Y	MEDIUM	Personal Injuries	All workers when working on the roof must be briefed on site specific Risk Assessment Where possible, workers are not exposed to excessive heat or cold, irritant noise, poor lighting or physical hazards. Ensure regular consultation with workers through toolbox talks. Working hours are not to exceed those agreed upon within the company .	LOW	MSM
Other Risks: CDMC						
Asbestos to be confirmed by prior to survey	N	HIGH	None reported in PCI 6848 Skobe Projects Ltd	<ul style="list-style-type: none"> Client to advise of potential of asbestos being present/Survey Isolate the area. If after further survey asbestos products are detected that are likely to need to be disturbed Stop Work and 	MEDIUM	MSM Subcontractor

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PROJECT RISK ASSESSMENT – QUEENS BELFAST

Hazard	Present Y/N	Risk Rating	Description of Risk	Control Measures (To be included in Site Specific RAMS; Site Induction; Toolbox Meetings; ITPs; etc.)	Residual Risk Rating	Who will control the risk? (MSM Contracts; Subcontractor; Consultant, etc.)
Pigeon Droppings	Y	HIGH	Pigeons have been associated with a variety of diseases, including histoplasmosis and cryptococcosis. Histoplasmosis is a disease caused by a fungus that grows in pigeon droppings. Psittacosis – this is a rare infectious disease caused by a bacterium called Chlamydia psittaci. It is mainly associated with parrots and other similar species but does affect other birds, including pigeons. Symptoms are commonly a flu-like illness and pneumonia usually appearing 5-19 days after exposure	<p>Suitable competent contractor to carry out environmental clean</p> <p>Appropriate RAMS Assess – Control – Review Model</p> <p>Notify Client</p> <ul style="list-style-type: none"> To be dealt with in accordance with CAR 2012 <p>ensure</p> <p>All workers when working with droppings to be briefed on site specific Risk Assessment</p> <p>Work method – prevent any dust getting into the air by wetting down the work area. Do not use high-pressure washers as this creates contaminated airborne droplets. Consider using plastic sheeting to prevent contamination spreading</p> <p>Appropriate Disposable garments to be worn and respirable protection P3</p> <p>Ensure appropriate welfare facilities are in place for washing of hands etc</p> <p>Supervise: Ensure that controls such as work methods, PPE and welfare are effective and used by the workers. Anyone using tight fitting masks needs to be clean-shaven and face fit tested</p>	MEDIUM	MSM Subcontractor
River courses	Y	HIGH	Risk of falling into water and drowning, contact with contaminated water, presenting, for example, the risk of Weil's disease. Bangor front marina	<p>Area to be fenced off to prevent falls into marina.</p> <p>Movement of heavy plant is to be limited in this area.</p> <p>All operatives and contractors are to be made aware of hazard to rear of site during induction.</p> <p>Safety controls – life jackets, No harness on MEWPs, lift tings, etc</p>	LOW	MSM

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PROJECT RISK ASSESSMENT – QUEENS BELFAST

Sub-contractors should use this Project Risk Assessment as the **minimum** level of Control Measures only. The subcontractor shall take into account any Site-Specific or other Hazards associated with their process when submitting their Safe Work Method Statement(s). Where the subcontractor can implement an alternative control, which is deemed equal or superior to the nominated control, they are to bring this to the attention of the Site Manager prior to the commencement of work.

RISK MATRIX

Any risk classified as being either **EXTREME**, **VERY HIGH** or **HIGH** must be reduced to the lowest level possible by the development and implementation of effective controls. The aim is to eliminate or reduce risks to **MEDIUM** or **LOW** levels for all activities.

RISK CLASS CALCULATOR (RISK CLASS = LIKELIHOOD X CONSEQUENCE)

Consequence	Likelihood				
	Almost certain	Likely	Possible	Unlikely	Rare
Catastrophic	EXTREME	EXTREME	EXTREME	VERY HIGH	HIGH
Major	EXTREME	EXTREME	VERY HIGH	HIGH	MEDIUM
Moderate	VERY HIGH	HIGH	HIGH	MEDIUM	LOW
Minor	MEDIUM	MEDIUM	MEDIUM	LOW	LOW
Insignificant	MEDIUM	LOW	LOW	LOW	LOW

CONSEQUENCE

Catastrophic -The hazard has the potential to:
<ul style="list-style-type: none"> Permanently disable or kill Cause severe damage to the structure Have significant impact on the surrounding population and environment
Major -The hazard has the potential to:
<ul style="list-style-type: none"> Temporarily disable or very serious injury Cause major damage to the structure Serious breach of the site boundary and pollution of the local environment
Moderate -The hazard has the potential to:
<ul style="list-style-type: none"> Temporarily disable or serious injury Cause moderate damage to the structure Breach the site boundary and minor pollution to the local environment
Minor -The hazard has the potential to:
<ul style="list-style-type: none"> Moderate injury Cause minor damage to the structure Be contained within the site boundary
Insignificant -The hazard has the potential to:
<ul style="list-style-type: none"> Cause minor injury (first aid) Insignificant impact contained within the site boundary

HIERARCHY OF CONTROLS

When deciding on the best way to control a risk, consideration should be given to the Hierarchy of Controls. The Hierarchy of Controls gives an ordered mitigation strategy to remove or reduce the hazard. Start at the top of the hierarchy of controls, check to see if the risk can be eliminated first. This may not be practicable however by changing the way work is done it could reduce or eliminate the hazard. If the risk cannot be eliminated proceed to the next stage and check for any substitutes available and so on.

- Elimination - Removing the hazard at source of the risk.
- Substitution - Finding and replacing the problem less hazardous one. Eg. replacing solvent based paints with water-based paint.
- Isolation - Separation of the process can be by distance from the rest of the workplace or by a physical barrier between the process and any person. Eg. providing a locked cage area for hazardous substances.
- Engineering - Protecting the element at risk, usually human, by installing protective barriers or guards. An example would be hand railing on stairs or an automatic shield on a saw.
- Administration - Implementing a procedure or business management system when working in a particular fashion or environment.
- Personal Protective Equipment - Safety glasses, aprons, protective clothing etc.

LIKELIHOOD

Almost Certain 75% - 100%	Expected to occur in most circumstances
Likely 60% - 75%	Will probably occur in most circumstances
Possible 40% - 60%	Might occur at some time in the future
Unlikely 20% - 40%	Could occur but doubtful
Rare 0% - 20%	May occur but only in exceptional circumstances.

