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# **CONSTRUCTION PHASE PLAN**

**McDonalds Tankersley (584) - Barnsley**

**Prepared with the assistance of WSSL  
Chartered Safety & Health Practitioners**

**DATE 08 - 08 - 2019**

**1<sup>st</sup> submission**

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## 1. INTRODUCTION

Marcon Fit-Out Ltd is committed to ensuring that this project will be undertaken in accordance with all relevant Health and Safety Legislation including Approved Codes of Practice, Health and Safety Executive Guidance Notes, Health and Safety Standards, and the company's Health and Safety Policy and Safety Rules.

Marcon Fit-Out Ltd. and all its representatives will comply with all statutory requirements as defined by the following:

- The Health & Safety, at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The CDM Regulations 2015.
- The Work at Height Regulations 2005
- All other application statutory legislation covering this project.

Safety will be integral part of the overall management strategy and an effective safety regime will be established which will aim to intervene before accidents or incidents occur. Our goal is to deliver each project on time, within budget, without harm or damage to persons, property or the environment, so far as is reasonably practicable. This Construction Phase Plan collates information from various sources into a single document and should be read in conjunction with all relevant supporting health and safety documentation.

**Start of construction phase:** 18.11.19

**Expected duration of construction phase:** 3 Weeks

**Practical completion:** 06.12.19

## 2. PROJECT ADDRESS

McDonald's Restaurant (584)  
Wentworth Park  
Maple Road  
Tankersley  
Barnsley  
South Yorkshire  
S75 3D



McDonald's

### 3. PROJECT DESCRIPTION

The project is briefly described as the reconfiguration of an existing McDonald's restaurant, to include the installation of a new side by side drive thru lane. Works are also planned to install a new folded roof system.

The proposed scope of works for this project includes: -

#### **Internal works:**

- Removal of existing barista & beverage cell reconfiguration works.
- Removal of existing & installation of new ceiling grids
- Reconfiguration of existing & installation of new electrical, mechanical & data cabling services as required.
- Removal of existing & installation of new floor coverings
- Decoration of affected areas within the unit to suit new layout
- Removal of existing & installation of new internal signs.
- Heating, plumbing, plastering & joinery works as required to suit new layout.
- Installation of new fire / smoke alarms & emergency lighting to suit new layout.
- Demolition and dismantling works, to form the new layout.
- New fixtures and fittings within the kitchen.
- Reconfiguration of café seating areas.

#### **External works:**

- Site set up.
- Service relocations and drainage works.
- Demolition / reconfiguration of the existing corral to form the new layout.
- Excavations for the corral alterations, drive thru works and remote corral.
- Alterations to the existing drive thru lane & car park to allow for the new side by side drive thru lane, corral alterations, remote corral construction and car park alterations.
- Alterations to existing kerb lines.
- Roof works to allow the mechanical works to be completed, including associated crane lifts.
- Installation of new external signage.
- White lining to car park areas and access roads.
- Installation of additional external lighting as required.
- Hard & soft landscaping.
- External decorations.
- Jet wash / clean brick work & external areas.
- General building works.
- Electrical & mechanical works as required to suit new external layout.

This list is not exhaustive; the appointed contractors should refer to the full specification prior to commencement. Works other than those specified should be reported to CSS Limited for review of any possible potential hazards and risks.

All works must be carried out in accordance with current health and safety legislation and McDonalds Restaurants requirements for site safety.

## **4. ACHIEVING HIGH STANDARDS OF HEALTH & SAFETY**

### **4.1 Policy Statement**

Marcon Fit-Out Ltd accepts its responsibility for the Health, Safety and Welfare of its employees at work and others who might be affected by its operations.

As provided in the Health & Safety at Work etc. Act 1974 (Health and Safety at Work (NI) Order 1978) the company's objective is to ensure, the highest standard of health, safety and welfare at work, by its commitment to devoting the necessary resources, including the provision of adequate information, training and instruction appropriate to each activity and occasion.

### **4.2 Site Safety Policy.**

It is the policy of Marcon Fit-Out Ltd to ensure that all work carried out on site, whether by our staff or by contractors, is carried out in a safe and controlled manner in compliance with the provisions of our Safety Policy.

#### **Marcon Fit-Out Ltd will in so far as is reasonably practicable:**

- Provide and maintain a safe place of work with proper access and egress from that place of work supported by high standards of housekeeping.
- Instigate, provide and maintain safe systems of work to minimise risk to safety health and welfare.
- Employ only persons who are competent in the work for which they are engaged, and not a danger to themselves and others.
- Provide such information, instruction and training and supervision as is necessary to promote the safety, health and welfare of all employees and contractors.
- Provide and maintain all tools and equipment in a safe condition to facilitate a safe place of work.
- Ensure a safe standard in relation to the storage, transport and handling of all hazardous materials used on site.
- Set out site safety rules and make all our staff and contractors aware of these rules.

#### **High health and safety standards will be achieved by ensuring:**

- All employees & contractors are competent to carry out the work;
- Only authorised persons are allowed on the site/work areas;
- Compliance with Marcon Fit-Out's Health & Safety Policy, risk assessments, safe working practices and site safety rules.
- Compliance with the Client's health & safety rules and procedures.
- Compliance with relevant health & safety legislation, approved codes of practices and relevant British/European Standards.

