ALBANY
INTERIORS

T·K·MAXX

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

UNIT 5
TOTTENHAM HALE RETAIL PARK
BROAD LANE
LONDON
N15 4QD

Issue: 03
Issue Date: May 2015

Copyright: Albany Interiors Limited
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Registered Company in England 4298830

Foreword

This Health and Safety Plan is issued under the legislation of the Construction (Design and Management) Regulations 2007, which came into effect on 6 April 2007 and is in accordance with the Approved Code of Practice (ACoP) Managing Health and Safety in Construction.

This Health and Safety Plan has been prepared in accordance with Regulation 23 and in line with CDM ACoP appendix 3.

Albany Interiors Ltd shall develop this Construction Phase Plan as part of its duties and responsibilities under the CDM Regulations.

Revisions

Section & Date	Description	Name
2.2.5, 1.1.1 - 16/05/15	Change of Site Manager	J.McMahon
3.1.1 - 26/05/15	Amendments to delivery details	J.McMahon

Start Date: 11th May 2015
Finish Date: Estimated 8 weeks from commencement

1. DESCRIPTION OF PROJECT

1.1 Project description/scope

- Installation of a new mezzanine floor.
- New stud partitioning to suit new layout to create changing areas, and processing rooms and back of house areas including associates lounge.
- New ceiling installations where identified
- New mechanical and electrical installations.
- Installation of new joinery products.
- New signage scheme both internal and external.
- Decoration throughout
- New flooring throughout

1.2 Project directory

Client
50 Clarendon Road
Watford
Hertfordshire
WD17 1TX
Contact Name: Paul Snelling
Tel: 01923 473 213
E-mail: paul_snelling@tjxeurope.com

Principal Contractor
Albany Interiors Ltd
Albany House
Shirehall Way
Bury St Edmunds
Suffolk
IP33 2BA
01284 777150

Designers
CMC Projects LLP
New Cambridge House
Bassingbourn Road
Lithlington
SG8 0SS
Contact Name: Pawel Staniszewski
Tel: 01763 852 189
E-mail: cmc.pawel@gmail.com

CDM-C
Eurosafe UK
Eurosafe House
Centurion Park
Tribune Way
York
YO30 4RY
Contact Name: John Kemsley
Tel: 01904 691 515
E-mail: john.kemsley@eurosafeuk.co.uk

Project Management
Millbridge Project Management Ltd
22 City Road
London
EC1 Y2AJ
Contact Name: Antonella Noto
Tel: 0207 065 1150
E-mail: anoto@millbridgegroup.co.uk

Retail Park Managment
Workman LLP
Tottenham Hale Retail Park
Tottenham Hale
London
Tel: 0207 227 6200

1.3 Extent and location of existing records and plans

No existing data available

2. MANAGEMENT OF THE WORK

Operations Director (Doug Olley – 07976977903) is to ensure that all Albany's H&S Policies are implemented and to ensure compliance.

Contracts/Project Manager **(Robert Milne - 07876143584)** to ensure the site is run and maintained correctly, and to ensure compliance to company rules and regulations, to ensure that all on site understand, and if necessary enforce, all the items contained within this document and employees hand book and statutory regulations, all site managers carry current CSCS training cards suitable for their site experience note this is not exhaustive First aid, appointed person, Scaffold inspection, Environmental awareness, asbestos recognition, manual handling etc.

Health & Safety Manager **(Jack McMahon – 07584638056)** to provide health and safety support and advice at all levels within the organisation.

Site Forman **(Besnik Gashi - 07725855588)** is to ensure that the site is a "safe site" and to oversee all daily duties

2.1 Health and safety goals for the project and arrangements for monitoring and review of health and safety performance

To safely undertake the fit-out phase of this project without undue risk to the health and safety / welfare of our workforce and all other parties, which in this case is **TK MAXX – Tottenham Hale**, keeping overall disruption to a minimum, special care must be taken to reduce risk to operatives & visitor's health & safety.

To co-operate with the H&S arrangements of the Client and or their CDM coordinator –

John Kemsley
Tel: 01904 691 515
E-mail: john.kemsley@eurosafeuk.co.uk

Meet with all parties that may be affected and all other neighbours inc. surrounding businesses before, during and after work commences.

To identify all possible risks associated with neighbours activities including, deliveries, refuse removal, muster points, to ensure that all the tenants and shop users entrance and exits are clear at all times, all road closures, local refurbishments etc. have been identified and taken into consideration.

To be undertaken through the investigation of all accidents and incidents [no matter how minor] incidents and near misses within the company are documented and appraised following any accident [no matter how minor] this overall document is reviewed and acted upon on a monthly basis.

IN THE EVENT OF ANY ACCIDENT INCIDENT ALBANY HEALTH & SAFETY MANAGER MUST BE INFORMED IMMEDIATLEY!

JACK MCMAHON – 07584638056 – j.mcmahon@albanyinteriors.com

2 Weekly audits will be undertaken by the health & safety manager by means of formal visit and walk around site with site manager. The Health & Safety Manager will be responsible for reviewing and approving risk and method statements.

2.2 Arrangements for:

2.2.1 Regular liaison between parties on site

All subcontractors shall be given a copy of the Pre-Construction Information which gives information on site conditions and local arrangements, and the Construction Phase Health & Safety Plan which

sets out procedures for control of Health & Safety through the contract works. (These will be issued prior to work commencing on site to all operatives).

2.2.2 Consultation with workforce

Constant communication with all site personnel will take place hourly; consultation with those on site shall be normally undertaken via tool box talks, these will be updated on a regular basis to suit the site conditions, WHEN NESSERSARY talks will be undertaken on a one to one basis via the Contracts Manager or their Site Forman.

- A site meeting is to be arranged and implemented
- All relevant information is to be issued and understood by all sub- contractors.
- All Materials and substances to be provided with Manufacturers literature and the appropriate COSHH assessments carried out.
- All possible potential hazards are identified prior to work commencing
- All risk assessments are produced and understood by all parties (updated regularly)
- All method statements that are produced will be understood and monitored. They will be communicated to ALL relevant parties

2.2.3 Exchange of design information (client, designers, CDM-C and contractors)

Some of the ways we can exchange design information between the client, designer, CDM Coordinator, if appointed. (Refer to contact list, contractors and site personnel)
Initial meetings with the client and or his/hers representatives prior to start, to determine overall goals, and to identify risk.

- Production of this document, and its distribution.
- Production of method statements.
- Continuous liaising between the whole team Inc. site personnel
- Constantly communicating and producing effective safety information to all site personnel Inc. directly employed, sub-contractors, visitors, etc.
- Some of the vehicles for the exchange of information are listed below
- To carry out regular weekly meetings with the Clients representative and the design team to determine design changes.
- To carry out regular meetings with all relevant subcontractors to determine the original scope of work including all current and future health and safety issues.
- To agree additional information, and carry out risk assessments and method statements as where necessary, to communicate all changes to whole project team and operatives, to determine risk at design stage so it may be possible to remove the risk entirely
- The site induction process will be undertaken by the site supervisor, these will take place prior to any operative starting work. All will be required to sign the induction register.[no signature no access.

2.2.4 Selection and control of contractors

The majority of Sub-contractors employed by Albany, have been selected through the quality of the work which they undertaken over a number of years. In normal circumstances any and all selections of new sub-contractors shall be undertaken utilising the selection procedure contained with our Safety Management System, our procedures can only be superseded by our clients own nominated sub-contractors.
In the unlikely event that a new untried and unused subcontractor is used a Health and Safety questionnaire is to be completed and forwarded with all relevant Method Statements and risk assessments.

Before sub-contractors are appointed, Albany Interiors Limited shall assess them on their health and safety competence prior to starting work on site by issuing our pre-qualification package at point of a

price being agreed. There shall be a pre-start meeting to discuss health and safety issues and assess whether a contractor has allocated adequate resource to fulfil his health and safety obligations in terms of health and safety law before the commencement of any contract.
The responses obtained from the contractor and thorough evaluation of the contractor's responses will also serve to gauge their commitment to health and safety and adherence to recognised standards of competence.

Our pre-qualification package will be sent out to our supply chain on an annual basis

2.2.5 Site security

All access doors to site area via hoarding will be locked under lock and key when site is left unattended. Key will be help by responsible person – **Besnik Gashi - 07725855588**
All Albany Interior's operatives shall be identifiable by the working uniform worn. Other operatives must be is possession of identification which will include sign written hi visibility jackets. All site personnel will have undergone a site induction which includes there personnel details.

2.2.6 Site induction

All operatives will be inducted upon arrival to working area. Albany's induction will include details of contractors; all operatives will be required to show evidence of training certification and insurance. Details to be identified within induction will include location of welfare facilities, nearest hospital, what to do in the event of an emergency and any other significant details which may be needed to be identified at induction stage.