RISK CLASS LEGEND

EXTREME	Extreme Risk - Significant immediate action required by Senior Management.
VERY HIGH	Very High Risk - Significant Senior Management action required.
HIGH	High Risk - Senior management attention needed
MEDIUM	Medium Risk: Management responsibility must be specified
LOW	Low Risk: Manage by routine procedures

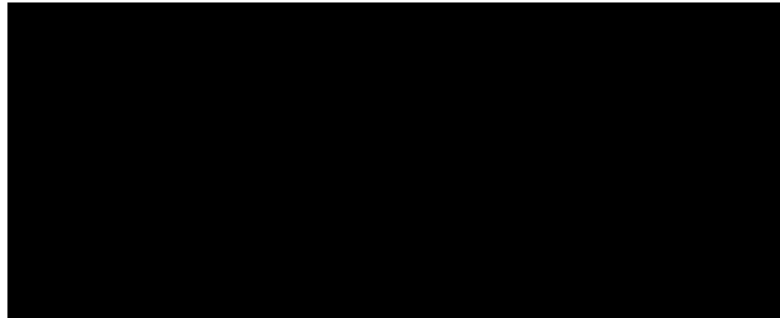
SITE EMERGENCY CONTACT NOTICE

Contract	<u>Bangor Queens</u>
Site Telephone Number	[REDACTED]
Site Address	Queens Street, Bangor
First Aider	[REDACTED]
Location of First Aid Box	Site Office

Company Contacts	[REDACTED]
Contracts Director Peter Carson	
Contracts Manager Steven Guy	
Site Manager Anthony Morgan	
Site H&S Officer Jerome Hamill	
Head Office	

EMERGENCY PROCEDURE

Inform Site Manager / First Aider at Once. This person will decide on the best course of action. The First Aider on this

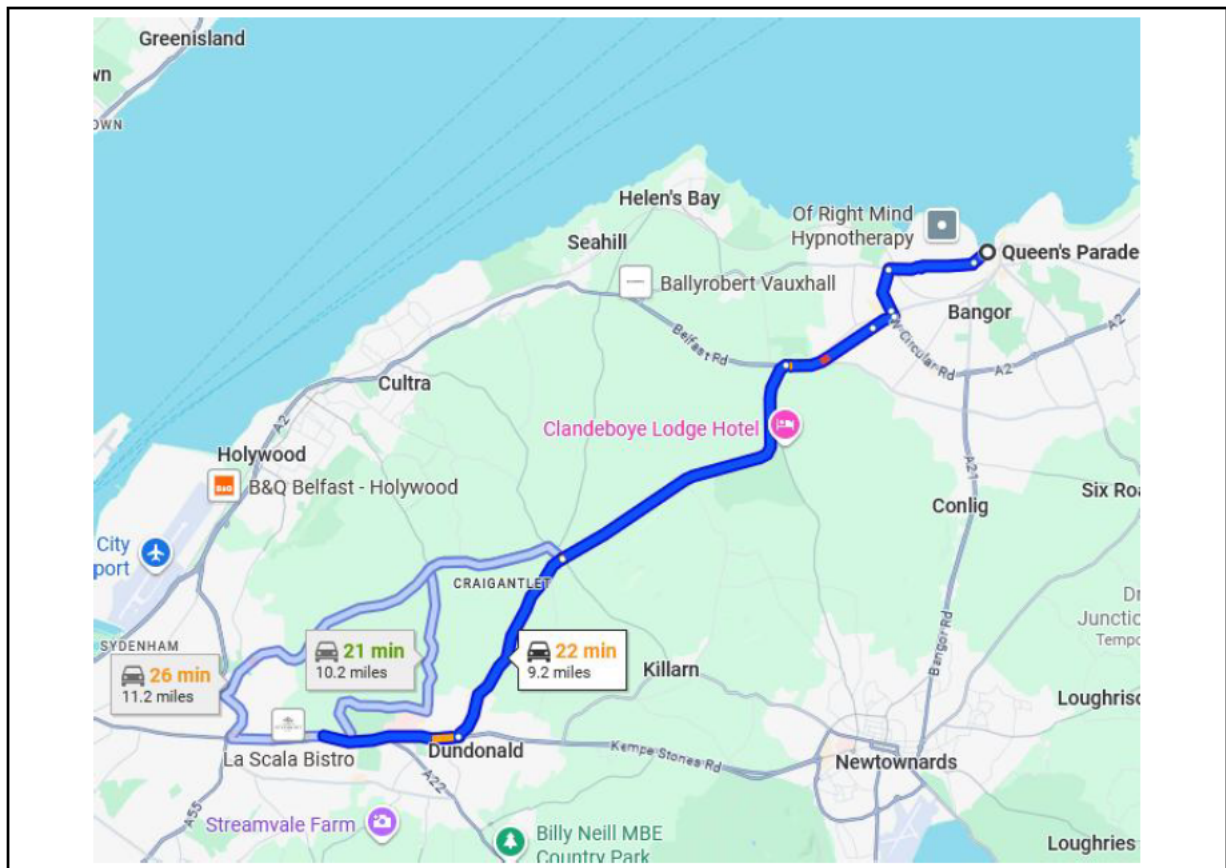


In the event of needing medical attention the nearest hospital is located at: -

Ulster Hospital in Dundonald
Upper Newtownards Rd, Dundonald, Belfast BT16 1RH

See Map and Directions enclosed

HOSPITAL See Map and Directions enclosed



**All Accidents Must be reported to Site Supervisor who in turn will contact SHEQ Department.
Accident Book to be completed as per Company Procedures.**

Accident Reporting – RIDDOR

- All accidents / incidents to be fully recorded in the accident book with the tear out page being forwarded immediately in a sealed envelope to Head Office for analysis and filing.
- The Site Supervisor to keep brief details in the Company's site diary, take witness statements, have photographic records taken and retain anything which may have contributed to the immediate and underlying causes of accident/incident and fully record on the Company's accident/incident pro forma.
- Where in the Site Supervisors or Contract Managers opinion the accident or incident is classified as a reportable injury, disease or dangerous occurrence under RIDDOR report this immediately to the Company's safety director and safety officer to enable them to undertake an immediate investigation and inform the statutory authority.



CONSTRUCTION AT DURHAM STREET, BELFAST

For

BANGOR MARINE LIMITED

Management Structure:

Contracts Director:	██████████	CSR (Platinum)
Contracts Manager:***	██████████	CSR (Gold)
Site Manager:**	██████████	CSR (Gold)

**** First Aiders for the Site.**

Site Manager:	██████████
Site Foreman	TBC

***** Temporary Works Co-ordinator**

Contracts Manager:***	██████████
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***** Temporary Works supervisor**

Site Manager -	██████████
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MAIN SITE RULES / INFORMATION