## 5. DIRECTORY/ RESPONSIBILITIES

|                             |                                                                                                           |                                                                                                                                                                                                    |
|-----------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Client</b>               | <b>McDonald's Restaurants</b><br>11 - 59 High Road<br>East Finchley<br>London<br>Greater London<br>N2 8AW | <b>Contact:</b><br><b>Tel:</b><br><b>Mob:</b><br><b>Email:</b>                                                                                                                                     |
| <b>Project Managers</b>     | <b>McDonalds Restaurants</b><br>11 - 59 High Road<br>East Finchley<br>London<br>Greater London            | <b>Contact:</b> Mr. Evan Westby<br><b>Tel:</b> 0870 241 3300<br><b>Mob:</b><br><b>Email:</b> <a href="mailto:evan.westby@uk.mcd.com">evan.westby@uk.mcd.com</a>                                    |
| <b>Principal Designer</b>   | <b>Construction Safety Solutions Ltd</b><br>A4 Rowood Estate<br>Murdock Road<br>Bicester<br>Oxfordshire   | <b>Contact:</b> Mr. John Fellows<br><b>Tel:</b> 01869 220649<br><b>Mob:</b> 07590 046735<br><b>Email:</b> <a href="mailto:john.fellows@constructionss.co.uk">john.fellows@constructionss.co.uk</a> |
| <b>Principal Contractor</b> | <b>Marcon Fit Out Ltd</b><br>Unit A2, Kilbegs Business Park<br>Junction One<br>Belfast<br>County Antrim   | <b>Contact:</b> Mr. Paul Weedon<br><b>Tel:</b> 028 9446 1222<br><b>Mob:</b> 07487 882517<br><b>Email:</b> <a href="mailto:Paul.Weedon@marconfitout.com">Paul.Weedon@marconfitout.com</a>           |
| <b>Restaurant Manager</b>   | <b>Rachel Carrington</b>                                                                                  | <b>Tel:</b> 01226 740025                                                                                                                                                                           |
| <b>Local Authority</b>      | <b>Barnsley MBC</b><br>Central Offices<br>Kendray Street<br>Barnsley<br>South Yorkshire<br>S70 2TN        | <b>Tel:</b>                                                                                                                                                                                        |

See Appendix A for the Company's organisation chart for this project;

See Appendix B for emergency contact details.

### 5.1 Principal Designer (PD)

The PD will:

- Plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started.
- Help and advise the client in bringing together pre-construction information and provide the information designers and contractors need to carry out their duties.
- Work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- Ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required.
- Liaise with the principal contractor (Marcon Fit-Out Ltd.), keeping them informed of any risks that need to be controlled during the construction phase.

### 5.2 Principal Contractor

Marcon Fit-Out Ltd will:

- Plan, manage, monitor and coordinate the entire construction phase.
- Take account of the health and safety risks to everyone affected by the work, in planning and managing the measures needed to control them.
- Liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed.
- Prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose.
- Have ongoing arrangements in place for managing health and safety throughout the construction phase.
- Consult and engage with workers about their health, safety and welfare.
- Ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase.
- Check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health.
- Ensure all workers have site-specific inductions, and any further information and training they need.
- Take steps to prevent unauthorised access to the site.
- Liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase.

## 5.4 Contractors

Contractors and the workers under their control are most at risk of injury and ill health from construction work. Contractors therefore have an important role in planning, managing and monitoring their work to ensure any risks are controlled.

Contractors must:

- Make sure the client is aware of the client duties under CDM 2015 before any work starts
- Plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them.
- Check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- Make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- Provide appropriate supervision, information and instructions to workers under their control
- Ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- Ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

In addition to the above responsibilities, contractors working on projects involving more than one contractor must:

- Coordinate their work with the work of others in the project team.
- Comply with directions given by the principal designer or Marcon Fit-Out Ltd. (PC).
- Comply with parts of the construction phase plan relevant to their work.

## 5.5 Workers responsibilities:

In particular, workers must:

- Only carry out construction work if they have the relevant skills, knowledge, training and experience - or they are provided with the training and supervision that enables them to do it safely and without risk to health.
- Make themselves aware of the health and safety risks involved in work on every site and the way those risks are managed.
- Always follow site rules and procedures.
- Cooperate with other duty holders, such as the contractor in control of their work and the principal contractor (who controls the overall project when there is more than one contractor).
- Report any risks they find to whoever controls the work on site, whether the risks affect their own health and safety or anyone else, including other workers and members of the public.

## 6. HEALTH & SAFETY TRAINING

Marcon-Fit Out Ltd shall ensure that all persons engaged have the required skills, knowledge and experience to undertake their works competently and safely. Health & safety training is given a high priority within the company and adequate resources are provided to ensure all employees are competent to undertake any task expected of them. Individuals should be able to prove that they have undergone suitable training and assessment according to their profession or trade and are to hold the required designed accreditation within the Construction Skills Certification Scheme (CSCS) or other equally approved accreditation.

Formal training is also provided in specific circumstances to include:

- Health & Safety Site Management
- First Aid
- Abrasive Wheels
- Manual Handling
- Work @ Height
- Asbestos Awareness etc.

### 6.1 Site Specific Induction

The Site Manager will carry out the site-specific induction training to include:

- Site Rules (PPE, Mobile Phone Use, Smoking arrangements, Drugs Policy, Welfare etc.)
- Electricity
- Fire & Emergency Procedures
- Risk Assessments
- COSHH
- Work @ Height
- Permits to work
- Accident Reporting
- First Aid Arrangements
- Security etc.

A copy of the standard induction form is included in the Site Manual. These topics will be expanded upon by the Site Manager to cover all aspects affecting health and safety on the project.

The Site Manager will ensure that all persons working on the site receive 'Toolbox Talks', which will concentrate on specific hazards appropriate to the work being undertaken at the time. These talks may include working at heights, use of portable electrical equipment, use of plant and machinery, fire safety, hazardous substances, housekeeping, Personal Protection Equipment etc. All persons that have been inducted and received Toolbox Talks are required to sign the relevant record sheet which will be filed in the Site Health & Safety Folder.

## **7. HEALTH & SAFETY MONITORING**

Marcon Fit-Out Ltd believe that only by carrying out regular monitoring that a high standard of health and safety can be maintained on site. In order to achieve this, monitoring will be carried out as follows:

### **7.1 Site Manager**

An adequate level of supervision is maintained at all times, relative to the task and experience of workers. The site is inspected daily, and the findings recorded on the company safety audit form. The Site Manager is alert to tasks being conducted in line with Site/Client rules and procedures, and the requirements of the relevant risk assessments/method statements/permits to work and adherence to all PPE requirements as is documented. Any health and safety shortcomings observed shall be promptly rectified. The Site Manager will monitor the signing in/out procedure and prevent unauthorised access to site.