2.2.7 On-site training

No specific training has been identified for this project. The following will all be delivered via toolbox talks where necessary

- Manual handling
- Welfare positions and rules associated with the use of.
- Office location and contact details
- Working from heights
- Site rules/general / inc fire drill and muster point
- All changes (site based) that are necessary
- Used of hand tools
- Site access/general construction operations
- COSHH /first aid/Hospital arrangements/ how to report injury or dangerous occurrence.
- Good housekeeping and all things that become relevant as work proceeds.
- Asbestos awareness and the explanation of the asbestos report
- Moving materials and debris across the street from the front of the property to a waiting vehicle
- Site visitation
- Site security
- Considerate constructors
- Permit to work system
- Safe systems of work
- First aid and your first aider
- PPE and the use of
- Storage
- Procedures for reporting accidents and incidents [inc near misses]
- The importance of Hygiene and health

2.2.8 Welfare facilities and first aid

Welfare contained units will be delivered and used on site. Power supply and drainage

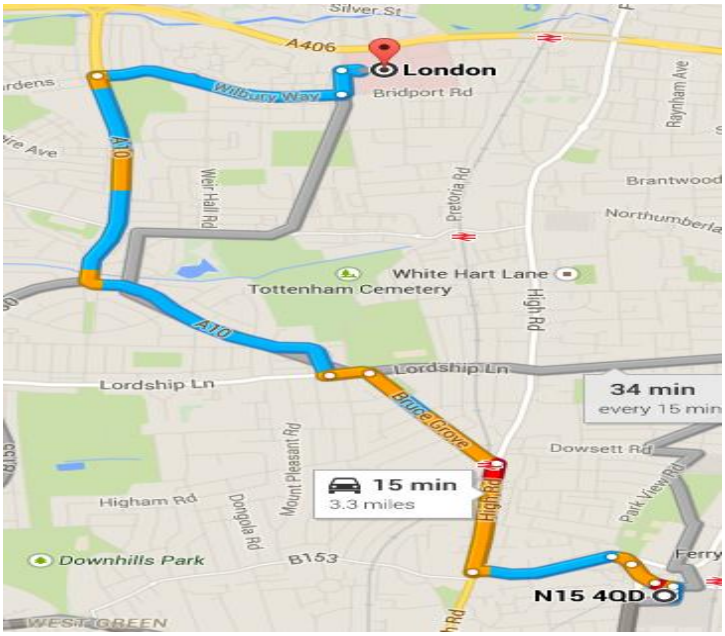
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Toilets/ Wash stations
- Up to 5 personnel = 1 x WC, 1x Urinal, 1 x Wash Basins
- **6 – 15 personnel = 1 x WC, 1 x Urinal, 2 x Wash Basins**
- 16 – 30 personnel = 2 x WC, 1 x Urinal, 2 x Wash Basins
- 31 – 45 personnel = 2 x WC, 2 x Urinal, 3 x Wash Basins
- 46 – 75 personnel = 3 x WC, 2 x Urinal, 4 x Wash Basins
- 76 – 90 personnel = 4 x WC, 3 x Urinal, 5 x Wash Basins

(Note: separate male and female toilet facilities are to be provided where applicable).

Hot/Cold Running Water Supply
Drinking Water
Restroom/Eating Area
Clothes Drying Area

Hospital Location
North Middlesex University Hospital
Sterling Way
Sterling Way
London
N18 1QX



1.1.1 Reporting and investigation of accidents & incidents

In the event of a serious accident or incident: Firstly inform your site manager or his replacement

1.	Contact emergency services on 999 - if required.	C/P
2.	Administer first aid if possible.	S/M
3.	Notify the Managing Director or next most senior manager of this incident.	
4.	Remove the casualty to hospital - provided this can be carried out with no further adverse effect to the injured person.	S//M
5.	Inform our Safety Advisor immediately and complete our Accident/ Incident report form.	C/P
6.	The Managing Director or Individual Business Directors shall inform the Local HSE Office by phone.	S/M
7. a. b.	Accident investigation to be undertaken and Our Accident, Incident form must be completed Complete form F2508 and send it to the HSE. Photographic evidence must be immediately gathered. Witness statements must be taken from all our staff and trainees.	S/M

c. Our Accident, Incident form must be completed. d. Our insurers must be notified. e. The F2508 RIDDOR Statutory reporting form must be completed and sent to the HSE within ten working days.	
8. Do not re-commence work, without approval of the Managing Director.	C/M
9. Complete the first aid book	M/D

KEY FOR ABOVE

S/M	=	Site manager	**BESNIK GASHI**
C/P	=	Competent person	
C/M	=	Contracts manager	ROB MILNE
S/A	=	Albany's safety advisor	JACK MCMAHON
M/D	=	Managing Director	ANDREW KEMP-SMITH

Albany Interiors, in line with our accident reporting procedures, shall investigate all accidents particular attention shall be given to incidents involving members of the public. These will be carried out initially by Mr Jack McMahon who can be contacted through our main office [01284 777150] or on 07584638056

Our Safety Advisor, the Health & Safety Executive and our client through the residing H&S coordinator and CDM Coordinator, all of which will be notified immediately of all reportable accidents or near misses. This information is contained within our Procedures for Serious and Imminent Danger. Albany Interiors will investigate all near misses and all serious injuries as laid out by RIDDOR 2013 (Reporting of Injuries Diseases and Dangerous Occurrences Regulations). All injuries are discussed and acted upon no matter how minor. Depending on the circumstances a tool box talk is given or a formal meeting is requested at the main office, so the possible future risk can be eliminated.

Accident investigation

All accidents will be investigated including near misses; firstly they will be recorded in the onsite accident book which information is sent to our head office.

2.1.1 Production and approval of risk assessments & written systems of work

The Health & Safety Manager will be responsible for reviewing and approving risk and method statements. Project management on behalf of the client shall approve risk and method statements for direct sub-contractors

2.2 Site rules (including drug & alcohol policy)

Site Rules

- Hard hats and sighed Hi Visibility jackets must be worn when working within the arranged site area.
- Safety footwear must be worn throughout this project
- All hot works, plant room, lift shaft works & roof work will be subject to a permit to work system
- All hot work must be undertaken under a hot work permit and must cease 3 hours prior to the end of the shift with a fire watchman checking the area.
- This construction of scaffolding must be undertaken in line with the guidance outlined in the NASC document SG4.5.
- A working at height permit will be issued prior to work commencing, no permit no work![this is additional to the safflowers permit to work]
- Only authorised persons may erect, alter and dismantle scaffolding.
- Smoking will not be permitted on this project. A designated smoking area will be enabled.
- The use of radios iPods', cd's or any other music players is not permitted. This will include Walkman's, radios, tape or CD players, or any other personal music centres or devices

- NO MOBILE PHONES – A designated mobile phone exclusion zone will be enabled prior to commencement of work
- Any accident, incident or near miss must be reported to project manager/Site manager/Health and safety manager immediately.
- Use Battery tools wherever possible
- No power tools or electrical equipment of a greater voltage than 110 volts shall be brought on to this site. Unless prior permission is granted and all other means are exhausted.
- Bombing of materials is not permitted, one offence and you will be removed from site
- Small tools and equipment are to be secured in a site toolbox or removed from site when the site is vacant. The toolbox will be situated within the demise of the working area.
- A daily log of all site operatives and visitors shall be kept; this shall be located in the front of the Site Safety Plan document folder.
- All site personnel will wear security sign written T-shirts and hi visibility vests and or sweatshirts [except for sub-contractors where hi visibility jackets will be issued]
- No shouting or swearing will be tolerated
- Courtesy must be shown to all whom interface with the operative undertaking the task this includes all persons within or likely to be within the working area. The working area is to be determined as part of the toolbox talks.
- All visitors must report to the site Forman prior to entry, we will only allow access once the visitor has received a full induction carried out by our Forman /site supervisor or contracts manager,
- No drugs or alcohol to be consumed on site.
- To minimise vibration percussion tools to the main fabric of the building is to be kept to a minimum.[If in doubt please report to your site foreman]

- This list is not exhaustive and will be up dated regularly, most or all the above must be covered within our site induction, the induction form is to be completed and signed prior to works commencing.
- Within the induction all inductees will be read Albany's (Arrangements for drugs and alcohol policy) a copy of this will be given to each inductee, and all whom is inducted will be required to sign the register, this will confirm that they understand and will abide by its content.

Drugs & Alcohol Policy

- To assist in the safe performance of our duties, Albany Interiors Ltd operates a strict policy of NO ALCOHOL and or DRUGS in the work place.
- No alcohol or drugs will be tolerated in the work place.
- Anyone who presents themselves for work under or apparently under the influence of drugs or alcohol will be refused entry to site or the work place and disciplined as per Albany Interior's disciplinary process.
- Any members of staff believing that another member of staff is under the influence of drugs or alcohol should report this immediately to their site manager.
- Drugs supplied by a medical practitioner or chemist may still effect safety performance and the employee's direct management must be informed of the circumstances.
- You will be required to sign our Drugs and alcohol policy at your induction, agreeing to all its terms and conditions.

2.3 Fire & emergency procedures

Fire extinguishers will be available on site. A means of alarm will be identified at induction stage to all operatives. Fire plan to be enabled and implemented in the event of an emergency.

3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

3.1 Safety risks, including;

3.1.1 Delivery and removal of material (including waste) and work equipment taking into account risks to public

Materials will be stored on site. Materials will be ordered when needed; no surplus ordering will be undertaken. There will be restrictions on delivery times; delivery slots must be booked prior. The site is accessed off Broad Lane into the Goods In service area. Construction traffic will be kept to a minimal, contractors to arrive on site and park in allocated spaces within the goods in area. Delivery vehicles will be planned acordingly to prevent and disruption to the general public.

3.1.2 Dealing with services

Services will be isolated by competent person before work commencement. Confirmation will be made by the client.

3.1.3 Accommodating adjacent land use

The direct neighbouring businesses are other retail units including Lidl.

3.1.4 Stability of structures whilst carrying out construction work including temporary and existing unstable structures.

N/A

3.1.5 Work with or near fragile material
NA

3.1.6 Control of lifting operations
NA

3.1.7 Maintenance of plant and equipment
Weekly inspections of plant and equipment are undertaken and logged, copies will be kept with site file.