1. IN THE INTERESTS OF HEALTH AND SAFETY, ENTRY TO THE MSM CONTRACTS LTD. CONSTRUCTION SITE WILL BE STRICTLY CONTROLLED. ENTRY WILL ONLY BE PERMITTED TO THOSE WHO HAVE LEGITIMATE BUSINESS AND READ THE SITE RULES / INFORMATION, RECEIVE INDUCTION AND AGREE TO COMPLY.
2. NO PERSON WILL BE PERMITTED ON SITE WITHOUT CONSENT FROM MSM CONTRACTS LTD SITE MANAGEMENT.
3. THE SITE WORKFORCE SHOULD HOLD APPROPRIATE CSR OR EQUIVALENT CARDS OR TRAINING
4. THE WEARING OF SAFETY HELMETS, SAFETY FOOTWEAR & HIGH VIZ CLOTHING AS A MINIMUM IS MANDATORY [Some helmets are available on temporary loan to infrequent visitors].
5. NO SMOKING ON SITE OR IN ANY SITE ACCOMMODATION AT THE DISCRETION OF SITE MANAGEMENT SMOKING MAY BE PERMITTED IN DESIGNATED AREAS ONLY
6. NO ALCOHOL, ILLEGAL SUBSTANCES OR PERSONS UNDER THE INFLUENCE OF SAME ALLOWED ON SITE.
7. PROFANE LANGUAGE, HORSEPLAY, HARASSMENT & UNSAFE PRACTICES WILL NOT BE TOLERATED
8. RADIOS IPODS ETC AND SIMILAR EQUIPMENT ARE NOT PERMITTED ON SITE USE OF MOBILE PHONES AT BREAK TIMES ONLY AND IN DESIGNATED SAFE AREAS.
9. EXTEND COURTESY & CARE TO OTHERS
10. NOISE, DUST & FUME LEVELS TO BE MINIMISED AND CONTROLLED AT ALL TIMES
11. ACQUAINT YOURSELF WITH THE EMERGENCY EVACUATION PROCEDURE / WARNING AND ASSEMBLY POINT [Details on display]
12. DOMESTIC TYPE WASTE TO BE STORED IN SEALED BIN FOR DISPOSAL
13. DEBRIS MUST BE REMOVED AS IT IS CREATED, THE WORK AREAS AND THE GENERAL SITE TO BE KEPT CLEAN AND TIDY AT ALL TIMES.
14. CANTEEN, TOILETS AND HEALTH & WELFARE FACILITIES TO BE KEPT CLEAN, HYGENIC AND NOT ABUSED.
15. CONSTRUCTION VEHICLES ENTERING/LEAVING THE SITE MUST BE PROPERLY LADEN AND FREE FROM MUD, DEBRIS ETC.
16. PASSENGER TRAVEL ON SITE PLANT IS STRICTLY FORBIDDEN.
17. ALL VEHICLES & PLANT TO BE LOCKED, SECURED OR IMMOBILISED WHILST NOT IN USE.
18. FENCING, GUARDS AND ALL PROTECTIVE DEVICES TO BE IN PLACE AND NOT TAMPERED WITH.
19. ONLY 30mA RCD PROTECTED 110 v POWER SUPPLY / TOOLS OR BATTERY-OPERATED APPLIANCES PERMITTED ON SITE.

20. PERMIT TO WORK FOR HOT WORK AND OTHER SIGNIFICANT RISK TASKS TO BE ACQUIRED FROM SHSCT THROUGH SITE SUPERVISOR WITH MSM PERMITS REQUIRED 1 hrs PRIOR NOTICE REQUIRED. EXISTING FUEL INSTALLATIONS MUST BE ISOLATED, SUITABLY GUARDED AND PROTECTED AGAINST SPARKS.
21. MINIMUM QUANTITIES OF FLAMMABLE MATERIALS / SUBSTANCES TO BE STORED IN SPECIFIED PROTECTED LOCATIONS APPROVED BY SITE MANAGEMENT.
22. STRICTLY NO BURNING OF RUBBISH OR WASTE ON SITE.
23. GIVE WAY TO PEDESTRIANS AND TRAFFIC WHEN ENTERING / LEAVING THE SITE.
24. MAXIMUM VEHICULAR SPEED ON SITE IS 5 mph.
25. DO NOT DEVIATE FROM DESIGNATED ROUTES
26. DO NOT JEOPARDISE YOUR SAFETY OR THE SAFETY OF OTHERS.
27. COMPLY WITH ALL SITE MANAGEMENT & CLIENT RULES & INSTRUCTIONS.
28. DAMAGED, DEFECTIVE, UNSAFE PLANT/EQUIPMENT TO BE SECURED OUT OF USE AND REPORTED IMMEDIATELY TO THE SITE SUPERVISOR.
29. ALL ACCIDENTS AND INCIDENTS TO BE REPORTED IMMEDIATELY TO THE SITE SUPERVISOR.
30. FIRST AID IS AVAILABLE FROM A QUALIFIED FIRST AIDER AT THE SITE OFFICE WHERE THE FIRST AID KIT IS AVAILABLE.
31. USE OF CARTRIDGE TOOLS TO BE PRE-APPROVED BY SITE MANAGEMENT. NOT TO BE USED DURING STORE OPENING HOURS
32. ADJACENT PROPERTY IS STRICTLY OUT OF BOUNDS. PERMISSION MUST BE SOUGHT BY CLIENTS REPRESENTATIVE BY PRIOR ARRANGEMENT FOR OTHER AREAS.
33. THE SITE SUPERVISOR IS **Mr Anthony Morgan (mob 07968144093)** AND THE CONTRACTS MANAGER IS **Mr Stevie Guy (07968144168)**.
34. BULK STORAGE OF FLAMMABLE MATERIALS IS NOT PERMITTED (e.g. oxygen, acetylene, petrol etc). ONLY STORAGE OF SMALL AMOUNTS OF SUCH MATERIALS BY PRIOR PERMISSION FROM CLIENT.
35. UPON COMPLETION OF BUSINESS REPORT TO THE SITE SUPERVISOR, RETURN ALL ISSUES AND IMMEDIATELY EXIT THE SITE

EMERGENCY - CONTACT NUMBERS

<u>SERVICE</u>	<u>PHONE NUMBER</u>	<u>ADDRESS</u>
AMBULANCE	999	
FIRE BRIGADE	999	
POLICE	999	
HOSPITAL	999	
FIRE AUTHORITY FOR N.I.	999	
N.I.E. [24 HOUR]	08457 646643	UPON RECORDED ANSWER PRESS BUTTON No. 1
B.T.	154 100	24 HR.FAULT REPORTING REQUEST FREEPHONE 'DIAL BEFORE YOU DIG'
CABLE TEL	0800 602603	
WATER SERVICE	08457440088	24 hr SERVICE
ROADS SERVICE	028 90253000	
PHOENIX GAS	028 90555819 0800 002 001	DIAL BEFORE YOU DIG OUTSIDE NORMAL HOURS
H.S.E.N.I.	028 90243249	83 LADAS DR. BELFAST
PRINCIPAL DESIGNER	028 9181 2500	HASCO EUROPE LTD
ARCHITECT	07484 051069	TODD ARCHITECTS
M&E ENGINEERS	02890607200	AECOM
CIVIL AND STRUCTURAL	028 9033 3443	DORAN CONSULTING
MSM CONTRACTS	028 38335047 028 38350925	SEAGOE IND. ESTATE FAX

HOT WORK PERMIT CHECKLIST

MSM Contracts Ltd. personnel and contractors-individuals shall comply with the current regulations, codes of practice, standards, and guidelines available.

Compliance with the Fire Prevention on Construction Sites Code of Practice is essential.

Hot Work Permit - A project walk through with the operative or contractor is required prior to issuing a Hot Work Permit. The individual(s) performing the work are ultimately responsible for ensuring compliance with the requirements of this permit. The hot work permit will be completed prior to any work that produces sparks, flames, or has the potential to cause a fire. The hot work permit is valid for the specified task noted on the Hot Work Permit. Any variance from the original scope of hot work will require a new hot work permit. The duration of the permit may not exceed a one day period.

Inspections - The operative/permit holder shall inspect the work area a minimum of once per half hour to ensure compliance with permit requirements. The MSM Site Supervisor, to assure compliance with the Hot Work Permit, will perform regular job site inspections. MSM Supervisors have the authority to stop work if safe work practices are not being utilized or the scope of work defined in the Permit is being exceeded. The Company's Safety Officer shall be immediately notified of any deficiencies.

Fire Detection - Fire detection equipment shall be protected from false activation and damage. If components must be disabled the affected area to be protected by the installation of approved temporary measures and procedures. Work shall not proceed until confirmation of fire alarm deactivation is verified and the temporary measures and procedures are approved by the Site Supervisor. Impairments of fire detection systems shall be minimized.