### **7.2 Contract Manager**

The Contract Manager will, where possible, visit the site during which time he will check that induction training, toolbox talks, and safety inspections are being carried out as required. He will also monitor general standards of health & safety and ensure all persons on site are complying with the requirements of our health and safety arrangements and procedures.

Where the Contract Manager conducts an inspection during the course of the contract, he will record his findings. Blank forms are held in the Site Health & Safety Folder.

### **7.3 Health & Safety Inspections**

Inspections may also be carried out during the course of the contract by the Company's Health & Safety Adviser who will discuss his report findings with the Site Manager/Contract Manager before leaving. A report will be sent to Head Office as soon as possible following the visit documenting any concerns raised and the time frame for corrective action, outside immediate action that may be required on site during the inspection.

The frequency of inspections will be based on the risk levels of the works, standards observed during the initial inspection and the overall scale of the project.

## **8. HEALTH & SAFETY DOCUMENTATION**

The relevant health and safety documentation are contained within the Site Health & Safety Folder/s which is readily available for use/inspection and includes:

- Contact List
- Programme of Works
- Construction Phase Plan
- Risk Assessments
- COSHH assessments
- Site Specific Method Statements
- Toolbox Talks
- Training Records
- Permit to Work system
- Emergency Contacts
- Inspection Reports
- Pre-construction Information including project rules and procedures
- Site Survey Reports (as necessary)
- Copy of the Company's Insurance Policies

## 9. SELECTION OF CONTRACTORS

Only competent and Marcon Fit-Out Ltd/Client approved contractors shall be engaged in this project. Prior to being allowed on site, approved contractors will be required to provide risk assessments/method statements appropriate to the work being undertaken. These will be checked by the Site Manager to ensure contractors have addressed all significant hazards and risks associated with the tasks.

A list of contractors so far appointed to work on the contract is contained in a register on page 24 of this plan. This will be updated on site as additional contractors are appointed and risk assessments/method statements are provided

## 10. PROJECT RISKS

The general hazards associated with this project are not unusual to this type of work, risk assessments must be carried out and sufficient controls put in place to ensure that works are carried out safely.

General hazards include; demolitions/dismantling, delivery, storage and lifting of large building components; working at height; interaction between pedestrians and mobile site equipment; excavations; use of electrical equipment and supply of temporary electrics; manual handling; exposure to hazardous substances; noise; dust; etc.

This list is not exhaustive. Risk assessments must be in place to cover all elements of the work, which present a risk of injury or ill health and thereafter, and where appropriate, method statements produced, and the relevant personnel inducted in their findings.

Contractors shall also be made aware of all significant site-specific health and safety issues during both induction training and any follow up toolbox talks. All personnel, including visitors will be given a site induction prior to being allowed to enter the works area.

### Needle stick Injuries

Operatives will be made aware of the risks involved and the precautions to be taken upon discovery of discarded syringes.

1. All hypodermic needles should be placed in a sharps box – bring the box to the needle!
2. Handle needles with extreme care with disposable tongs and rubber gloves.
3. Contents of sharps box will be treated as clinical waste and removed from site ASAP by contacting the Local Authority Refuse Department.

In the event of a needle stick injury:

1. Encourage the puncture injury to bleed, gently squeeze the area affected.
2. Wash thoroughly with cold running water without soap and cover with dry dressing.
3. Seek urgent medical advice.
4. Go immediately to nearest A&E hospital.

### **10. 1 Materials requiring particular precautions.**

At present there have been no materials specified that require special or particular precautions. It should be noted however, that as information becomes available it should be raised and discussed with the Principal Designer and Marcon Fit Out Ltd.

## 11. DESIGN CHANGES

Design information will be exchanged prior to and during the contract.

If there are any design changes during the course of the contract, these will be taken into account by the Contract Manager/Site Manager and where necessary, additional risk assessments will be carried out and if necessary, method statements developed in order that the work can be undertaken safely. The Principal Designer will be informed of any design changes that significantly impact on health and safety. Appropriate lines of communication (telephone/fax/e-mails) will be used to pass all relevant information to the project team.

## **12. COMMUNICATION & CONSULTATION**

Contractors must provide the Site Manager with any new information on matters affecting health and safety or anything that might justify a review of the Construction Phase Plan. All site personnel can make comments on health, safety or welfare issues. Concerns regarding health and safety are to be brought to the attention of the Site Manager. Site Meetings will be held by the project team as stipulated at the pre-start meeting.

All members of the project team, so far as is reasonably practicable will be in attendance. General health and safety issues are discussed at the meetings and all site personnel who wish issues to be discussed are instructed at induction to raise them with the Site Manager for inclusion on the agenda. The Site Manager will inform the workforce of any safety and health concerns through the use of toolbox talks. Appropriate lines of communication (telephone/fax/e-mails) will be used to pass all relevant information to the project team.

Marcon Fit-Out Ltd shall take account of the English language skills of any foreign national workers to ensure that all matters relating to Health Safety and Welfare are clearly communicated, understood and displayed as necessary.

## **13. WELFARE FACILITIES**

Welfare facilities for the project will comply with the requirements laid down in the Construction Design & Management Regulations 2015 (see site set-up plan). Facilities must be kept in a clean and orderly condition.

## **14. FIRST AID**

The Site Manager is the first aider for the site and will ensure an adequate stocked first aid box is kept on site. A first aid notice will be displayed on site detailing the names of the First Aiders and locations of the first aid box.

### **The nearest Hospital with an Accident and Emergency Department is:**

Barnsley Hospital (4.3 miles)  
Gawber Road  
Barnsley  
S75 2EP  
Tel: 01226 730000

### **Tel: 999 in an emergency.**

## **15. FIRE PREVENTION**

Adequate fire procedures will be developed appropriate to the scale of the project and subject to a fire risk assessment specific for the works.

Extensive works are planned to the rear elevation of the restaurant to form the new layout, which will effectively remove the fire exit route through this area.

It is envisaged to provide a fire exit within the hoarding / fencing to the rear elevation; for use by (as applicable) staff / operatives / visitors in an emergency.

Marcon Fit Out Ltd will ensure that should the alarm sound, a safe exit route is provided through the work area.

