



**NCR Atleos Construction Method Statement
Cash Access UK Banking Cabin Installation**

Tesco Penistone
Market Lane, Penistone, Sheffield, S36 6TS



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- A. Planning and advertisement application 2026/0054 dated 21Jan26.
- B. Email 2026/0054 – Tesco Stores, Market Lane, Penistone, Sheffield S36 6TS – Installation of a modular banking cabin dated 3Mar26

Introduction

1. Cash Access UK [CAUK] have appointed NCR Atleos as Principal Contractor for the installation of these banking cabin works. This method statement provides details and information on the installation of a CAUK banking cabin. The document will show the process that will be followed during the construction phase for these works.

Aim

2. The aim of this method statement is to describe the planned working hours, both inside and outside the store, numbers of contractors and workers, the planned method of work and general construction health and safety plan for the installation of the banking cabin.

Working Hours

3. Planned working hours are as follows:
- a. Monday to Friday [Days]: **0800 – 1700hrs** [for works outside the store]
 - b. Monday to Friday [Nights]: **2330 – 0530hrs** [for works inside the store]
 - c. Saturdays [Days and Nights]: **No work planned**
 - d. Sundays [Days]: **No work planned**
 - e. Sundays [Nights]: **1600 – 2200hrs**. It is planned to deliver the banking cabin on a low loader and positioned on the raft slab by a crane when the store closes early on the final Sunday [date TBC] of the construction works.

On-site Contractors

- 4. Average number of construction workers on site [days]: **9 to 12**
- 5. Average number of construction workers on site [nights]: **6**
- 6. Number of contractor organisations on site: **11**

Construction Phase

7. The construction phase for the banking cabin delivery is 16days. The phases are broken down as follows:
- a. **Phase 1 [2days] - Site Set Up**. In position the banking cabin is going to be placed there are 2 trolleys bays and an ATM housing in area of works. It has been agreed with TESCO that the trolley bays are to be temporarily relocated to an area at the rear of the carpark furthest away from the store. HERAS type fencing will be placed around the area of works that will include a

vehicle and pedestrian gate for access. 3Tonne excavator and 20yard low-sided skip will be delivered to site and secured in the fenced area.

b. **Phase 2 [1day] - ATM Housing.** The existing ATM housing is to be dismantled and a temporary ATM arranged in the store.

c. **Phase 3 [7days] - Raft Slab and Cable Pulls.** The excavation works for the raft slabs for the banking cabin and new ATM housing will be completed ready for concrete delivery. These works are carried out during the day. When the store is closed, the power, fire and data cables will be 'pulled' throughout the store to an exit point to near where the cabin will be installed. Plant and skips will be removed from site prior to next phase.

d. **Phase 4 [1day] - Cabin and ATM Housing Delivery.** The cabin and ATM housing will be delivered on lower loader to site, avoiding weight and height restrictions, on the final Sunday of the construction phase. It has been agreed with TESCO that we deliver the cabin and housing on Sunday as the store closes at 1600hrs. The cabin will be craned into position and secured to the raft slab, then the ATM housing will be positioned and secured to the raft slab.

e. **Phase 5 [4days] - Cabin Fit out and Commissioning and ATM Installation.** Power, fire alarms, data connections will be connected, commissioned and tested. Loose fixtures and fittings will be installed and tested. The new ATM will be installed in the ATM housing.

f. **Phase 6 [1day] - Clean and Collapse Site.** The site will be cleaned using a pressure washer, fencing and barriers collapsed ready for removal from site.

General Construction Health and Safety Information

Construction Health and Safety Objectives

8. The primary health and safety objectives for these works are to ensure that adequate arrangements and precautions are taken by all parties to prevent harm being caused to those carrying out the construction works and others that may be affected.

Construction Fire Safety Plan

9. The scope of works will not permanently change any existing fire routes or block, temporarily or otherwise, fire doors to or inside the store.

10. Prior to works commencing the NCR Atleos Project Manager must ensure that a site-specific fire plan is completed and submitted for review.

11. The fire plan will show the following:

- a. Name of Site Manager/Fire Warden.
- b. Emergency exit from site.
- c. Location of store emergency muster point.
- d. Location to nearest Accident and Emergency facility.
- e. Location to nearest fire station.

- f. Location of nearest police station.

Site Induction

12. The Site Managers are to ensure that each worker has received a site-specific induction, completed an Induction Form and recorded on-site time in the Site Register prior to their works commencing.
13. The induction will include, but not restricted to, the following information and instructions:
 - a. Accident and emergency procedures including fire precautions, emergency evacuation routes and location of the fire assembly point.
 - b. Site asbestos information.
 - c. Underground services plans.
 - d. Share site structural information, if applicable.
 - e. Site security, safety rules, Traffic Management Plan and other restrictions.
 - f. Worker's vehicles are not to be parked in accessible or electric vehicle [EV] parking spaces.
 - g. Site husbandry and waste management controls.
 - h. On-site first aid point and location of nearest A&E, police and fire station.
 - i. Location of welfare facilities in store, including eating and drinking rules on site.
 - j. Mobile telephone use.
 - k. Smoking/vaping rules on site and areas permitted for use.
 - l. Use of prescription medication.
 - m. The use of alcohol and drugs is not permitted on site.
 - n. Carry out PPE inspection and record results on Induction Form.

Training

14. On arrival to site and at the point of induction, the worker is to present to the Site Managers the following examples of in date training:
 - a. Construction Skills Certification Scheme [CSCS] or equivalent CSCS accredited card.
 - b. United Kingdom Asbestos Training Association [UKATA] asbestos awareness training certificate.
 - c. Royal Society for the Prevention of Accidents [ROSPA] manual handling training certificate.

- d. National Plant Operators Registration Scheme [NPORS] or International Powered Access Federation [IPAF] for Mobile Elevated Working Platform [MEWPS] operators.
- e. Trade specific Construction Plant Certificate Scheme [CPCS] card for crane operators and slingers.
- f. Trade specific certificates for the works that the workers are on site to complete.
- g. Tesco Human Focus construction health and safety training modules 1 to 4.

