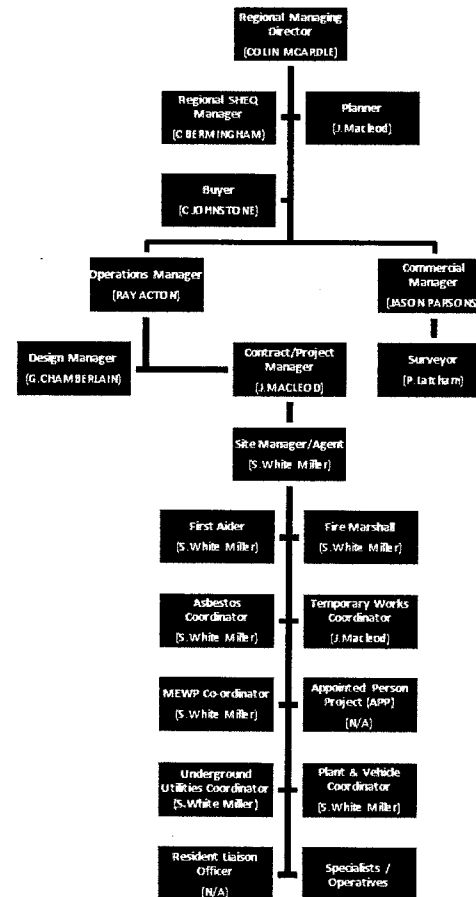


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Project Management Plan

2.1.3 Mansell Structure Chart



Project Management Plan

2.1.4 System Compliance

The Mansell Management System (MMS) will be used throughout the contract. The MMS is an integrated system and includes all issues concerned with Safety, Quality and Environment. It is accredited to ISO 9000:2000 and is the only integrated system accredited to the BSI.

2.2	Safety, Health, Environmental, Sustainability and Quality Performance
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2.2.1	Corporate Objectives and Targets
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The works are to be completed causing minimum disruption to the local stakeholder and the general public, whilst producing a product which quality is of a good commercial standard to be finished on time and to budget.

Group Objectives

1. To endeavour to convert existing Clients to long term relationships through excellence of our service by,
 - A) Complete 65% of all projects within the original specified period
 - B) Effective control of snagging and defects, the aim to achieve zero defects
 - C) Achieve an operational target of 91% assessment from the Customer Feedback questionnaires

2. To achieve an Accident Frequency rate of 0.10 for the year 2012, achieve a maximum Major Accident AFR of 0 and Achieve 10% Reduction in Priority 1 Non-Conformance Rate by,
 - A) Ensuring training is provided for staff and subcontractors regarding the tasks they undertake.
 - B) Employing only competent subcontractors.
 - C) Ensuring there is a "Safe System of Work" environment through the use of Method Statements and Risk assessments that are fully understood by the work force prior to work commencing
 - D) Insistence that each specialist contractor maintains a fully competent and informed supervisor on site for the duration of their work period.

3. Zero Harm - Achieve 100% Compliance with Journey Plan, based on the following data for the year;
 - A) Carrying out minimum of 4 Director Safety Tours per year
 - B) Confirm near miss reports and minor accidents as required
 - C) Close out of Priority 1 Actions 100%

Project Management Plan

2.2.2 Business Unit Objectives and Targets

To reduce the incidences of falls from height by using mobile access towers and avoid the use of stepladders except where no alternative means of access can be found.
 Each site shall have traffic management investigated prior to work commencing.
 Brief all the work force during “site induction” of the danger of HAV (Hand & arm Vibration) caused by using percussion or vibrating tools for a period in access of that recommended by the Tool manufacturer.
 Brief all the work force of the dangers of lifting heavy or awkward objects and the effects it may have on their backs.

Quality

To achieve an excellent standard with our domestic subcontractors. These are drawn from our QA database where we have already confirmed by using primary questionnaires, secondary assessments and previous contract performance ratings, the quality that the subcontractor is capable of achieving. It is our intention to only employ subcontractors with whom we regularly trade and have performance rating in access of 70%.