This safe route must also be clearly highlighted by appropriate barriers / lighting / signage at the end of each day; to ensure (as applicable) staff / visitors / operatives can still exit the building in an emergency, when Marcon Fit Out Ltd has finished work each day.

All existing site Fire Exits (and those adjacent) must remain fully operational and must not be obstructed or affected by the work. If it becomes necessary to change any emergency exit routes, all affected parties shall be informed, redundant signage removed, and new signage fixed.

A Fire Plan will be displayed on site. The Contract Manager/Site Manager is to ensure that fire points are provided, as stipulated, within work locations. Fire Assembly points will be organized prior to the commencement of works, further advice on the exact location will be given by the Site Manager during induction.

High standards of fire prevention will be maintained on site at all times including no smoking, permit to hot work, correct use and storage of flammable/combustible materials, adequate signage and regular disposal of waste materials.

**Nearest Fire Station:**

Tankersley Fire Station  
 Maple Road  
 Wentworth Industrial Estate  
 Tankersley  
 Barnsley S75 3DL  
 Tel: 0191 444 1850

**Tel: 999 in an emergency**

**16. ACCIDENT REPORTING**

All minor accidents (plasters/eye wash treatment etc.) will be recorded in the accident book, other accidents, dangerous occurrences and near misses will be recorded on the Company's Accident/Incident/Near miss Form (blank forms are within the Site Folder) and investigated accordingly by the Site Manager. Subject to the nature and severity of the incident the relevant authorities may visit the site and investigate. All evidence should remain undisturbed so that the likely cause of the incident can be established. All accidents shall be reported to McDonald's Restaurants and Construction Safety Solutions Ltd.

**16.1 RIDDOR Reporting:** Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

**17. SITE ARRANGEMENTS / RESTRICTIONS*****17.1 Site Access/ Existing Environment***

The restaurant is located just off the A61 / A616 roundabout in Tankersley, the site is shared with the neighboring Shell Petrol Station to the left hand elevation. Access to the site is from the front left and is also shared with the Shell garage. The drive thru is accessed to the rear left and exits to the front right of the restaurant. A busy road and public footpath border the site to the front and right hand elevations, with woodland to the rear. The main entrance to the unit is located to the front elevation, with a separate entrance to the left hand elevation. The corral entrance is located to the rear.

The external areas of the site can become very busy due to the space / access restrictions on site and the close proximity of the neighboring petrol station, this must be considered when planning all deliveries and waste removal tasks.

The restaurant may remain operational during periods of the works (TBC). Works shall be phased to allow this to be achieved safely. The neighbouring service station will remain trading throughout the contract period, access roads must remain clear of obstructions at all times. Should any work take place that will affect these routes, Marcon Fit-Out Ltd shall liaise with the affected occupants prior to these elements of work starting and ensure all hazards & necessary control measures are clearly communicated.

**Current Restaurant Trading Hours/Office Hours**

**In-store & Drive Thru:** 24/7

**Deliveries:** Mon / Wed / Fri / Sat / Sun: 4AM - 5AM

**Waste Removal:** Fri AM

**Breakfast:** 5AM - 1030AM

***17.2 Car parking***

There is sufficient space available within the restaurant customer car park for the allocation of contractor parking, the exact positioning will be as agreed and confirmed with the restaurant management prior to set up – refer to site layout plan

### **17.3 Risk Assessments**

Risk assessments are provided by Marcon Fit-Out Ltd and subcontractors as applicable. They shall cover all elements of the work, which present a risk of injury or ill health, and thereafter the relevant personnel inducted in the findings as part of the overall site induction process. This will include COSHH assessments for all substances used at work that could pose a risk to the health safety and welfare of all those that may be effected by the works; and include COSHH assessments for the biological hazards associated with bird excrement and contact with soil or water contaminated with the urine of certain wild animals, including dogs and rats (Weil's disease).

All personnel, including visitors will be given a site induction that will highlight any health, safety and welfare concerns prior to being allowed to enter the works area.

### **17.4 Asbestos**

Although no asbestos is known to have been incorporated into the modular unit at the time of construction, care should still be taken when carrying out work on site. Should during the course of the work any suspect materials be uncovered, work in the area must stop, the area made safe, McDonalds Project Manager McDonalds Restaurants and Construction Safety Solutions are to be contacted as soon as is reasonably practicable.

### **17.5 Existing Services/Electrics**

**Mains Power:** Located within the rear corridor.

**Mains Gas:** None on site.

**Mains Water:** Located within the rear corridor.

Marcon Fit Out Ltd shall confirm the location of all live services and isolation points prior to commencing construction operations, in case any emergency isolations are required during the project.

#### **17.5.1 Live electrics** (where applicable)

If live electrical work is required during the project the electrical contractor will isolate the electrical services by ensuring the relevant switches are locked in the OFF position within the main distribution board. Having isolated the circuit a device will be used to prove the circuit really is dead. The device used for proving dead should itself be proved immediately before and after testing, i.e. 'test the tester'. Where necessary a labeling system will be used by the electrical contractor to designate which cables are live and which are safe on site.

### **17.6 Temporary Services**

Adequate lighting will be provided on site to ensure the safety of all personnel. All temporary services including lighting and power will be commissioned by the electrical contractor on installment.

### **17.7 Noise**

Precautions will be taken to reduce noise levels to the lowest level that is reasonably practicable, with particular consideration to others in close proximity to the site during the works.

When required, the site manager will ensure that hearing protection is made available (80 dB) **and worn** by all operatives where levels are deemed to exceed the average noise exposure limit of 85 dB.

**Two-Metre Rule:** If you have to raise your voice, (or repeat yourself to someone who is standing two metres away) then the noise level is likely to be above 85 dB.

### **17.8 Dust**

Potential exposure to wood/silica dust has been identified on this project as a result, e.g., of using woodworking power tools, dismantling/demolition work, and the mixing of aggregates.

The relevant RA/MS/COSHH assessments shall be provided and the workforce inducted in same.

Dust will be kept as low as is reasonably practical using appropriate dust extraction/containment/damping down measures; operations identified as likely to create high levels of dust shall be programmed for when the least amount of people can be affected.