3.1.8 Work on excavations and work where there are poor ground conditions
NA

3.1.9 Work on wells, underground earthworks and tunnels
NA

3.1.10 Work on or near water where there is a risk of drowning
NA

3.1.11 Work involving diving
NA

3.1.12 Work in a caisson or compressed air working
NA

3.1.13 Work involving explosives
NA

3.1.14 Traffic routes and segregation of vehicles and pedestrians
NA

3.1.15 Any other significant safety risks
NA

3.2 Health risks

3.2.1 Removal of asbestos
NA

3.2.2 Dealing with contaminated land
NA

3.2.3 Manual handling
See Manual Handling Risk Assessment

3.2.4 Reducing noise and vibration
See Vibration & Noise Risk Assessment

3.2.5 Work with ionising radiation

NA

3.2.6 Exposure to UV radiation (from the sun)

NA

3.2.7 Other significant health risks

NA

Appendices

Ref	Document	Included Y/N
Appendix 1	Risk & Method Statement	Y
Appendix 2	Form F10	Y
Appendix 3	Pre-Construction Information	Y
Appendix 4	Fire Plan	Y

METHOD STATEMENT

Document Type: Method Statement & Risk Assessment
Review Date: October 2015

ALBANY INTERIORS

Method Statement Title	TK MAXX - Tottenham		
Activity/Task	Site Set Up, General Building Works		
Location/Premise	UNIT 5, TOTTENHAM HALE RETAIL PARK, BROAD LANE, LONDON, N15 4QD		
Date of Commencement	11th May 2015	**Completion Date**	TBC
Name of supervisor	Besnik Gashi	**Job Number**	4983

Main Activity/Scope/Nature of work *(check as applicable)*

Hoarding	☐	Ceiling work (installation/removal)	☒	Insulation & lagging	☐	Floor sawing	☐
Soft strip out	☐	Partitions (installation/removal)	☒	Mechanical works (air con, plumbing etc.)	☐	Core drilling	☐
Full strip out	☐	Joinery works	☒	Electrical works	☐	Concrete breaking	☐
Services strip out	☐	Painting & decorating	☒	Excavation works	☐	Kiosk works (removal/re-location)	☐
Full fit out	☒	Brick/block work	☒	Piling/footing & foundation works	☐	Floorbox (removal/installation)	☐
Roof work	☐	Flooring work	☒	Drainage works	☐	Hot working	☐
Waste removal	☒	Glazing works (shopfront removal/installation)	☒	Lifting operations	☐	Maintenance/remedial works	☐
Steel work	☐	Cleaning	☒	Temporary works (scaffolding, propping, shoring etc.)	☐	Other? *Please specify below*	☐

Sequence of work (start to finish)

SITE SET UP

1. All deliveries to be booked in with PC allowing sufficient timing
2. Toolbox talk prior to work commencement
3. Container deliveries, delivered by competent contractors
4. Banksman and spotter to be available at all times whilst lifting in progress
5. All certification and records for lifting to be viewed and records kept in site office.
6. Fix temp. supplies to cabins and store (See Bishops RAMS)
7. Water and electricity supply to be installed by competent person to welfare units and site office.
8. Existing water and waste pipes for unit to be connected too for containers.
9. Set up processing area including site board at entrance of unit

GENERAL BUILD WORKS

1. Assistance with joinery items, skirting, doors, architrave and other finishes to be installed by Albany operatives
2. Cleaning and maintenance of the site throughout at frequent intervals
3. Assistance will partitioning and ceiling contractor (See separate RAMS)
4. Use of forklift truck for movement of materials and deliveries (trained and competent operative

Please state any unusual/exceptional Tasks or Risks identified

(working near a sub-station, near water, contaminated land etc)

.....
.....
.....
.....
.....
.....

DO NOT commence until approval has been sought by H&S Manager
Jack McMahon – 07584638056 – j.mcmahon@albanyinteriors.com

Emergency Details

First Aider	NAME: **NICK GREEN**			
Location of first aid kit	On-site	Site notice board	Site office	Company vehicle
	☒	☒	☒	☐
Fire-fighting equipment available	Yes		No	
	☒		☐	
Location of hospital & Emergency Name & Contact	North Middlesex University Hospital Sterling Way Sterling Way London N18 1QX NAME: **Besnik Gashi** TELEPHONE: **07725855588**			

Permits Required

Hot Works	☒
Isolation Request	☐
Core Drilling	☐
Concrete Cutting	☐
Confined space	☐
Roof working	☐
Other Permits? Please Sate?	

Welfare Arrangements

	Yes	No
Suitable Toilets?	☒	☐
Suitable mess area?	☒	☐
Welfare complies with The Workplace (Health, Safety and Welfare) Regulations 1992	☒	☐

If **'No'** in any cases please state how you will comply with regulations
.....

Personnel At Risk

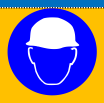
Employees	Contractors	Visitors	Public
☒	☒	☒	☐

METHOD STATEMENT

Document Type: Method Statement & Risk Assessment
Review Date: October 2015

ALBANY INTERIORS

Plant & Equipment *(check 'X' as applicable)*					
Hand tools	☒	110v Transformer	☒	Painting & decorating equipment	☒
Battery power tools	☒	>110v Transformer	☐	Forklift	☒
110v Power tools	☒	Cables & extension leads	☒	Site container[s]	☒
>110v Power tools	☐	Gas powered hand tools	☐	Abrasive wheels (grinders etc.)	☒
Stepladders (ONLY SHORT DURATIONS)	☒	Gas bottles & heat torch	☐	Task lighting	☒
Podium steps	☒	Welding equipment	☐	Concrete cutting equipment (brokk, floorsaw etc.)	☐
Hop-ups	☐	Waste skips	☒	Dust suppression equipment	☐
Mobile access towers	☒	Rubble trucks	☒	Excavators	☐
MEWPS	☒	Pallet/pump trucks	☒	Scaffolding	☒
Other? *Please state*					

Training Requirements *(check 'X' as applicable)*		Personal Protective Equipment *(check 'X' as applicable)*			
CSCS	☒	 HARD HAT	YES ☒	 GLOVES	YES ☒
Client Induction	☐				
Albany Induction	☒				
PASMA	☒	 SAFETY BOOTS	YES ☒	 HEARING PROTECTION	YES ☐
IPAF	☒				
Asbestos Awareness	☐				
Manual Handling	☒	 HI-VIZ	YES ☒	 RESPIRITORY PROTECTION	YES ☐
First Aid	☒				
SMSTS or SSSTS	☒				
Other? *Please state*	☐	 EYE PROTECTION	YES ☒	 FALL ARREST	YES ☐

REVISION, APPROVALS & DISTRIBUTION

Method Statement Written By:	**Jack McMahon**	Distributed To:	Name	Company
			Besnik Gashi	**Albany Interiors**
Method Statement Reviewed By:	**Besnik Gashi**		**Rob Milne**	**Albany Interiors**
			John Kemsley	**Eurosafe**
Method Statement Authorised By:	**Jack McMahon**		**Antonella Noto**	**Millbridge**
Date:	**06/03/2015**			

RISK ASSESSMENTS

Hazard Classification *(check 'X' as applicable)*							
1. Working at height	☒	8. Fire	☒	15. Vibration	☒	22. Collapse of excavation	☐
2. Slips, trips and falls	☒	9. Damage to property	☒	16. Dust	☒	23. Combined space	☐
3. Manual handling	☒	10. Contact with third parties	☒	17. Noise	☐	24. Failure of lifting equipment	☒
4. Back injury	☒	11. Hidden services	☒	18. Impact/crushing or entrapment	☐	25. Spillage	☐
5. Musculoskeletal injuries	☒	12. Contact with power lines	☐	19. Ejected particles	☐	26. Contamination	☐
6. Housekeeping	☒	13. Equipment failure	☒	20. Explosion	☐	27. Asbestos	☐
7. Unauthorised entry	☒	14. Site security	☒	21. Vehicular movement	☒	28. Weather conditions	☒
Other? *Please specify*	☐						

Applicable Risk Assessments	
Hazard Number *(as referred to above)*	**Risk Assessment Phrases**
1. Working at height	RA01 | RA02 | RA03 | RA05 | RA06 | RA07 | RA09 | RA17 | RA27 | RA29
2. Slips, trips and falls	RA01 | RA02 | RA03 | RA04 | RA06 |RA07 | RA09 | RA12 | RA13 | RA16 | RA17 | RA27 | RA28
3. Manual handling	RA01 | RA02 | RA03 | RA04 |RA07 | RA14 | RA16 | RA17
4. Back injury	RA01 | RA02 | RA03 | RA04 |RA07 | RA14 | RA16 | RA17
5. Musculoskeletal injuries	RA01 | RA02 | RA03 | RA04 |RA07 | RA14 | RA16 | RA17
6. Housekeeping	RA01 | RA02 | RA03 | RA04 | RA06 |RA07 | RA09 | RA12 | RA13 | RA16 | RA17 | RA27 | RA28
7. Unauthorised entry	RA01 | RA26
8. Fire	RA11 | RA13 | RA15 | RA20
9. Damage to property	RA06 | RA08 | RA12 | RA13 | RA14
10. Contact with third parties	RA05 | RA13 | RA14
11. Hidden services	RA13
12. Contact with power lines	RA13 | RA29
13. Equipment failure	RA06 |RA07 | RA29
14. Site security	RA26
15. Vibration	RA24
16. Dust	RA08 | RA09 | RA10 | RA12 | RA16
17. Noise	RA25
18. Impact/crushing or entrapment	RA06 | RA10 | RA14
19. Ejected particles	RA08 | RA09 | RA10 | RA12 | RA18 | RA22 | RA23
20. Explosion	RA11 | RA13 | RA15 | RA20
21. Vehicular movement	RA14 | RA21
22. Collapse of excavation	RA09
23. Combined space	RA09
24. Failure of lifting equipment	RA29
25. Spillage	RA15
26. Contamination	RA15
27. Asbestos	RA30
28. Weather conditions	RA14 | RA29
29. Other?	If any other hazards have been identified not stated in the above list please ensure they are listed here. These hazards might identify some risks in which require specialist controls to eliminate or reduce. 1. 2. 3. 4. 5.

