

Construction Method Statement

South Tyneside College



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1.0 Introduction

This Construction Method Statement is intended to set out how Castle will design and build the South Tyneside College Project. It will also identify the main occupational health & safety issues which may be encountered during the construction phase development of a project. Castle is certified as an integrated management system which incorporates the requirements of quality, environmental and occupational health & safety.

As the principal contractor we will:

- Address the health & safety issues likely to be involved in the management of the construction phase.
- Plan, manage and monitor the construction phase, providing adequate resources and competent site management appropriate for the risks envisaged during the project.
- Provide contractors with the necessary information about the project that they need for them to carry out their work safely and without risk to health.
- Facilitate co-ordination, co-operation, and communication between contractors on the site.
- Provide information on any temporary work.

2.0 Project Details – Location

South Tyneside College Project Is Located Between King Street and Barrington Street
South Shields Post Code NE33 1AN Site Access will be from Coronation Street.



3.0 Scope Of Works

3.01 Scope of works

The New South Tyneside College will be constructed between King Street and Barrington Street South Shields. The main entrance will be off King Street with additional Student and Staff access off Barrington St.

The Project will relocate the existing South Tyneside College to the centre of South Shields. Construction of the new South Tyneside College will incorporate the South Shields Marine School. A steel framed building of Circa 15,000 Sqm. The building will have an open courtyard in the centre and will provide a full range of Mechanical and Electrical Engineering workshops/training areas, Marine Simulators, and training suites, together with other specialist training facilities, general education areas, cafe, leisure space, administration, and staff facilities. The College will benefit from circulation areas supported by stair and lift access to the upper floors.

Externally the building will be constructed from traditional brickwork complimented with external cladding.

The roofs will be a mix of felted and single ply membrane with areas for Plant and Photo Voltaic installation.

The external works will include new drainage systems connected to existing and a new attenuation provision. There will be provision of a drop off area, car parking with disabled and EV charging provision, cycle storage, service yard, fencing and associated hard and soft landscaping.

3.02 Preconstruction

Upon appointment, Castle will immediately organize an initial design team meeting/workshop to commence our consultation process with the Client's Professional Team, to ensure we fully understand the design, expectations and outcomes for the project. We understand the process of design development and we will fully support

the Professional Team by not only inputting our own experience but drawing in the experience of our supply chain as and when required.

We will maintain a continuous dialogue in which we will manage these expectations and ensure we deliver to both the design and budgetary constraints set for the project.

Our key staff will be available to commence intensive discussions with the project team to ensure that we rapidly familiarize ourselves with the project in detail. This will allow us to take a lead role from the outset in progressing the project and understanding and resolving any problems which exist, or that may arise.

Our nominated key staff for both the pre-construction and construction stages of the project have significant experience with similar projects.

Subcontractor selection will be critical in addition to those works we will carry out ourselves and will be made by using those suppliers who are most suitable and experienced to assist us in meeting the client's goals and objectives for the schemes as the works progress.

4.0 Design Management

4.01 Design

Castle will appoint a Senior design manager to manage our appointed design team and work will commence on completing the design and providing comprehensive construction issue information to allow construction package orders to be placed in line with the contract procurement schedule.

Stage 1 is the initial 'Team Relationship Building'. We see it as key that our delivery team develops early relationships and understands the roles and responsibilities and strategic objectives of all key stakeholders.

Stage 2 we will 'Clarify Requirements'. We will ensure that we fully understand all elements of the employers' requirements and design. We will clarify customer expectations and understand the key focus areas for quality required for successful delivery. We understand that client teams and designers have lived and breathed the

project for an extended period and are immersed in its fine detail. It is vitally important that we disseminate this information to ourselves. The information gained will be used to develop our bespoke project quality plans.

Our procedures create a collaborative approach involving all key stakeholders in the design process throughout the life of the project. Roles and responsibilities defined early so they are clearly understood by everyone involved in the project, with clear communication lines. A design that takes account of functionality, appropriate build quality and impact on the environment. It's important to note that 'Good Design' delivers whole-life value for money a commitment to excellence in health and safety performance and is influenced by risk and value management that involves the entire project team actively managing throughout the project. A commitment to best practice in sustainability. Is also key.

In following this process, we ensure that the Castle team member responsible for the management of the design is fully conversant with all aspects of the client brief to ensure that the design output is in line with its requirements. Validation of the brief will be incorporated into regular design reviews with the design consultants.

4.02 Design Management Procedures

At the outset, a robust design management protocol will ensure design quality and set down the control procedures to be followed in order to achieve excellence.

Quality assurance of design information should always be included in drawing reviews and design team meetings and a representative identified within each design consultancy to champion it within the practice for the project.

The Castle procedures for design management are as follows:

Design Production

The Design will be undertaken by the appropriate designer; in liaison with other design team members, Castle, and their subcontractors as required. The design will be led and co-ordinated by the Architect as Lead Designer. The Consultants shall ensure that all drawings, documents etc., shall display a 'checked' box in accordance with ISO 9001.

Information Control

Castle uses a Common Data Environment (CDE) called ASITE for the control of all project information in accordance with ISO 19650 and the 'Golden Thread' of information throughout the project lifecycle.

Production Measurement & Reporting

Honest, clear and open reporting delivers increased effectiveness and efficiency for all parties. Each designer is to identify constraints on your design delivery and how these have been enabled and identify the information required from whom/by when.

Information Review

The scope and completeness of design on any drawings/specifications issued are to be checked by the issuing designer to ensure compliance with the Employer's Requirements, Contractor's Proposals, Contract Conditions/obligations, and Statutory Regulations etc.

