

Construction Phase Health and Safety Plan

Project Reference	McDonalds Restaurant #0601 Heads of the Valley Rd, Skewen, SA10 7DR
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**This is a live document and will reviewed and altered as required to suit the works
and circumstances encountered on site**

Section 1
Description of Project

Section 1- Description of Project

1.1-Project Description

The site is located at: -

**McDonalds Restaurant #0601
Heads of the Valley Rd, Skewen,
SA10 7DR**

Nature of the works

This project will involve the alteration of the internal layout to suit the new Geometry scheme, which will involve the major removal of the internal space and walls as well as the change externally to form a new shopfront alterations.

The project shall be completed during a full closure, for a period of 5 weeks, with the start date planned for Monday 16th September with the go live planned for Tuesday 22nd October.

The project will entail the full site setup and enclosure of the working area to restrict access and only allow McDonalds specialist tradesman, sub-contractors and main contractor employees.

The scope of the internal works can be described as the below :-

- Alteration to the electrical distribution boards
- Isolation and removal of lights to the dining area, kitchen , crew room and toilet areas
- Removal of the existing kitchen equipment
- Stripping back and removal of floor, wall and ceiling finishes to the dining area, crew room, and kitchen
- Removal of the existing counter and screens
- Removal of the existing furniture to the dining area, crew room
- Removal of the beverage cell walls
- Removal of the existing shutters
- Removal of the existing wall and ceiling supports
- Removal of the existing dining area screens
- Removal of the existing 3 tub sink and washup area
- Removal of kitchen walls
- Removal of the taps and mirrors in the crew toilets
- Existing doors internally to be removed
- Installation of new toilets, cubicles to the Crew WC
- Installation of new taps and mirrors to the crew toilets
- Installation of new furniture to the dining area and crew room
- Installation of new ducting for electrical services
- Installation of new screens and partitions
- Installation of relocated SOK's
- Construction of new internal walls and finishes

- Installation of new floor, wall and ceiling finishes to the kitchen, crew room and dining area
- Installation of new kitchen equipment
- Installation of new counter area
- Installation of new McDelivery
- Alteration and building of new columns
- Installation of new windows
- Installation of new doors internally

The scope of the external works can be described as the below :-

- Removal of the existing road markings
- Alteration of the existing staff safe, music, hvac and cctv systems
- New white lining works
- Relocation and installation of patio furniture

1.2-Programme Details

The project shall be completed during a full closure, for a period of 5 weeks, with the start date planned for Monday 16th September with the go live planned for Tuesday 22nd October.

1.3- Project Directory

Local Authority Swansea City & County Council
Civic Centre
Oystermouth Road, Maritime
Quarter
Swansea
SA1 3SN

Client: McDonald's Restaurants
11-59 High Road
East Finchley
London
Greater London
N2 8AW

Project Manager:	Mark James Complete Building	Tel:	01299 824 945
	Services (on behalf of McDonalds)	Fax:	01299 829 198
	Unit 8, Wilden Industrial Estate	Email:	cameron@mjcbs.co.uk
	Wilden, Stourport on Severn	Contact:	Cameron Hewitt
	Worcestershire		
	DY13 9JY		

Principle Designer:	Construction Safety Solutions	Tel:	01869 220649
	A4 Rowood Estate	Mob:	07590 046735
	Murdock Road	Email:	Phil.davies@constructionss.co.uk
	Bicester	Contact:	Mr P Davies
	OX26 4PP		

Designer:	C7 Architects	Tel:	0161 214 4370
	PM House	Mob:	
	Riverway Industrial Estate	Email:	
	Surrey	Contact:	
	GU3 1LZ		

Quantity Surveyor:	Emmaus Consulting	Tel:	0121 2123607
	10 Fleet Street,	Email:	
	Birmingham	Contact:	
	B3 1JL		

Principal Contractor:	Mark James Complete Building Services Unit 8, Wilden Industrial Estate Wilden, Stourport on Severn Worcestershire DY13 9JY	Tel: 01299 824 945 Fax: 01299 829 198 Email: markr@mjcbs.co.uk Contact: Mark Roebuck
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Building Control:	Butler and Young Suite 10A Leyland House Lancashire Business Park Leyland, Preston PR26 6TY	Tel: 01772 331 130 Fax: Email: Declan.wilson@byl.co.uk Contact: Declan Wilson
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1.4- Existing Records and Plans

The McDonalds store is located just off a main A465 Northbound motorway. It is within a residential area to the rear with houses near the rear of site and along the right hand elevation where there is also a service garage. Access is from the main road and shared with the service/petrol garage.

The building itself is split into a large open plan dining area, kitchen and back of house areas with the rear corral. The building is a single storey modular build with the main entrance to the front, carpark is located on the left hand elevation with the DT lane to the rear of the building. The roof is flat with eaves. Access to the corral is via the back of kitchen and an external entrance

Isolation areas for services can be identified as the below :

- The incoming gas and plant room are located externally to the rear elevation in corral.
- The incoming power is in a electrical box in the back corridor
- The incoming water comes in under the building through the kitchen

(Copies of the existing drawing and standard design drawings are available on Aconex)

There is a partial Health and Safety File available on site which is retained in the managers' office, notwithstanding MJCBS will make his own investigations to determine all of the incoming mains and cut off points. There is also an existing Health and Safety File held on Aconex for the original build of the unit.

As the building is of modular build, there have been Asbestos reports carried and kept on file. A further investigation is to be carried out in July 2024 to all areas to ensure all records are up to date.