Achieve an operational target of 86% assessment from the Customer Feedback questionnaires of the average Defects assessment score of returned questionnaires for the year to date

Environmental

To ensure that a minimum of 60% of builders waste is sorted and segregated by using suitable licensed skip operators who guarantee this process at all times. To ensure that no more than 10% of waste produced goes to landfill.

Considerate Constructor Scheme score target as a minimum 34.5

2.2.3 Project Specific Objectives and Targets

Safety, Health and Environment

To complete the project safely and without accident by managing the high-risk issues of construction activities that may cause serious injuries:

Safety:	Preventing falls of people and materials	SM-WI-49
	Work with/near fragile materials	SRCA 20
	Traffic routes and segregation of vehicles and pedestrians (including the public)	SRCA 9, 12 and 54
	Maintenance of plant and equipment	SS-WI-24 and SM-WI-44
	Control of lifting operations	SM-WI-45

Health: Asbestos works, or work that may involve SS-WI-11



Project Management Plan

	finding Asbestos	
	Contaminated land	SRCA 15
Environment:	Waste	SRCA 18
	Pollution	SRCA 6 and 17
Sustainability	All projects over 2m in value must set at least one sustainability objective	ST-WI-04

Others:

Behavioural Observations - iTIP

Behavioural Observations are actively encouraged to promote peer-to-peer reviews. These observations will be captured by those undertaking the observation on the iTIP cards (SS-FM-51)

The frequency of observations as a minimum will be1..... per week.

The target will be to achieve 100% compliance on each issue identified above during all inspections and audits.

Quality (Customer Satisfaction)

To achieve 100% Customer Satisfaction with Product and Service, to eliminate Defects, complete within the original Contract Period, settle the Final Account within 3 months of completion, and to achieve Repeat Business with the Customer.

Others:

2.2.4 Monitoring

The Health and Safety arrangements and performance of the Project will be monitored in accordance with the System Requirements Process (MS-PR-01), utilising periodic Site Inspections, Audits and Director's Safety Tours.

Weekly inspections will be undertaken by the Site Manager, recorded in the Inspection Register (SS-FM-17) and the Contract Manager will monitor compliance as part of the Monthly Team Review (CM-AG-08).

Project Management Plan

Any weaknesses will be highlighted to the Managers of those responsible, in addition to any immediate remedial actions implemented at the time – by way of an Unsafe Action/Condition Notification (SM-FM-36).

Specific proposals for monitoring on this project are:

Contract Manager	- Monthly (minimum) CM-AG-08
Site Manager	- Weekly (minimum) SS-FM-17
Regional SHEQ Manager	- Monthly (minimum) Tr@ction

Subcontractors' own Safety Advisors will also monitor their operations – the timing of these visits will be agreed by the Site Team but will aim to be monthly.

2.2.5 Auditing

Business Unit Audit Plans will be prepared in accordance with the System Requirements Process (MS-PR-01). SRCA 01 (SM-WI-42) audits will be undertaken during the first visit by the Regional SHEQ Manager.

2.2.6 Review of Performance

Monthly Team Reviews (CM-AG-08) will be held to review performance on the Project and achievement of the Project objectives and targets.

During the Project, overall Health and Safety performance of the Supply Team is assessed and recorded; at the latest, as part of the Post Contract Review (CM-AG-05). This information is taken into account when placing future orders.

Visits from Enforcing Authorities will be recorded (SS-FM-25), with all observations acknowledged and disseminated to relevant parties for action.

Non-Conformity is recorded on a Site Instruction (SM-FM-02) and notified to the Supply Team.

2.2.7 Effective Corrective and Preventive Action

All corrective and preventive action will be communicated in writing by MCSL. Issue of Site Instructions (SM-FM-02) and Action Plan (MS-FM-02) will be as deemed necessary.