This information will be coordinated with the design interfaces by others. It will be Value Engineered for cost effectiveness and Coordinated with all available information. Checks for Compliance with good building practice, all Statutory Regulations & Codes of Practice will be carried out

Castle will upon receipt, review and issue comments upon released information in accordance with the agreed processes through the CDE.

The procedures put in place will ensure that information used for construction has been:

- Commented on or approved by the Employer or his Agent as required.
- Distributed correctly.

Castle Construction will then determine the status of the drawings, and the Consultant/Subcontractor will amend their drawings and re-issue accordingly.

Requests for Information will be issued as requests for information not yet received. Refer to protocols. Castle Construction will track and monitor all Requests for Information via project EDMS.

RFI's will indicate clearly the party responsible for providing the information and the time frame by which the information is to be provided.

Technical Queries

TQ's are to be used to challenge stated technical requirements, specifications, and discrepancies in information.

TQ's are to indicate clearly the party responsible for providing the information and the time frame by which the information is to be provided.

Design Change Management

Design Changes are when the requirements are changed; they are not how the requirements are met.

The Manager responsible for design will ensure that the 'Change Order' has been issued to all Consultants and obtain co-ordinated comments upon feasibility of design change.

Upon receipt of the Client's Instruction via 'Contract Instruction' to proceed with the variation, the Manager Responsible for design will ensure that the Consultants have been instructed to incorporate it within their design.

The Change management process will be clearly tracked and reported on by a the Building Regulations Principal Designer as one of the project 'dutyholders' in accordance with the Building Safety Act.

Design Meetings & Workshops

The Design Team Progress Meetings will consist of meetings with the Consultants on at least fortnightly frequency.

In addition to this, separate Sub-contractor Design Co-ordination Meetings and Workshop Meetings will be conducted.

Where appropriate the Consultants will be called upon to hold regular design surgeries on site with the site team to address production query issues.

Regular design workshops will also be held and these will be for the discussion and development of appropriate design solutions.

The design process will run in conjunction with and be managed by and in conjunction with delivery team. During the project the Project team will be responsible for the ongoing management of quality through the building better process and implementation of the following.

5.0 Procurement

5.01 Selection and Control of Sub-Contractors

Castle will create a Procurement Schedule and Tracking Document to ensure work packages are created and orders are placed in good time and prior to the start dates as identified within the Construction Program.

Particular attention will be made to scopes of work that have design requirements and where materials are identified as having a long lead in to availability and delivery to the site.

Sub-Contractors are assessed individually and selected for inclusion on a list of “Approved Contractors” by:

- Certified to CHAS
- History of satisfactory safety record (Companies used by Castle)
- Satisfactory completion of Assessment Application, pre-contract meetings and vetting of occupational health and safety documentation.

Contractors will be requested to provide sample copies of risk assessments and safety method statements for works tendered for. Contractors will also be requested to attend pre-start meetings prior to commencing work for Castle.

On completion of each job, the contractor’s performance is assessed. The assessment considers all aspects of their work, including supervision, operative performance, planning etc.

To be retained on the approved list of contractors, the contractor will achieve a satisfactory safety performance. If the contractor fails to meet Castle requirements,

they will be informed of the reasons why and asked to show improvement before they will be used for future works. If no improvement is made, they will be removed from the approved list and will no longer be invited to tender for further work until Castle is satisfied the problems have been resolved.

Competency checks will include the provision of the following information as a minimum:

- Occupational health and safety policy
- Insurance details
- Management structure
- Risk and COSHH assessments, site specific method statements
- Building manual information

Confirmation that plant and equipment is thoroughly tested and certified

- Evidence of CSCS accreditation and training certificates
- Accident records, incident, enforcement notices

All sub-contractors will be expected to comply with our Occupational Health and Safety Policy and submit their own Occupational Health and Safety Policy and Procedures for verification. Sub-Contractors will receive a minimum standards document they must sign up to before commencing on site; this document outlines what is required by a Sub- Contractor and the rules they must follow.

Should a Sub-Contractor employ non-English-speaking workers, they must be accompanied by an English speaking "same trade" worker with the general ratio of 3 to 1. I.e., - 1 English speaking "same trade" worker for 3 non-English-speaking workers. The non-English speaking workers must go through the same site safety procedures as the English-speaking workers, with care taken by the Site Manager to ensure the migrant worker understands not only the initial site induction but is aware of the site conditions and any potential hazards.

6.0 Program and Sequences of Build

A detailed Construction Program will be developed and tested with the supply chain. On commencement of construction activities, the program will be monitored daily and reported on internally to the Castle project team on a weekly basis.

Castle will provide a written report to castle senior management and the client team monthly as part of the monthly contract report.

The report will include a dropline and a percentage complete of progress made the report will also include a mitigation strategy for any time lot during the reporting period clearly demonstrating any mitigation as required.

6.01 The General Structure

- Completion of all offsite diversion works.
- Completion of Party Wall Agreement as required.
- Site Possession.
- Site set up incorporating site hoarding traffic management systems site logistic routes.
- Installation of construction phase temporary services.
- Installation of site offices and subcontractor accommodation.
- Grubbing out of redundant services.
- Reduce level dig and fill to suit cut and fill model.
- Install foundations including retaining structures as required
- Install underground drainage and disposal systems as per construction information. To include attenuation and final connection into existing drainage on Coronation Street
- Commence construction of steel frame
- Install precast lift shafts as part of frame build
- Position steel decking as part of steel frame build.
- Construct ground and suspended floor slabs.
- Install scaffold access to Ground to first floor elevations.