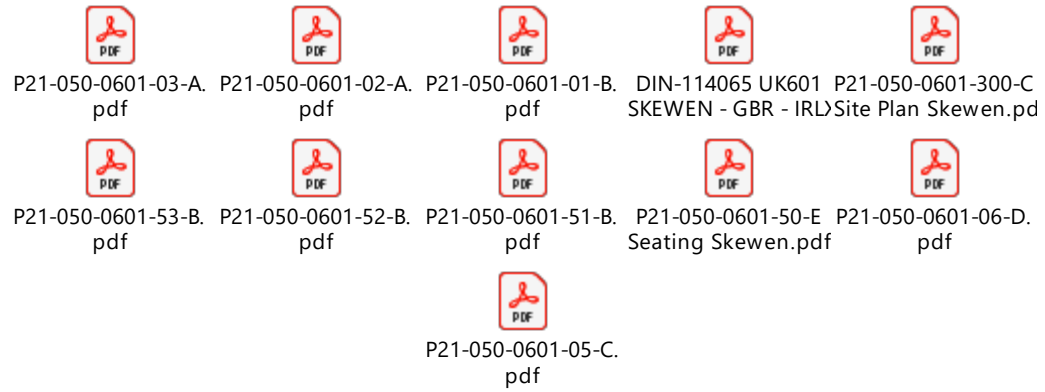
Now withstanding should any suspect materials be found following the report; the Site Manager will stop works and inform the Project Manager/Team and confirm the arrangements for any remedial or removal works to be carried out. This is to then to be updated with then plan and CSS notified.

Copies of the isolation services can be found in the manager's office.

The contractor has been alerted to the possibility of hypodermic needles in the foliage around the site; if any are located the site manager should be alerted immediately who will dispose of them in a sharps bin.

Drawings provided with the tender pack:

Drawings have been provided by C7 Architects marked as the below



All of the latest drawings are available on Aconex

Section 2

***Communication and
Management of the Work***

2 Communication and management of the Work

2.1 – Management Structure and Responsibilities

Principal Contractor profile

Project Manager	Cameron Hewitt
Site Management	Dominic Webb (SMSTS, CSCS, First Aid)
General Foreman	Dominic Webb
Designated First Aider	Dominic Webb
Out of hours contact	Dominic Webb 07483 235666
Proposed Commencement date	Monday 16 th September 2024
Proposed Duration	5 weeks
Proposed days of works	At times the project will require night works, which will be adequately supervised to meet. These will be 4pm-10pm for the first 4 nights of the programme
Local Hospitals	Skewen Medical Centre Skewen Neath SA10 6UH Tel: 01792 812316
Police Station	Skewen Police Station 152 New Road Skewen, Neath SA10 6HH
Fire Station	Mid & West Wales Fire Brigade 34 Sway Rd, Morriston Swansea, SA6 6HT Tel: 0370 606 0699
HSE Office	HSE Office Ty William Morgan, 6 Central Square, Cardiff, CF10 1EP

Company Structure for Health and Safety Responsibilities

The overall and final responsibility for carrying out the Policy in Respect to Health and Safety will rest with: - Mark James – who is the Safety Manager and Proprietor

In the absence of the above, such responsibility is held by: - Mark Roebuck and Mike James who are the designated Project Managers for the McDonalds projects and who liaise and report directly with Mark James.

Additional resource and specialist advice is provided by McCreadies

This entails the general administration and preparation of the Health and Safety File post completion of each project.

This Contract Phase Health and Safety Plan has been compiled by Mike James who is directly employed by Mark James CBS.

Method Statement of works sequencing

Please refer to the programme of works in connection with this section – section 1.1

2.2 Health and Safety Goals for the Project

The details of the Contractors Health and Safety policy dated December 2022 is appended here to which details the objectives of the Company in respect to Health & Safety.

In addition, McDonald's have a set of Health and Safety goals that are detailed in Appendix C of the Pre-Construction Information Document, and a copy of those goals will be displayed on the site notice board.

We will include notification of McDonalds Health and Safety goals in our site induction procedure and will endeavour to achieve these goals and incorporate them into our own Health and Safety goals for the project.

It is the policy of the company to provide and maintain health and safety conditions, to the equipment and systems of work for all employees, associates and personnel working with our under the control of the company. As well as having due regard to the safety and wellbeing of the general public and occupiers of adjacent properties

We will provide the necessary training, supervision, and guidance to ensure that all activities are carried out safely. This practice will be applicable to all operations undertaken on site, or under our control as is reasonably practicable.

The company recognises that it has a continuing duty to assess risks within the workplace, and to use the appropriate safe systems of work were required. The company also recognises that it has a duty of care to non-employees that may be affected by the works.

The continued effectiveness of the company's policy depends on the co-operation of all the company's employees, associates, and subcontractors. This can only be achieved by proper communication, and it is the company's aim to ensure that all parties are made aware of the safe working policy, by inductions and toolbox talks for operatives working on site and by providing proper segregation and notices for the general public, and non-employees that may be affected.

2.3 Arrangements for Monitoring Health & Safety

This Construction Phase Health and Safety Plan is a live document, risk, COSHH, noise, vibration, manual handling, working at height assessment will be, together with and method statements for any high-risk activity, be reviewed and updated as throughout the project. (Copies of COSHH assessments provided in site file only)

Upon the commencement of works on site, MJCBS will ensure that the relevant fencing, signage and working areas as secured from the staff members and members of the public. This will involve the dropping of site cabins, welfare and waste services into the designated area marked on the site setup and emergency plan. Signage will be in place to inform customers of the full closure on site whilst works are carried out.

Deliveries will be organised to enter the site directly and be unloaded by forklifts for a quick turnaround and to reduce the risk of customers entering the site.

It is the responsibility of all operatives and visitors to the site to ensure that they conduct themselves in a safe and sensible manner. To this end all operatives when they first attend site will be given a short induction, to instruct them on the company's Health and Safety policy, identify specific risks on the site and to the works that they are to undertake. How to use the Construction Phase Health and Safety file, details of the site rules, and specific instruction on risk assessment and method statements appropriate to the works that they are undertaking or are ongoing that may affect other trades.