2.3 Liaison

2.3.1 Liaison with the Subcontractors

Project Management Plan

Mansell will issue all necessary information to their specialist subcontractors and ensure that necessary approvals are obtained and monitored via the Drawing Issue and Register System. All paperwork should be addressed to the Mansell's Roman House Office 263-269, City Road, London EC1V 1JX. for the attention of John Macleod.

2.3.2 Liaison with the Customer

Progress meetings will be held on a monthly basis and a formal report will be issued at these meetings. A template for these reports has been provided by the RFH

It is anticipated that daily liaison of activities will be required due to the complicated nature of the scheme and the relationship with 'live' areas of the site

Mansell will issue Early Warning Notices to advise of any issue which may threaten programme, increase costs or effect quality.

Mansell will provide a 2 week look ahead programme and issue to the RFH on a weekly basis therefore giving continual updates on planned activities.

A proposed schedule of shutdowns/isolations will also be issued and this will be a minimum of 4 weeks in advance of the works

2.3.3 Liaison with the Design Team

The design team will be requested to attend meetings and workshops as required. (design technical meetings)

Technical Query/Request for Information sheets will be issued and monitored by the Mansell team.

As works progress to conclusion design team inspections and meetings are to be agreed.

2.3.4 Liaison with Other Stakeholders

It is expected that other stakeholders will normally only attend the pre-start and hand-over meetings. There may be a requirement to hold informal discussions to communicate ongoing works and these discussions/meetings will be arranged as required and communicated back to the RFH Project Manager.

<h2>2.4 Consultation</h2>

<h3>2.4.1 Consultation with the Workforce</h3>

Mansell will consult with the workforce via toolbox talks, These are to be carried out at a minimum of once every two weeks conducted by our Site Manager or by our

Project Management Plan

specialist subcontractors, as a regular open forum to discuss current site issues or more general issues of Safety and the need for Health & Safety awareness for the benefit of all members of the on site Team.

Mansell will arrange and run sub contractor coordination meetings on a weekly basis on the early stages of works and if required invite members of design team to participate if required.

Mansell will issue all necessary information to the Specialist Sub-contractors and ensure that approvals are obtained and monitored via the drawing issue and Register systems.

All operatives will receive site indications explaining the site rules during which their method statement for the works is discussed and signed up to.

Additionally subcontractors will be requested to attend subcontractor progress meetings as and when required, site safety committee meetings and 2 weekly look ahead meetings

2.4.2 Consultation with the Design Team

During the technical meetings on site any changes to overcome local difficulties will be discussed and agreed and confirmed on an Instruction issued by the contract administrator.

An instruction register will be maintained by the contract administrator and main contractor

Drawings and Technical submissions for items of plant/materials will be offered to the design team for approval/comment prior to incorporation into the works. The design team are requested to return comments within 7 days.

2.4.3 Consultation with Other Stakeholders

The Mansell site manager will liaise with the neighbouring heart attack and stroke department to advise of planned works and works in progress. Consultation with other stakeholders is likely to be channelled through the RFH Project Manager.

<h2>2.5 Exchange of Information</h2>

2.5.1 Information Required

Information required will be by means of Technical Queries raised by the site team. We will keep an overall log of the TQ's providing an Information Required Schedule. This will be monitored and issued at each site meeting as part of our progress report

Project Management Plan

2.5.2 Design Control/Responsibilities and Approvals

The control and management of design information will be in accordance with the Design Process (DB-PR-01).

Drawings for contractor designed elements will be forwarded for approval. Additionally subcontractor drawings for the designed elements of the mechanical and electrical installation will be issued for approval after a coordination check has been undertaken by the subcontractors. The design team are requested to return comments within 7 days.

Mansell use the A,B,C status of approval for drawings. A being approved, B approved with incorporation of comments and C rejected

2.5.3 Temporary Works Design and Co-ordination

This will be coordinated at site level by the Temporary Works manager (John Macleod) and external consultants where required. The Temporary Works manager will complete initial assessments in accordance with the work instruction SM-WI-46-02, and complete controls and assessments laid out in the process thereafter

2.5.4 Document Control

All Project records will be controlled and retained in accordance with the Site Administration Work Instruction (PM-WI-04).