Fire Suppression - Fire suppression systems (e.g. fire sprinklers etc.) shall be protected by noncombustible shielding or guarding to prevent inadvertent activation. Where installed, shielding and/or guarding shall be configured to minimize any disruptive influence related to system activation or coverage outside the immediate work area. The protective shielding shall be promptly removed upon completion of work. Fire suppression systems in the permit area shall be examined prior to the start of hot work to ensure that protective measures have been implemented.

Brushwood Fires - If wind speeds are exceeding ten miles per hour, hot work will not be permitted outdoors. Vegetation and other combustibles must be removed or cut back to prevent ignition.

Traffic Control - Barriers will be provided to ensure traffic is prevented from exposure to hot work areas. Shields will be used to prevent exposure to sparks and flashes. A clear path of at least 1.000m must be maintained to all exits.

Cutting and Welding Controls - The location of hot work will be determined by utilizing the following priority list

- 1.) An area designed for hot work use such as welding shops.
- 2.) If work must be conducted on site, combustibles shall not be located within 10.000m of the work area.
- 3.) If work must be conducted on site and combustibles can not be removed from within 10.000m of the work area, fire barriers such as screens or blankets will be used to protect combustibles.

Housekeeping - Care shall be taken to ensure the barriers will not allow sparks to penetrate the seams. Openings in walls, floors, or ducts will be protected from sparks. Acetylene and oxygen tanks will be protected from flame/sparks. Cutting or welding on pipes or metal in contact with combustible walls, roofs, ceilings, partitions, or any combustible material will not be undertaken if the work may cause ignition.

Hazardous Materials - The contractor shall have a written COSHH procedure. Information on these procedures and COSHH data sheets will be readily available to all personnel for all hazardous materials including welding rods and welding materials. Adequate ventilation will be provided for all hot work processes. Hot work will not be conducted within 10.000m of combustible/flammable liquids or gases.

Personal Protection - Personal protective equipment will be as appropriate for the task. Non flammable coveralls with the pant legs outside of leather boots, long leather gloves, and leather aprons will be used for welding and cutting operations with suitable eye protection. Additional controls are required if bulky clothing or protective suits are used that reduce the worker's ability to recognize hazards or to react to an emergency situation.

Equipment Safety - Acetylene and oxygen tanks will be stored and changed in compliance with manufacturers/suppliers recommendations & requirements. Anti-flashback devices will be used on acetylene and oxygen tanks.

Fire Protection - Equipment will be sufficient for the hazards present. As a minimum, a 9.000kg powder extinguisher and a 2.000kg CO2 extinguisher is required together with a fire blanket. The fire extinguishers shall be readily available in the immediate work area. A sand bucket shall be kept at the work area for the retention of spent welding rods, cutting discs etc.

SITE INDUCTION DOCUMENT

SITE: **613 - Bangor Marine**

SITE MANAGER: [REDACTED]

NAME:..... COMPANY: DATE:
(INDUCTEE – CAPITALS) (CAPITALS)

CSR No Next of Kin Details

PLEASE **TICK** THE BOXES AS YOU WATCH AND UNDERSTAND THE CONTENT OF THE SITE INDUCTION PRESENTED VIA CD.

ASK THE SITE SUPERVISOR ANY QUESTIONS YOU WISH!

- RESPONSIBILITIES
- EMERGENCIES
- FIRST AID
- PERSONAL PROTECTIVE EQUIPMENT (PPE)
- ALCOHOL AND ILLEGAL SUBSTANCES
- RUBBISH, SMOKING & NAKED LIGHTS
- UNSAFE PRACTICE
- WORK AREA
- COMPETENCE
- MACHINE/PLANT SAFETY
- ON SITE SAFETY
- BE WARNED
- NOT PERMITTED
- REMEMBER
- GOOD ADVICE
- HOT WORK
- PERMITS- HOT WORKS, LADDERS & HARD HAT/BUMP CAPS
- 15MIN HOUSEKEEPING TWICE A WEEK
- 3 & OUT RULES
- COVID-19 Update

GENERAL OVERVIEW & SITE SPECIFIC ITEMS (verbally)

- PROJECT OVERVIEW
- ADJACENT OCCUPIED BUILDINGS & UNITS & ROADS – **no go areas**
- INTERFACE (Site/building Interface and public pedestrian/vehicular interface)- **Marina**
- NOISE, VIBRATION, DUST, FUMES ETC
- ENVIRONMENTAL ISSUES
- HAZARDOUS SITE ENTRANCE/EXIT/COMPOUND

Do you have any Medical Conditions the Site Manager should be aware of??

Yes No

I CONFIRM THAT I UNDERSTAND THE CONTENT OF THE SITE INDUCTION AND AM FULLY AWARE MY DUTIES & RESPONSIBILITIES

SIGNED _____
(INDUCTEE)

DATE _____

TEMPORARY ELECTRICITY ON SITE – ELECTRICAL APPLIANCES

A competent person in compliance with The Electricity at Work Regulations must carry out electrical installations on site, Portable Appliance Testing [PAT] & hard wiring testing.

Work to live services is not permitted under any circumstances.

240-volt incoming mains supplies must be protected with a 30-m A [RCD] Residual Current Device and earthed before feeding to 110-volt reduction transformers.

RCD's to be tested daily to ensure satisfactory performance.

On site generators must be 110-volt and earthed.

All electrical tools to be either battery operated or 110-volt

Cables, leads and temporary lighting circuits etc. must be located safely in order to prevent trip hazards and where required contained within impact resistant conduit.

Cabling and bulbs in temporary lighting circuits to be inspected daily.

Electrical equipment, tools etc must not be located or left in wet areas or exposed to water or moisture.

All electrical equipment must be inspected before use.

All electrically operated tools and associated accessories such as extension leads, transformers etc. must be inspected & tested and when approved have a dated, signed approved sticker affixed. [Portable Appliance Testing]. Copies of approval certificates to be held in head office.

When Portable Electrical Appliance Testing failures are not repairable they must be destroyed and details recorded on the plant list.

CHECKLIST

Ensure that: -

All tools and appliances are checked and inspected before each use.

No bare wires are visible.

The cable covering is not damaged and free from cuts, cracks and abrasions.

The plug is in good condition, the casing is not cracked/damaged & pins are not bent.

There are no taped or non-standard joints in the cable.

The cable sheath is gripped in the plug.

The internal coloured insulation on wires is not visible.

The outer case of the tool/equipment is not damaged/loose with all screws in place.

The tool/equipment and accessories have a current approved sticker. [PAT].

The tool/equipment and accessories are CE marked and double insulated.

There are no scorch/burn marks on plugs, cables or equipment.

Hired tools/equipment and accessories are CE marked and have a current approved sticker affixed [PAT] or be accompanied by a valid certificate.

Electrical equipment is not wet or damp and is not used in wet or damp conditions.

Damaged or faulty tools, equipment must be secured out of use and reported to the Site Supervisor immediately.

Do not carry out makeshift repairs.

Blown fuses are an indication of a fault and a competent person must check the tool/appliance.

Do not replace fuses with larger capacity than recommended.

Do not substitute fuses with nails, silver foil etc. or attempt repairs or modifications

Do not use adaptors.

All electrical installations and portable electrical appliances & accessories to be included on a maintenance programme.

Carbon Dioxide [Black] and/or Dry Powder [Blue] Fire Extinguishers to be readily available.