Debris netting will be fitted to site fencing to help contain the dust / debris generated by the works. Any inconvenience to the public and adjacent neighbouring properties must be kept to a minimum.

RPE will be used as stipulated within the relevant RA/MS/COSHH assessments.

### **17.9 Vibration**

Risk to Hand-arm vibration is assessed as per relevant tasks.

For powered hand-tools, regular and frequent use of modern, well designed, well maintained tools is likely to result in exposure at or above the Exposure Action Value (EAV) after, e.g.:

- the use of a hammer action tool for about 15 minutes; or
- the use of non-hammer action tools for about one hour.

The Exposure Limit Value (ELV) is likely to be reached after:

- use of a hammer action tool for about one hour; or
- use of non-hammer action tools for about four hours.

If the Exposure Action Value (EAV) or the Exposure Limit Value (ELV) is likely to be exceeded a Toolbox Talk on HAV should be delivered and signed off.

Additionally, if the Exposure Limit Value (ELV) is likely to be exceeded the introduction of job rotation must be used, as necessary, to reduce exposure (“trigger”) time to prevent exposure limit values (ELV) being exceeded.

A calculator, and guidance document is available online (HSE) to assist in calculating exposures for hand-arm vibration, or if you prefer, you can download and save it on your computer as a spreadsheet file (Microsoft Excel).

### **17.10 Lifting Operations on Site**

All lifting operations involving lifting equipment shall be properly planned by a competent person, appropriately supervised and carried out in a safe manner in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Marcon Fit-Out Ltd shall ensure suitable communication and supervision is maintained at all times to prevent unauthorised entry into areas affected by any proposed lifting operations. No lifting operations must take place without the attendance of a fully qualified banksman.

A site-specific lifting plan will be required for all lifting operations involving the use of cranes / HIAB's; this shall be approved by Marcon Fit Out Ltd prior to any crane lifts taking place.

### **17.11 Plant Machinery & MEWP's**

All plant must be in good working order and have its statutory thorough examination certificates available to view; operators must hold a valid license which must also be available for review on site. Only fully trained operatives are permitted to use mobile access plant.

When taking deliveries of plant or manoeuvring machines through public areas, the amber warning beacon must be operational, and banksmen posted to control the operation as necessary.

Consideration needs to be given to providing suitable ground conditions to ensure safe operation of mechanical lifting equipment, MEWP, forklifts, mobile cranes for example.

A banksman shall be used to control the transportation of plant or equipment to work areas, in the event that access through public areas is required.

All plant equipment used on site must receive a visual inspection prior to use each day, a more thorough inspection must also be completed and recorded on site every 7 days (by a competent person).

Marcon Fit Out shall ensure that copies of all statutory inspection records are retained on site at all times.

### **17.12 Permit to Work**

In accordance with Client requirements and industry good practice, a permit to work system shall be used (as applicable) for all Hot Works, Roof Access and Live Electrical Apparatus Works, and for Excavations and Confined Space Entry Works if they are potentially of an unusually hazardous nature.

The Site Manager will act as the Permit to Work Co-ordinator to ensure all works are properly managed under the Permit to Work system with permits 'closed' and filed when works completed.

### **17.13 Personal Protection Equipment (PPE)**

Operatives to wear safety helmets, safety footwear and high visibility vests (branded) at all times - other PPE/RPE as stipulated as per relevant risk assessments.

### **17.14 Portable Electrical Equipment**

Portable Electrical Equipment is to be 110v. 240v sockets are permitted for charging purposes provided they are fitted with 30mA RCD protection. Equipment used will be tested and 'in-date' for the duration of the project, all hired electrical equipment will also have evidence of appropriate testing.

### **17.15 Work at Height**

This project involves major elements of working at height, including roof works, crane lifts, electrical and mechanical works, steel work installation, demolitions, excavations, signage works and decorations etc.

Contractors risk assessments, and where applicable, safety method statements will be required detailing the control measures to be implemented and emergency procedures necessary to safely manage these works.

All work at height must be conducted in accordance with the Working at Height Regulations 2005, and arrangements put in place for:

- Eliminating or minimising risks from working at height.
- Safe systems of work for organising and performing works at height.
- Safe systems for selecting suitable work equipment to perform works at height.
- Safe systems for protecting people from the consequences of works at height.

#### **17.15.1 Work at Height (Protection against falls)**

Where any persons &/or materials are liable to a fall that could cause injury, edge protection consisting of the following must be provided, when the edge protection is part of a scaffold structure:

- A guardrail at a height of not less than 950 mm.
- The space between any intermediate guardrail and similar means of protection shall not exceed 470mm.
- A toe-board that is suitable and sufficient to prevent the fall of any person, or any material or object, from any place of work.

Where work is carried out at height, suitable and sufficient measures must be taken to prevent so far as is reasonably practicable, any persons falling a distance liable to cause injury.

#### **17.15.2 Work at Height (Scaffolding)**

The erection of all scaffolding must be properly planned to ensure that;

- It meets working requirements and is designed to carry the necessary loading.
- Sufficient materials are available.
- It complies with the Work at Height Regulations.
- Members of staff/public are not put at risk.

All scaffolding is only to be erected, altered or dismantled by trained and experienced persons. They shall conduct all relevant necessary inspection requirements as stipulated below.

- Before being taken into use for the first time.
- After any substantial addition, dismantling or other alteration.
- After any event likely to have affected its strength or stability (e.g. High winds etc.).
- At regular intervals not exceeding seven days since the last inspection.

Safe access to all work at height must be provided and maintained.

#### **17.16 Site Security**

Marcon Fit-Out Ltd will provide all practicable measures to prevent unauthorised access to site, during and out of normal working hours, especially children and young people - see details within the site layout plan for the segregation of all construction activity. All hoarding and fencing shall be regularly inspected and maintained throughout the duration of the works. All persons working on or visiting the site shall be required to sign in on arrival and sign out on departure.

Warning signs shall be erected, and the site closely monitored by the Site Manager to prevent unauthorised access to work areas.