Communication and Worker Consultation and Involvement

15. All those in control of the construction phases are required to provide all workers under their control with any information that they require to conduct their works safely and without risk to health in a timely manner.

16. Workers are to be engaged in health and safety discussions; this will bring significant benefit to the progress of the works and the project construction health and safety objectives. This includes:

- a. Improved productivity. Sites where workers actively participate in safety measures often experience higher productivity.
- b. Better efficiency and quality. Collaboration leads to smoother operations and fewer disruptions.
- c. Higher motivation levels. Workers feel valued when their input shapes safety practices.
- d. A safer, healthier work site. Workers can help identify hazards, assess risks, and suggest practical ways to control or eliminate them.
- e. Better-informed safety decisions. Decisions benefit from the experience and knowledge of those who understand the job and site conditions best.
- f. Stronger commitment to safety actions. When workers are involved in decision-making, they are more likely to support and follow through.
- g. Improved trust and cooperation. Open communication fosters mutual understanding between employers and employees.
- h. Effective problem-solving. Working together helps find solutions that are practical and widely accepted.

17. Prior to work commencing, the Site Managers will carry out a daily set to work briefings which will cover the tasks for the day by who along with the areas of work and any considerations as well any changes from the day before.

18. If unforeseen design changes are required, they will be reviewed for the safety impact, and where appropriate, consultation will be carried out with the NCR Atleos Project Manager, Client and PD.

Arrangements for First Aid

19. The Site Managers are nominated as First Aider on site. The Site Manager will explain site first-aid arrangements at induction.
20. The Site Managers will hold the following items:
 - a. First aid kit [BS 8599-1:2019] – medium workplace first aid kit.
 - b. Eye wash kit.
 - c. NCR Atleos Accident and Near Miss Reporting in Construction Procedure.

Accident, Incident and Near Miss Reporting

21. The Site Managers are to report an accident, incidents or near miss in the accident book and near-miss book that is held on site and to be reported to the NCR Atleos Project Manager as soon as safely possible after the accident, incident or near miss.
22. Where there has been an accident or incident the NCR Atleos Project Manager will report this to the Client and PD.
23. Near misses are to be reported to the Client and PD and report completed showing the additional controls measures required to prevent the near miss in the future. The Site Manager will then complete a toolbox talk with workers and record the talk for audit purposes.

RIDDOR

24. Any accidents or dangerous events that meet the requirements of RIDDOR are to be reported by the Site Managers to the NCR Atleos Project Manager.
25. The NCR Atleos Project Manager will report the incident or dangerous occurrence in accordance with RIDDOR on the RIDDOR reporting website and to the Client and PD.

Construction Health and Safety Violations

26. NCR Atleos is committed to maintaining a safe and healthy working environment for all workers, visitors and members of the public and an atmosphere that allows good and bad practice to be rewarded and challenged.
27. It is recognised that construction sites present numerous hazards and are NCR Atleos is dedicated to preventing health and safety violations through proactive management, training, and continuous improvement.
28. Management responsibilities include:
 - a. Provide leadership, resources, and support to implement this policy effectively.
 - b. Ensure all personnel are trained and competent to perform their duties safely.

c. Investigate all incidents and near misses to prevent recurrence.

29. Worker and visitor responsibilities include:

a. Follow all safety procedures and site rules.

b. Use PPE and safety equipment as required.

c. Report unsafe conditions, incidents, or violations immediately to the Site Manager.

d. Participate in safety training and toolbox talks.

30. Any breaches of construction health and safety standards are to be promptly reported by workers, visitors, and members of the public. Initial reports are to be directed to the Site Manager, followed by notification to the relevant organisational management team and the NCRA Project Manager to ensure appropriate follow-up and feedback.

Alcohol and Drugs

31. The consumption of alcohol and drugs on site is not permitted. If a worker arrives on site and is unfit to carry out their works due to alcohol or drug use, they will not be permitted to start work.

Prescription Medication

32. Prescription medication is permitted if the effects of the medication does not affect the safety of themselves and others. The worker is to record the name, type and dosage of medication in their Induction Form.

Risk Assessments and Method Statements [RAMS]

33. All RAMS are to be site specific and sent to the PC for review 2weeks in advance of works starting for review and approval.

34. All workers are required to bring hard copies of the RAMS to site. This ensures that Site Managers can review the documentation and verify that all health and safety procedures are being followed in accordance with the Deployment Plan issued prior to site attendance.

35. This also allows the Site Manager and workers to capture any amendments to the RAMS due to a sequence change and record revised control measures.

36. This process is critical to maintaining compliance with safety standards and ensuring that all tasks are carried out safely and efficiently.

37. RAMS must include comprehensive details relevant to the specific tasks being undertaken, including but not limited to:

a. Sequence of events to complete the task safely.

b. Control of Substances Hazardous to Health.

c. Tools and equipment to be used.

- d. Training and competencies of workers involved in the works.
- e. Task-specific procedures and control measures.

Control of Substance Hazardous to Health [COSHH]

38. All chemical products and substances used on site must have a corresponding and up-to-date COSHH assessment readily available. These assessments must always be accessible for inspection and audit purposes.

39. Key requirements are as follows:

- a. Each product must be assessed for health risks before use.
- b. COSHH assessments must include:
 - [i] Product identification and hazardous components.
 - [ii] Potential health effects.
 - [iii] Safe handling, storage, and disposal procedures.
 - [iv] Required personal protective equipment [PPE].
 - [v] Emergency procedures.
- c. Assessments must be reviewed regularly and updated when:
 - [i] A new product is introduced.
 - [ii] There is a change in usage or exposure.
 - [iii] New health and safety information becomes available.
- d. All workers must be trained on the COSHH assessments relevant to their work.