If the hazards identified required specialist control measures please DO NOT commence with the task/job. Please consult Albany's Health & Safety Manager:

Jack McMahon – j.mcmahon@albanyinteriors.com – 07584 638 056

The purpose of this document is to identify hazards associated with specific jobs at each work location; in order to access the risks to those involved in carrying out the tasks and develop appropriate controls. This method statement is to be used in conjunction with Albany risk assessments; this document is to be specific to the project and task stated in the previous sections of this document. The writer of this risk and method statement takes responsibility of ensuring all operatives involved with the project and task as stated is fully aware of their duties and they agree, understand and sign this document.

Declaration *(please ensure you have signed here)*

Name	Signature	Date

ALBANY
INTERIORS

RA01

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Access & egress	Housekeeping: Slips, trips and falls. People falling and objects falling. Fire Injury to pedestrians and members of the public.	3	3	9	1. Access & egress site using walkways as outlined in clients & Albany site induction. 2. Ensure passageways are kept clean and clear. Never block access and egress routes with materials and equipment 3. Site tidiness maintained by cleaning up during work, at end of day to avoid slips and trips, Clean as you go. 4. Everyone is responsible for keeping their working area clean and tidy at all times. 5. Tidy up work area as work is ongoing, after each task and at regularly intervals throughout the day.	Checks by Site Management	3	1	3

ALBANY
INTERIORS

RA02

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Manual Handling	Back Injury-Ligament strains, Muscle strains Fatigue, Abdominal hernia Personal injury to third parties Personal injury, injury to third parties	3	2	6	1. Mechanical means to be used where possible. 2. Ensure correct manual handling technique as per manual handling training. 3. Site management to provide adequate resources and personnel to reduce manual handling where possible. 4. Operatives to be aware of pinch points throughout duration of task. 5. Can the task be eliminated? If not can it be automated? If not can it be mechanised? People measures are the last resort.	Periodic checks by Site Supervisor	3	1	3

ALBANY
INTERIORS

RA03

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Housekeeping	Slips, trips and falls. People falling and objects falling. Cuts and lacerations	3	2	6	1. Everyone is responsible for keeping their working area clean and tidy at all times. 2. Tidy up work area in condenser as work is ongoing & after each task. Try and allocate a set period for general housekeeping with tools and equipment etc stacked/stored in an organised manner. 3. Anything that is in an obviously unsafe place should be removed or reported to a supervisor/safety advisor immediately.	Periodic checks by Site Supervisor	3	1	3

ALBANY
INTERIORS

RA04

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Slips, Trips & Falls	Cuts and bruises Laceration Serious bodily injury Falls from height	3	2	6	1. Workplace tidiness maintained by cleaning up during work, at end of day to avoid slips and trips – Clean as you go. 2. Vigilance from employees as to the dangers from slips trips and falls. 3. Method of working clearly outlined including scope, routes and housekeeping. 4. Ensure correct waste segregation is maintained. Correct means of waste removal 5. Ensure edge protection is available where needed 6. Correct access & egress routes to be identified and used 7. Ensure safety precautions have been followed as per manufacturer's instructions for the use of mobile towers, podium steps, MEWPS and the like. 8. Access & egress routes to be clear from obstructions at all times 9. Cables to be laid in a safe and tidy manner or alternatively suspended at height to eliminate trip hazard	Checks by competent persons and site supervisor Walking routes set up and kept clear	3	1	2

ALBANY
INTERIORS

RA05

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Interface with other contractors	Hand/eye injuries Serious bodily injury Electrocution Fire Vehicular contact	3	3	9	1. Albany personnel not to interfere with other contractors work or enter other contractor's exclusion zones. 2. Member of Albany to attend site meeting to co-ordinate activities with other contractors. 3. Report any faults/ defect or observations to supervisor.	Checks by Supervisor/s Site Meetings	3	1	3

ALBANY
INTERIORS

RA06

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
MEWP	Persons falling from MEWP Materials falling from MEWP Death, Bodily injuries MEWP collapse and overturning Crush Injuries Contact with power lines Entrapment	4	3	12	1. Only authorised competent employees allowed to operate M.E.W.P. 2. Never access out of MEWP or work from a position above the toe-board in the MEWP– no ladders, hop ups etc. 3. Access gate/drop bar must be closed while operating platform. 4. MEWP to be barriered off when operating on site complete with, signage erected and watchman on ground level to control traffic and pedestrians if required. 5. A pre-check of the task area is to be carried out to identify any potential hazards. Check all routes before moving – up, down and all around. 6. Never drive scissor lift with platform raised – inching along only if routes are clear 7. Be prepared to stop work and return to ground level if the wind speed or weather conditions deteriorate to an unacceptable level – check limits on decal plate 8. Certificate of conformance to accompany all MEWP'S 9. Ensure pathways are clear from obstructions, pot holes and anything that may cause the MEWP to topple and become unstable.	Periodic checks by Site Supervisor Training Toolbox Talks	4	1	4

ALBANY
INTERIORS

RA07

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Ladders/Stepladders /Podiums/Access towers	Persons falling from ladder Materials falling from ladder Death, Bodily injuries Equipment Failure Contact with power lines Unstable equipment	3	3	9	1. Only use Albany Equipment and only purchase ladders that comply with the relevant standard EN 131 2. Ensure employees are physically capable and trained in the proper safe use and inspection of ladders. 3. Ensure level ground surface in work area before opening ladders, if this is not possible use footplates. 4. Site conditions; check the site for tidiness, debris, obstacles and terrain. 5. Only one person allowed on a ladder/stepladder/podium at a time 6. Avoid over reaching, move equipment along as required. 7. Always face the ladder when moving or working 8. Do not carry loads up or down ladders-pass loads hand to hand or use rope -maintain 3 points of contact at all times. 9. Ladders are for short duration work only. 10. Towers and podiums to be erected by PASMA certified operative only. 11. Towers and podiums to be erected as per manufacturers guidelines 12. Ensure correct height to base ratio is followed. 13. Ensure outriggers are available if needed. 14. Casters to be locked whenever podium is in use. 15. Not at any point shall an operative move the podium whilst the podium is occupied by a fellow operative. 16. Gates to be closed behind operative before use.	Periodic checks by Site Supervisor	3	1	3

ALBANY INTERIORS

RA11

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Fire	Serious or fatal injury Minor injury Explosion Fire Electrocution Slips, trips and falls	4	4	16	1. Equipment PAT Tested in accordance with current legislation. 2. Operative to inspect equipment prior to use. Any damage to equipment must be identified to supervisor immediately and equipment repaired before any future use. 3. Correct training, instruction, supervision and monitoring 4. Operatives to be briefed with a toolbox talk prior to commencement of work 5. Housekeeping to be monitored at all times, segregate waste effectively , remove all combustible material away from ignition sources 6. Hot work permits in place 7. Fire watch to be enabled 8. Correct PPE to be worn at all times, suitable fire extinguishing equipment to be made readily available at all times. 9. Means to raise an alarm in the event of an emergency. 10. Clearly stated access and egress points, fire escape routes. Clear signage in place 11. Frequent inspections to be undertaken by management.	Frequent checks by supervisors Toolbox Talks PAT Testing Frequent Inspections	4	1	4

ALBANY
INTERIORS

RA14

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Movement & Delivery of Materials	Serious or fatal injury Minor injury Collision with vehicle[s] Falling materials Overloading Overturning	4	4	16	1. Ensure that general public and residents in nearby properties are fully made aware in sufficiently advance time of the proposed works 2. Only competent staff should be allowed to work on or near a public Highway. 3. Provide appropriate public access routes, property demarcated and signage in place. 4. Ensure that appropriate PPE (safety use, high visibility jacket and safety shoes) is worn by the operatives all the times whilst on site to identify yourself to drivers 5. Provide adequate physical barriers and notices to demarcate the safety zone and safety working area 6. Use adequate and approved traffic control systems 7. Be aware of traffic noise, warning devices, beepers, buzzers etc. 8. Don't anticipate drivers slowing down or sighting the site operations 9. Ensure load is suitably stacked/stored and secured to prevent any movement in transit 10. Obey speed limits at all times 11. On blind corners, beep the horn to warn any pedetrians in the area that may come into contact with the moving vehicle	Frequent checks by supervisors Frequent Inspections	4	1	4

ALBANY INTERIORS

RA17

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Ceiling work	Working at height Contact with live services Serious or minor injury Dust Manual handling Exposure to asbestos Premature collapse of ceiling	3	3	9	1. Erect barriers to working area and post notices. 2. Scaffold towers or podium steps to be used, Trained personnel to erect towers – PASMA 3. Confirmation to be obtained that services are disconnected. Safe procedure to be established and followed 4. Correct PPE to be worn at all times. 5. Mobile towers or podium steps are preferable, step ladders to be used for short durations only 6. Ensure gate is closed behind operatives when working from a podium 7. When dismantling ceilings, ensure goggles or safety glasses are worn. 8. Waste to be removed from site with the use of mechanical means to eliminate or prevent manual handling. Use of rubble trucks, wheelbarrows, pump trucks and the like. 9. Ensure exclusion zone is enabled at ground level to prevent any contact with third parties when dismantling ceilings 10. Asbestos register to be checked. All personnel to receive asbestos awareness training 11. Correct information, instruction and training to be undertaken prior to work commencement	Frequent checks by supervisors Toolbox Talks Frequent Inspections CAT testing	2	1	2