A Drawing Register will be maintained in accordance with the Control of Drawings Work Instruction (CM-WI-05).

A document controller will be based in the Mansell City Road office

2.6 Change Management

2.6.1 Changes

Changes received through issue of contract instructions from the contract administrator will be issued to Sub-contractors in the form of a Site Instruction variation order. All change information needs to be issued to the site via the site management team of

- Philip Latcham - Project Surveyor - Office
- John Macleod – Contract Manager – Office
- Simon White Miller – Site Manager - Site

Any instructions will be assessed by above team to ascertain if there are any programme or H&S implications.

Project Management Plan

Procedures for dealing with unforeseen events during the project which result in substantial design changes and which might affect the project are as follows:

The CDM Co-ordinator is to be immediately informed by the Principal Contractor of the circumstances relating to the event.

The health and safety issues arising from any unforeseen occurrence are to be submitted to the CDM Co-ordinator as soon as is practicable.

In the event that any re-design is required, for whatever reason, the health and safety implications of the modified design shall be submitted for consideration to the CDM Co-ordinator in due time before execution.

2.6.2 Concessions

The procedure for seeking and agreeing concessions to the specification will be through discussions and meetings, followed by confirmation in writing.

Any major design changes will require designers risk assessments to be modified / issued in line with these changes.

2.6.3 Authority

The Contract Administrator shall issue Change Instructions to Mansell's Contract Manager with copies to Mansell's Site/Project Manager and Quantity Surveyor.

Mansell Site/Project Manager will instruct the appropriate Specialist contractor or supplier of the change.

<h2>2.7 Selection and Control of Subcontractors</h2>

2.7.1 Subcontractors

All Specialists and Suppliers will be procured in accordance with the Supply Team Specialist Process (ST-PR-01/02). This includes safety, quality and environmental competency assessments.

Suppliers will generally be of Mansell's own source or where specified as named in the contract.

The construction of this project will be facilitated by the use of contractors directly employed by Mansell and drawn from our approved Database.

Project Management Plan

Within the Mansell system sub-contractors are audited at the end of their last contract and given a rating out of ten against five KPI headings. These KPI's are then averaged to single score, the higher the score the better performance achieved.

Mansell will not employ specialists who achieve consistently low scores and will endeavour to employ specialists who score at over 70%.

At the start of the Programme Sub-contract management plans will be prepared for critical rated contractors to use. Subsequently prior to work on site starting a meeting is convened with each contractor to convey the contract content and requirements and only then is the formal order placed.

Upon receipt of Practical completion an internal meeting with Contracts Manager Site Manager & Surveyor is held to assess the performance rating of each of the contractors.

The construction of this project will be facilitated by the use of contractors directly employed by Mansell and drawn from our approved Database.

Within the Mansell system sub-contractors are audited at the end of their last contract and given a rating out of ten against five KPI headings. These KPI's are then averaged to single score, the higher the score the better performance achieved.

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Upon receipt of Practical completion an internal meeting with Contracts Manager Site Manager & Surveyor is held to assess the performance rating of each of the contractors.

2.7.2 Suppliers

All Specialists and Suppliers will be procured in accordance with the Supply Team Specialist Process (ST-PR-01/02). This includes safety, quality and environmental competency assessments.

Suppliers will generally be of Mansell's own source or where specified as named in the contract.

2.7.3 Customer Artisans and Named Subcontractors/Suppliers



Project Management Plan

Mansell will facilitate the operation of Artisans and named specialists in line with the client's requirements and take overall responsibility for their H&S on site.

2.7.4 Customer Supplied Products/Items

There is a list of Group 2 items to be handed over by client for incorporation into the works. Mansell are to provide a milestone on the programme for delivery of equipment and communicate any change in this requirement as soon as it becomes apparent.