Emergency Control Arrangements

40. The Site Managers are to liaise with the host site Duty Manager prior to works starting on each day to confirm the emergency evacuation procedure.

41. The host site emergency evacuation plan will be followed, and the Site Managers will reference site specific emergency procedures at induction.

Security Arrangements

42. NCR Atleos will take any reasonable steps to prevent unauthorised access to the area of works inside and outside the area of works.

43. All internal works are to be barriered using Chapter 8 barriers. As the works progress throughout the store, the barriers will be moved to follow the works.

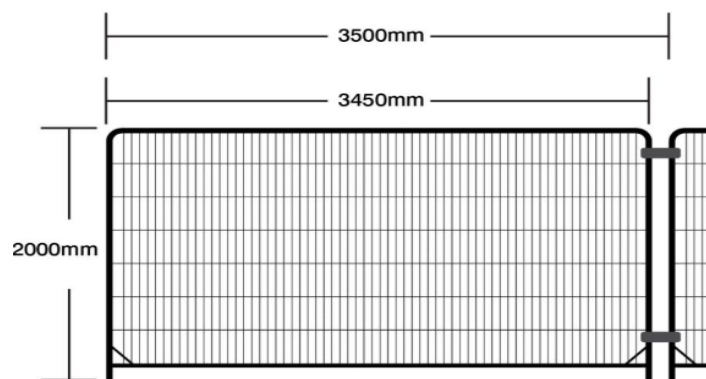
44. The Site Managers will ensure that suitable barriers or temporary portable fencing depending on the phase of works and signage is placed around the site to prevent unauthorised access.

45. The site-specific site set-up and segregation plan for internal and external work areas plan can be found at Annex A.

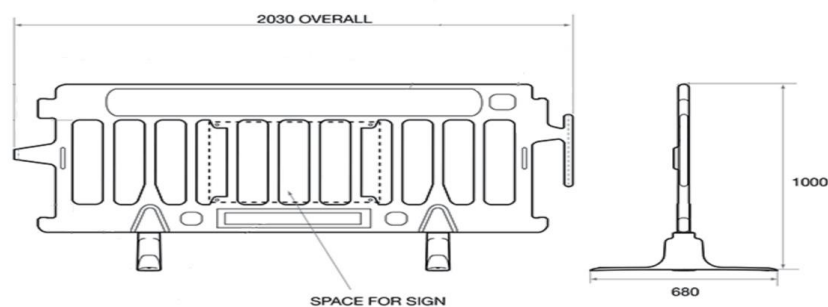
Temporary Works

46. During the installation of the banking cabin the site will be secured using HERAS type temporary portable fencing. The segregation is to meet the following standards:

- a. The HERAS type fencing panels will be secured together with 2 fence clips in the upper and lower part of the panel and held in position with rubber-block fence feet. The blocks are to be fitted with antitilt shoes for security and weather protection.



- d. The Chapter8 barriers are to be orange in colour, with the reflective panel facing away from the area of works. Where possible they are to be fitted with non-trip feet. The barriers are to be interlocked and have 2 sandbags placed over each foot or placed between the barrier spacers for security and weather protection.



47. NCR Atleos will provide a site-specific set of calculations to show the wind bearing load and ensure that there is sufficient blast to ensure that the fencing will be as stable as possible in adverse weather conditions.

48. The segregation is to meet the following criteria:

- a. The fencing provides a suitable and secure working area.
- b. There are suitable vehicle and pedestrian access and egress gates to working area.

- c. The segregation is secured to protect against adverse weather and unauthorised access.
- d. The segregation will have suitable signage to inform members of the public that the areas of works is restricted and show alternative vehicle and pedestrian routes where required.
- e. The Site Manager will inspect the segregation at the end of each day's activity to ensure that the fencing/barriers are secure, in good condition, signage is in place and prepared for adverse weather.

49. Additional measures directed by as directed in Reference C16; the means of segregating external construction works must be suitable and sufficient for the activities being undertaken. To mitigate vehicle or pedestrian impacts with installed segregation, the following must be introduced:

- a. Hi-visibility netting on HERAS fencing, accounting for associated wind loadings.
- b. Hi-visibility horizontal taping.
- c. Safety signage installed upon external faces of hoarding / fencing.
- d. Lighting beacons to illuminate compound security at interfaces.
- e. Visibility markings for protruding feet – where possible avoid the risk & if not possible, reduce the risk as low as possible. Members of the public may have poor eyesight and are focused on shopping not avoiding trip hazards they do not normally see when in the area.



50. Where compounds are located within busy areas of the car park upon access or delivery routes, the risk assessment is to establish controls that involve suitable clearances and secondary pedestrian protected zones at compound entrance/exit points:

- a. All chapter 8 or crowd barriers are to have anti-trip footing.
- b. Physical clippings must be used with no gaps between linked barriers.
- c. Suitable ballasting and footings to ensure the systems remain in position during periods of inclement weather.
- d. Clear safety signage to instruct workforce or customer pedestrians on the safe access arrangements.



Battery Charging

51. Battery charging internally is permitted, but only when the construction work area is occupied. No charging within the premises is to be undertaken in an unoccupied area, outside of construction working hours or overnight.

Traffic Management Plan [TMP]

52. Due to the nature of works, each site TMP will differ. The TMP is to be agreed in principle with the host site prior to arrival on site.

53. On site the Site Manager is to liaise with the Store/Duty Manager to discuss the TMP to avoid customer restrictions or confusion.

54. The following TMP considerations will be briefed by the Site Manager to all workers at induction:

- a. Workers are to consider that the store is a live site and vehicle movements are to be kept to an absolute minimum.
- b. Vehicles are to be parked in parking bays as close to the working area as possible.
- c. Avoid or minimise vehicle reversing. Vehicle marshals are to be used to when reversing. Hazard warning lights are to be used when reversing.
- d. The TMP will change as the trenching works progress from the host site to the banking cabin location.