ALBANY INTERIORS

RA18

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Circular Saw Benches	Contact with blade Ejection Electrical shock Noise Exposure to general or specific dust types above the Workplace Exposure Levels(WEL's) Dust	4	4	16	1. Ensure only trained and authorised employees use the bench saw. 2. Ensure that only 110v saws are used on site and that PAT certificates are with the saw/available for the site manager to view. 3. Disconnect from the power source and secure when not in use. 4. Ensure that blade, blade guard and riving knife are adjusted correctly and a push stick is available. 5. Provide powered vacuum extraction from the saw. 6. Conduct a COSHH assessment (See separate assessment) for the material being cut and provide Respiratory Protective Equipment (i.e. dust mask, etc) as determined by the COSHH assessment. A COSHH assessment must be undertaken as per the COSHH Regulations 2002, the information should be taken from the Material Safety Data Sheet (MSDS) being used. Note – the MSDS is not the COSHH Assessment. 7. If excessive dust is produced, ventilation should be an option either natural (windows) or mechanical (suction fans) 8. Correct PPE to be worn at all times, hearing protection to be worn if equipment is in use for long periods of time. 9. Correct information, instruction and training to be undertaken prior to work commencement	Frequent checks by supervisors Toolbox Talks Frequent Inspections	4	1	4

ALBANY INTERIORS

RA21

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Use of Gas Forklift Truck	Manual handling Fire Overturning Collision Serious or minor injury Entrapment	4	4	16	1. Operatives trained to National Plant Operators/CPCS standards in use of Forklift Truck. When not in use the Forklift Truck must be switched off and keys removed. Ensure Forklift has been tested prior to use. Inspect Forklift prior to every use. 2. Correct PPE to be worn at all times 3. Correct information, instruction and training to be undertaken prior to commencement of work 4. Forklift not to be used on uneven ground. Operative to check overhead obstructions. Forks must be at lowest point possible whilst being driven. Weight of load to be lifted must not exceed lifting capabilities of the Forklift. Operative to check route of travel prior to use. 5. Operatives trained in the use of LPG. LPG bottles stored in safe, secure and well ventilated cage. Fire Extinguisher present at all times. No smoking/naked flames. See Risk Assessment 024 Use of Flammable Liquids. 6. LPG to be stored in a safe, secure and well ventilated place away from heat or ignition sources. 7. Banksman to be present at all times during lifting and reversing. Main Contractor to restrict third party access to area of lifting. Warning signs to be erected by Main Contractor.	Frequent checks by supervisors Toolbox Talks Frequent Inspections	4	1	4

ALBANY INTERIORS

RA23

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Power and hand tools	Ejection injury Puncture injury Injury caused by contact with rotating parts The effects of exposure to Noise Vibration Electrocution	4	3	12	1. All operatives will be trained in the use of the specific power tools being used. 2. Cartridges or gas cylinders must be held by a specific Foreman in a secure box and issued on an as and when required basis to the operator. 3. Used cartridge strips will be collected and be disposed of by the site manager. Mis-fired cartridge must be returned to the manufacturer for disposal. 4. Where cartridge or gas operated tools are used other employees are to be excluded from the area during fixing, unless they are wearing PPE as described below and have been made aware of the risks and working practises. 5. PPE – Safety Goggles/Glasses to BS EN 166 (Impact resistant) must be worn when operating cartridge or gas operated tools and by those in the vicinity of the works. 6. PPE – The appropriate hearing protection (depending on level of noise, etc) must be worn during firing of cartridge or gas operated tools and by those in the vicinity of the works. 7. PPE – suitable gloves will be worn by all tool operators. 8. Weekly checks are to be undertaken by the tool user and an inspection report completed to indicate if the tool is damaged, etc. 9. Electrically powered equipment (110V only) will be subject to a PAT test every 6 months, with a test label attached to each tool. A copy of the test result will be provided on request to the Principal Contractor.	Frequent checks by supervisors Toolbox Talks Frequent Inspections	2	2	4

ALBANY
INTERIORS

RA25

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Noise	Minor Injury Hearing problems and impairment Stress	3	3	9	1. Site instructions are followed regarding the wearing of hearing protection in those areas designated. Ensure plant and equipment is selected and maintained to minimise noise levels, and keep all engine covers etc. closed during use, and where possible select equipment to minimise the noise levels. 2. All personnel have been instructed in the use of any equipment provided for their protection. 3. Where possible, site noisy equipment away from working or public areas. 4. Ear protection supplied will be suitable for the conditions of exposure. Where possible, alternative methods of work to eliminate or reduce possible noise levels will be considered. 5. Adequate means of communication in noisy environments are provided. 6. If the noise level exceeds 80 dB, then ear protectors are made available. If the noise level exceeds 85 dB then ear protectors will be worn and that area clearly identified. 7. Where prolonged exposure is unavoidable, is planned to give operatives adequate rest breaks away from the noisy environment. 8. Site specific noise assessments are produced where required and the control measures communicated, implemented and monitored.	Frequent checks by supervisors Toolbox Talks Frequent Inspections Noise assessments	2	1	2

ALBANY
INTERIORS

RA26

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Site Security	Unauthorised Personnel Major/Minor Injuries Damage to property Theft	4	4	16	1. Ensure hording is erected prior to work commencement. Hording suitable to prevent unauthorised access. 2. Ensure all tools and valuables are locked away or removed from site after each working day 3. Site entrance to be locked after each shift. 4. NEVER leave site unattended. 5. Ensure materials are stored within site perimeter. 6. Safety signage to be installed to clearly state no unauthorised access 7. Ensure means of an alarm can be raised in the event of an emergency 8. Contact details made available for out-of-hours issues. 9. Ensure all plant and equipment are logged and registered.	Frequent management checks Toolbox talks Inspection reports	4	1	4

ALBANY INTERIORS

RA31

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Spray Painting	Respiratory problems Damage to property Poor ventilation	3	2	6	1. Materials will be manually brought to site in accordance with manual handling procedures The area is to be checked to make sure it is safe to work in 2. All operatives will wear full PPE as required 3. All equipment checked for any damages 4. The area is be checked for sufficient ventilation, allow natural ventilation i.e. windows and doors. If not possible ensure mechanical means of ventilation is enabled. 5. The paint applied to walls with either rollers or spray equipment, any other finishes will be protected from splashes. 6. All spillages will be cleaned immediately 7. Sufficient time will be left between coats of paint as recommended by manufactures instruction 8. Waste will be removed from site and disposed as per manufacturer's guidelines. 9. All personnel will have been instructed in the use of any equipment provided for their protection.	Surveys Management checks Toolbox talks	3	1	3

ALBANY
INTERIORS

RA32

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Handling Hazardous Substances	Spillage Respiratory problems Damage to property Poor ventilation Exposure to body	3	3	9	1. Full correct PPE to be worn at all times when handling hazardous substances 2. Refer to Safety Data Sheet for more detail of hazardous substance 3. Ensure adequate ventilation is enabled when hazardous substances are in use, being transported or in storage. 4. Ensure adequate spill kits are made available prior to use 5. Correct information, instruction, supervision and training to be made available 6. When transporting hazardous substances ensure hazard classification stickers are available of transporting vehicle 7. Ensure respiratory equipment is available when handling certain substances 8. Waste will be removed via COSHH assessment guidelines 9. All personnel have been instructed in the use of any equipment provided for their protection.	Management checks Toolbox talks	3	1	3

ALBANY INTERIORS

RA38

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Site access for visitors	Serious/Minor injuries	4	3	12	1. Main site entrance to be signed as the entrance for all visitors, including delivery drivers etc. 2. Where possible, the perimeter of the site to be fenced off to prevent unauthorised access. 3. All visitors to the site to be logged in and out at the main entrance and issued with a visitors' identity card/badge. 4. Visitors found on site without an identity card/badge to be challenged and ordered off site. 5. Visitors should be escorted around the site 6. All visitors to site to receive an induction training session. 7. All known site hazards to be highlighted in the induction. 8. Visitors to be expected to wear the relevant PPE and not to be allowed on site without it. 9. PPE requirements to be discussed as part of the induction training. 10. All parking areas for vehicles to be signposted. 11. Vehicles only to be allowed on site with permission from the site supervisor. 12. Loading and unloading on site to be agreed with the site supervisor before commencement. 13. All traffic routes on site to be clearly marked. 14. Site speed limits to be clearly marked. 15. Site fire precautions and action to be taken in the event of a fire to be explained as part of the site induction training. 16. All enclosed buildings to be designated "no smoking".	Management checks Toolbox Talks	4	1	4