240 Volt tools and appliances must not be used on site

If in doubt consult the Site Supervisor – Be safe – Be sure

MANUAL HANDLING

Lifting and moving loads by hand including pushing and pulling is one of the most common causes of injury at work.

The risk of injury to muscles, the back or limbs arises not only from the lifting or moving of heavy loads but also from using an unsafe technique.

Where avoidance of manual handling is not reasonably practicable the Company will in compliance with the Manual Handling Operations Regulations make an assessment in order to reduce the risk of injury, taking into account, the TASK, the LOAD, the WORKING ENVIRONMENT and the INDIVIDUALS CAPABILITY. All such assessments will be subject to regular review.

The Company will provide instruction, training, supervision and relevant information such as the weight of the load etc.

Whilst the limits of lifting ability are dependant on the individual it is recommended that individuals do not attempt to lift loads in excess of 25kg.

Always use mechanical aids where possible.

Know your individual capabilities- obtain assistance when necessary.

Wear the required PPE, the minimum being safety footwear, gloves & safety helmet.

Check the destination & that the path to be travelled is free from obstacles, slip/trip hazards & well lit.

Check the load characteristics, weight, size, position, sharp edges, temperature, centre of gravity etc.

KINETIC LIFTING TECHNIQUE

Stand reasonably close to the load with feet hip width apart.

Keep back straight, chin up and knees bent.

Get a secure grip of the load.

Breathe in before lifting as this helps to support the spine.

Carry out a trial lift by rocking the load from side to side, and then try lifting it a small amount to get a 'feel' for it.

Never lift a load you are doubtful of.

Use the legs to lift slowly and smoothly.

Keep the load close to the body.

Do not carry a load that obscures vision.

Avoid jerky movements.

Avoid twisting your body when lifting or carrying a load.

If your grip becomes insecure set the load down on a secure 'shelf' or onto the ground using the correct technique, regrip and lift the load utilising the right technique.

When two or more persons are lifting a load **one person only** must be delegated to co-ordinate the lift, and give instructions etc.

REMEMBER TO USE THE KINETIC TECHNIQUE WHEN LIFTING OR LOWERING.

If you are in any doubt or require advice consult the Site Supervisor before proceeding.

MSM Contracts Ltd**USE OF LADDERS****PROCEDURE**

Anyone seeking to use a ladder on site must first seek a permit/authorization from the SM. The SM is to carry out the 3 tests identified in the Ladder permit form (HSMSF LP) to see if there is really a requirement for the use of the ladder or to see if there is a safer system of work more suitable. Use of ladders should have a restricted period of time.

The SM is to then carry out a pre-use inspection as identified in the Ladder permit form (HSMSF LP) to ensure the ladder is safe to use. The SM also must ensure anyone using ladders must be competent in their use and in recognizing defects and any remedial work that may be needed before their use.

The SM must keep a register (HSMSF LR - Ladder register) of all ladders on the site.

The permit/inspection records should be retained for the length of the job or at least two years, whichever is the greater.

PRE USE CHECKS

Ensure that the ladder is suitable for the intended purpose

Do not use home made ladders

Do not use metal, metal reinforced or electrically conductive ladders near electricity

Check the stiles and rungs for cracks, splits, buckling, warping and general damage

Check that all rungs and reinforcing are in place and secure

Ensure that the rungs and stiles are clean and not greasy

Do not attempt to repair damaged ladders

Damaged ladders must not be used and must be clearly marked as defective for destruction

Report damaged ladders to the Site Supervisor who will arrange for their destruction

USING LADDERS

Only use ladders for access / egress and very short duration inspection type work when the task can be carried out safely

Check the proposed work location for the presence of overhead electricity

Beware of overhead electricity when transporting and erecting the ladder

Position the ladder where work can be carried out without stretching

Ensure the base supporting the ladder is firm and level

Erect the ladder at 75 degrees to the horizontal: 1 to 4 (base to height) ratio

The top of the ladder must rest against a solid stable surface and the feet on a solid level surface

Ladders must be tied near the top and the bottom chocked, staked or buried

Ladders must extend at least 1.000m beyond the step off location unless a handhold is provided

Small tools etc. should be carried in a belt holster / bag to permit both hands free for climbing

Footwear to be free from mud and grease

Ascend and descend whilst facing the ladder with hands on the stiles – always 3 points of contact

Materials / bulky loads to be raised-lowered by pulley wheel or other mechanical apparatus

Ladder runs in excess of 9.000m must have intermediate and final landing platforms

Extension ladders to overlap by 2,3 & 4 rungs for ladders up to 5m, 5-6m & over 6m respectively

Do not over reach from a ladder – move the ladder

Do not stand ladders on crates, boxes, barrels etc.

Do not use ladders as ramps or use the rungs as support for scaffolding planks etc.

AFTER USE

Clean and dry the ladder

Inspect and store properly

Ladders to be subjected to regular inspection and included in a maintenance programme

DO NOT PAINT OR VARNISH LADDERS

SAFETY HELMETS, SAFETY FOOTWEAR AND OTHER APPROPRIATE PPE TO BE USED



FIRE ACTION VISITORS

The fire alarm signal consists of

One Long Blast of Horn / Bell

In the event of a fire:

1. Raise the alarm by: **One Long Blast of Horn or Bell**
2. On hearing the alarm leave by **Nearest signed** route
3. Co-operate with staff to leave the building by designated exits
4. Proceed to assembly point at:

Compound Gate



Do not run or shout.

Do not attempt to tackle the fire without having raised the alarm.

Do not put yourself or others at risk.

Do not re-enter the building for any reason.

Fire
action

Fire Action

Any person discovering a fire

- 1 Sound the alarm
- 2 **999** to call the fire brigade
- 3 Attack the fire if possible using the appliances provided

On hearing the fire alarm

- 4 Leave the building by **Existing Signed Emergency Routes**
- 5 Close all doors behind you
- 6 Report to assembly point

Compound Gate



**Do not take risks
Do not return to the building for any
reason until authorised to do so**

EVACUATION PROCEDURE

In the event of a fire the nominated person (Site Supervisor) or the delegated deputy will sound one long blast (approx.20secs.) on an air horn and call the Fire Brigade and other Emergency Services as appropriate providing the full address and any other specific information necessary.

The Nearest Fire Station is :-

Central Fire 92 Newtownards Rd, Bangor BT19 1SZ

Call 999

The nominated person or deputy will await the arrival of the Emergency Services at a safe location to appraise them of the situation and impart relevant information.

Access to the site, buildings, hydrants etc must be kept clear of vehicles, plant, materials etc at all times.

Turn off; isolate all powered plant/equipment unless these provide essential services.

All persons on site to leave in an orderly manner by the nearest safe route and proceed to the designated assembly location to await a headcount and further instructions.

Do not put yourself or others at risk.

Do not stop to collect personal belongings or Company equipment.

Do not use lifts.

Do not re-enter the site until you are instructed that it is safe.

HSMS FILES KEPT BY SITE MANAGEMENT TEAMS :-
Including INSPECTIONS – EXAMINATIONS – REPORTS

Section 1

1. Scaffolding & Excavation Inspections - GS 0307
(Incl. Certificates of Completion)
2. Lifting Plant / Appliances - GS 0332 Excavators, telehandlers, jibs, block grabs, Fork Lift Trucks, chains, slings, shackles, hooks, harnesses, etc
3. Company Work Equipment Inspections
4. Hired & S/C's Work Equipment Inspections
5. Fire appliances inspections & fire drills records
Fire Prevention on Construction Sites C of P Compliance
6. Environmental Housekeeping checklist

Section 2.