55. The site-specific TMP can be found at Annex A.

Site Deliveries and Collections

56. The NCR Atleos Project Manager is to share the TMP with all suppliers that are making deliveries and collections from site. Deliveries and collections are to be planned outside of peak trading times.

57. The Site Manager is to be made aware of all deliveries and collections to site to ensure that sufficient space inside the working area is allocated to store the items until needed for works.

58. The Site Manager is to liaise with the Store/Duty Manager to manage works around store deliveries if applicable. Site Manager is to liaise with the Store/Duty Manager each day of works to consider the impact of the works and any deliveries to store.

59. All deliveries drivers are to follow the directions as shown in the site-specific TMP at Annex A.

Permit to Work

60. A permit to work is required for the following activities:

- a. Hot works.
- b. Electrical works.
- c. Excavations.
- d. Lifting operations.
- e. Working at height.
- f. Temporary works.

61. The Site Managers, with the workers completing the work, are to complete a permit to work for each activity in each phase of work.

62. The completed permit to work is to be held in the Site Managers folder for audit purposes.

Visitors

63. All visits to site must be prearranged with the NCR Atleos Project Manager prior to the visit taking place and will be limited when high risk activities are taking place. Any visitors that arrive unexpectedly will not be granted access to the site.

64. The only exception to this rule is unannounced Health and Safety audit inspection visits.

65. All visitors are to report to the Site Manager for visitor induction. Visitors do not require CSCS cards or equivalent cards as they will be always escorted on site by the Site Manager.

66. Visitors to the site are to have the following items of PPE to be given access, other items will be provided by the Site Manager:

- a. Lace up safety boots with high arch protection.

Arrangements for Health and Safety File

67. The Health and Safety File [HSF] shall contain all relevant information required to facilitate the safe execution of any future construction-related activities, including but not limited to cleaning, maintenance, alterations, refurbishment, and demolition.

68. The purpose of the information is to inform those undertaking such tasks of potential hazards and to assist them in determining appropriate safety measures. The level of detail provided must be sufficient to enable the identification and effective management of foreseeable risks by those responsible for carrying out the work.

69. Information required from Designers:

- a. A brief description of the work carried out.

- b. Any residual hazards which remain and how they have been dealt with. Such as surveys or other information concerning asbestos, contaminated land, water bearing strata or buried services.
- c. Key structural principles, such as bracing, sources of substantial stored energy including pre- or post-tensioned members and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
- d. Information and as-built drawings of the structure, its plant and equipment. Such as the means of safe access to and from service voids, fire doors and compartmentalisation.

70. Information required from Contractors:

- a. A brief description of the work carried out.
- b. Any residual hazards which remain and how they have been dealt with. Such as surveys or other information concerning asbestos, contaminated land, water bearing strata or buried services.
- c. Hazardous materials used, such as lead paint, pesticides, and special coatings which are not to be burnt off.
- d. Information regarding the removal or dismantling of installed plant machinery and equipment such as any special arrangements for lifting, order or other special instructions for dismantling.
- e. Health and safety information about equipment provided for cleaning or maintaining the structure.
- f. The nature, location and markings of significant services including underground cables, gas supply equipment or fire-fighting services.
- g. Information and as-built drawings of the structure, its plant and equipment such as the means of safe access to and from service voids, fire doors and compartmentalisation.

71. The client has requested that the Health and Safety File is delivered by the PD at handover. Therefore, the PC is to provide as much information as possible to the PD no later than 14 days after handover.

72. It is expected that the only items that will not be available before handover are the final testing and commissioning certificates.

Site Specific Information

Description of Premises

- 73. Type of Building: Purpose-built supermarket.
- 74. Construction Period: Post-2000.

75. Structural Details:
- a. Superstructure: Steel frame.
 - b. External Walls: Cladding, brick and block and glazing.
 - c. Front Elevation: Cladding and glazing.
 - d. Roof: Flat roof construction.
76. Access and Egress:
- a. Vehicle Access: Single designated point for entry and exit.
 - b. Pedestrian Access: Separate pedestrian pathway running adjacent to the store.
77. Additional Notes:
- a. The design supports modern retail operations with clear segregation of pedestrian and vehicle traffic for safety.
 - b. The car park has capacity for over 200 vehicles, with EV charging points, accessible, parent and child parking located nearest to the store entrance.
 - c. There is a goods yard located to the rear of the supermarket with a warehouse. Customer toilets are located near the customer services desk. Internal concessions and the trading floor are on the ground floor.
 - d. The store is not open 24hrs to customers. The store is operated 24hrs to complete stock replenishment and cleaning activities.

Scope of Works

78. The Scope of Works is defined in detail in Reference C10 and covers the following:
- a. Site set up, relocate trolley bay, vehicle and pedestrian management, inductions.
 - b. Excavation trenches and chambers for power, data, fire and telecommunications cabling from store to banking cabin.
 - c. Groundworks for banking cabin concrete base and concrete pour.
 - d. Power, data, fire and telecommunications routing from the main and secondary switch room at the rear of the store to the exit point.
 - e. Replace existing bollards with anti-ram raid bollards.
 - f. Delivery and positioning of banking cabin onto concrete base.
 - g. Power connection and second fix to banking cabin.

- h. Fit handrails and ramp to banking cabin.
- i. Final furniture fit out, installation of Teller Cash Recycler [TCR], counter and various loose fitted items in the banking cabin.
- j. Commissioning and testing of CCTV, alarms, data, telecommunications and air conditioning unit.
- k. Clean and collapse site.