ALBANY INTERIORS

RA39

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Hot working	Fire Blocked exists	5	4	20	1. Site planning and safety rules will include fire detection provisions, supply and maintenance of fire-fighting equipment, control of hot work, emergency procedures in the event of fire, control of smoking on site as needed, and prevention of the build-up of flammable materials in work areas and in waste skips. 2. All site operatives will be trained on fire and evacuation procedures at induction training. 3. Adequate means of escape and access for emergency vehicles will be allowed for during all stages of construction. 4. Fire emergency exit routes will be established, adequately signed and kept free of obstruction. 5. Hot work and use of naked flame appliances will be controlled as necessary, including the use of permit to work system. 6. Fire Watch to be enabled throughout works. 7. Hot working to cease at least 1 hour before end of shift 8. Operatives carrying out hot work will be trained in appropriate fire prevention measures. 9. Hot work will be strictly controlled, and work areas inspected 60 minutes after completion of the work to check for possible fire hazard. All work areas and site buildings will be inspected on completion of works for potential fire hazards.	Management checks Toolbox Talks	5	1	5

ALBANY
INTERIORS

RA43

Hazard Identification	Foreseeable Risks	Without Controls			Control Measure	With Controls			
		S	P	Risk Score		Method of Monitoring	S	P	Risk Score
Carpet & Vinyl laying	Cuts and abrasions Slips, trips and falls Manual handling Skin irritation Inhalation of vapours	3	3	9	1. PPE in the form of protective gloves provided 2. Use the correct skip 3. Floor finishes to be kept in good condition (carpets etc.). 4. Areas to be closed off until hazards are dealt with. 5. Regular inspection of floor areas to be carried out. 6. Operatives to walk and not run which would reduce impact of any event 7. A good cleaning regime to be in place. 8. Regular removal of waste products. 9. Sufficient lighting. 10. Training on the Dolphin Knife. 11. Knife to be sheathed when not in use. 12. 110v to be used. 13. Portable Appliance Testing carried out. 14. All equipment inspected to PUWER regulations 15. Information/Training/Instruction/Supervision	Management checks Toolbox Talks	3	1	3

Health and Safety Executive

F10 - Notification of Construction Project

This is an Updated Notification

Site Address:
Unit 5
Tottenham Hale Retail Park
Broad Lane
LONDON
N15 4QD
England

Multiple Site Locations:	No
Geographical Area:	London
Local Authority:	Haringay
Type of Project:	Refurbishment - Commercial
Time Allowed by Client:	4 weeks
Start Date:	11/05/2015
Duration:	8 weeks
No of people on site:	20
No of contractors on site:	10

Project Description:
Fit out of a new T K Maxx retail outlet inclusive of all builders work, service installations, finishes and decoration works.

Designer:
CMC Projects LLP
cmc.alberto@gmail.com
New Cambridge House
Bassingbourn Road
Litlington
ROYSTON
Hertfordshire
SG8 0SS
England
01763 852189

Client:
TJX UK (Unlimited)
paul_snelling@tjxeurope.com
50 Clarendon Road
WATFORD
WD17 1TX
England
01923 473 213

CDM Coordinator:
Eurosafe UK Ltd
john.kemsley@eurosafeuk.co.uk
Eurosafe House
Tribune Way
YORK
YO30 4RY

England
01904 691 515

Principal Contractor:
Albany Interiors Limited
r.milne@albanyinteriors.com
Albany House
Shirehall Way
BURY ST. EDMUNDS
Suffolk
IP33 2BA
England
01284 777 150

Name: Darren Blackburn

Declaration Signed: Yes

Declaration Selected:
On behalf of the client, I hereby declare that the client is aware of their duties under the Construction (Design and Management) Regulations 2007 (S.I. 2007/320).

Date: 13/02/2015

Role: CDM Co-ordinator

Client Signature (Can be used for your own records, ONLY if required)

Declaration

As client for this project, I hereby declare that I am aware of my duties under the Construction Design and Management) Regulations 2007 (S.I. 2007/320).

Name:

Declaration Signature:

Date:

Eurosafe UK

Construction Safety Consultants, CDM Co-ordinators and Asbestos Surveyors
www.eurosafeuk.co.uk

PRE-CONSTRUCTION INFORMATION

FIT OUT OF A NEW STORE

AT

UNIT 5
TOTTENHAM HALE RETAIL PARK
BROAD LANE
LONDON
N15 4QD

FEBRUARY 2015

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Appendix A – Example Site Fire Safety Plan
Appendix B – Site Photos

Introduction

This document has been developed by Eurosafe UK who have been appointed by TK Maxx as the CDM Co-ordinator for the fit out of a new store at Unit 5 Tottenham Hale Retail Park, London. It has been prepared in accordance with the Construction (Design and Management) Regulations 2007 (CDM 2007) and details the pertinent information that exists to enable the Principal Contractor to be fully aware of the project's health, safety and welfare requirements.

Taking into account the information contained herein, the Principal Contractor must develop and produce a Construction Phase Health and Safety Plan to define the safety management organisation and arrangements for the project.

Section 1

Description of Project

1.1 Key Dates

Project Start Date: Estimated 11th May 2015

Project Finish Date: 8 weeks from commencement

1.2 Project Directory

Client:	50 Clarendon Road Watford Hertfordshire WD17 1TX Contact Name: Paul Snelling Tel: 01923 473 213 E-mail: paul_snelling@tjxeurope.com
Project Location:	Unit 5 Tottenham Hale Retail Park Broad Lane London N15 4QD
Project Manager:	Millbridge Project Management Ltd 22 City Road London EC1 Y2AJ Contact Name: Antonella Noto Tel: 0207 065 1150 E-mail: anoto@millbridgegroup.co.uk
CDM Co-ordinator:	Eurosafe UK Eurosafe House Centurion Park Tribune Way York YO30 4RY Contact Name: John Kemsley Tel: 01904 691 515 E-mail: john.kemsley@eurosafeuk.co.uk

Designer:	CMC Projects LLP New Cambridge House Bassingbourn Road Lithlington SG8 0SS Contact Name: Pawel Staniszewski Tel: 01763 852 189 E-mail: cmc.pawel@gmail.com
Principal Contractor:	Albany Interiors Limited Albany House Shirehall Way Bury St Edmunds IP33 2BA Contact Name: Robert Milne Tel: 01284 777 150 E-mail: r.milne@albanyinteriors.com
Mechanical Contractor:	Bry-kol 10 Newcastle Street Burslem Stoke-on-Trent ST6 3QF Contact Name: Jason Taylor Tel: 01782 577 991 E-mail: jtaylor@bry-kol.co.uk
Mezzanine Contractor:	Conceptus Unit 3 Caughey Street Hull HU2 8TH Contact Name: Neil Shepherdson Tel: 0870 351 1604 E-mail: neil@conceptus.co.uk
Retail Park Management:	Workman LLP Tottenham Hale Retail Park Tottenham Hale London Tel: 0207 227 6200

1.3 Intended use of Structure/Nature of Works

Upon completion the site will be a trading TK Maxx store. The works will include (below list is non-exhaustive please see specification for full scope of works):

- Installation of a new mezzanine floor.
- New stud partitioning to suit new layout to create changing areas, and processing rooms and back of house areas including associates lounge.
- New ceiling installations where identified.
- New mechanical and electrical installations.
- Installation of new joinery products.
- New signage scheme both internal and external.
- Decoration throughout.
- New flooring throughout.

1.4 Existing Records and Plans

The table at Section 3.1 contains information which will assist the Principal Contractor in developing the Construction Phase Plan.

The Principal Contractor is to obtain and refer to the information when developing their management arrangements for the project.

Section 2

Client's Considerations and Management Requirements

2.1 Planning and Management

2.1.1 Key Health and Safety Objectives

The Principal Contractor is to plan and manage the works on site to take account of the following Client Key Health and Safety Objectives:

- Compliance with all applicable Health and Safety Legislation.
- Zero Accident Frequency Rate.
- Site Safety Inspection scores of 70% or above.
- All Site Managers to hold CITB SMSTS qualification.
- All Site Operatives to be in possession of relevant CSCS Skillscard.
- Mobile phones not to be used on site except in designated areas identified by the Principal Contractor.

2.1.2 Communication and Liaison

The contact details for all key project personnel are included at Section 1.2. The Principal Contractor is to ensure they provide adequate resources to ensure effective communication between themselves and other Project Team Members.

All communications relating to health and safety (including design issues/amendments) are to be communicated through the CDM Co-ordinator.

In addition, regular project meetings are to be held where health and safety is discussed as part of the agenda.

2.1.3 Site Security

The Principal Contractor is to ensure that the site is adequately secured in accordance with Regulation 27 of CDM 2007.

2.1.4 Welfare Provision

The Principal Contractor is to ensure that adequate welfare facilities are provided in accordance with Schedule 2 of CDM 2007 and the Workplace (Health, Safety and Welfare) Regulations 1992.

As the unit will be handed over as a shell there will be no existing welfare facilities, thus the Principal Contractor must plan to provide the following from day one of the construction phase:

- Toilets and wash facilities suitable in size and number for the peak anticipated workforce on site.

- A mess area with a means to heat, prepare and consume food and drink. The mess area must be provided with a supply of drinking water, heat, adequate lighting and seating.

Note: The facilities must be adequate in size for the anticipated peak number of operatives on site.

The table below indicates the level of welfare facilities to be provided by the Principal Contractor on site, prior to commencement of works.

Toilets/ Washstations • Up to 5 personnel = 1 x WC, 1x Urinal, 1 x Wash Basins • 6 – 15 personnel = 1 x WC, 1 x Urinal, 2 x Wash Basins • 16 – 30 personnel = 2 x WC, 1 x Urinal, 2 x Wash Basins • 31 – 45 personnel = 2 x WC, 2 x Urinal, 3 x Wash Basins • 46 – 75 personnel = 3 x WC, 2 x Urinal, 4 x Wash Basins • 76 – 90 personnel = 4 x WC, 3 x Urinal, 5 x Wash Basins (Note: separate male and female toilet facilities are to be provided where applicable)
Hot/Cold Running Water Supply
Drinking Water
Restroom/Eating Area
Clothes Drying Area

Where facilities are to be provided by the Principal Contractor, approval for such facilities must be obtained from the Client prior to commencement of works.