This induction is the responsibility of the Site Manager/foreman. All training and qualifications for the site managers and operatives under MJCBS will be included within volume 2 of the site documents kept in the manager's office

Any operative or visitor who refuses to undertake the induction will not be granted access onto the site and asked to leave.

Any specialist employed on site must first have their method statements and risk assessments appropriate to their works approved before commencement on site, and display that the operatives employed are adequately trained and experienced to undertake the works, and that any plant utilised has been checked and is safe to use on site.

The Site Manager will undertake daily checks to ensure that the site is safe and secure, that the signage and welfare facilities are in place and are appropriate for the works, plant being used on site has been checked and is safe to use, and scaffold platforms are safe to use and are not overloaded.

All directly employed staff used on site are registered as having passed the CSCS health and safety awareness test and have attended the McDonalds own Health and Safety course.

All domestic subcontractors used on site have been used previously by the company and have been vetted for competency and Health and Safety awareness.

The company's Project Managers (Cameron Hewitt/Mark Roebuck) will attend site on at least a weekly basis and undertake checks on the site set up (including security, welfare and general site tidiness), safe working practices and general Health and Safety.

Independent audits by our H&S Consultants will be undertaken if so required.

2.4 Review of Health & Safety Performance

As detailed in the previous section the General Health and Safety issues are reviewed and monitored daily, and an overall assessment made at the completion of the works.

2.5 Communication arrangements

Regular Liaison between parties on site

Daily meetings will be carried out with the site manager and store manager to check all areas are kept clear and the works carried out by MJCBS do not affect the health and wellbeing of the customers and staff members

Consultation with the work force

Regular toolbox talks will be undertaken with the work force to identify specific risks associated with the works in progress and for operations about to start that may affect the preceding or following trades or special measures that will have to be employed during specific sections of the works and to ensure that everyone is working to the most current design drawings.

Toolbox talks will also be carried out weekly on site to reflect site changes i.e. the vast groundworks and internal works. All MJCBS operatives must ensure that the working area is kept clear from obstructions and works carried out by MJCBS do not affect the restaurant.

Directly employed operatives are sent on training courses to ensure that they are fully trained and have the proper skills and training to undertake the works appropriate to their trades.

Exchange of Design Information

Copies of the current drawings and design information will be posted or given by hand to the relevant parties as soon as they are appointed. A full set of the current drawings and schedules will be retained on site at all times.

2.6 Selection and Control of Contractors

The majority of the works will be undertaken by the Principal Contractor however any Domestic Subcontractor used will be selected from an approved list of Contractors.

The Sub-Contract order will provide for and place an obligation on the Subcontractor to provide information relating to Health & Safety. The subcontractor may be required to attend a Pre-Order Interview with a set Agenda that requires answers to specific Health and Safety matters and/or provide information to demonstrate their competency to undertake the planned works prior to being awarded the contract.

Subcontractors will be appointed for their ability and skill to carry out their designated tasks and competency to comply with the works required and programme of works.

Where Specialist Subcontractors are not selected by the Principal Contractor, they will be expected to display their competency both in terms of Health and Safety and technical ability to undertake the works required and again may be required to attend a Pre-Order Interview.

The Client is also employing some Directly Employed trades persons to work alongside the Principal Contractors works; these Specialist trades employed by the Client will be required to comply with the Principal Contractors Health and Safety plan and site rules.

Workmanship will be monitored on a continuous basis to ensure compliance with the specification for the works.

Regular meetings will be held with the subcontractors and tradesmen as required to ensure compliance with the programme, specification Health and Safety requirements and site rules.

2.7 Security

The security of the site will be maintained by the main contractor MJCBS who will take full control of the site during the full closure period. The gates on the working area shall remain open but manned during the day and locked outside of working hours. Heras fencing will be placed around the working area with additional barriers covering internal works

Security will also be appointed during the duration of the project to ensure that the site is protected.

Fencing and Safety Signs

As the project is a full closure, fencing and safety signs will be introduced and placed around the site to suit, informing members of the public of the full closure

Heras fencing will be erected to prevent the general public entering the site, and to clearly designate the working area. All temporary works such as Heras fencing erection will be done so from the guidance of the manufacturer and designs.

For any temporary works i.e. Heras fencing MJCBS will instruct the site manager to act as the temporary works co-ordinator, ensuring all temporary works are in place where required.

Included within the site documents will be temporary works sheets will cover the use of Heras fencing, its erection, supporting and daily/weekly inspections. This will also include the Heras fencing design and calculations to suit

The statutory signage along with all the necessary directional and Warning Signs will be displayed as necessary in and around the building as required.

The existing fire escape routes will be maintained but should any changes be required to the existing fire escape routes they will be clearly sign posted.

Site Access and Egress

Access onto the site is off the main A465 Northbound motorway, which accesses the carpark where the store can be accessed.

Welfare facilities will be in the form of self-contained site cabins that will be located in the car park and enclosed with fencing.

Due regard will be given to the restricted nature of the site, barriers and hoarding will be erected to clearly define the working areas for different trades. For example, where plant is to be externally this will be separate from the pedestrianised zones.

Signage and barriers will be erected to inform the general public around the times of the full closure period between the agreed dates

Restricted access will apply to the adjacent unit and restricted notices will be located on site hoarding

Deliveries and unloading

Materials wherever possible will be delivered 'just in time' to reduce the amount of materials / clutter being stored at any one time.

Due to the site and other contractors potentially working in the area, MJCBS will introduce a one-way system with vehicles and deliveries entering through the left-hand side of the site and following the designated route around to the exit on the right. This will attempt to alleviate the risk of congestion and deliveries being backed up on the site car park

In circumstances where it is not possible to provide a dedicated route or delivery area, temporary barriers and traffic marshals will be provided to facilitate the deliveries to the works.