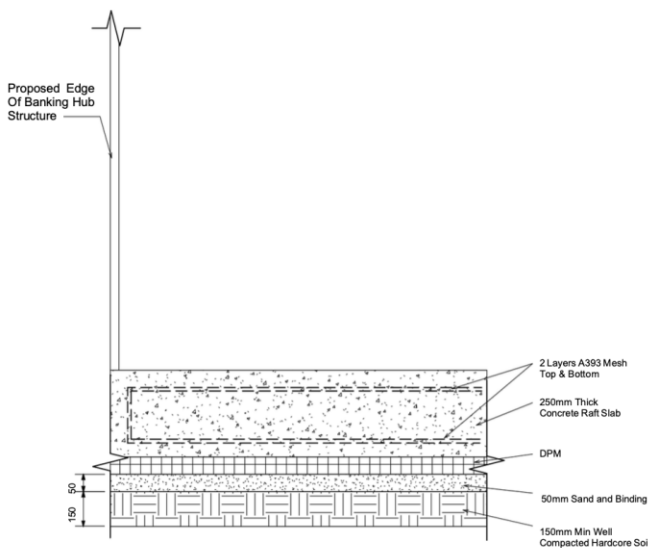
Site Set-up and Segregation Plan – External Working Area

79. The external working areas

- a. Banking cabin groundworks and fitting anti-ram raid bollards. The area of work will include:
 - i. 1 x vehicles access gate, and 1 x pedestrian access gate.
 - ii. Material storage area. All tools and equipment are to be stored on vehicles until they are needed and returned when not in use.
 - iii. Plant.
 - iv. 20yard skip.

Excavations and Trenchwork

80. The excavations for the foundations of the banking cabin concrete base will be excavated to an area of 450mm [depth] x 7800mm [length] x 4800mm [width] as per the design summary below.



- NOTES:
- All concrete min graded C30
 - All reinforcement high yield 500 N/mm²
 - Min 50mm cover to all reinforcement

Site Set-up and Segregation Plan – Internal Working Area

81. The working area inside the store will be secured from unauthorised access using extendable barriers.

82. As the working moves throughout the store, so will the segregation. The Site Manager will remove the segregation from the trading floor at the end of each night's activity.

Welfare Facilities

83. It has been agreed with the Store Manager that the workers have access to the customer toilets, with hand and face washing facilities [not showers], and staff canteen for the duration of the works.

84. Workers will be briefed at induction on the location of the toilets and the staff canteen and that they are to be left clean and tidy after use.

85. Contractors have been made aware that the following items will not be available on site due to the duration of works and the facilities available in the store:

- a. Changing rooms and lockers.
- b. Drying facilities.

Emergency and Evacuation Plan

86. The Site Managers will brief workers and visitors of the Fire, Emergency and Evacuation Plans during induction on arrival at site.

87. The muster point for all works is to follow the same procedure as defined in the store emergency and evacuation plan.

88. The Site Managers will take a nominal roll of workers and visitors from the Site Register, report to the store Duty Manager/Store Manager to report all workers are accounted for and await further instructions.

Locations of Nearest Emergency Services

89. The Site Manager is to brief workers and visitors the location of the nearest emergency service locations at induction.

90. Route map from site to the nearest A&E is to be displayed on site and available in the Site Managers folder.

91. The addresses of nearest emergency services locations are:

- a. **A&E:** Barnsley Hospital, Gawber Road, Barnsley, S75 2EP. Telephone: **999**
- b. **Police:** Barnsley Police Station, Churchfield, Barnsley, S70 9DL. Telephone: **999**
- c. **Fire and Rescue:** Fire Station, Sheffield Road, Penistone, S36 6HN. Telephone: **999**
- d. **Gas Emergency:** Telephone: **0800 111 999**

- e. **Electrical Emergency:** Telephone: **0800 169 1646**

Asbestos

92. The building was constructed after 2000, Reference C6 refers. There are no asbestos containing materials present in the building.

93. The Site Managers are to cover asbestos in the induction and will have access to the asbestos report for reference and audit purposes.

Radon

94. The area of works is not in a radon affected area.

Underground Services

95. A review has been completed to check underground services prior to starting works on site. From the information reviewed and referenced, there are no underground services shown on drawings provided.

96. The Site Manager will cover underground services in the induction and will have access to the plans for reference and audit purposes. CAT scans of the area of works are to be completed prior to excavations works commencing.

Environmental Protection and Waste Management

97. Environmental Protection and Waste Management is to be covered at induction. Site Managers are to ensure that 50litre oil and fuel spill kits are always accessible.

98. All waste for external works will be removed from site using a low sided 20yard skip. The skip will be placed within the perimeter of the working area and not within 3metres of other structures.

99. Where possible, excavated materials will be reused for foundations and backfilling trenchwork.

100. All waste from internal works, will be collected at the end of each working day into waste bags and placed into the low sided 20yard skip.

101. The Site Manager is to walk the trading floor, prior to departure, to ensure that the area of works is clear of waste.

Office Facilities

102. The site office will be in the rear of the site manager vehicle. Suitable signage will be displayed on the vehicle to show where workers and visitors are to report.

103. For works being conducted externally of the store, the Site Managers vehicle will also be the location where the First Aid point is located.

104. For internal works, the Site Manager will take all necessary documentation, equipment and first aid equipment into the store for each night's activity and remove prior to leaving site.

Site Deliveries and Collections

105. The site delivery plans have been agreed with the Store Manager, is shown in Annex A.

106. Store deliveries will not be affected by the works as the goods yard is accessed by separate road to the rear of the store.

Site Specific Traffic Management Plan [TMP]

107. There are no areas of the car park that will be affected by the works. Staff and customers will be able to use the car park without any traffic management during the works.

108. Store deliveries will not be affected by the works as the goods yard is accessed by separate road to the rear of the store.

Pedestrian Management

109. There is sufficient space when the trenching works are being completed near the store to allow pedestrians to navigate without being forced to walk longer routes or into vehicle movement areas.