7. Site Induction Records
8. Tool Box Talk Records
9. ACCIDENT BOOK

Section 3.

10. COSHH
11. COMPANY HANDBOOK
12. SITE H&S MANAGEMENT REFERENCE GUIDE & CHECKLIST
13. RIDDOR
14. Hot Work Permits
15. Electricity Installation certificates
 1. Quarterly inspection certificates
 2. P.A.T. (Portable Appliance Testing)
 3. Hard wiring testing
16. Environmental risk assessments
17. Environmental Manual

Section 4

18. COPY OF NI 10 FORM
19. CONSTRUCTION PHASE H & S PLAN
20. PRE-TENDER H&S PLAN

HEALTH & SAFETY RAMS FILE

**MSM CONTRACTS Ltd & SUB CONTRACTORS RISK ASSESSMENTS & METHOD STATEMENTS
TO BE FILED ALPHABETICALLY BY COMPANY NAME**

CONTENTS:

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

L.

M.

N.

O.

P.

Q.

R.

S.

T.

U.

V.

W.

X.

Y. **BLANK PRO FORMA RA's & MS's**

Z.

DESIGN TEAM'S RISK ASSESSMENT'S

DESIGN RISK ASSESSMENT SUMMARY																			
Amend Ref No Issue 1: 31/01/22																			
Total Number of Hazards		20										Discipline		Civil					
Job Number		192042										Structural Designer							
Job Title		Queens Parade Development										Civil Designer							
Date		10/05/2024		Issue Version		VI										Water Designer			
No	Location	Element	Hazard Information	Comments	Who might be harmed and how?	Efforts to eliminate by design	Level of Risk (based on what you are already doing)	Proposed control measures	Action by who and when	Revised Level of Risk (based on additional action)	Is this a significant Residual Hazard? (Yes/No)	Reason for significance	How has/will the residual risk be communicated to the Relevant Parties?						
1	Site Wide	Access	No available waiting area for deliveries etc.	Site is located on Queens Parade with no available waiting area.	Delivery and site personnel and members of the public.	Site location determined by client and cannot be eliminated by civil engineering design.	Medium	Contractor to propose delivery plan and ensure space within the site is available to receive deliveries. A defined traffic management plan to be put in place.	Contractor, prior to commencing works.	Low	No	-	DRA Issue						
2	Site Wide	Traffic systems adjacent	Pedestrians	Appropriate pedestrian route to be identified members of the public to continue the walk around the Marina.	Pedestrians having to find alternative routes around the site boundary.	To be managed onsite by contractor.	Medium	Contractor to ensure safe bypass routes to be clearly marked.	Contractor, when setting up site boundaries.	Low	No	-	DRA Issue						
3	Site Wide	Traffic systems adjacent	Cycle paths	Appropriate cycling route to be identified members of the public to continue the cycle around the Marina.	Cyclists having to find alternative routes around the site boundary.	To be managed onsite by contractor.	Medium	Contractor to ensure safe bypass routes to be clearly marked.	Contractor, when setting up site boundaries.	Low	No	-	DRA Issue						
4	Site Wide	Traffic systems adjacent	Temporary traffic management	Temporary traffic management may be required while delivering machinery and goods to site.	Site workers and members of the public.	To be managed onsite by contractor.	Medium	Contractor to ensure that appropriate traffic management measures are put in place to ensure public and worker safety.	Contractor, when delivery of machinery and materials is taking place.	Low	No	-	DRA Issue						
5	Site Wide	Adjacent sites	Railway/water /sea - spooey	Adjacent to bangor marina	Workers, while completing works may fall into water and get injured.	To be managed onsite by contractor.	Medium	Contractor to ensure that temporary site boundary fencing is erected and works around marina edge are completed with relevant safety measures and equipment.	Contractor, when works are being undertaken close to edge of marina.	Low	No	-	DRA Issue						

DESIGN RISK ASSESSMENT SUMMARY																			
Amend Ref No Issue 1: 31/01/22																			
Total Number of Hazards		20										Discipline		Civil					
Job Number		192042										Structural Designer							
Job Title		Queens Parade Development										Civil Designer							
Date		10/05/2024		Issue Version		VI										Water Designer			
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6	Site Wide	Adjacent sites	Services generally	Services throughout the site	Workers onsite.	All relevant parties contacted regarding services onsite.	Medium	Further services survey to be undertaken to ensure all services are picked up prior to construction works beginning.	Designer and Contractor, prior to construction works beginning.	Medium	Yes	further site investigations required	DRA Issue, communication between Designer, Contractor and Client.						
7	Site Wide	Site area generally	Tidal issues	Construction of new drainage outfall and use of cofferdam to prevent tide flow entering construction area.	Workers onsite.	Appropriate design of cofferdam to be undertaken. Sequencing of works to be considered by contractor.	High	Thought has to be given to the sequencing of works, tide times and heights, weather method of constructing cofferdam. Appropriate PPE should also be considered.	Designer and Contractor, prior to and during construction works.	Medium	Yes	Further design of cofferdam and consideration of construction sequencing needs to be undertaken.	DRA Issue, communication between Designer and Contractor						
8	Site Wide	Site area generally	Movement vehicles/yard & pedestrians round site	Construction traffic and site operation traffic.	Site personnel and site visitors.	All designs will take into account vehicle and pedestrian movements envisaged at design stage on site, and envisaged vehicle and pedestrian movements during the site and operations. Proposed road markings and signage will be designed to mitigate areas of concern.	Medium	Site operations will require to have in place a site traffic management plan to be followed by all site users.	Contractor, prior to commencing works.	Low	No	-	DRA Issue						

Amend Ref No Issue 1: 31/01/22		DESIGN RISK ASSESSMENT SUMMARY											
Total Number of Hazards		20		Discipline Civil									
Job Number		192042		Structural Designer -									
Job Title		Queens Parade Development		Civil Designer -									
Date		10/05/2024 Issue Version VI		Water Designer -									
No	Location	Element	Hazard Information	Comments	Who might be harmed and how?	Efforts to eliminate by design	Level of Risk (based on what you are already doing)	Proposed control measures	Action by who and when	Revised Level of Risk (based on additional action)	Is this a significant Residual Hazard? (Yes/No)	Reason for significance	How has/will the residual risk be communicated to the Relevant Parties?
9	Site Wide	Site area generally	Other - specify	Temporary site compound	Site personnel and site visitors	Cannot be eliminated by Civil Engineers as temporary site compound is part of Contractors scope.	Medium	Temporary compound layout to have appropriate provisioning. Contractor to ensure all visitors and workers entering the site have been inducted and have the correct PPE equipment.	Contractor, prior to and during construction works.	Low	No	-	DRA Issue
10	Site Wide	Deliveries	Offloading/loading issues	See 1	See 1	See 1	See 1	See 1	See 1	See 1	See 1	See 1	See 1
11	Site Wide	Deliveries	Waiting vehicles e.g. concrete deliveries	See 1	See 1	See 1	See 1	See 1	See 1	See 1	See 1	See 1	See 1
12	Excavations & Foundations	Excavations	Ground Water / Dewatering	Potential flooding of excavations due to ground water	Site personnel	Drainage design to be as efficient as possible to avoid unnecessary deep digs	Medium	Contractor to use appropriate dewatering techniques to reduce risk and liaise with NICA as required.	Contractor, during excavation works	Low	No	-	DRA Issue
13	Superstructures	General	Other - specify	Strength of existing Marina Wall	Site personnel, site visitors and possibly members of the public using the marina.	Review of all existing drawings of the wall to be undertaken, where possible design calculation to be completed also.	High	During construction phase, continual monitoring of the marina wall will need to be carried out to ensure that no movement occurs	Contractor during construction works.	Medium	Yes	Risk of injury if the wall gives way	DRA Issue