Any deliveries of substantial size or require large unloading vehicles will be during quiet periods on site and follow a designated vehicle route to unloading areas

Temporary Site Accommodation

The temporary site accommodation will be located in the form of steel containers in the restaurants car park. These will include a office/welfare and 20ft/10ft storage containers

Storage of materials

Materials wherever possible will be delivered on a planned time and date to avoid bust periods. If deliveries occur during busy periods, then the one-way system will still stand in the attempt to get vehicles off the road and into the site directly.

Flammable materials which are delivered to site will be stored in separate areas , segregated from all other materials. Due to the risk of fire, a fire trolley with fire-fighting equipment will be situated close to flammable materials. Flammable materials will also be delivered just in time for daily works to reduce the risk of bulk storage.

For the storage of materials a designated space will be provided and identified on the site setup. This shall be followed for the duration of the project

Protection of the public

Temporary Heras fencing will be erected to prevent the general public entering the site, and to clearly designate the working area. All temporary works such as Heras fencing erection will be done so from the guidance of the manufacturer and designs.

For any temporary works i.e. Heras fencing MJCBS will instruct the site manager to act as the temporary works co-ordinator, ensuring all temporary works are in place where required.

Included within the site documents will be temporary works sheets will cover the use of Heras fencing, its erection, supporting and daily/weekly inspections. This will also include the Heras fencing design and calculations to suit

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2.8 Site Induction

It is the responsibility of all operatives and visitors to the site to ensure that they conduct themselves in a safe and sensible manner, and to this end all operatives when they first attend site will be given a short induction to instruct them on the company's Health and Safety policy, identify specific risks on the site and to the

works that they are to undertake; how to use the Construction Phase health and Safety plan; details of the site rules, and specific instruction on risk assessments and method statements appropriate to the works that they are undertaking, or are ongoing that may affect the following trades.

Personnel who are regularly employed on the McDonalds projects whether directly employed or subcontract are required to carry McDonalds passport cards, the passport numbers will be recorded against the site induction record.

Any operative or visitor who refuses to undertake the induction may be refused to the site; this induction is the responsibility of the site manager/foreman to undertake.

Visitors to the site will be required to sign the visitors book provided on arrival and should sign out when leaving the site.

The Health and Safety Plan will be kept in the site office and will be available for any operative to use or review.

Information collated for the Health and Safety file will be kept in a locked filing cabinet in the site office.

2.9 Onsite Training

On arriving on site for the first time all operatives will be given an induction as to the Site rules and how to use the appropriate sections of the Health & Safety plan. All operatives will be checked to see if they have completed the CSCS Health and Safety awareness course, (whilst not currently mandatory it is preferred that all operatives employed on site have successfully completed the qualification).

All directly employed operatives have CSCS accreditation and have also attended the McDonalds Health and Safety course.

It will be our policy that all operatives will carry and display their McDonald's identification cards whilst on site, (as soon as they are issued by McDonald's.)

Regular toolbox talks will be undertaken by the Site Manager appropriate to the site conditions and prior to any new operations commencing that have or are perceived to have a significant risk to the Health and Safety of the operatives on site to the general public.

In the event that there is a need to use an item of plant or undertake a work process that we have no training or experience in, then we would undertake onsite training for both the operative selected to undertake the works and the supervisor. We would ensure that the person giving the onsite training is both qualified and experienced in the process and/or in the use of the item of plant and is qualified to instruct other users.

2.10 Welfare facilities and First Aid

Welfare – CDM Regulations 2015

First Aid facilities and Notices will be provided with in the Work area.

Welfare facilities will be provided for with a ECO welfare unit including:

Toilets/Drying room

Washing

Drinking water

Provision for heating food

Providing hot water

We will provide our own first aid box and register with eye washing facilities

Fencing & Temporary screens

Temporary Heras fencing will be erected to prevent the general public entering the site, and to clearly designate the working area. All temporary works such as Heras fencing erection will be done so from the guidance of the manufacturer and designs.

For any temporary works i.e. Heras fencing MJCBS will instruct the site manager to act as the temporary works co-ordinator, ensuring all temporary works are in place where required.

Included within the site documents will be temporary works sheets will cover the use of Heras fencing, its erection, supporting and daily/weekly inspections. This will also include the Heras fencing design and calculations to suit

Included within the site documents will be temporary works sheets will cover the use of Heras fencing, its erection, supporting and daily/weekly inspections

The statutory signage along with all the necessary directional and Warning Signs will be displayed as necessary in and around the building as required.

The existing fire escape routes will be maintained but should any changes be required to the existing fire escape routes they will be clearly sign posted.

Fire escape routes for the Site workers will be clearly marked; a copy of the proposed fire escape routes is to be issued to Construction Safety Solutions Ltd under separate cover and we will include this information in our site induction

Signage

Directional and Warning Signs will be displayed as necessary in and around the site as required; any changes to the existing fire escape routes will be clearly sign posted.

Site signage will be posted around the site to inform customers of the area closure and inform them of the full closure during the second week of the project

Lighting

During the works the existing/new lighting will be used as much as possible to obtain continuity of the finishes, however temporary 110v task lighting will be employed for the works and inspections as required. This will be predominantly used around the external areas

Power

The existing building supply will be used wherever possible, and the 240-volt supply will be transformed down to 110 volt for construction works.

Power will be gained from using either 3 or 5kva transformers connected onto the existing socket. Before use this will be inspected and signed off by a qualified electrician and recorded in the day file.

Water

The existing water supply will be used to fill equipment and tools with water for the welfare being filled directly by suppliers

There is the existing water line in the corral which will be used by operatives only.

No operatives will use water from live services inside the restaurant

Telephones

All site-based communications will be made using mobile telephones.

2.11 Reporting and investigation of accidents and incidents

As Principal Contractor we will record any reportable accident or dangerous occurrence in the site accident book

The Site Manager will be responsible for keeping the accident book up to date, and in the event of a fatality or major specified injury will inform the HSE, by telephone and in writing.