110. Pedestrian directional arrows will be fixed on works fencing to direct pedestrians to the store main entrance.

111. Pedestrian walkways in the carpark will not be affected by the banking cabin installation or trenching works.

Significant Site Hazards

Hazard	Control Measures
Construction dust	<ul style="list-style-type: none"> • The Site Managers are to cover dust reduction control measures in the induction. • Workers are to be trained in the use of dust masks and only suitable masks are to be used for the task being performed. • Dust masks to be always worn correctly and to be in a good serviceable condition. • Other PPE must fit around the dust masks in use on the individual. • Suitable dust reduction measures are to be used to reduce dust on all cutting tools [water/Vacuum cleaners using M/H class HEPA filters. • Site Manager to review the cutting duration when cutting materials.
Site security	<ul style="list-style-type: none"> • Fencing to be placed around the area of works to prevent unauthorised access • Signage to be placed on fencing to workers members of the public that the area of works is a restricted area • Construction health and safety signage to be displayed on fencing to show where workers and visitors are to report for induction, telephone number of the Site Manager, levels of PPE to be worn on site. • Fencing to be secured to prevent collapse during adverse weather • Daily fencing inspections to be carried out by the Site Manager to check for stability and security at the end of works each day
Deliveries and collections	<ul style="list-style-type: none"> • Delivers and collections are to be arranged prior to arrival on site. • Delivers and collections are to be planned to avoid peak trading times. • Delivery and collection vehicles are to follow the site specific TMP. • Delivery and collection vehicles are to enter and exit site through the designated access and egress gates as directed in the site specific TMP • Delivery and collection vehicles are to be always marshalled by a banksman when on site • Vehicle reversing is to be kept to a minimum and supervised and marshalled by a banksman • Hazard lights are to be used when reversing. • The use of mobile phones or electronic equipment is not to permitted whilst operating a vehicle.
Vehicle and pedestrian management	<ul style="list-style-type: none"> • Pre-start meeting with Host Site Manager to agree temporary vehicle and pedestrian routes. • The Site Managers are to cover vehicle and pedestrian management in the induction. • Host site staff to be aware of temporary vehicle and pedestrian routes to support customers. • Suitable vehicle and pedestrian signage to be placed on site fencing to show temporary direction of travel changes.
Noise	<ul style="list-style-type: none"> • The Site Managers are to cover noise control measures in the induction. • Hearing protection is to be always worn when operating any mechanical tool with an output of 75 decibels or above. • Limit the number of workers exposed to noisy activities.

	<ul style="list-style-type: none"> • Use low noise generating tools where possible. • Appropriate ear protection to be worn when carrying out operations that create excessive noise. • Exposure levels to be kept to a minimum. • 2metre noise protection zone rule is to be used as a guideline to establish if hearing protection is required. • No drilling, cutting, excavation or grinding works after 2200hrs outside the host site.
Manual handling	<ul style="list-style-type: none"> • The Site Managers are to cover manual handling in the induction. • All workers are to have completed manual handling training. • All materials are to be delivered as close as possible to the area of work to prevent double handling. • Large heavy loads, where possible, are to be broken down into smaller lighter and more manageable sizes. • Workers to only lift items after careful consideration of their own capabilities and guidelines [25kg] max per person <p>Avoid unnecessary manual handling and lifting.</p> <ul style="list-style-type: none"> • Ensure access ways are clear. • Use mechanical means of lifting wherever possible. • Be aware of all factors influencing safe handling, including obstructions, difficult access, and others in the way, twisting, or turning of the body. • Ensure the weight of object is known.
Underground services	<ul style="list-style-type: none"> • The Site Managers are to cover underground services in the induction. • Permit to work to be complete prior to works commencing. • Existing utility drawings to be reviewed prior to excavations. • Ensure areas are CAT scanned prior to any excavations. • Identified underground services are to be marked using paint. • Where services are found, trail holes are to be dug. • Avoid over penetration of the ground or surface with handheld power tools. • Hand excavation to locate any services identified using non-pointed tools and insulated tools/shovels. • Avoid using hand-held power tools over the buried electrical cables, never assume depths; cables maybe at depths less than 450mm. • Final exposure of the service will be undertaken by horizontal digging, and all tools will be insulated when digging near electric cables. • Once exposed, services are to be supported where necessary and are not to be used as handholds or footholds for climbing out of excavations.
Excavation using mechanical plant	<ul style="list-style-type: none"> • The Site Managers are to cover underground services in the induction. • Permit to work to be complete prior to works commencing. • Review underground services drawings prior to excavations. • Excavations are to be always monitored by a banksman.

	<ul style="list-style-type: none"> • The TMP is to be referenced at each phase of excavation works. • Where possible, dampening down measures are to be used to reduce dust. • Use of trained operators, exclusion zones, banksmen, and clear communication protocols. • Workers are to only approach the excavator in the operator's line of sight. • Spoil heaps are to be set back from edges. • If an electrical cable is struck the operator is to be instructed to stay in the excavator cab.
Working at height using MEWPS	<ul style="list-style-type: none"> • Only trained and authorised operators are to use the MEWP. • The Site Managers are to cover working at height safety in the induction. • MEWP operators are to ensure that maintenance dates are not due to expire during the phases of works. • Before use checks are to be completed prior to work starting. • Permit to work to be complete prior to works commencing. • Guardrails are always to be to be used. • MEWPS are only to be used on level and stable surfaces. • Maximum load limits of the MEWP are to be observed. • Check and avoid overhead hazards prior to raising the platform. • The Site Manager is to maintain a safety zone around the area of works using Chapter 8 barriers. • The Site Manager is to liaise with the Store Duty Manager to deconflict shelf replenish operations and work to ensure staff are always outside the safety zone. • The Site Manager is to monitor the operation from ground level and ensure that they are aware of the emergency procured to lower the MEWP. • After use checks are to be completed at the end of work.
Working at height using stepladders/hop-ups	<ul style="list-style-type: none"> • The Site Managers are to cover working at height safety in the induction. • Permit to work to be complete prior to work commencing. • The step ladder shall be inspected by the user before being sent to site and by the site manager before using on site. • Step ladder is to be placed on firm, even, non-slip and level ground that can support the ladder's weight when loaded. • The ladder is not to be erected in wind conditions greater than Force5 and above. • Always ensure the step ladder rungs or stepladder steps are level before use. • The area of work is to be well lit. • Operatives are to maintain a 3-point of contact when mounting, working on and dismounting the step ladder. • Operatives are not to overstretch outside the limits of the guardrails and gates when working on the ladder [centre of body mass not to move outside of step ladder rails]. • Always maintain 3points of contact when on the step ladder. • Never rest a step ladder on movable objects. • Never exceed the stated load of the step ladders. • Never work off the top 3 rungs of a step ladder.