Amend Ref No Issue 1: 31/01/22		DESIGN RISK ASSESSMENT SUMMARY											
Total Number of Hazards		20		Discipline Civil									
Job Number		192042		Structural Designer -									
Job Title		Queens Parade Development		Civil Designer -									
Date		10/05/2024 Issue Version VI		Water Designer -									
No	Location	Element	Hazard Information	Comments	Who might be harmed and how?	Efforts to eliminate by design	Level of Risk (based on what you are already doing)	Proposed control measures	Action by who and when	Revised Level of Risk (based on additional action)	Is this a significant Residual Hazard? (Yes/No)	Reason for significance	How has/will the residual risk be communicated to the Relevant Parties?
14	Roads, Parking, Drainage, External Works Generally	Kerbs, paving	Lifting – size, weight	While lifting kerbs and pavers by hand injuries could occur	Workers onsite.	Appropriate design standards have been followed.	Medium	Contractor to ensure appropriate training, PPE and site procedures are put in place.	Contractor, prior to commencement of works	Low	No	-	DRA Issue
15	Roads, Parking, Drainage, External Works Generally	Kerbs, paving	Cutting - hand/arm vibration, dust etc.	While cutting kerbs and pavers injuries could occur.	Workers onsite.	Appropriate design standards have been met.	High	Contractor to ensure appropriate training, PPE and site procedures are put in place.	Contractor, prior to commencement of works	Medium	Yes	Risk of injury when using cutting tools	DRA Issue
16	Roads, Parking, Drainage, External Works Generally	Drainage/services	Manhole locations – hazards to inspection/maintenance personnel	Location of manholes could put workers at risk	Workers onsite.	Appropriate design standards have been followed. Thought has been given to the location of manholes on site.	Medium	Designer to complete an internal review of manhole locations prior to construction issue of drawings to ensure that manholes are in safe areas.	Designer, prior to construction issue of drainage drawings.	Low	No	-	DRA Issue
17	Roads, Parking, Drainage, External Works Generally	Drainage/services	Confined spaces	Working in confined spaces in excavations while installing manholes.	Workers onsite	Appropriate design standards have been followed.	Medium	Contractor to ensure appropriate training, PPE and site procedures are put in place.	Contractor, prior to commencement of works and during works	Medium	No	-	DRA Issue
18	Roads, Parking, Drainage, External Works Generally	Drainage/services	Gully locations – hazards to pedestrians	Location of gullies where pedestrians could slip on them.	Members of public and workers onsite.	Appropriate design standards have been followed.	Low	Appropriate design standards are to be followed by Designer also products to have a level of slip resistance to them.	Designer, during design phase, Contractor, during procurement of products.	Low	No	-	DRA Issue

Amend Ref No Issue 1: 31/01/22		DESIGN RISK ASSESSMENT SUMMARY											
Total Number of Hazards		20		Discipline: Civil									
Job Number		162042		Structural Designer: _____									
Job Title		Queens Parade Development		Civil Designer: _____									
Date		10/05/2024 Issue Version: VI		Water Designer: _____									
No	Location	Element	Hazard Information	Comments	Who might be harmed and how?	Efforts to eliminate by design	Level of Risk (based on what you are already doing)	Proposed control measures	Action by who and when	Revised Level of Risk (based on additional action)	Is this a significant Residual Hazard? (Yes/No)	Reason for significance	How has/will the residual risk be communicated to the Relevant Parties?
19	Roads, Parking, Drainage, External Works Generally	Earthworks	Temporary Stability	Temporary stability of excavations during construction.	Workers	Appropriate design standards have been followed.	High	Contractor to ensure appropriate training, PPE and site procedures are put in place. Contractor to ensure that temporary excavations to be banked where possible at 1:1 slope, or shoring to be put in place to protect workers within excavation.	Contractor, prior to commencement of works and during works	Medium	Yes	If in compliance occurs there is a risk of injury when banks slip into trenches.	DRA issue
20	Roads, Parking, Drainage, External Works Generally	Earthworks	Unsuitable Materials e.g. peat, silt, etc.	Unsuitable material currently onsite. (Soft natural ground and made ground)	Client and overall cost of project	All available site investigation information available has been assessed.	High	Further Site Investigation would be required to provide quantification of unsuitable soil which needs removed from site and quantities of soils being brought onto site. Unsuitable materials must be excavated and removed from site, new materials as per Designer specifications should be used instead.	Designer, Client and Contractor prior to works commencing onsite.	Medium	Yes	further site investigations required	DRA issue
21	Roads, Parking, Drainage, External Works Generally	Earthworks	Other - specify	Possible contaminants within soil (Asbestos etc.)	Workers	All available site investigation information available has been assessed.	High	Further Site Investigations with environmental sampling and testing will need completed to provide a clear indication of contaminants within soil onsite.	Designer, Client and Contractor prior to works commencing onsite.	Medium	Yes	further site investigations required	DRA issue



PRELIMINARY DESIGN - Designer's Risk Assessments	
Project No	17017
Project Name	Queens Parade Bangor Phase 1 - Marine Gdn
Issue / Revision	Date
PE1	03.05.24
DRN	CRS
AC	NM
Status	Report No.
For information	RGW-T00-14-XX-RP-A-9901

Low	Low	Low	Low	Low	Low
Medium	Medium	Medium	Medium	Medium	Medium
High	High	High	High	High	High

Probability	Severity				
	1 - Critical	2 - Major	3 - High	4 - Moderate	5 - Minor
1 - Negligible	10	20	30	40	50
2 - Minor	20	30	40	50	60
3 - Moderate	30	40	50	60	70
4 - Major	40	50	60	70	80
5 - Critical	50	60	70	80	90