The Safety Manager will attend any incident that he feels warrants investigation.

As Principal Contractor we will inform our insurance company and the Client of any reportable incident.

Accidents, incidents or close incidents should be reported by one of the following:

Telephone 0845 3009923

Internet – <http://www.riddor.gov.uk>

Post – by completing form F2508 and sending to
Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG
Or by fax to 0845 3009924

2.12 Production and approval of risk assessment and method statements

Activities with Risk to Health and Safety

Hazard Identification

The Hazard Identification Sheets in the Pre-Tender Health and Safety documentation have been used in the preparation of the Risk Assessments.

Risk Assessment

A series of risk assessments of those trades identified in the Pre-Construction Information have been considered and included within the generic trades sections.

The risk assessment details provided are based on the anticipated works required on the site. Should the environment or scope of the works vary or be different from the details indicated on the drawings or detailed in the Pre-Construction information then the operation will be reviewed, and a separate risk assessment and a Method Statement will be prepared prior to the commencement of the works.

Further identifiable hazards, directly linked to the Contract Programme, will be considered during the progress of the works, and where appropriate will be forwarded for inclusion within the Health and Safety plan.

Risk Evaluation

During all stages of the project, MJCBS will ensure that Heras fencing is erected around the site boundary with locked gates on the front entrance for access only.

Where specialist works beyond that identified in the trades sections are required, a specific risk evaluation will be carried out on those Hazards that cannot be avoided or designed out.

No works will be allowed to commence until a satisfactory risk assessment has been completed and approved.

Where the risk assessment identifies the need for a method statement to identify how the works are to be undertaken, no works will be allowed to commence until the method statement has been submitted and approved.

Approval will usually be undertaken by the Contracts Manager, however in the event that our Contracts Manager has no experience in a particular specialist field then this will be referred to the Health and Safety advisor for review and approval.

2.13 Site rules

Safe working routes

Areas where the Principal Contractor is not required to access shall be fenced-off, MJCBS shall ensure that contractors do not access these routes unless authorised beforehand.

Safe working routes will be defined before works commence on site, with the SM carrying out daily checks. The SM will ensure that fire escape routes are kept clear and free from trip, slip and fall risks. Again, this shall be a daily requirement and check off before works start and with the store manager during the first week of the project

MJCBS envisage no temporary fire doors or compartments to be erected during the project.

Working hours

Working hours are generally limited to the normal working hours defined in the National Working Rules for the Building Industry as produced by the National Joint Council for the Building Industry and as modified for the area in which the works are located.

For the works at McDonalds Skewen #601 , MJCBS will be working from the hours 7am-5pm Monday – Saturday. These working hours will reflect the external conditions and seasons. There will be 4 night works for the first nights of the programme of hours 4pm-10pm

Services isolation

Permission must be obtained from the Principal Contractors Project Manager before shutting off any services. Only qualified and competent operatives to undertake the works with the correct locking off procedures to be followed and all permits to be completed and signed off by Site Manger before works commence

Services will be isolated to certain areas only during the project. This will be the drive thru area electrical feeds during the removal and the DA isolation to allow for the beverage cell wall to be removed.

All isolations shall remain in effect until the trained electrician confirms power can be reinstated to that area and permits signed off.

Permit to work

The Principal Contractor shall operate a 'Permit to Work' system for the following situations: -Hot Works, Excavations/ Dig, Confined Spaces.

Hot work permits must be filled out daily and signed by both the SM and the operative using such live permit. All firefighting services must be present when carrying out hot works. Permits MUST be signed off daily and fire watch carried out for at least 1 hour after hot works are completed

Permits to dig must be filled out and signed by the SM and operative using such permit. These permits are kept live during the duration of excavation works, for no longer than 1 working week. Any changes or alterations to the permits must be noted on the permit and all parties made aware. There must be one permit for each activity on site , which will result in multiple live excavation permits during the works. The permit will be signed off upon completion and once the SM has inspected the area and deemed for the working area to be opened back up .

Permits following confined spaces works must be thoroughly planned before works are permitted. The area must be inspected thoroughly, removal and rescue equipment in place and operatives must have the relevant confined space training. Under no circumstances will be permits become live until all the above has been completed and all parties are in agreement for works to safely continue.

Where flammable liquids, gases or vapours have been used in the building/site, any equipment, tank or pipes etc., which could have contained such substances, must be purged and tested for explosive gases prior to work taking place.

Smoking on site

Smoking and vaping is not permitted inside the workplace or close to any flammable liquids or materials.

Operatives will be made aware of the designated smoking and vaping areas during the site induction, and these will be marked clearly on the site setup and emergency plan

Radios on site

Small radios emitting low decibel outputs are permitted on site but only in certain areas.

Food and / or Drink

No food or drink is to be consumed in the workplace, food and drink must be consumed in the designated canteen or outdoor eating areas only. All operatives must ensure that rubbish and waste is removed into skips to reduce the risk of pest infestation

Intoxicating substances

Drinking alcoholic beverages or taking drugs is not permitted for site staff/workers at the workplace or offsite during any work period. The Principal Contractor will refuse permission or re-admission to the site to anyone found to have been drinking alcohol or taking drugs.

Visitors

Visitors will be required visit the site office and sign themselves in. Before entering the site, the Principal Contractor shall advise them of any hazards on the site whether in the area to be visited or not. When a visitor quits the site, he/she should sign out. Visitors will be allowed on the site at the discretion of the Principal Contractor and will be escorted by him/her

Stressing the structure

The Principal Contractor shall not overload or over stress any part of the works in any way. Materials stored on suspended floors shall be stored and transported, wherever possible, on main beam lines after consultation with the Structural Engineer.

Hot Work

Hot work permits must be filled out daily and signed by both the SM and the operative using such live permit. All firefighting services must be present when carrying out hot works. Permits MUST be signed off daily and fire watch carried out for at least 1 hour after hot works are completed

Unforeseen circumstances

Should any deleterious or suspicious materials be encountered, the works are to stop and the Project Manager and Client informed.