**17.17 Traffic/Pedestrian Management**

Adequate traffic/pedestrian management will be required for the duration of the contract, particularly during delivery/waste removal periods. The external areas of the site can become very busy due to the space / access restrictions on site and the close proximity of the neighboring petrol station. Marcon Fit-Out Ltd shall ensure the correct controls will be developed and instigated to ensure a safe working environment will be constantly achieved.

Consideration shall be given to:

- Control of access onto and off site.
- Control of delivery vehicles to minimise queuing of vehicles causing potential obstruction hazards within site demise.
- Provision of traffic control banksman to safely direct vehicles to, from and around site areas.
- Control of visitor / operative parking, maintaining clear access / traffic routes around the site.
- Maintaining clear access for emergency vehicles.
- Maintaining clear access and emergency escape routes.
- Maintaining access and egress for the neighbouring / adjoining properties.

**17.18 Storage**

There is sufficient space available at the site to locate a suitable site set up including any storage areas required, the exact positioning is highlighted on the site layout plan. Marcon Fit-Out Ltd will plan and coordinate deliveries and storage for material.

Particular Considerations include:

- Provision of suitable and sufficient fencing to enclose the storage area.
- Protection of the third parties.
- The posting of appropriate warning signage.
- The planning and phasing of deliveries to prevent congestion within the works area and access roads.

**17.19 Visitors**

Visitors will be allowed on site only after a site-specific induction and shall be accompanied by the Site Manager or his designated supervisor at all times. All visitors will be required to wear the appropriate PPE at all times.

**17.20 Drugs and Alcohol Policy**

The company does not permit any person to enter site for any purpose whilst under the influence of either alcohol or drugs. Persons on prescribed drugs must make management aware of the prescription drugs being taken. Where one is suspected of having consumed alcohol or drugs it will be at the discretion of management to refuse entry to site or escort them from the site until further notice.

**17.21 Waste/ Mud/ Debris**

All waste removed from site, shall be handled and disposed of in accordance with all applicable regulations and must be accompanied by either a Waste Transfer Note or Hazardous Waste Consignment Note relating to the individual load. Marcon Fit-Out Ltd shall ensure confirmation of correctly disposed waste material and obtain all waste transfer notes. Only appropriately licensed waste carriers and disposal facilities may be used.

All overburden waste material must be covered when leaving site in tippers to prevent material spillage.

Marcon Fit-Out Ltd shall ensure an appropriate tyre and undercarriage cleaning system is in place to wash off mud and debris which vehicles leaving the site need to go through before they exit. We shall also, if deemed necessary, employ road sweeper vehicles to clean the road of anything that gets onto it,

No accumulation of waste shall be permitted on site; all routes (especially fire routes access/egress) will be maintained at all times. Under no circumstances will substances be poured down, or allowed to enter, any drain/water course. Waste/rubbish must not be thrown from height or burnt on site.

**17.22 Working hours:** 7 days a week, 7am – 7pm

### **17.23 Notifications**

Marcon Fit-Out Ltd shall ensure that all relevant notifications, licences and authorisations are applied for and in place prior to commencing works on site and that all site operatives adhere to said requirements.

### **17.24 Temporary Works**

Marcon Fit-Out Ltd shall ensure that any temporary works required are planned, co-ordinated, designed and implemented by suitably qualified and experienced personnel; all associated designs shall be communicated through the Principal Designer as part of the Design Risk Management process.

### **17.25 Dismantling/Demolition Processes**

Works are planned that involve the demolition, dismantling and reconfiguration of the existing corral and some internal walls. The work also involves the dismantling of existing retail fixtures and fittings, the removal of some partitions and screens and other internal areas. Particular considerations for the safe delivery of these elements of the works are:

- Sequence of dismantling works to include the full segregation of working areas.
- Full isolation of all utility services to all affected areas and protection of any remaining utility pipe work and cables prior to starting.
- Timing of the works with noisy and dusty operations carried out during normal working hours and when the least number of people are likely to be affected, the kitchen area must be fully screened off before any strip out work is carried out.
- Sequencing of works to avoid unintentional collapse and so that demolished/dismantled materials can be removed from site at frequent intervals to reduce congestion within the site demise.
- Prevention of flying glass and other materials.
- Protection of adjacent areas and their occupants.
- Vermin Rats & pigeons - Leptospirosis or Weil's Disease etc.
- Dust arising from the demolition process.
- Prevention of contact with hazardous substances such as Asbestos etc.

Prior to the onset of any demolition/dismantling works, it must be ensured that all incoming utility supplies to the units are fully isolated outside the footprint of the affected area.

### **17.26 Excavations**

Excavations are planned as part of this project and will be subject to a Permit to dig/excavate.

Excavations must be adequately supported to prevent collapse and guarded to protect pedestrians or vehicles from falling into open holes. Physical barriers and appropriate construction warning signage must be erected at a safe distance as required. Excavations will be inspected daily by site management. In the event of contaminated earth becoming evident then work must cease until investigations are complete and an appropriate action plan is agreed.

Underground service runs must be identified and highlighted to operatives carrying out the work. The appointed contractor should not rely on exact locations of pipes and cables as shown on drawings but use them as a guideline to concentrate searches with suitable detection equipment and from hand dug trial pits in line with requirements of the relevant utility company. When excavating, underground cables and pipes must be supported where necessary and protected from mechanical impact damage, strain and vibration.

Where plant is deployed, it must be in good working order and have statutory thorough examination certificates available to view; operators must hold a valid license which must also be available to check on site.

All plant equipment used on site must receive a visual inspection prior to use each day, a more thorough inspection must also be completed and recorded on site every 7 days (by a competent person).

When taking deliveries of plant or manoeuvring machines through public areas, the amber warning beacon must be operational, and banksmen posted to control the operation as necessary.

**17.27 Steel Work/Structural Works**

The erection of steelwork and other structural elements form a significant part of this project, to form the new corral layout, remote corral and relocate the mechanical plant to the roof.

Marcon Fit Out Ltd acknowledge that it is important that any assumptions relating to, fabrication, delivery, timescales, provision of equipment, segregation of work areas, and stability of structure during construction/dismantling, are identified at an early stage to allow planning, allocation of resources, sourcing and procurement etc.