Hazard & Risk Identification						Pre mitigation assessment			Mitigation			Post mitigation assessment			Ownership
Item No.	Activity / Design Element	Client or other HRS info used	Design Hazards Identified	Design Risks Identified	Environment / Persons at risk	Severity	Probability	Risk Factor	Design input to reduce hazard and / or risk			Severity	Probability	Risk Factor	
1	Site landscaping / clearing / maintenance	None	Access requirements for grass cutting etc. Potential for falls at level changes.	Injury	Maintenance personnel	3	3	9	All areas of landscaping to be maintained by Radius. Housing to be easily accessible and have low maintenance planting.			2	1	2	Landscape Architect
2	Site access & works in proximity to Marina.	None	Fall from height into open water.	Death / Serious Injury	Site personnel / Public	5	3	15	Work zones to be clearly demarcated, temporary guarding / protection to Marina wall edge to be installed for duration of works.			4	1	4	Main Contractor
3	Valley gutter clearing / maintenance	None	Fall from height	Death / Serious Injury	Maintenance personnel	4	3	12	Access by authorized personnel only. Management strategy to be implemented. Fall protection measures to be designed in.			4	1	4	Architect, Bangor Marine
4	Window cleaning	None	Fall from height	Death / Serious Injury	End User / Maintenance personnel	1	1	1	Single storey buildings. All windows can be safely cleaned from ground level.			1	1	1	Architect
5	Roof light cleaning	None	Fall from height	Death / Serious Injury	End User / Maintenance personnel	5	4	20	Rooflights specified with 'self-cleaning' glass to negate the need for external access. Internal cleaning by way of long reach pole - no ladders to be used.			1	1	1	Architect
6	Refuge storage & collection	None	Unsupervised access points for bins.	Anti-social behaviour	End user	2	2	4	Bin storage located in secure, locked, dedicated stores.			1	1	1	Architect
7	Maintenance of private services at height - lighting, mechanical etc.	None	Fall from heights	Injury	End user	2	3	6	Management strategy to be implemented. As a single storey building most internal services will be able to be reached from a suitable step ladder or mobile platform.			2	2	4	Architect, Services Engineer
8	Escape in case of fire.	None	Fire / Smoke Inhalation	Death / Serious Injury	Site personnel / End user / Maintenance personnel	5	3	15	Suitable fire detection and multiple points of egress. Single storey, small travel distances.			4	1	4	Architect, Services Engineer, Fire Engineer
9	Unauthorised Access	None	DDA compliance access	Discrimination / Lack of access.	Public / End user	2	2	4	All accesses designed to be compliant with DDA regulations.			1	1	1	Architect
10	Unauthorised Access	None	Unsuitable access to properties & communal areas	Theft / vandalism / anti-social behaviour.	End user	2	3	6	Consult with PSM or best practice. All external doors to achieve PAS 24 standard, security shutters to be included to shut down building at night.			2	1	2	Architect

11	Ground works	Existing services surveys	Uncovered existing electrical services - Live electricity	Death / Serious injury Interruption of existing services.	Site personnel	5	3	15	Full GPR surveys carried out to identify below ground features & existing surveys. All local utility companies contacted for record drawings. Any areas identified as high risk to require hand digging.	1	1	2	Services Engineer, Main Contractor.
12	Ground works	Existing services surveys	Uncovered existing Gas main - Gas strike	Death / Serious injury Interruption of existing services.	Site personnel / Public	5	4	20	Full GPR surveys to be carried out to identify below ground features & existing surveys. All local utility companies contacted for record drawings. Any areas identified as high risk to require hand digging.	3	1	3	Services Engineer, Main Contractor.
13	Ground works	Existing services surveys	Uncovered existing sewers - Damage to sewers	Foul leak - contamination, Interruption of existing services.	Site personnel / Public	2	3	6	Full GPR surveys to be carried out to identify below ground features & existing surveys. All local utility companies contacted for record drawings. Any areas identified as high risk to require hand digging.	2	1	2	Services Engineer, Main Contractor.
14	Ground works	Existing services surveys	Existing N/A / Rivers Agency culverts.	Interruption of existing services.	Site personnel	1	2	2	Line of culvert to be accurately identified and all required offsets / way leaves to be adhered to.	1	1	1	Services Engineer, Main Contractor.

Risk Assessments

See separate risk assessment sheets

LIFTING PLAN

Example Lifting Operations Plan – Simple

Site			
Area where lift to be carried out			
Date of proposed lift(s)		Routine / Specific lift:	
Associated Risk Assessments No.		Category of Lift (Simple or Complex)	
Date		Revision	
Diagrams, Drawings or Sketches attached.		Max Weight of Load: Actual / Assumed / Calculated	
Brief Description of Lifting Operation:			
Certified Lifting Equipment and Accessories to be Used (Specify Type, SWL and Color Code): <i>(Note: Valid copies of thorough examination certificates for all lifting appliances and accessories to be used must accompany this plan)</i>			
Appointments <i>(Note: Valid copies of training certificates and / or competency cards must accompany this plan)</i>		Name	
Lift Coordinator			
Authorized Slinger/ Banks man/ Rigger			
Appliance / Crane Operator			
All Lifting Operations Require The Following To Be Considered But This List Is Not Exhaustive			
Every Lift Every Time <i>Tick (✓) as appropriate</i>			
<ul style="list-style-type: none"> <input type="checkbox"/> Pre-use equipment checks by competent person. <input type="checkbox"/> All lifting equipment should have SWL identified. <input type="checkbox"/> Weight, size, shape, certification and centre of gravity. <input type="checkbox"/> Proximity hazards, obstructions, path of load, laydown area load bearing capacity <input type="checkbox"/> Environmental conditions including weather. <input type="checkbox"/> Responsibilities clearly defined e.g. Rigger / slinger / banksman. <input type="checkbox"/> Experience, competence and training of personnel. <input type="checkbox"/> All lifts must be checked for loose objects. <input type="checkbox"/> Task Risk Assessments 		<ul style="list-style-type: none"> <input type="checkbox"/> Working under suspended loads. <input type="checkbox"/> Route adjacent to or over live plant: <input type="checkbox"/> Conflicting tasks in area/adjacent worksites. <input type="checkbox"/> Trial lift required. <input type="checkbox"/> Risk of overturning, Cross hauling, tandem lift: <input type="checkbox"/> Method of slinging/attaching/detaching the load. <input type="checkbox"/> Availability of certified lifting points. <input type="checkbox"/> Lift is in Crane/ Appliance Radius. <input type="checkbox"/> Safe Access / Scaffolding. <input type="checkbox"/> Lift infringing on adjacent premises or public highway <input type="checkbox"/> Authorization given for lift (Client, Neighboring premises, Highway Authority, as applicable) 	
Task Details (step by step sequence)			

Example Lifting Operations Plan – Simple

Methods of communication to be used : <i>Circle as appropriate</i>	Radio	Verbal	Hand Signals
Steps to be taken to eliminate danger to personnel: barriers / permit to work procedure/ toolbox talks / lifting plan / no conflicting tasks in the area. <i>(Circle as appropriate or detail area controls to be implemented)</i>			
Detail Level of Operational Control / Engineering Support Required:			
Provide Outline Sketch or Photographs, as applicable			
Technical Authority / Competent Person		Signature	Date
Reviewed by		Signature	Date

I confirm that the controls detailed within this lifting plan have been formally communicated to me and I shall comply with all said controls throughout the operations.

Note: Communication of this lifting plan must occur with all pertinent operatives

Name (Print)	Signature	Company / Job Title	Date

Example Lifting Operations Plan – Simple

Documentation enclosed					
<i>(Tick (✓) as appropriate and indicate additional documentation accompanying this plan)</i>					
Thorough Examination Certificates or EC Declaration as applicable					
Crane or Lifting Appliance	Yes		No		N/A
Lifting Accessory(ies))	Yes		No		N/A
Training Certificates and / or cards for duty holders					
Lift Co ordinator	Yes		No		N/A
Slinger / Banksman / Rigger	Yes		No		N/A
Technical Authority	Yes		No		N/A
Additional Documentation					
Lay Out Drawings / Plans	Yes		No		N/A
EL, PL etc Insurances for 3rd parties involved e.g. crane Hire Company etc	Yes		No		N/A
Detail other items of documentation accompanying this plan					