- Commence external envelope works consisting of SFS framing traditional brickwork cladding, rain screen curtain walling and external windows and doors.
- Install roof coverings both felt and Single ply membrane
- Install internal blockwork to include main service risers
- Commence first fix partitions
- Commence MEP first fix
- Internal fit out will be sequenced to ensure MEP services are installed as early as possible
- Internal fit out will be broken down into Zones to accommodate early testing and commissioning
- Once the external envelope is completed the access scaffold will be removed to allow commencement of the external soft and hard landscaping.
- Off site 278 works will be completed in tandem to landscaping works.

6.02 Site Possession

Castle will progressively take possession of the Site Footprint; the following activities will be completed in advance of the start of Construction Works.

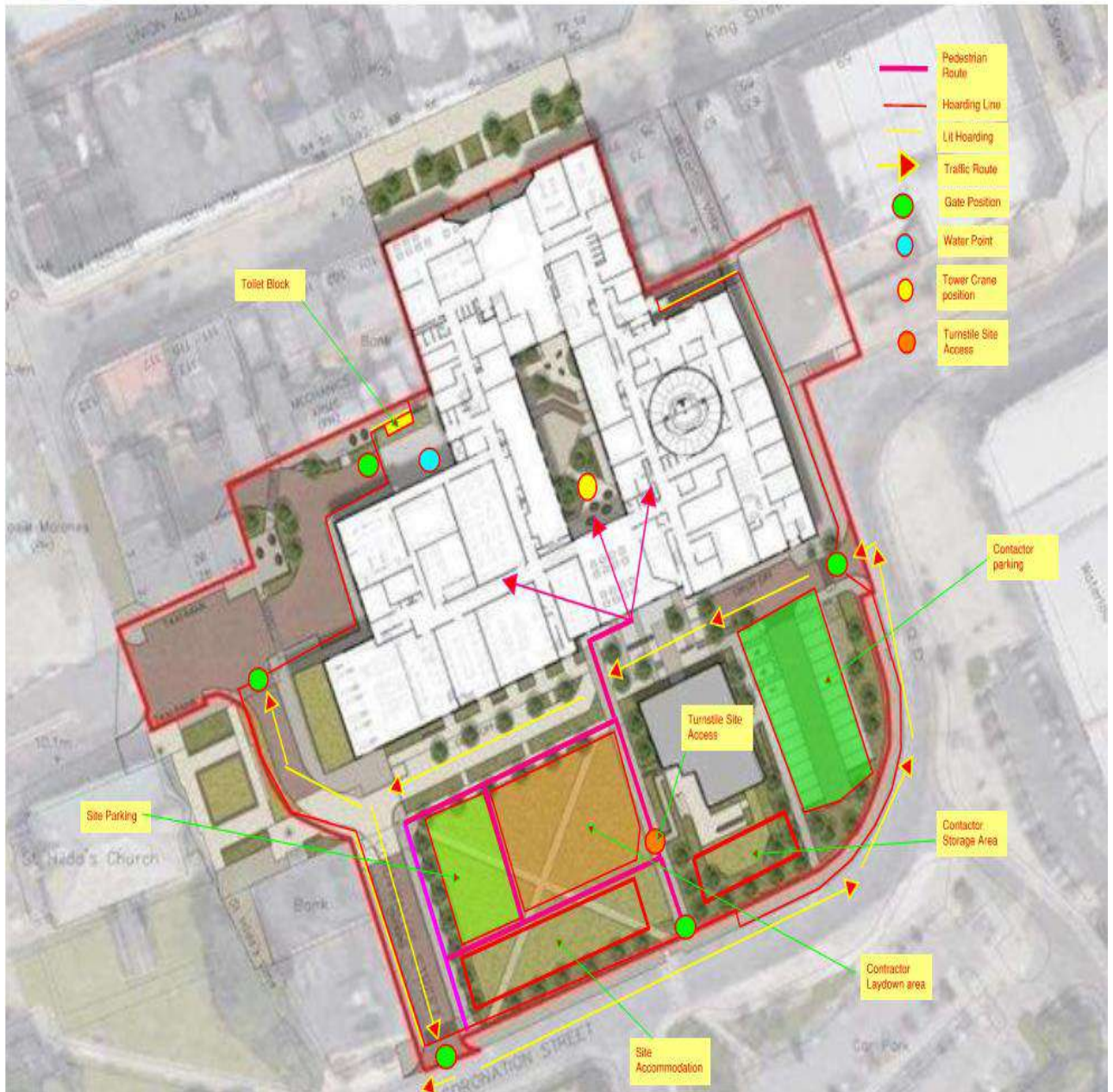
S185 Drainage diversion works will ideally be completed prior to the target start date on site.

Service diversions including water data and NPG power will be completed prior to the target start date.

Castle will commence installation of the site hoarding and site access gates these will be completed when the external enabling works are finished and will allow the site hoarding to be completed and the site secured for the duration of the construction works.

Site Offices will be ordered and installed in line with the site logistics plan.

6.03 Logistics Plan



6.04 Materials Movement

Castle will develop and manage a Site Logistics plan that will be implemented on commencement of construction activities the plan will be monitored and updated as required.

Castle will utilise a luffing jib tower crane for vertical movement of materials and to install rooftop plant. The crane will be located within the open courtyard to the centre of the building.

The crane will be serviced by forklift trucks to ensure materials are moved quickly and effectively into the building.

Approx Crane Position



7.0 Risk Management

Risk Sharing- Immediately upon appointment our key staff will be available to commence intensive discussions with the Client, design team members and all other stakeholders in order to ensure that we rapidly familiarise ourselves with the project in detail. This will allow us to take a lead role from the outset in progressing the project and understanding and resolving any potential risks which exist or which may arise.

Identifying Risk

Identifying risk enables uncertainty taken into account and mitigation plans developed and implemented.

When identifying risk we will make use of the knowledge and experience of all stakeholders vested in the project.