Use of lasers

Class 3A and 3B laser equipment may not be used without submission of a Method Statement. Class 1 or Class 2 laser equipment must not be set with the beam at laser eye level.

Tidy site

The Principal Contractor shall maintain the site in a tidy condition. All rubbish or debris arising from operations shall be removed and the area cleaned on a regular basis to avoid any unnecessary hazards.

Plant

All portable equipment not in use shall be isolated and carefully stored. Items of plant not in use shall be rendered safe and isolated. These shall be stored in designated plant areas away from members of the public and flammable materials.

The storage area will be supplied with spill kits and firefighting units.

All plant must be checked by the plant operator daily before use and daily checks also carried out as part of the day file

Adjacent property

There are flats and houses within a close proximity to the premises. Due to this, noise restrictions are in place in between set times which must be adhered to. None of the proposed works should affect any other neighbouring properties bordering the site, however, access and egress to all neighbouring properties must be maintained unobstructed at all times. Should any work takes place that will affect these routes, MJCBS will liaise with the affected occupants prior to these elements starting to ensure all hazards and control measures are clearly communicated.

Contract requirements

The Principal Contractor is required to comply with the requirements of the Contract Preliminaries. Any area of conflict between the Health and Safety Plan the Contract Documents shall be brought to the attention of the Client and Architect.

Competency

The Principal Contractor is required to ensure that any designers domestic, named or nominated contractors employed on the project are competent.

Contractors and Self-Employed personnel

The Principal Contractor will ensure that contractors and self-employed people working on the site are made aware of the relevant portions of his Health and Safety Plan.

HSE information sheets

The Principal Contractor shall take due notice of the guidance given in HSE information sheets (Construction series), which covers ladders, scaffolds, work in confined spaces, excavations, welfare arrangements, work on roofs, chemical cleaners, cement, solvents, PPE, silica and handling building blocks. The Principal Contractor's attention is also drawn to the HSE publications – '5 Steps to Risk Assessment' and 'Accidents to Children on Construction Sites' and the Asbestos regulations.

Statutory Instruments

During the course of the building works, contractors shall pay attention to the relevant Statutory Instruments as updated.

Security of Premises

The Principal Contractor shall ensure that steps are taken to limit the number of people on site to those directly concerned with the construction work and to ensure that the security of the site/building as a whole maintained at the security of the Client's undertaking is preserved. The Principal Contractor is required to discuss arrangements with the Client's representative before commencing work.

Security will be appointed for the duration of the project to ensure that the site is protected

Fire alarm and Security devices

The Principal Contractor shall ensure that the fire alarms and security devices remain in working order throughout the duration of the contract.

Personal Protective Equipment

Hard hats, high vis vests or jackets and foot protection will be worn as a minimum requirement throughout the duration of the contract, however as much of the works is internal, the Project Manager may choose to designate areas of the site as "non hard hat areas".

Before doing so the Project Manager will undertake his own risk assessment to establish if there is any significant risk of falling objects or if the wearing of helmets would impede the works being undertaken.

The site personnel will be advised if this occurs and areas' where the wearing of helmets is considered not mandatory will be clearly indicated.

Personal protective equipment shall be provided for all those who require it. Hard hats shall be available for visitors who must suitably attired for the conditions on site, i.e. stout/safety footwear etc.

Gloves and safety goggles will be available to any operative requiring them, irrespective of whether, or not stated in the method statement.

It is the company's policy to use Gloves and goggles when using any item of plant.

In the event that PPE is required in any method statement then the PPE stated will be provided, and the works should not be allowed to commence until the operative is suitably equipped with the PPE required.

2.14 Emergency Procedures

Fire Safety Plan

We implement a procedure that will be action in the event of a fire or any other emergency situation.

Details of the proposed fire escape routes will be provided to Construction Safety Solutions under separate cover and these routes will be displayed on the notice board and included in our site induction procedure.

Suitable firefighting equipment that will be placed at designated firefighting points at each of these points a switched alarm siren is provided.

2.15 Waste Disposal

Site Waste management plan – A designated waste management company will be responsible for the waste management plan provided for the site, and for reviewing the waste disposal operations.

All skips on site will be located in designated areas only with firefighting equipment such as fire point trolleys located nearby. Skips will change regularly to reduce the risk of fire or pest infestation

All waste shall be removed via inert and mixed waste skips

Specialist waste such as tarmac, will be removed into specific waste skips

2.16 Quality Management

All works on site will be undertaken in accordance with McDonalds standards requirements, this will be an ongoing process throughout the whole of the works the aim being to eliminate any snagging after the handover of the restaurant.

Section 3

***Arrangement for
Controlling Significant
Site Risks***

3. Arrangement for Controlling Significant Site Risks

Existing services, including temporary electrical installations

There are several drawings highlighting the existing service installations into the building, these have been marked as assumed routes without full confirmation. This being said, we will undertake our own investigations as detailed on our Risk Assessment and Method Statements included in section 7 of this document.

This work will be undertaken by a competent and qualified electrician. Particularly for the isolation works of the drive thru area and beverage cell

Any temporary services installations required will be clearly identified and protected as necessary

Demolitions

There are several demolitions required on the project, however there are significant striping works, clarification of the works to be executed are detailed as follows:

- Removal of various walls internally and externally to suit new layout
- All services to be isolated by and signed off by competent person before works commence
- The vast majority of the works is done using hand tools to eliminate noise and vibration hazards. Works done with electric, or petrol/diesel tools are limited to results from the vibration forms within the day file.
 - Full PPE is provided for the operatives undertaking the works including helmets, gloves, ear plugs/defender's masks and safety goggles. Dust air cubes with filters to be located in specific areas to minimize airborne dust.
 - Any grinding or metal cutting will be covered by a hot works permit and, gloves, ear plugs/defenders masks and safety goggles are provided.
- All structural steel works to be completed by approved Sub Contractors. All RAMS to be checked and signed off by Site Manager prior to works commencing.