A Structural Engineer must assess the safety method statements produced before any of the structural works commence.

Particular considerations are:

- Ensuring stability of the structure at all times.
- Sequence of operations.
- Fall Arrest.
- Lifting operations.
- Access for materials and equipment.
- Safe access for operatives.
- Particular weight loadings to specific points.
- Temporary works procedure.

**17.28 Trading During Construction** (as applicable)

Where it is a McDonalds Restaurants requirement that the premises remain operational and trading as much as is safely possible throughout the proposed construction work Marcon Fit Out Ltd.'s risk assessments and where necessary, written safe systems of work will be provided to detail the control measures that will be implemented and emergency procedures necessary to safely manage the works. The outline arrangements for the phasing of the work shall be discussed and confirmed between the project team to ensure that the project can be undertaken safely.

Considerations may include but not be limited to:

- Protection of the public and staff.
- Control of materials in and out of site.
- The continued safe operation of the remaining public areas.
- The provision of suitable safety signage.
- The use of temporary screens, barriers or hoardings to provide protection.
- The continued use of existing staff welfare facilities or alternative arrangements necessary.

## **18. RELEVANT HEALTH & SAFETY LEGISLATION/GUIDANCE**

Marcon Fit-Out Ltd. will comply with all Health & Safety legislation and Approved Codes of Practices (ACoP) appropriate to the work being undertaken.

## **19. ENVIRONMENTAL PROTECTION**

The company in carrying out its activities will pledge to:

- Integrate environmental protection into every aspect of its business.
  - Comply with all environmental regulations.
  - Participate in the development of environmental legislation, regulation or policy issues that may significantly impact our business.
  - Work pro-actively with appropriate government agencies to ensure timely, reasonable and cost effective solutions for issues.
  - Follow relevant standards, good engineering practices and risk management principles to ensure Marcon's environmental protection activities are conducted responsibly.
  - Ensure adequate resources are available to comply with our environmental policy.
  - Conserve company and natural resources by careful management of emissions and discharges, and by minimizing waste generation.
  - Require that all employees are held responsible for compliance with all policies, procedures, practices and laws applicable to their duties.
- Employees or contractors must not allow any substances (or contaminated water e.g. water used for cleaning paint brushes) to enter any drainage/water course systems (it should be noted that surface water drains may collect water that is used for regional drinking water supplies and that any substances in the watercourse can pose substantial risk to wildlife).
- Any accidental spillage must be reported immediately to the Site Manager so that a clean-up operation can be implemented immediately.

## **20. HEALTH & SAFETY FILE REQUIREMENTS**

On completion of the works, the Health & Safety File will be prepared by Construction Safety Solutions Ltd and passed to the Client. In order to ensure compliance with the CDM regulations 2015, contractors are to forward all significant health and safety information to Marcon Fit-Out Ltd which they consider a contractor carrying out repairs, refurbishment, maintenance or demolition would need to be aware of.

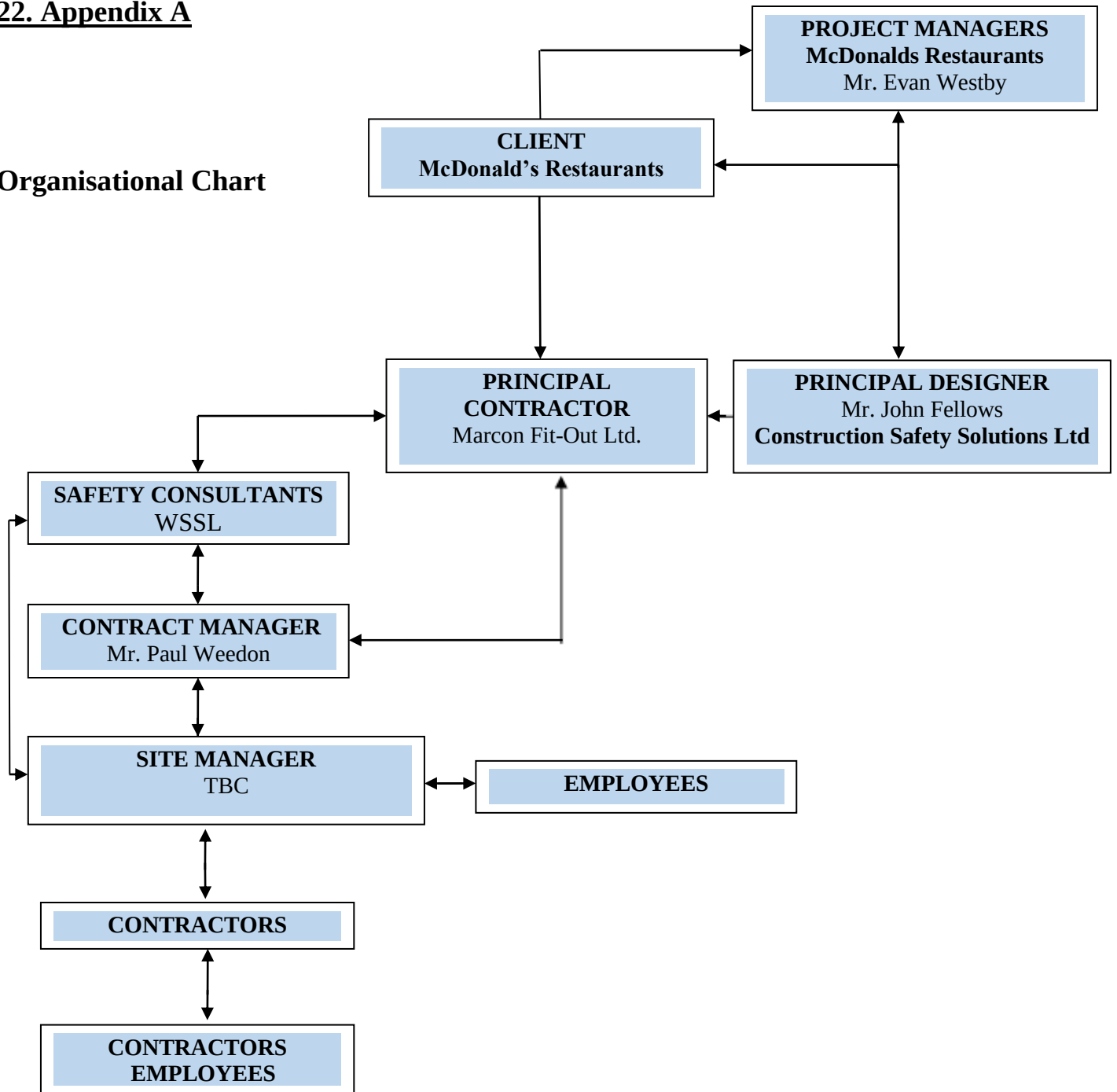
This information will then be collated and passed to Construction Safety Solutions Ltd as soon as possible.