The key things to consider when identifying risk

- what uncertainty exists and what its effects might be;
- what circumstances or issues have the potential for future consequences;
- what sources of risk are present or might develop;
- what controls are in place and whether they are effective;
- what, how, when, where, and why events and consequences might occur;
- what has happened in the past and how this might reasonably relate to the future;
- which human aspects and organizational factors might apply.

7.01 The Risk Register

The risk register will be used as a risk management tool to log the identified potential setbacks within the project. The aim of its use is to collectively identify, analyse, and solve risks before they become problems.

The risk register will track potential risks and will also include information about the priority of the risk and the likelihood of it happening.

The risk register will not only identify and analyse risks but also provide tangible mitigation measures. This way, if the risk becomes a larger threat, the team will be prepared with solutions and empowered to solve the issues.

7.02 Risk Review

These will usually be held on a monthly basis but frequency may be increased during critical stages of the project as required. The review meeting will include all relevant members of the project team along with the client and any other invested stakeholders.

In addressing risk and mitigation in this collaborative forum we will best highlight all potential eventualities and bring to the table various points of view, experience and knowledge to allow the best possible solutions to be agreed upon and implemented.

7.03 Residual and Unidentified Risk

Risk will be identified early enough to allow actions to be taken whenever possible. However there are occasions when some risks cannot be identified during a risk review meeting. Our project teams are aware of this potential and will remain vigilant to ensure any emerging risks are identified and communicated so a holistic approach can be applied to the development of mitigation measures.

8.0 Waste Management

8.01 Waste Management

One of the most obvious risk areas for potential pollution and excessive use of non-renewable raw materials on all construction sites relates to the subject of waste.

The Castle project team at South Tyneside College will take every practicable measure to avoid the initial creation of waste and the use of unnecessary packaging. We will follow the waste hierarchy (see below) shows the highest priority prevention on

reduction so that the need for other options (such as reuse, recycling and energy recovery) would be dramatically minimised. To assist with waste management on site we will devise site waste management plans, when required, and have a waste management procedure.



8.02 Site Waste Management Plan

The project specific site waste management plan provides a structure for waste delivery and disposal at all stages during the construction of a project.

The aim of the plan is to help protect the environment by managing materials and waste more efficiently, which also should assist in reducing costs. In terms of a site waste management plan, the definition of waste is any material that is not used within the works (either permanent or temporary) and has been removed from the site.

Typical site waste management plan contents include:

- Project Data
- Design Out Waste
- Site Waste Plan

- Waste Collection Register
- Details of Final Figures
- SWMP Review

8.03 Procurement

When placing subcontract orders and procuring materials directly waste minimization strategies will be discussed, agreed and included.

Correct measurement and quantifying of materials is critical to reduction in waste. Other strategies are utilising supplies who return to collect packaging and pallets or those who will reclaim offcuts of any materials used for recycling.

8.04 Waste Segregation

As space on the site allows to have dedicated area for skips and waste segregation this will be carried out as far as possible.



Where it is not possible to segregate the waste and the contents of any skip are mixed a waste handling company who segregates the waste at an offsite transfer station will be utilised

9.0 Town Centre Working

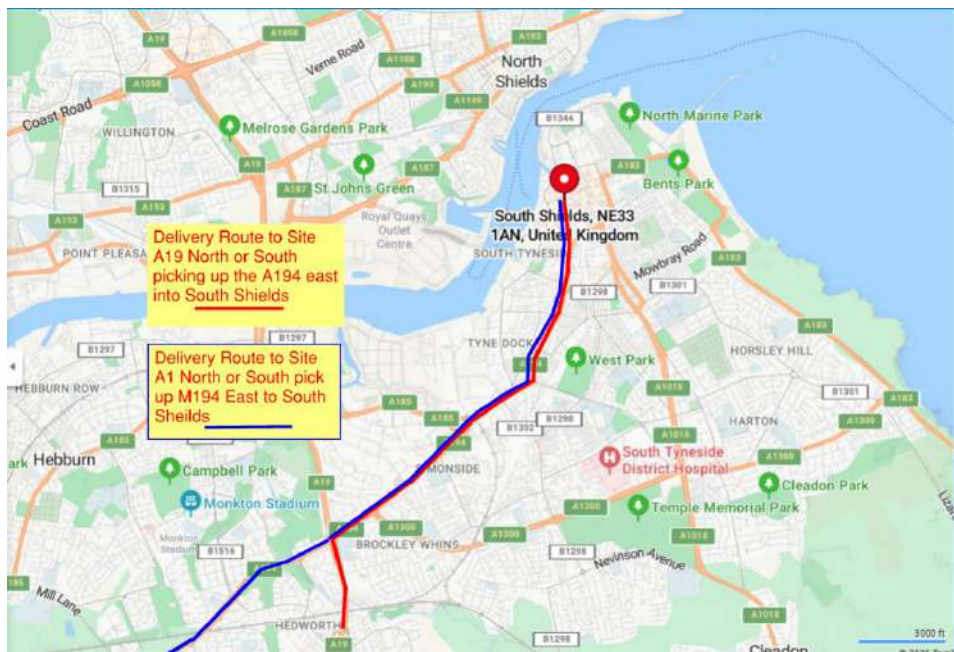
9.01 Construction access and Egress Points inc routing for construction traffic

We are fully aware of the potential impact that construction sites of this magnitude can have on their immediate surroundings. Through careful planning, liaison with the relevant local authority departments, neighbours and developer and by the adoption of safe systems of work, all in accordance with our management system processes, we will seek to reduce all risks associated with the construction of South Tyneside College.

The site will be accessed using main road routings as far as possible so that construction traffic to residential areas is minimised.