	<ul style="list-style-type: none"> • Never exceed 30mins working time on the step ladder.
Substances hazardous to health	<ul style="list-style-type: none"> • The Site Managers are to cover COSHH in the induction. • All products being used are to have an adequate COSHH assessment and SDS available on site for audits purposes. • COSHH assessments are to be held in hard copy by the Site Manager. • SDS are to be available to the Site Manager for reference purposes. Digital copies are acceptable. • Use of the appropriate PPE for activity as directed in the COSHH assessment and SDS. • There are to be suitable containment and storage requirements of substances held on site. • Appropriate clothing is to be worn when handling substances harmful to health. • Workers are to maintain good hygiene.
Fuel spillage	<ul style="list-style-type: none"> • The Site Managers are to cover actions on spillage in the induction. • Spillage kit on hand when re-filling. • Correct use of PPE for operatives. • Correct use of filling utensils. • Re-fuelling to take place in a designated area and have a fire extinguisher on hand. • Be vigilant for leaks. • Fuel machinery off site where possible.
Use of tools and equipment	<ul style="list-style-type: none"> • The Site Managers are to cover the use of tools and equipment in the induction. • 110-volt power and battery-operated electrical equipment and tools are permitted on site. • 110-volt power and battery-operated electrical equipment and tools are to be checked for serviceability prior to use. Defects are to be reported; inoperative equipment is not to be used and removed from site until repaired. • Workers are to carry out visual inspections of discs prior to use. • Discs are to be fitted by competent workers only. • All 110-volt electrical items are to be tested every 3 months, and maintenance records are available for audit purposes. • 240-volt electrical items, other than PAT tested battery chargers, are not permitted to be used on site. • Only trained personnel are permitted to use power tools on site. • PPE, as directed in the RAMS or Permit to Work, is to be worn when using power tools. • Loose clothing and long hair are to be kept away from the moving parts of power tools. • Guards, where fitted, are to be used. • 110-volt power tools are to be disconnected for power supply when not in use. • 110-volt and battery-operated electrical equipment are to be disconnected from their power supply when changing discs, blades and drill-bits
Electrical work	<ul style="list-style-type: none"> • The Site Managers are to cover electrical safety in the induction. • Permit to work to be complete prior to works commencing.







	<ul style="list-style-type: none"> • All electrical work is completed by a competent contractor in accordance with industry best practice for ensuring the safety and quality of the electrical work. • Services and utilities drawings are to be reviewed to identify the existing services prior to works starting. • Electrical tools and equipment are suitable for the task and are serviceable and tested. • Working on live systems is not permitted. • The installation/circuit being isolated is to be switched off, and a voltage indicating device used to verify that no voltage is present. This is to be reconfirmed again. • All electrical equipment is to be made dead and locked off by a competent electrician and the keys are to be retained. • Workers are to double check that the circuit or equipment is dead and locked off by lock out, tag out [LOTO] is to be always followed. • Circuit main earth[s] are to be applied where necessary and precautions taken against adjacent live parts where necessary. • Continual vigilance and monitoring of circuits is to be undertaken by a competent electrician or a designated site representative. • Only GS38 compliant test tools to be used. • Isolation certificate to be issued prior to works, test before touch to be followed through proving dead testing. • Any services that must remain live are fully signed and briefed prior to commencing works. • If there is any doubt, seek the advice and instruction from the Senior LV/HV authorised person.
<p style="text-align: center;">Electrical testing and commissioning</p>	<ul style="list-style-type: none"> • The Site Managers are to cover electrical safety in the induction. • A competent testing electrician is to ensure that the equipment is dead and locked off. • When testing equipment, where possible operatives are to test it dead and if not possible, they are to look at energising it to a safe current. • The environment in the direct vicinity of the testing and commissioning is to be reviewed. • If testing on live equipment, the worker is to review the risk assessment for live testing. • Only test engineers are to be permitted to carry out testing of live equipment as part of their duties. • The area is to be reviewed, and it is to be determined if a separate test area can be created where the equipment can be taken for testing. • Where possible, residual current devices are to be employed to provide supplementary protection. • Physical safeguards are to be applied to the equipment being tested to prevent injury, e.g. the use of temporary or permanent screens, barriers, and insulating mats. • Isolating transformers are to be used as the source of the supply to mains-powered test equipment, if possible, when undertaking hardware precautions. • Where the risk of arc flash exists, adequate calorific value PPE is to be employed and only properly maintained insulated tools used.