2.7.5 Storage and Handling

All deliveries to site will be compared with the specification to ensure compliance any non-compliant goods will preferably not be unloaded but returned to the supplier alternatively they need to be kept separate from any other commodities whilst return transport is arranged.

Heavy or awkward items will be dealt with in accordance with the manual handling assessments.

There will be mechanical lifting appliances on site for all heavy materials. Delivery vehicles will need to be fitted with and tail lift or boom lifting should the on-site lifting plant not be available.

Equipment and materials will only be stored in agreed locations and protected from the progress of the works

<h2>2.8 Exchange of Health and Safety Information between Contractors</h2>

A detailed Project Work Activity Schedule (SM-FM-21) is produced for each Project. All relevant Standard Risk Control Arrangements (SM-WI-42) are issued to each Subcontractor for review and to provide specific information to satisfy all Health, Safety and Environmental requirements.

<h2>2.9 Security, Site Induction and Training</h2>

<h3>2.9.1 Security</h3>

Mansell will provide a personnel log book and all contractors will be required to sign in at the start of their shift and sign out upon completion of the working day. Mansell may employ a CCTV system to monitor any site incursion and this has been agreed with the RFH Project Manager.

2.9.2 Site Induction

Project Management Plan

The site manager will generally be responsible for carrying out / or arranging for site inductions to all personnel entering the site on the day that their works / visit commence. A record of the induction will be kept on the site record book and on completion of the project these records will be transferred to head office files.

Mansell will require all operatives to hold a current CSCS card to proved basic knowledge of H&S standards. No operative will be allowed to start work without production of their card

Visitors to site will be provided with a brief version of the induction and will escorted on site by the Mansell site management

Delivery drivers will be parked up to make safe and given a driver's site induction. This will be undertaken by a Mansell logistics operative who will be employed to monitor deliveries

2.9.3 Training

A Site Induction, CSCS and Operative Training Register (SM-FM-30) will be held on site.

Toolbox Talks will be carried out on the project and recorded on the Toolbox/Safety Talk Register (SM-FM-28). The Toolbox Talks will be programmed to ensure they are applicable to the scope of works at the time of delivery.

The frequency of Toolbox Talks will be: 2 per month

AHPE	Feb 2013		Mar 2013		April 2013	
TOOLBOX TALK REF	Week 1	Week 3	Week 1	Week 3	Week 1	Week 3
Toolbox Talk:	PPE	Podium Platforms	Waste Control	Work at Height	Accident reporting	MSP Reporting
Toolbox Talk No.:	01/04	01/07	07/04	09/01	08/06	09/07

Site Briefings should be carried out, typically on a daily basis, to communicate to all operatives current on site risks associated with ongoing operations. These Site Briefings may be carried out by a subcontractors supervisor to his own personnel where deemed appropriate.

Where necessary, specialist training will be obtained as follows:

PASMA training for use of mobile towers

Abrasive wheel training for use of grinders/disc cutters

2.10 Welfare Facilities and First Aid

Project Management Plan

Welfare will be located within the Mansell site office compound as depicted on the site layout drawing in 1.1.1.

First Aid facilities will be provided in this location and Simon White Miller is the named First Aider

2.11 Reporting and Investigation of Accidents and Incidents, Including Near Misses

The Accident Book (SS-FM-01) is held within the Site Office. All accidents and incidents will be reported and investigated in accordance with the Accident and Incident Reporting and Investigation Process (SS-PR-02).

2.12 Risk Assessments and Method Statements

Mansell Standard Risk Control Arrangements (SM-WI-42) set minimum standards for typical hazardous activities. These are identified on the Project Work Activity Schedule (SM-FM-21). Additional local arrangements will be added as necessary and specific control methods (Risk Assessments, Method Statements, CoSHH, Manual Handling, Noise and Vibration Assessments) will be developed with the Specialists concerned prior to any works commencing on site.

Mansell will review and accept the Subcontractors Risk Assessments and Method Statements prior to commencement on site.