2.2 Precautions and Control Systems

2.2.1 Site Hoardings and Scaffolds

All hoardings and scaffolds must be erected by competent persons and should comply with all relevant statutory legislation and Local Authority requirements.

All scaffolding and access equipment must be erected in accordance with The Work at Height Regulations 2005, by competent persons. Scaffolds must be fully boarded and fitted with debris netting and scaffold fans where necessary to protect the general public.

The Principal Contractor should take into account the following site-specific elements when considering the erection of scaffolding/hoardings:

- Interface with the general public when erecting scaffold/hoardings externally to the front elevation.

- Any works to commence to the external elevations out of normal working hours is to be authorised by the Retail Park Management.

- Out of hours security/signage/lighting requirements will be with authorisation from the Retail Park Management.

- Hoarding - There is an existing external hoarding to the front elevation. If this hoarding is to be maintained it must be checked that a suitable temporary works design has been developed by a competent person taking into account wind loads etc.

- Scaffold - Any tube and fitting scaffold must either conform to a NASC TG20:13 Compliance Sheet or be subject to a design developed by a competent person. Tube and fitting scaffolds must be built by competent scaffold contractors and subject to a handover certificate and 7 day inspections.

- MEWPS - Any use of Mobile Elevated Working Platforms (MEWPS) to the rear elevation service yard must be closely managed due to the near location of the railway line and associated over-head cables. Where required Network Rail should be informed of the use of MEWPS if close to the line. General use of MEWPS to the front elevation for signage works etc. must be fully segregated from the public with operators holding a valid IPAF license for the specific MEWP to be used.

Note

The obtaining of all licences', permits etc for skips, hoardings, scaffolds, road and pavement closures etc is the responsibility of the Principal Contractor.

2.2.2 Site Transport/Vehicular Movements

The Principal Contractor is to make adequate provision for control of Site Transport and is to ensure that there is a suitable and sufficient Site Traffic Plan developed to ensure that personnel are not endangered by vehicular movements on site and in adjacent areas (eg. deliveries, removal of waste).

When developing the Traffic Plan, the following should be taken into account:

- Members of the public and retail staff will be accessing the car park and road network around the unit.

- The site is accessed off Ferry Lane into the main front car park.

- Parking – The main car park to the front elevation is restricted to 3 hours with no return within 1 hour. Any parking to the rear service yard must be authorised by the Retail Park Management.

- Deliveries - Deliveries are to be made to the rear service yard which is accessed off Broad Lane.

- Waste removal –Placement of skips in the rear service yard must be authorised by Retail Park Management. Any skip must be secure, fully covered and lockable. Skips must be placed a sufficient distance from the main building to prevent heat transfer in the event of a skip fire.

2.2.3 Permits to Work

The Construction works will require certain operations which are controlled by Permit to Work. Accordingly prior to commencing works in any of the following areas, a Permit to Work is to be obtained.

Work Activity	Permit Obtained From
Electrical System	Principal Contractor
Hot Works	Principal Contractor
Roof Access	Principal Contractor/Retail Park Management
Confined Space Entry	Principal Contractor

2.2.3 Fire Precautions

The Principal Contractor should adhere to the principles of the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation, and HSE guidance note HSG168 – Fire Safety in Construction Work.

A Site Fire Safety Plan is to be developed and included within the Construction Phase Health and Safety Plan.

When developing the Fire Safety Plan, the Principal Contractor should take account of the following site-specific considerations:

- Fire alarm - There is no existing fire alarm installation within the unit.
- Provision for extinguishers, temporary interconnected fire alarm with call points situated throughout site and signage to be established across the site prior to commencement.
- The assembly point for site will be the main car park to the front elevation.

Note: The Principal Contractor is to submit the Site Fire Plan to the CDM Co-ordinator as part of the Construction Phase Plan prior to start on site.

An example format for the Site Fire Safety Plan is contained at Appendix A to this document.

2.2.4 Emergency Procedures and Means of Escape

Suitable emergency procedures shall be established by the Principal Contractor for the construction site and should include arrangements for alarms, site evacuation, fire precautions, provision of fire extinguishers and reporting.

In addition the Principal Contractor should take note of the following requirements:

- There may be some shared escape routes to the rear of the unit for staff/customers of neighbouring retail units. Where this is the case these routes must be kept clear.

Area	Requirement
First Aid Provision	1 x Appointed Person (< 5 personnel on site) 1 x Qualified First Aider (5 to 50 personnel on site) + adequate First Aid facilities as per ACoP L74
Fire Fighting Eqpt	As per HSG168

Nearest hospital with an Accident and Emergency (A&E) department to site:

North Middlesex University Hospital (1.8 miles from site)
Sterling Way
London
N18 1QX

Tel: 0208 887 2000

2.2.5 Restricted Areas/Confined Spaces

The following areas have restricted access, or have been designated confined spaces and are not to be accessed by site personnel without express permission from the Principal Contractors Site Manager, who will issue the necessary access permits etc. Work in such areas will be subject to individual risk assessment prior to issue of permits.

- No confined spaces have been identified.
- Roof areas (due to an absence of edge protection).
- Electrical installations.
- Any other areas within the building outside the site demise.

Section 3

Environmental Restrictions and Existing On-site Risks

3.1 Schedule of Existing Information

Subject	Arrangements	Contact Info
Site Access	Vehicular Access – Access in to the front car park off Ferry Lane. Access to the rear service yard is off Broad Lane. Personnel Access – Rear site access via the service yard. Note: All site operatives and visitors are to attend a site induction delivered by the Principal Contractor prior to access onto site.	
Working Hours	Generally 0730-1800. Any work required outside of normal working hours is to be authorised by the Client Project Manager.	
Parking / Deliveries	See Section 2.2.2	
Waste Management	Authorisation from Retail Park Management is required for placement of skips to the rear service yard. Skips must be fully covered and lockable. Skips must be located a sufficient distance from the main building to prevent heat transfer in the event of a skip fire.	
Adjacent Land Uses	The direct neighbouring businesses are other retail units including Lidl.	

Location of Existing Services	Electricity – The mains electricity supply enters the building to the rear of the unit. There is a sub-station located to the rear service yard. Gas – At the time of survey there was a capped off gas supply to the rear of the proposed neighbouring Lidl Unit. Water – At the time of survey the mains water supply was located to the rear of the proposed neighbouring Lidl Unit. Sprinklers – There is no sprinkler installation. Below ground services – If required buried service records are to be requested by the Client from the Landlord. The Principal Contractor must however confirm the presence of buried services prior to any ground penetrating works and ensure there is a regime of CAT or Radar Scanning implemented. Any ground penetrating works are to be carried out in line with HSG47 Avoiding Danger from Underground Services.	
Ground Conditions	Are considered stable however no investigations have been undertaken. Further investigations to be carried out by Principal Contractor if required.	
Existing Structures	Construction –The building is a steel frame construction with reinforced concrete ground floor slab. The external walls are brick at low level and cladding at high level. Internally the walls are blockwork. Roof – The roof was not accessed during the survey as specialist access equipment is required. The roof would appear to be a profiled, insulated cladding. Various covered roof lights are evident and these must be treated as fragile unless proven otherwise. Roof Access – Roof access is to be authorised by the Client and/or the Retail Park Management.	

Existing Health and Safety File/Record Information	Existing Health and Safety File – Landlord. Existing information – As built and scheme drawings.	
Asbestos	The unit is currently an empty shell; however the Clients Project Manager is to request any existing asbestos information for the unit or confirmation that the shell will be handed over free from Asbestos Containing Materials. Note: Works which disturb licensable ACM's are likely to require a 14 day notice to the enforcing authority and as such must be considered during procurement and within the construction programme.	
Fire	The Principal Contractor must establish a suitably developed Fire Plan prior to commencement of the project detailing the management of Site Specific Fire Risks. The plan must be forwarded to the CDM Co-ordinator as part of the Construction Phase Plan.	
Local Authority Restrictions	London Borough of Haringey Civic Centre High Road Wood Green London N22 8LE	Tel: 0208 489 1000
Local HSE Office	Rose Court 2 Southwark Bridge London SE1 9HS	Fax: 0207 556 2102
Security Arrangements	The Principal Contractor is responsible for the security of the site demise during the construction phase. The site access doors or hoarding access should be secure at all times to prevent unauthorised access. Site signage must be placed on all external access doors informing site personnel, visitors and members of the public that the demise is a construction site. Site signage must also display the contact details for the Site Manager.	

Section 4

Significant Design and Construction Hazards

4.1 Design Protocol

The following table indicates the responsibility for producing design information. In accordance with the CDM Regulations Designers will be required to design to avoid risks on the structure at any time and tackle the risks at source where reasonably practicable.

Item	Responsible	Contact
Concept Design Brief	Client/Designer	TK Maxx/CMC
Schedule/Prelims/Spec	Designer	CMC/Millbridge
Architectural Drawings	Designer	CMC
Structural Drawings	Structural Engineer	TBC
Temporary Works Design	Client/Structural Engineer/PC	Albany Interiors
M&E Drawings	Designer/Contractors	Hoare Lea/ Bry-Col
Fire Alarm	Designer	Midland Fire

4.2 Design Co-ordination

The CDM Co-ordinator is responsible for Co-ordination of all initial and ongoing design work where relevant to health and safety, and will ensure that information is disseminated to all relevant parties in a timely and effective manner.