Preventing Falls

It is our policy not to use ladders or steps on site wherever practicable, if there should be any need to work at height then either scaffold will be used or mobile scaffold towers.

In compliance with the working at height regulations, we will ensure that any working at height is properly planned and organised, and these personnel involved are competent.

We will assess the risks from working at height and select the most appropriate equipment for the operation and ensure that it is properly inspected and maintained.

In the case that traditional tube and fittings are used then this will be installed, adapted, and removed by a specialist scaffold company that use certified tubes, boards and fittings, and competent qualified scaffolders.

In the event that there is a need to use ladders then they should be placed in a safe secure place, at the correct incline i.e. 1 in 4, they should be properly footed at all times, and wherever possible secured at the top once in place.

Ladders will be checked to ensure that they are sound and fit for use up on dispatch to the site and at weekly intervals thereafter, any damage to the ladders should be reported to the site supervisor immediately.

Steps should only be used if there is a correct straining mechanism between the step and supporting legs, they should not be used in locations where they can be knocked by passing workers i.e. in corridors or restricted spaces and should be long enough so that the operative using the steps does not have to stand on the top 2 treads of the steps.

Steps will be checked to ensure that they are sound and fit for use up on dispatch to the site and at weekly intervals thereafter, any damage to the steps should be reported to the site supervisor immediately. An on-site log of these checks will be recorded and retained on site.

All excavations to be inspected by a competent person to ensure supports or battering at the start of the working shift and at other specified times. No work should take place until the excavation is safe. Edges of excavations should be protected with substantial barriers where people are liable to fall into them. This includes Guard rails and toe boards inserted into the ground immediately next to the supported excavation side or fabricated guard rail assemblies that connect to the sides of the trench box. All excavations to be fenced/barriered off to ensure no access during non-working hours.

All required scaffolding works to be installed by fully qualified and competent individuals and installed as per regulations with handrails, toe and brick guards and all edge protection as required. All scaffolding to be signed and weekly inspections completed by competent personnel. All scaffolding to be checked by MJCBS Site Manager and working at height permit, scaffolding and roof works permits to be completed prior to use and works commencing.

Control of Vibration

Due to the works requiring finishes to be removed , such as tarmac in the car park, manholes and concrete in the corral, excavators and breakers will need to be used. Vibration will also be created when using floor saws, stihl saws and handheld breakers.

The site manager will introduce shift rotations on vibration to reduce the risk of HAVS and ensure that these limits are not exceeded. Additional PPE will be introduced as well including vibration reducing gloves.

Noise assessments

Due to the works requiring finishes to be removed, such as tarmac in the car park, manholes and concrete in the corral, excavators and breakers will need to be used. There poses a risk of excessive noise pollution and exposure to operatives which must be managed during the project.

Externally, when operatives are using plant to break out finishes, whacker plates, stihl saws or any other equipment that can cause high levels of noise exposure, additional hearing protection will be introduced and must be worn by all operatives in close proximity.

Control of Dust

Dust has been highlighted as a significant risk. Risk assessments and method statements will be produced as required. Avoiding then minimising dust will be considered – dust suppression, water suppression, and correct PPE including M class extraction equipment.

Externally, dust suppression will be used where required by wetting down the ground surfaces as well as using water aids when cutting kerbs and concrete, etc. Internally all cutting tools will be fitted with dust extraction hooovers to help eliminate any dust getting into the air.

All operatives must wear task specific PPE whilst carrying out cutting works to suit with approved face fit tested masks. All evidence of tests to be held within the site folders

Work with Fragile or Near Fragile Materials

In all cases proper personal protective equipment should be used when handling such materials. The materials should be stored in a safe secure location in accordance with the manufacturer's instructions. Wherever possible, handling by hand should be avoided, proprietary lifting mechanism should be used like trolley platforms and suction grips for handling and placing large glazing units.

Control of Lifting Operations

The Company follows the principles of the Manual Handling Operations Regulations. A policy has been introduced to avoid loads which could cause musculoskeletal disorders.

Wherever possible materials will be ordered in units that do not exceed 20Kg, and should the materials be in excess of 20Kg, and not practicable to move using

mechanical plant or lifting aids then additional labour will be used to minimise the risk and the load lifted by each operative – please refer to section 7 of this document for out detailed risk assessment and method statement for manual handling.

Any mechanical lifting or hoisting required on site will only be allowed, if planned and properly supervised, with an experienced banksman to supervise the loading, movement and placing of the materials; a qualified/experienced operator will be used to operate the lifting plant.

Dealing with Services

MJCBS will employ CDM to provide detailed drawings of the suggested routes of all existing services on site. Upon exposing or identifying any cables, MJCBS will presume all cables are treated as live until confirmed otherwise by the supplier or qualified electrician. If there are cables in which MJCBS cannot identify or confirm as isolated, these shall be marked as lived and signed accordingly to warn all operatives.

Alongside the suggest drawings from CDM, MJCBS will still carry out CAT scans and hand digs where required to identify the location of these underground services

In the unlikely event that unknown serviced are damaged during the works, the area will be fenced or cordoned off and the services will be isolated if possible, and the appropriate statutory authority notified. In the case of the services being a gas main all works in the area will be suspended and the area cleared of all operatives. Marshals will be posted around the site to ensure that there is no one smoking or using naked flames in the vicinity that could ignite escaping gasses.

Maintenance of Plant and equipment

Any Plant that requires a qualified driver, or certified trained operative, will have their certificates/documents checked prior to the commencement of the works.

Any plant that does not require a certified driver or operator will only be allowed to be used by such personnel with appropriate experience of using that particular piece of plant.