2.13 Site Rules

The Site Rules and site information will be displayed on the Site Noticeboard. All operatives, staff and visitors will be Inducted and expected to uphold the rules. These include:

Part 1 Corporate and Statutory Safety Posters and Notices

Part 2 Site Safety Induction (SS-WI-02)

2.14 Fire and Emergency Procedures

Emergency Procedures Notice (SS-FM-39) and Fire Safety Plan Emergency Arrangements (SS-FM-22), *both appended to this Plan*, will be detailed within the Site Rules and displayed in site accommodation and storage containers.

This is an integral part of the Project Management Plan and Project Work Activity Schedule.

3.0 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT RISKS

Project Management Plan

The Project Work Activity Schedule (SM-FM-21), identifies all hazardous activities, associated Standard Risk Control Arrangements, specific control methods and the relevant Subcontractors for this Project.

The high-risk issues noted below, Pre-construction Information Pack, existing site conditions, Construction Programme and index of Standard Risk Control Arrangements will be used to identify all potential activities that may cause a significant risk or impact, in accordance with the Project Work Activity Schedule Work Instruction (SM-WI-09).

Safety permits will be implemented as determined by the controls confirmed in the Project Work Activity Schedule.

The high-risk issues are accommodated as follows:

- Hot works - Permits
- Excavation – Permit to dig
- Use of ladders/stepladders. - Permits
- Electrical shutdowns - Permits
- Crane lifts. – RAMS – Lifting plan - Lift co-ordinator approval
- Confined spaces – Permit to enter

3.1 Safety Risks

All significant safety risks are identified on the Project Work Activity Schedule:

3.1.1 Public Safety

The site will be locked down by means of hoardings with digilocks to all boundaries where they may be a potential to come into contact with staff, families, patients or members of the public.

Banksmen will manage deliveries on and off site to mitigate any risk to drivers and pedestrians using Hampstead Green Road.

3.1.2 Temporary and Permanent Services

All live services will be isolated prior to strip out taking place. Any services that cannot be isolated will be identified with signage

Temporary site supplies will be installed from RFH source as agreed with the estates team. Every effort will be made to reduce the hazard of trailing leads by elevating to sky hooks or protecting at ground level with specific covers.

Project Management Plan

Fire alarm heads isolations will be requested if required

3.1.3 Falls

Working at height will be managed in line with the relevant SRCA's and work instructions as well as specialists Risk assessments and Method Statements. Edge Protection shall be provided where there is any risk of a fall.

3.1.4 Fragile Materials

Fragile materials to be incorporated into the works will be managed in line with specialists Risk assessments and Method Statements.

Existing fragile materials have not been identified during pre construction. If any are discovered, specific assessments will be undertaken to control work activity around the material or removal if applicable.

3.1.5 Lifting Operations

It is anticipated that Mansell will utilise a crane to install some of the new materials such as the structural steelwork.

Heavy lifting operations shall not take place without an approved Lifting Plan, developed by an appointed person. All operators of cranes must carry a CPCS certificate of competence. Specific hazards associated with heavy lifting may include any or all of the following:

- Access for crane to position and traffic management.
- Blocking of Fire escape/access routes.
- Control of pedestrians in the vicinity, traffic management.
- Confined area for crane set-up and operation.
- Accurate control of crane at landing zone
- Craning of materials over occupied areas.

3.1.6 Dealing with Service Providers

It is not envisaged that Mansell will need to arrange for any new services. All service requirements will be managed by utilising existing services on the campus

3.1.7 Maintenance of Plant and Equipment

All plant will be isolated electrically and mechanically before any works commence.
All portable electrical plant will be covered by a PAT certificate

Project Management Plan

All personnel changing the abrasive wheel on an angle grinder or similar power tool shall be fully trained and competent to do the operation and be in possession of a current CPCS, Mansell or other certificate to prove the training.

All personnel using a cartridge tool or gas powered nail gun shall be trained in their use by an authorised trainer usually employed by the tool supplier.

Mechanical Plant operators shall be in possession of a current, appropriate, CPCS or other proof of competency and a full driving license.