Where possible, contractors are expected to forward this information as soon as is practicable after completion of the work and not at the end of the contract.

## **21. SUMMARY**

Everyone is responsible for health & safety; achieving high standards of health & safety on the site requires the commitment of all involved in the project. This includes Marcon's Managing Directors, Contract Manager, Site Manager, contractors and workers employed on the contract.

It is in everyone's interest to work in accordance with the health and safety arrangements detailed within this Plan and in accordance with all relevant supporting documentation, and to report promptly any concerns they have to the Site Manager. The Company will support any worker who takes any reasonable action in the interest of health, safety and welfare.

**22. Appendix A****Organisational Chart**

**23. Appendix B**

| <b>EMERGENCY CONTACT DETAILS</b>                              |                                                                                                       |                                                                                                              |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>SITE MANAGER</b>                                           | <b>TBC</b>                                                                                            | <b>Mob:</b>                                                                                                  |
| <b>FIRST AID APPOINTED PERSON</b>                             | <b>As above</b>                                                                                       |                                                                                                              |
| <b>CONTRACT MANAGER</b>                                       | <b>Mr. Paul Weedon</b>                                                                                | <b>Tel:</b> 02894 461 222<br><b>Mob:</b> 07487 882517                                                        |
| <b>PRINCIPAL DESIGNER</b>                                     | <b>Construction Safety Solutions Ltd</b><br>Contact: Mr. John Fellows                                 | <b>Tel:</b> 01869 220649<br><b>Mob:</b> 07590 046735                                                         |
| <b>PROJECT MANAGERS</b>                                       | <b>McDonalds Restaurants</b><br>Contact: Mr. Evan Westby                                              | <b>Tel:</b> 0870 241 3300<br><b>Mob:</b>                                                                     |
| <b>HEALTH &amp; SAFETY ADVISERS<br/>(MARCON FIT- OUT LTD)</b> | <b>Whitsitt Safety Services Ltd</b>                                                                   | <b>Tel:</b> 028 9044 9232 (Office)<br>077 1536 8917 (James)<br>077 1536 8918 (Terry)<br>077 1536 8920 (John) |
| <b>EMERGENCY SERVICES</b>                                     | <b>Police</b>                                                                                         | <b>Tel:</b> 999 (Emergency)                                                                                  |
|                                                               | <b>Fire</b>                                                                                           |                                                                                                              |
|                                                               | <b>Ambulance</b>                                                                                      |                                                                                                              |
| <b>HOSPITAL<br/>(Accident &amp; Emergency)</b>                | <b>Barnsley Hospital</b> (4.3 miles)<br>Gawber Road<br>Barnsley<br>S75 2EP                            | <b>Tel:</b> 01226 730000<br><b>Tel: 999 in an emergency</b>                                                  |
| <b>HEALTH AND SAFETY<br/>EXECUTIVE</b>                        | <u><b>Nearest HSE Office</b></u><br><br>Edgar Allen House<br>241 Glossop Road<br>SHEFFIELD<br>S10 2GW | <b>Fax:</b> 0114 291 2379                                                                                    |
|                                                               |                                                                                                       | <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>                                                           |
|                                                               |                                                                                                       | <b>Incident Contact Centre:</b><br>0345 300 9923<br>(See 16.1 RIDDOR - Page 13)                              |

## 24. Appendix C

[illegible]

**25. APPENDIX D****Site Safety Rules**

1. Only trained, certified and competent personnel shall be permitted to operate mechanical plant and equipment. Copies of all relevant certificates must be available on site.
2. Ensure that all necessary fire precautions are observed and that YOU are aware of all emergency procedures as inducted.
3. A NO SMOKING policy shall be applied to the site except in specific designated areas.
4. Portable radios and other audio/media equipment shall NOT be permitted on this site.
5. Operatives to wear hard hats, safety boots and high visibility vests at all times - other PPE/RPE as per relevant RAMS.
6. All operatives must work safely and in accordance with their respective RA/MS.
7. All personnel (operatives and visitors) shall sign in and out daily in the site register.
8. Eating and drinking shall only be permitted in designated welfare facilities.
9. All operatives (including visitors) must receive an appropriate safety induction.
10. ALL reversing vehicles, when on site or adjacent thereto MUST be attended by a banksman.
11. Only authorised people shall be allowed on site.
12. Emergency procedures and contact numbers for all contractors, utilities and services shall be readily available/displayed on site.
13. All noisy and dusty work shall be carried out during reasonable hours and any inconvenience to adjacent neighbouring properties shall be kept to a minimum. Take all necessary measures to keep noise and dust to a minimum.
14. No personnel, visitors etc. shall be allowed on site under the influence of alcohol or drugs nor allowed to consume these whilst on site.
15. The existence of existing services must be verified prior to commencing works.
16. The use of foul or abusive language or gestures shall not be tolerated.
17. Racist or sexist behaviour or material shall not be tolerated on site.
18. All site personnel must adhere to the specific rules and procedures of Marcon Fit-Out Ltd and the Client at all times.
19. Remember YOU also have a responsibility to look after your health and safety and of others affected by your acts or omissions.

**IF IN DOUBT ALWAYS ASK**

**To work safely on site, everyone, including visitors must obey the site rules.**