	<ul style="list-style-type: none"> • All test and shorting leads are to be fused. • Where there is a risk of touching live parts, insulated gloves are to be worn.
Pouring and levelling concrete	<ul style="list-style-type: none"> • The Site Managers are to cover pouring and levelling concrete in the induction. • A COSHH assessment is to be carried out for the concrete and any findings communicated. • Access across reinforcement to be provided by means of scaffold boards/ply sheets prior to pouring. • Concrete is not to not be poured too quickly to avoid splashing. • Safety glasses to be worn by workers near the pouring operation. • Workers involved in the concreting operation to wear long trousers, keep arms covered and wear gloves. • Suitable footwear to be worn where workers are required to stand in wet concrete.
Waste storage	<ul style="list-style-type: none"> • The Site Managers are to cover waste storage in the induction. • All waste for all works will be removed from site using a low sided 20yard skip. The skip will be placed within the perimeter of the working area. • Where possible, excavated materials will be reused for foundations and backfilling trenchwork. • All waste from internal work will be collected at the end of each working day into waste bags and placed into the low sided 20yard skip. • Skips are to be placed 5metres or more away from buildings. • The Site Manager is to walk through the area of work, prior to departure, to ensure that the area of work is clear of waste. • Waste that is created on site is to be disposed of appropriately by a licensed carrier and supported by a waste transfer note.
Weather	<ul style="list-style-type: none"> • The Site Managers are to cover the control measures for working outdoors in the induction. • Cold weather measures include suitable warm dry clothing, workers taking regular breaks, drinking warm drinks and resting in the warmth. • Hot weather measures include applying suitable UV protection cream to exposed skin, wearing long sleeve clothing, drinking cool still water and regular rest periods in shaded areas. • Ensure that all electrical tools, extension cords, and other equipment used outdoors are rated for outdoor use and have appropriate ingress protection [IP] ratings to prevent water ingress. IP44 or higher is recommended for wet conditions. • Elevate electrical cables off the ground where possible to prevent them from sitting in puddles or wet areas. • Use cable protectors or conduits to shield cables from water exposure. • Where feasible, create sheltered or covered work areas to protect electrical equipment from direct exposure to rain. • Use tents, tarps, or temporary shelters to keep electrical equipment dry. • Secure loose items by fastening tools, materials, equipment. • Establish exclusion zones and communicate restricted access areas. • Regular Inspections to check work areas and structures regularly for security. • Maximum wind speed for lifting operations using are crane are 12 metres per second [26.8mph].

	<ul style="list-style-type: none"> • Ensure the use of chin straps on hard hats and other protective gear in high winds. • Halt work during extreme weather conditions.
Lifting operations	<ul style="list-style-type: none"> • The Site Managers are to cover lifting operations safety in the induction. • Permit to work to be complete prior to works commencing. • Lifting operations to be carried out in accordance with LOLER/BS7121, lifting plan and RAMS. • Where winds exceed 12 metres per second [26.8mph] lifting operations are to be postponed. • Work is to stop if there is a lightning storm in the area. The jib is to be retracted. If this is not possible then the jib is to be positioned so the risk of accident is minimal. • Non-essential personnel are to be kept away from the working area. • Outriggers must be fully extended prior to lifting operations commencing. • Outrigger spreader pads are to be used. • Loads are to be slung correctly. • Only trained personnel are involved with slinging and lifting operations. • Hook block to be centralised before lifting. • Guide ropes are to be fitted to control swings, • When the load is suspended, cranes are not to be left unattended.
Vibrating equipment	<ul style="list-style-type: none"> • The Site Managers are to cover the control measures for the use of vibrating equipment in the induction. • Prior to starting work with any vibrating equipment is to complete a HAV health self-assessment. • Where practicable minimise exposure to workers by reducing usage time of vibrating equipment. • Where handheld tools are to be used, ensure that the items are vibration dampened/low in vibration. • Only use effective, well-maintained items of vibrating equipment. • Minimise exposure to workers by rotating time working on vibrating equipment. • Ensure adequate stoppages/breaks are maintained in vibrating equipment use and that workers wear gloves to help keep hands warm and aid circulation during operations. • Workers to wear suitable PPE.
Poor housekeeping	<ul style="list-style-type: none"> • The Site Managers are to cover the importance of good housekeeping in the induction. • Waste materials are to be disposed of correctly in skips. • Cordless tools and equipment are to be used where possible. • Trailing cables to be secured using temporary covers, secured overhead etc. • The work area is to be kept clear and tidy. • Tools, equipment and materials not in use are to be secured or held in the correct designated storage or waste area. • Workers are to wear appropriate safety footwear suitable for site and weather conditions.
Hot works	<ul style="list-style-type: none"> • The Site Managers are to cover hot works processes in the induction. • Permit to work to be complete prior to works commencing. • Workers must be trained in fire safety; equipment use and emergency procedures.

	<ul style="list-style-type: none"> • Area to be cleared of flammable materials within 10metre radius of the works. • Spark fire is to be reduced where possible using fire blanket or non-flammable shields. • Works to be completed in a well-ventilated area. • Site Manager or other fire warden trained person is to act as fire watch during and for 30mins after the works are completed. • Appropriate fire extinguishers are to nearby and accessible. • Suitable PPE is to be worn, as directed in RAMS and Permit to Work.
Internal cable pulls	<ul style="list-style-type: none"> • Permit to work to be complete prior to works commencing. • Site Manager to liaise with Duty Manager to ensure area of works is clear of store staff. • Area of works is to be segregated using Chapter8 barriers. • Area of works to be cleared of waste, tools and equipment prior to shift being completed.
Fumes and vapours	<ul style="list-style-type: none"> • Ensure that the requirements of COSHH assessments are followed. • Provide details of the hazards of the solvents in us, the precautions to take when you use them, and the procedures to follow in an emergency. • Workers to read the supplier's safety data sheets and container labels and follow their advice prior to starting work. • Ask if solvent-free materials, safer solvents or materials with a reduced solvent content can be used. • Make full use of any local exhaust ventilation (LEV) to remove vapours and fumes from the work area. • Wear any respiratory protective equipment RPE and PPE which is provided.

PPE Requirements

PPE Items	Applicable	When	State the safety and/or occupational health reason the item is needed
 Safety Boots (with ankle support and arch protection)	Yes	Always	At all times when on site.
 Hard Hats	Yes	Always	Working within 2metres of ladders or MEWPS Working within 5metres of excavators Crane operations
 Safety Gloves	Yes	When required	Lifting of heavy items and sharp protection Operating vibrating equipment
 Hearing Protection	Yes	When required	Drilling and cutting operations
 Eye Protection	Yes	When required	Drilling and cutting operations Concrete pour Tarmac laying
 High Visibility	Yes	Always	Visible to other workers or to the public
Any other PPE specialist items needed:	Yes	When required	Face masks: Drilling and cutting operations

Site Plan, Traffic Management and Delivery Plan