Any plant or equipment handlers must be fully conversant with the risk assessment and or method statement associated with their operation.

3.1.8 Ground Conditions

A ground condition surveys was undertaken during pre-construction. Mansell will provide this survey to their specialist contractors and assess if any further surveys are necessary to undertake the works.

3.1.9 Traffic Management

A specific Traffic Management plan will be prepared and appended to this document.

No Parking will be allowed on site and access will only be permitted for vehicles making planned deliveries or facilitating construction.

Larger vehicle movement will be restricted to run between 08-00am and 18-00pm.

A traffic marshal will be employed to manage all deliveries on and off site

Further consideration is to be given to: -

- Management of areas where vehicles and pedestrians cross.
- Public interface and timing of deliveries. (all deliveries to be pre booked 48 hours in advance with site manager)
- Storage areas for materials and parking areas.
- All vehicles that need to be reversed shall be guided by identified and trained personnel
- All persons on site should wear High Visibility jackets
- Pedestrian route surfaces shall be maintained in a safe condition and kept free from trip hazards.
- It will be necessary to apply for parking restrictions on the access road to facilitate deliveries

3.1.10 Storage of Hazardous Materials

Project Management Plan

COSHH details will be held on site relating to any materials, which may pose a risk to health or the environment. All sub-contractors will be responsible for providing their own COSHH assessments for approval by the Site Manager prior to commencement of works that they will provide within their part of the specification. Appropriate storage for hazardous substances will be provided as necessary. Information to be clearly defined within specialist contractors MS/RA and meet Mansell minimum control arrangements

3.1.11 Unstable Structures

No unstable structures have been identified in association with this project

3.1.12 Adjacent Land Use

The building is a fully functioning hospital and will be fully occupied whilst our works are in progress. Signage must be displayed advising of the dangers of trespass into our work area.

The area outside the hospital is of mixed residential, commercial and retail property.

3.1.13 Other Significant Safety Risks

All safety risks are controlled via specific risk and method statements and recorded on the work activity schedule

<h2>3.2 Health Risks</h2>

All significant health risks are identified on the Project Work Activity Schedule.

3.2.1 Removal of Hazardous Materials (including Asbestos and Contaminated Land)

Mansell site management are trained in the recognition of asbestos products.

Transport for Waste

- All waste-leaving sites must be accompanied by a WASTE TRANSFER NOTE (WTN) filled in accurately, with copies to be kept on site (Refer to SM-WI-50 for details).
- A Hazardous Waste Consignment Note, filled in accurately, with copies kept on site must accompany Hazardous Waste.
- An appropriate Registered Waste Carrier must carry out transportation of waste. Copy of certificate of Registration to be kept on site.
- Spot checks to ensure waste arrives at the correct tip shall be carried out at least once per contract, by telephoning the transfer station noted on the WTN and investigating whether the waste has arrived, identified by the delivery code on the WTN.

Project Management Plan

- Where waste is taken directly to landfill, confirmation must be obtained from the site operator that they are licensed to accept this waste type (as per the European Waste Code). A copy of the Licence to be kept on site.

Other areas where care is required include the removal from site of: -

Redundant fluorescent lighting tubes,
Waste from paint or varnish remover.
Fuel oil, diesel or petrol
Batteries lamps or lighting tubes containing mercury and sodium
Plasterboard and gypsum related products.

All the above will be undertaken in accordance with our waste management plan for the contract.

3.2.2 Manual Handling

Manual Handling – Mansell will eliminate this where possible and where not will carry out Manual Handling Assessments and ensure control measures are in place.

Hand/Arm/Vibration Syndrome (HAVS) – Mansell recognise that HAVS is an irreversible condition which affects nerves and circulation primarily caused by various hand held vibration equipment, and in order to minimise the risk to operatives, Mansell will endeavour to put into place working methods that remove the risk of long term exposure of hand held vibrating equipment by the implementation of non-hazardous processes e.g. by automation or mechanisation of the process.