The proposed main route for access that will be communicated to sub-contractors and suppliers will be from the A19 North and South picking up the A194 South Shields

By utilising this route which is in the main dual carriageway, the residential areas along Newcastle Road (A1018) and A183 city centre route are avoided reducing the impact of the works on traffic levels.



The agreed delivery routes to and from the project will be enforced in all sub-contract packages and any instances of non-compliance will be dealt with swiftly. Passing pedestrians will be considered the priority at all times.

In order to minimise the disturbance of vehicles waiting to obtain access to site, a 'just in time' approach to deliveries will be adopted, in conjunction with the use of pre-planned holding points if necessary.

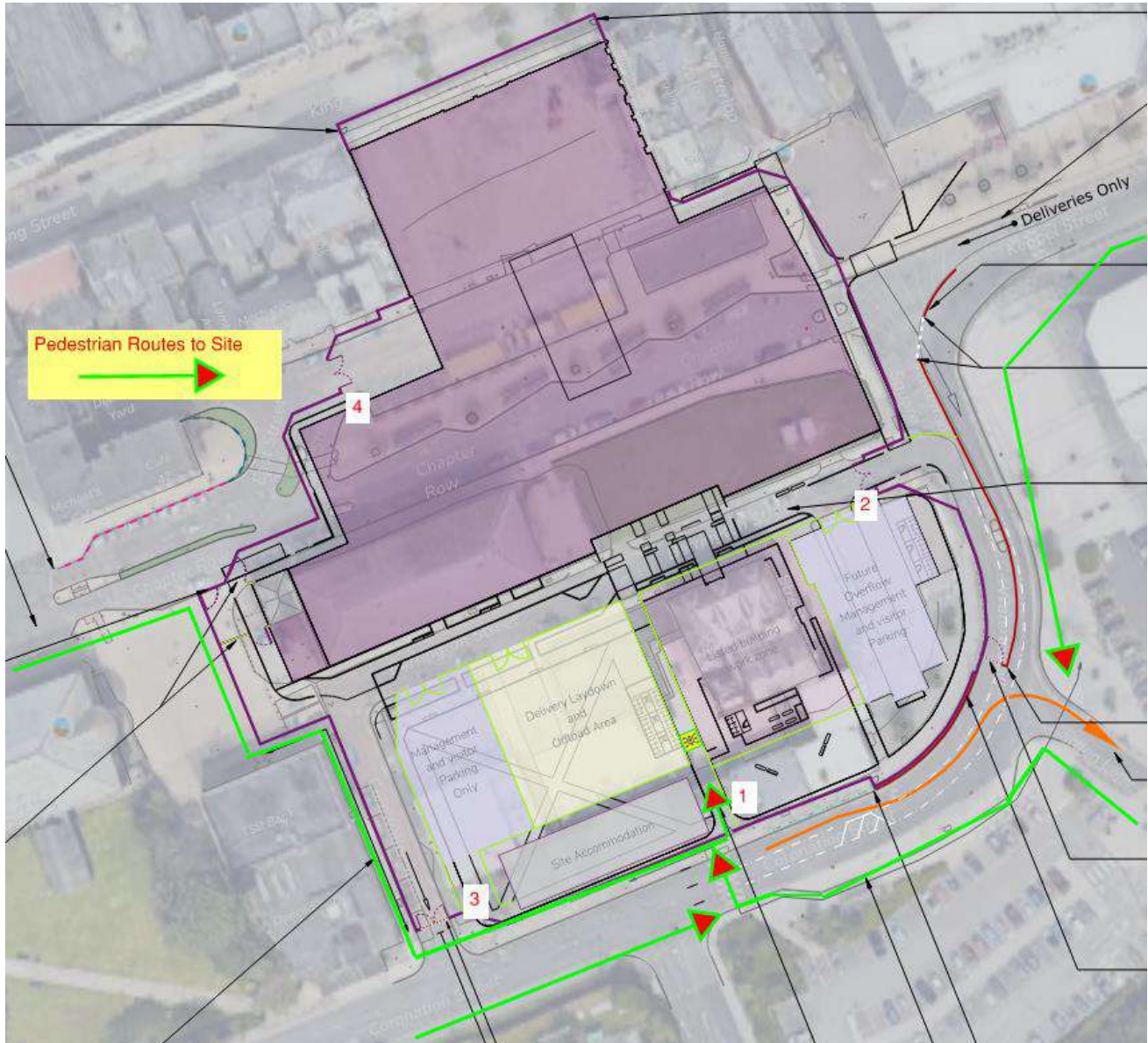
We consider the five primary issues that affect traffic and road movements to be.

1. Maintaining site security
2. Vehicle/pedestrian segregation
3. Manoeuvring of vehicles
4. Delivery co-ordination, loading and storage.
5. Delivery times

Deliveries will not be unloaded outside the site perimeter hoarding or onto public footpaths. Instead, only to the material laydown area within our allocated site area

Site vehicles/deliveries will not block access or escape routes or cause inconvenience to neighbouring businesses or residents.

Passing pedestrians will be safely managed while site vehicles are leaving or entering the site



General cleaning, litter picking and de-icing of pavement areas that are affected by the project works.

All construction site traffic signage will be routinely checked and maintained to ensure there is no risk of vehicles getting lost on their way to the site.

To prevent the egress of mud and other detritus onto the adjacent highway, a jet wash will be operated to wash down vehicles before they leave the site in addition to the regular deployment of a road sweeper to all surrounding roads.

9.02 Site Working Hours

Site working hours are controlled by the Planning Permission that has been granted for the development and are noted as 0730am to 17.30 pm Monday to Friday and 9am to 1pm on Saturdays. These will of course be strictly adhered to.