All proposed designs, design changes and significant communications regarding design issues are to be directed through the CDM Co-ordinator, who will ensure that the significant health and safety elements have been taken into account.

4.3 Schedule of Significant Design Hazards

The following table indicates the processes and materials associated with the design which have **significant** potential to cause harm. The Principal Contractor is to take due account of these when developing their Construction Phase Health and Safety Plan.

The schedule does not take into account generally recognised hazardous activities which the Principal Contractor would be competent to manage.

Activity	Hazard
Interface with other retailers staff/members of the public	- Moving plant/being struck by moving or reversing vehicles etc - Falls of materials from height/impact injury - Fire/burns - Noise - Dust
Roof access	- Fragile roof materials/falls through the roof of persons/materials - Falls of persons/materials from the roof
General disturbance of building fabric	- General dust/inhalation of respirable masonry dust - Noise/noise induced hearing loss/tinnitus - Vibration/HAVS
Work from MEWPS for high level internal and external works (including main sign installation)	- Falls of persons/materials - Suspension trauma - Overturning of MEWP - Overloading of MEWP - Mechanical failure of MEWP - Weather conditions for external work - Interface with other retailers staff/customers - Close vicinity of the Railway Line/over head HV cables to the rear elevation
General work at height from mobile towers etc	- Falls from height of persons/materials
Electrical installation work	- Electric shock/ electrocution/ burns/ explosion - Fire/ burns - Accidental energisation of circuits by other contractors
Test and Commissioning of electrical circuits	- Electric shock/electrocution/burns - Accidental energisation of circuits by other contractors
Residual risk for ongoing maintenance: Roof access for cleaning of rainwater gulley's (*if maintenance of the roof falls to TK Maxx)	- Falls from height/access for cleaning to be via MEWP where reasonably practicable - Falls of persons from the roof/where MEWPS cannot be used temporary edge protection and temporary access measures will be required ***The Lead Designer and/or Project Manager is to develop a residual risk statement for roof access for maintenance**

4.3.1 Temporary Works Design

A temporary works design, as per the principles of BS5975 2008, should be in place before any temporary works takes place on site, including:

- Appointment of a Temporary Works Co-ordinator (TWC);
- Completion and maintenance of a temporary works register;
- Preparation of design briefs for elements identified in register;
- Production of temporary works designs;
- Preparation of risk assessments/method statements;
- Independent checking of the temporary works design.

Principal Contractor to ensure a temporary propping plan is in place and approved by a structural engineer prior to temporary props being installed and that it is held on site within the Construction Phase Plan.

Checks to be made so as to ensure that the temporary works have been erected in accordance with the design, and an issue of a formal “permit to load”, where necessary.

4.3.2 Roof Access

If access is required to the main roof during the scheme, suitable temporary edge protection must be installed to prevent falls of persons.

Currently there are roof-lights installed to the main roof (however it is part of the Landlord’s package to over-lay the roof). If any roof lights remain these must be considered fragile and suitable fall prevention/mitigation measures i.e. temporary edge protection and mitigation such as netting/crash decks must be in place prior to access.

Where maintenance of the roof will fall to TK Maxx the Lead Designer and/or Project Manager is to develop and residual risk statement for roof access/maintenance for inclusion in the Health and Safety File.

Section 5

Health and Safety File

5.1 The CDM Co-ordinator will be responsible for the compilation and onward transmission of the Health and Safety File to the Client.

Much of the material for the Health and Safety File will arise from the information provided by the Designers, as required under the CDM Regulations, and from the suppliers.

The Principal Contractor will promptly provide the CDM Co-ordinator with any information they have, or could ascertain by making reasonable enquiries, which would need to be included in the Health and Safety File. Information and service details will be sought on plant and equipment supplied and installed.

5.1.1 Relevant information to be included in the Health and Safety File is:

- As built drawings, plans and design criteria.
- General details of construction methods and materials used.
- Drawings of location and nature of utilities and services including emergency and fire fighting systems (as applicable).
- Manuals for installed plant and equipment.
- Electrical Test and Commissioning Certificates.
- Mechanical Test and Commissioning Certificates.

5.1.2 Format

All information for the Health and Safety file is to be forwarded in paper and electronic format to the CDM Co-ordinator.

Drawings are to be submitted in dwg or dxf format in addition to a pdf version. All other information is to be provided in Microsoft Office (Word/Excel) or pdf format.

5.1.3 Timescales

The Health and Safety File will continue to be developed throughout the Construction Phase and information should be provided to the CDM Co-ordinator as the project progresses. All information required for the file must be provided to the CDM Co-ordinator at Practical Completion to ensure issue of the Health and Safety File to the Client at handover.

Failure to submit the information in a timely manner will result in a report being submitted to the Client.

Appendix A **EUROSAFE UK**

SITE FIRE SAFETY PLAN

(Construction Phase)

Site Name: ……

Site Address:
……

……

……

Contract Duration:

Start: ..……..

Finish: ……

Date Completed: ……

Key Personnel

Design Co-ordinator: ……..

Site Fire Co-ordinator: ……

Contracts Manager: ……

Nominated Fire Marshals: ……

Copies To: ……

.....

.....

COPY OR SUMMARY OF CODE OF PRACTICE FOR FIRE PREVENTION ON CONSTRUCTION SITES TO BE KEPT AVAILABLE WITH FIRE PLAN.

GENERAL SITE PRECAUTIONS

1. How is the fire alarm raised?
……..

2. Is site log book in place? Yes No

……..

3. Where is nominated assembly point?
……..

4. Are fire orders displayed Yes No

……..

5. How will these be issued to site staff?
……..

6. Arrangements in place for weekly check for fire fighting equipment and escape route? Yes No

……..

7. Are key persons trained in fire safety? Yes No

If no what arrangements?
……..

8. System in place to record fire drills? Yes No

……..

9. Who has liaised with Local Fire Brigade?
……..

10. How will Fire Brigade access routes be kept clear?
……..

11. Details of hot work permits system
……..

12. How will site be kept secure?
Hoarding? ……..
Security? ……
CCTV? ……..

13. Is there any overlap with existing systems?
……..

14. What are arrangements for storage of L.P.G's and flammable liquids?
.....
.....

15. How/Where will other material be stored?

.....

.....

16. How/Where will waste materials be stored?

.....

.....

17. Requirements for plant and extinguishers?

.....

.....

18. “NO SMOKING” Law to be enforced

.....

…….....

19. Date at which plan to be reviewed

…….....

…….....

20. Are key personnel aware of their responsibilities? Yes No

……..

TEMPORARY SITE ACCOMMODATION

1. Has a fire risk assessment been undertaken and recorded? Yes No

   If **Yes**, provide a copy? .....

2. Are temp buildings >10m from new/existing building Yes No

   If **No**, and <6m cabins must:-

   i) Meet requirements of BS476 Pt.7.
   ii) Have a 30 minute fire resistance.

3. If <6m, is above criteria met? Yes No

   If **No** refer to insurers for clarification

4. Are temporary buildings set up internally? Yes No

   If **Yes** then 2(i) and (ii) apply.

5. Gas/Electric installed by Competent Person? Yes No

6. Certification available for installations? Yes No

   If **No** - date actioned: .....……

7. Fire fighting equipment available? Yes No

   List site details: ……..
   (type & location) ……..
   ……..
   ……..
   ……..

Appendix B **SITE PHOTOS**



Image 1: Front elevation



Image 2: Internal view of the unit

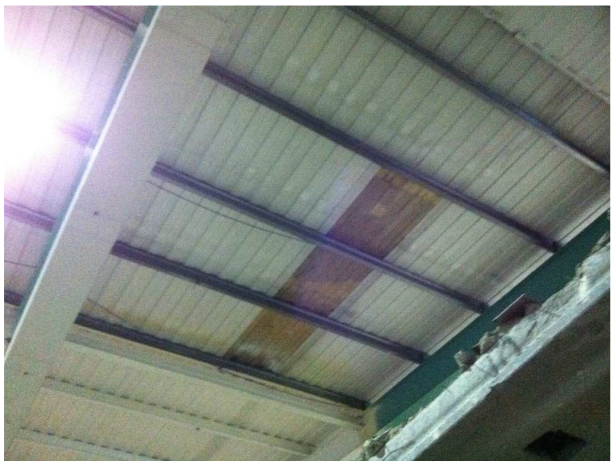


Image 3: Roof lights



Image 4: Entrance to the service yard accessed off Broad Lane



Image 5: Service yard to the rear of the unit



Image 6: Railway line to the rear of the unit



Image 7: Sub-station located to the rear service yard



Image 8: Mains electrical



Image 9: Mains water

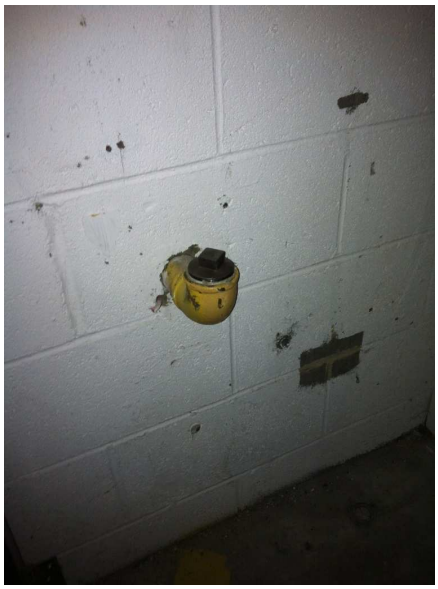


Image 10: Capped off gas supply