Where this is not possible and hand held equipment is the only viable option Mansell will ensure that assessments are carried out to determine the safe periods of exposure of the equipment.

Mansell will additionally ensure that all sub-contract trades have Safe Systems of Work (S.S.O.W.) in place when using any plant or work equipment, this will include records of inspection, suitability for purpose, and training certification.

Project Management Plan

3.2.3 Use of Hazardous Materials

Mansell have access to the Sypol COSHH Management System (CMS) that holds over 100,000 specific COSHH assessments. Trained Editors have formed within our Intranet a database containing (200 plus) substances most commonly used by Mansell and our Specialists.

The Sypol database is accessed via the Mansell Intranet (Centurion) homepage. The Work Activity Schedule - WAS - (SM-FM-21) must be used by the Delivery Team to identify hazardous operations and, where substances are hazardous, the relevant column of the WAS must be ticked and the control reference added in the relevant column.

The Delivery Team must consider whether elimination of the process and / or substitution by a less hazardous substance is possible before moving forward to the COSHH assessment process.

Once the least hazardous substance has been chosen, the Delivery Team must download the relevant COSHH Assessment from Sypol – via Centurion.

Where an Assessment is not available, the Delivery Team must provide the information contained on the substances Material Safety Data Sheet (MSDS – available from the Supplier) to any of the Editors, who will obtain the relevant COSHH Assessment from Sypol. This may take up to one week.

It is vital that the COSHH Assessment controls are shared with the work force. The Safety Talk Register (SM-FM-28) must be used to record such training.

3.2.4 Reducing Noise

Health and Safety at Work, etc. Act 1974

Noise at Work Regulations 1989

Environmental Protection Act Section III Nuisance 1990

CITB Construction Site Safety – Safety Notes GE700 Section 8 Control of Noise

Noise Assessments SM-FM-38

Work Activity Schedule SM-FM-21

Identification of Hazardous Operations

- The Site Manager is responsible for ensuring that all operations can be carried out without causing harm to the workforce and to others who may be affected by the works, and without causing nuisance to those affected by our works.
- The ‘First Action’ level defined by Legislation is when an average noise level of over 80dB (A) is exceeded during an 8-hour period.
- Mansell policy however is to work towards ensuring anyone experiencing a noise level of 80dB for any time is protected.
- Those operations likely to cause harm or nuisance must be logged onto the Work Activity Schedule (SM-FM-21), as any other hazard would be.

Identification of Over 85dB (A) Noise Level

Project Management Plan

- When normal conversation cannot be held with a colleague who is just 2 metres away.
- Information signs on Plant and Equipment.
- Noise Assessments (SM-FM-38).
- Taking Noise Levels with calibrated Noise Meters.

Hierarchy of Risk Assessment

- Before any operation is undertaken the Site Manager must ensure that the resultant method is the least dangerous by following the hierarchy of risk: -

Eliminate the Hazard

- Change the method/equipment so the noise hazard is no longer present.
- Substitute the noisy for the less noisy.

Combat Risks at Source

- Using Engineering control measures to give collective protection measures priority.
- Put noise sources remote from workforce (e.g. placing of generators and compressors).
- Enclose the noise source (e.g. suppression at source, insulated locations).

Minimise Risks

- Reduce the time at or increase the distance from the noisy location of operatives.
- Reduce the number of Operatives in the noisy area.
- Both of the above can be helped by de-marking 'ear protection zones' to inform site users.
- When 80dB is to be expected. Only those wearing the correct PPE can enter into those zones.

Allocate PPE

- Use the correct personal protective equipment when all other actions have been taken.

The Noise Assessment

- The Site / Project Manager must ensure Noise Assessments for any operation, which exceeds.
- 80dB (A), are provided by the Operatives Employer and are available on site.
- Any "generic" information used shall be checked as adequate.
- Where any PPE is used, it shall be suitable and sufficient for the type of noise emitted.
- Those affected by the noisy operations shall be provided a Safety Talk training session to include:
 - The location and danger of the noise.
 - The control measures in place.