9.03 Site Access - Personnel and Security

Maintaining the safety the general public is of paramount importance to Castle. With a series of robust controls and proactive measures the risk of this key interface can be mitigated.

Delivery vehicle movements to and around the site is the most significant public interface risk that the project presents.

Pedestrians and vehicles/ construction plant will be segregated at all times by means of a suitable physical barrier and appropriate signage to indicate and direct users safely. Arrangements for pedestrian walkways will be reviewed as and when necessary and will be subject to change as the project progresses.

Appropriate signage will be fixed to the gates and all areas where it is possible for vehicles to come into contact with pedestrians and to denote vehicle and pedestrian crossover areas.

The following measures will be introduced to make both pedestrians and vehicles aware of each other around the site:

- No parking or mounting of adjacent kerbs for the purpose of waiting, loading or offloading of materials/equipment/plant.

- Signage to warn pedestrians on the public areas of site entrances.
- Signage to warn site vehicle operatives of pedestrians crossing.
- Physical demarcation barriers within working areas between site operatives and site vehicles.

We will provide Traffic Marshals in order to ensure safe egress/access. All Traffic Marshals are to have appropriate training, and to wear hi-visibility vests/jackets.

No uncontrolled pedestrian traffic is to be allowed through site areas.

All site access points will be well lit, clean, robust level hard standings, well signed and controlled by traffic Marshall/ trained gatemen. Doors and gates will be closed at all times when not providing access. Workforce access to the site will utilise dedicated pedestrian gates. The location of these access points to the site may change as works develop in order to ensure the site will remain secure at all times. Phone numbers will be provided on the site boundary for any visitors wishing to obtain access.

Security provision out of hours will be by CCTV.

9.04 Measures Specific to Site Traffic

- Water-assisted dust sweepers will be used when necessary, focusing mainly on the site boundary and local roads.
- Dry Sweeping large areas will be avoided where possible.
- Vehicles entering and exiting site will be covered to prevent escape of materials during transport.
- A wheel washing system will be implemented ensuring all vehicles are clean when leaving the site.
- Effective water suppression will be used. Handheld sprays are more effective than hoses attached to equipment as the water can be directed to where it is needed. In addition, high
- volume water suppression systems, manually controlled, can produce fine water droplets that effectively bring dust particles to the ground.

9.05 Deliveries

Regular delivery meetings will be held between all stakeholders to make any adjustments and ensure that the delivery schedules are appropriate and agreed. Daily delivery schedules will be displayed in prominent locations around the site (notice boards, etc) and distributed to relevant parties.

These schedules will incorporate contractor information and contact details to ensure that the recipient may be contacted promptly when a delivery arrives.

1 week prior to materials being delivered to site, the subcontractor will book a delivery slot with Castle Site Management. At the time of booking the subcontractor must be able to provide the following information.

- Materials installation location
- Anticipated unloading time
- Supplier details
- Person responsible for accepting delivery with contact details

Castle Site Management will then allocate an unloading area and unloading period. The sub-contractor is responsible for preparing the materials on the back of the vehicle prior to commencement of the unloading period.

Appropriate edge protection must be provided for any operatives working in the back of the delivery vehicle, unloading of the vehicles must be included within the contractor's method statement and risk assessments, detailing the system to be used for this operation.

The subcontractor must then communicate the following information to their material supplier.

- Time of delivery
- Allocated loading area
- Logistics team contact numbers
- Subcontract Managers contact details.
- Map showing access routes to the loading areas.

- Map showing off site waiting location (if the subcontractor has arranged one) 48 hours Prior to Delivery

Subcontract Manager is to confirm with the logistics team that the delivery is still required, confirm the delivery slot with the material supplier and that all applicable information has been passed to the driver.

Laybys in the local area are not to be utilised by subcontract deliveries unless prearranged by the subcontractor with the owner of the land.

9.06 Day of Delivery

The delivery driver is to contact the subcontract supervisor and confirm their respective time slot for the delivery. Subcontract Manager must be at the stated site gate to meet the delivery and prepare for unloading. Subcontract supervisor to arrange with the Gateman to open the gates in readiness for the delivery. Castle will ensure that the gates are never left unattended while open.

The effective management of materials will lead to:

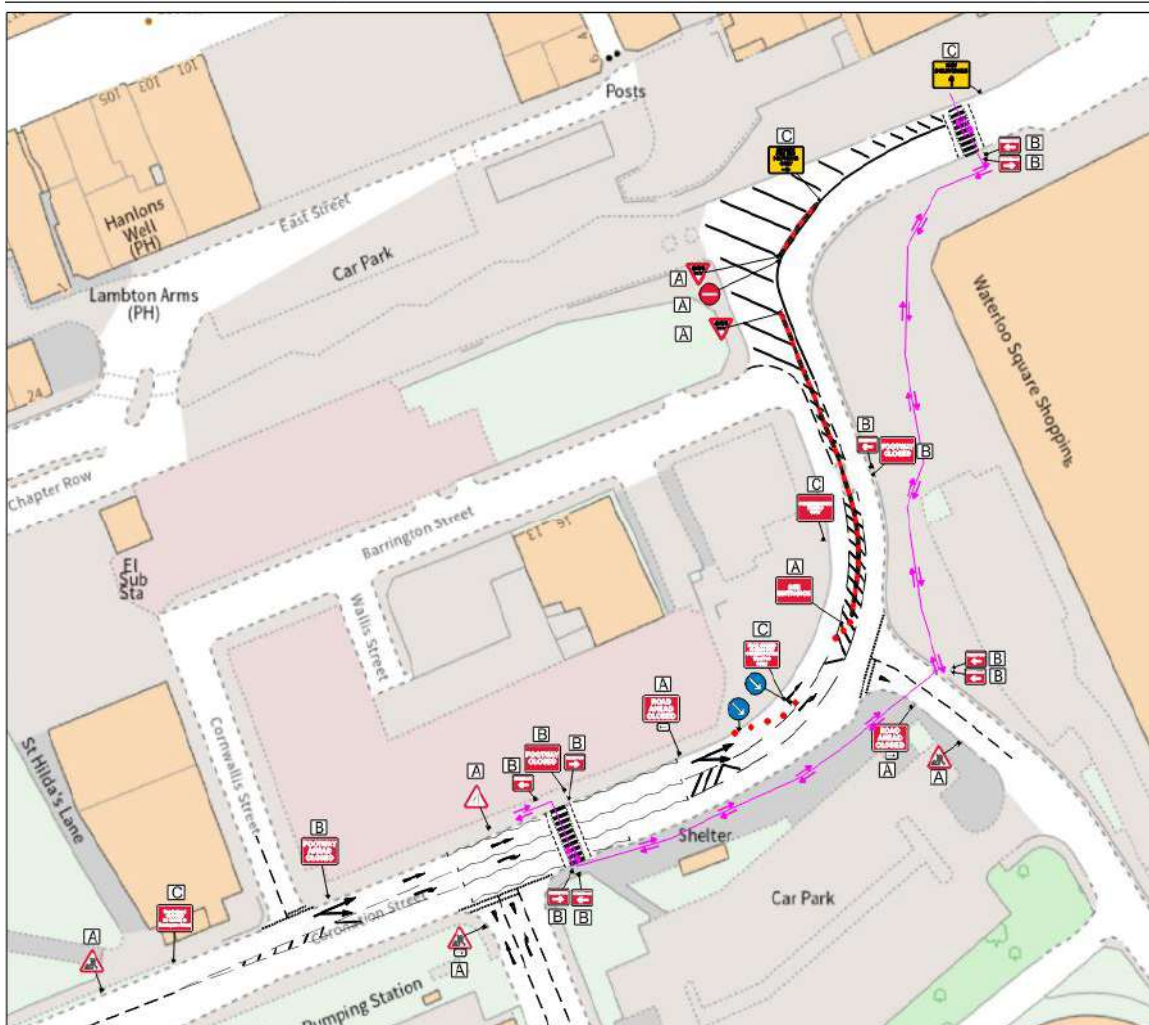
- More efficient operations
- Avoids congestion on adjacent streets
- Enables suppliers to request their preferred delivery time and receive confirmation of their allocation
- Greater visibility to all application users.
- Collation of data of the number and type of deliveries, and therefore the mileage and calculation of CO2 arising from transport usage.

Weekly look-ahead meetings will be held, where each sub-contractor will be requested to provide advanced delivery information so that delivery schedules and methods can be generated forecasting 1 month ahead and more detailed 1 week ahead, for detailed planning and resource allocation.

9.07 Directional Signage

Robust signage, that complies with relevant regulations, will be placed at prominent locations to ensure pedestrian and site personnel are made aware of high-risk areas. The signage will highlight the following aspects:

- Access routes to the site and the site entrance itself
- Live construction areas i.e., PPE working area
- Warning of high-risk operations in the immediate vicinity
- Safe zones i.e., no PPE areas and areas where mobile phones can be used.



10.0 Value Engineering

At Castle we define value engineering (VE) as the method by which we will improve the value of the project by examining the function of each item or element and its associated cost. By weighing the function-to-cost ratio, we can make suggestions for alternate construction methods, designs, or materials that improve the value of the project.

It's important to note that improving the value of your project does not mean cutting costs. It means optimizing the elements of the project through an analysis of all factors—cost, upkeep, wear-and-tear, aesthetic value, etc.

At the outset it is important that our Project Team understands that the Client, design team and other stakeholders' vision and goals for the project and how they define value. This is done by the collaborative approach.

We will ask what is/are the most important part(s) of the project, and what does the client want the project to achieve?

When identifying Value Engineering opportunities, we will take an approach of value enhancement rather than sweeping cost cutting measures. Consideration will be given for instance to:

- How long will those materials last?
- What type of maintenance will they need?
- Will they work more efficiently and cost less to operate?

When evaluating VE opportunities, we will consider, cost reduction, added quality, and life cycle/maintenance.

10.01 Cost Reduction

Cost reduction is what drives many value engineering processes. The Castle project team will bring ideas of less costly materials or systems for consideration. This may be finding a similar fixture that costs less or alternating an unnecessary feature. However, these

suggestions can only bring value to the project if cost cuts made do not diminish the quality of the project.

10.02 Quality

Before making any decisions on value engineering options, quality must be considered. When evaluating Quality, we must consider

- Quality of the environment being created.
- Quality of the products that make up that environment.
- Quality of the team you're choosing to create that environment.

While some equipment or design elements may have a higher cost, they could be justified by the quality that they bring. They may have a positive impact on the productivity or happiness of the people who will use the space. A quality product could have more overall value than a low-cost product.

It's important to note that improving the value of your project does not mean cutting costs. It means optimizing the elements of the project through an analysis of all factors—cost, upkeep, wear-and-tear, aesthetic value, etc.

At the outset it is important that our Project Team understands that the Client, design team and other stakeholders' vision and goals for the project and how they define value. This is done by the collaborative approach.

We will ask what is/are the most important part(s) of the project, and what does the client want the project to achieve?

When identifying Value Engineering opportunities, we will take an approach of value enhancement rather than sweeping cost cutting measures. Consideration will be given for instance to:

- How long will those materials last?
- What type of maintenance will they need?
- Will they work more efficiently and cost less to operate?

When evaluating VE opportunities, we will consider, cost reduction, added quality, and life cycle/maintenance.