If required, an onsite training session will be held with the operatives prior to them commencing the works if the operatives are not familiar with using the piece of plant being used.

A record of test certificates will be retained on site for plant that specifically requires certification under the current regulations.

All electrical plant or leads used on the site must have been continuity tested with in the last 3 months, (as a minimum) in accordance with McDonalds H&S Guide and Standards for Contractors and must be certified as passing the test before use.

All other plant will be checked and maintained on site on a regular basis appropriate to the piece of plant involved.

Traffic Routes and Segregation of Vehicles and Pedestrians

This compound will provide segregation between the work force and building works and the general public. Heras fence panels will be used with suitable feet and double clipped to restrict access

We will supply and erect all the necessary statutory signage along with and necessary warning signs or changes to the access to the site.

All fencing will be inspected and checked throughout the works daily by the site manager, forming part of the day file checks

Storage of hazardous material

No hazardous material will be stored within the area of the premises affected site operations.

Details of the COSHH assessments will be added to the file as soon as they become available from the suppliers along with details from any other product used on the project that require a COSHH assessment.

Dealing with Existing Unstable Structures

There are none anticipated on this site from the details provided in the Pre-Construction Health & Safety information and the designers drawings.

Overlap with Clients undertakings

The Client will be appointing specialist trades persons to undertake specialist trades during the fitting out works, we will ensure that a safe working environment is provided for these specialists and that the works are done on site are done in a safe manner and will ensure co-operation and co-ordination between all parties.

Signage will be provided to inform and warn this specialist of the fire exit routes, areas where access is restricted, areas where plant is moving and ensure that none of the Restaurants fire escapes are obstructed at any time.

Access will be maintained at all times for the emergency services to be able to access the site if required.

Communication with the project managers will form part of the daily operations by the site manager, during this period any changes or alterations will be noted and carried out

Accommodating adjacent land use

There are no special measures anticipated on this site from the details provided in the Pre-Construction Health & Safety information and the designer's drawings.

Other Significant Safety Risks

Structural reports have been completed by approved engineers and have confirmed no apparent structural defects to existing roofing materials. Any additional supports required have been noted within structural report and allowed for within works to support installation of solar panels. There are no skylights or any visual concerns from completed surveys. Edge protection to be provided and installed to all working areas whilst roof works are ongoing.

3.2 Health Risks

COVID-19 Working

All MJCBS RAMS have been suited to be task specific and COVID-19 Specific. The safety of MJCBS employees, sub-contractors and those working around us is top priority and measures have been implemented to ensure this is maintained.

Tool/Equipment will be cleaned regularly to help reduce the risk of contracting and spreading COVID-19. It is imperative that operatives comply with the measures and put in place, to help reduce the risk of COVID-19 spread.

Any operatives found not to be complying with the site rules shall be removed from the site promptly and the relevant actions taken to ensure the safety of those under MJCBS.

Removal of asbestos

No works shall be carried out internally that could disturb any ACM's. There are believed to be no ACM's present within the building as per previous survey carried out. There has been an additional survey requested which is to be carried out in July 2024.

Manual Handling

It is the company's policy to restrict manual handling wherever possible on our sites, in addition when ordering materials wherever possible they will be ordered in units not exceeding 20Kg maximum load if available.

All our directly employed operatives have been trained in manual handling, and if larger loads are needed to be lifted or moved that are greater than 20Kg then the appropriate

number of operatives will be employed to lift the equivalent of no more than 20Kg per operative.

Wheelbarrows and trolleys are provided on all projects and used by operatives to assist in the movement of goods and materials.

If this is not practical, then mechanical means of lifting and moving will be employed appropriate to the goods and object to be lifted. This will be through the use of pallet trucks or forklifts

The use of lifting platforms for the scaffold to be utilised for equipment access and loading materials. All materials to be loaded via use of a forklift

Use of Hazardous Substances

Any material classified as hazardous by its COSHH assessment will only be allowed in strict accordance with the Manufactures recommendations, this will include transporting, unloading, storage, handling, provision of PPE, and environmental conditions.

Reducing Noise and Vibration

Due to the works requiring finishes to be removed , such as block walls, manholes and concrete, excavators and breakers will need to be used. There poses a risk of excessive noise pollution and exposure to operatives which must be managed during the project. Vibration will also be created when using floor saws, stihl saws and handheld breakers.

The site manager will introduce shift rotations on vibration to reduce the risk of HAVS and ensure that these limits are not exceeded. Additional PPE will be introduced as well including vibration reducing gloves.

Externally, when operatives are using plant to break out finishes, whacker plates, stihl saws or any other equipment that can cause high levels of noise exposure, additional hearing protection will be introduced and must be worn by all operatives in close proximity.

Rats and Weil's Disease

Due to the nature of the Clients business there is a potential for food wastes to be dropped in and around the site which may attract rats.

Weil's disease is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats, as the workplace is in a restaurant there is a possibility that the work force may come into contact with rats scavenging for waste food on or around the workplace. The disease starts with a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains and ultimately to jaundice, meningitis and kidney failure.

In the event that rats are seen this should be reported to the site manager and restaurant manager so that traps can be laid at no time should they be handled without protection.

Wash cuts and grazes immediately with soap and running water and cover all cuts and broken skin with waterproof plasters before and during work.

Wear protective clothing, operative as a matter of course are encouraged to wash their hands before eating, drinking or smoking.

Other Significant Safety Risks

At present, there have been no significant issues specified that require special or particular precautions, other than those already highlighted within this report. It should be noted however, that as information becomes available it should be raised and discussed with the principal designer.

3.3 Feedback

As part of McDonald's continuous drive to improve health and safety, they require feedback from contractors and subcontractors' working on the project.

To this end a copy of the Health and Safety feedback sheet will be displayed on site and any comments and/or suggestions will be collated and feed back to McDonalds at the end of the project even if there were no comments.

This document will form part of the handover documentation