10.03 Life Cycle / Maintenance

Like quality, we will consider the long-term implications of these value engineering suggestions. While a low-cost flooring may seem like the most valuable option initially, if you need to replace it twice as frequently as a higher cost flooring and so could cost more money in the long run.

10.04 Time Scales for Value Engineering

Value engineering proposals can be put forward at any time in the project however it is preferable that they are identified and incorporated as early as possible in the process to ensure that there are no residual impacts such as programme delays.

10.05 Tendering & Design Stage

The cost to implement any changes will be the lowest at this stage, and it will have the least effect on the project's schedule.

At this stage, the specialist subcontractors will bring their knowledge and experience to the project and will be able to offer you alternative solutions that will fit your project.

Where packages may come back above the initial cost plan estimates the specialist supply chain working alongside the design team will be able to offer alternative products, methodologies and solutions to mitigate this. Redesign cost and durations will be considered with any proposal.

10.06 Value Engineering During the Construction Phase

Just because boots are on the ground and construction is underway doesn't mean our project team will stop looking critically at the project. Value engineering will continue as work is put in place with suggestions from the supply chain suggested and developed.

With program in mind value engineering suggestions during this phase will be looked at critically to understand the full impact the change will have on the project.

At Castle, we will be an engaged team member from the second we become involved throughout the entire process. We'll never stop looking for ways to add value to your project.

11.0 Communications

11.01 Public Awareness and communications

At the outset of the project the Castle project team will develop a bespoke communications plan. The plan will initially identify who are the main stakeholders in the project such as Client, neighbours, residents from the surrounding area. At this stage we would also investigate potential partners in the local areas that may be able to benefit from the project such as schools and community groups.

The next step of the plan will be to identify the mediums which will be used to communicate to those identified. This will be such as:

- Site Notice Boards
- Newsletters
- Local Press
- Student Press Releases
- Social Media
- Student Intranet

The Castle project team along with the client and other stakeholders will then begin to develop a schedule of potential opportunities for interaction with the stakeholders and the local community aligned the construction program and key milestones.

The schedule will incorporate press release events. It will identify site visit opportunities for schools' local community group and the public both bespoke to the project and those that are wider construction industry initiatives such as 'Open Doors'.

The site will also be registered with the considerate constructors scheme.



Registration with the scheme will closely monitor and help to improve the Social and Environmental impact of the project.

12.0 Commissioning and Handover

Castle we will begin to prepare for completion at the mid-point of the project as we Develop our 'plan to avoid defects'

In this stage we will continue to hold Interface and Defect Prevention Workshops for critical interfaces and record action points. Start of shift supervisor and operative briefings will be carried each day and tool box talks as required to effectively communicate quality risks and controls to workforce. We will start to plan towards completion and create a schedule of customer and handover deliverables and co-ordinate approvals.

Dedicated Handover Meetings with the customer, building user and any specialists will be arranged to develop greater understanding of specific handover requirements.

A key part of the 'Plan to completion' will be the development of a detailed commissioning plan and program.

Commissioning activities will include:

- Pre-commissioning tests.
- Set to work: this is the process of switching on (i.e. setting to work) items such as fans and motors to ensure that they are operating as specified (for example checking that fans are turning the right way).
- Component testing.
- Balancing: this follows setting to work and involves looking at whole systems (rather than individual components) to ensure that they are properly balanced

(ie water is coming out of all the taps at the correct pressure, air is coming out of the correct diffusers etc).

- Manufacturers work testing.
- Commissioning checks and performance testing.
- Ensuring client access and providing client training and demonstrations.
- Completing operating and maintenance manuals, record drawings, software and test certification.
- Obtaining statutory approvals and insurance approvals.
- Post commissioning checks and fine-tuning during occupancy.

Our commissioning plan document will be used to outline the scope and define the responsibilities of the commissioning process as well as the activities, schedules and documentation required. It is a key part of our commissioning management process, intended to ensure the client receives an efficient, fully functioning building by the planned occupancy date. The contents of the commissioning plan will include.

- Provide general information about the project.
- Identify the commissioning team members during each stage of the commissioning process.
- Define the roles and responsibilities for each commissioning team member.
- Identify the systems to be commissioned.
- Create a schedule of commissioning activities for each stage of the commissioning process.
- Establish documentation requirements associated with the commissioning process.
- Establish communication and reporting procedures for the commissioning process.
- Commissioning may benefit from a dedicated commissioning manager acting as the focus for activities..

13.0 Project Information and Management System

13.01 Project Directories

Client:	Tyne Coast College
Address:	Tyne Coast College St Georges Ave South Shields Tyne and Wear NE34 6ET
Tel:	01914273500
Contacts:	TBC
Email:	TBC
Contract Administrator:	
Address:	TBC
Tel:	
Contacts:	
Email:	
Principal Designer:	Christian James Associates
Address:	
Tel:	0779 194 2095
Contacts:	Christian James
Email:	Mail@christianjamesassociated.co.uk
Principal Contractor:	Castle
Address:	6 Merchant Court, Monkton Business Park South, Hebburn, Tyne & Wear, NE31 2EX
Tel:	0191 519 4666
Contacts:	Richard Lovell 07921740685
Email:	Richardlovell@castlebs.co.uk
Structural Engineer:	RWO Group
Address:	RWO Newcastle Office
Tel:	07508044145 0330 0566 900
Contacts:	Ross Oakley, Andrew Gibson, Lisa Simpson
Email:	Ross@rwo.group agibson@rwo.group lsimpson@rwo.group

M&E Consultant:	Castle
Address:	6 Merchant Court, Monkton Business Park South, Hebburn, Tyne & Wear, NE31 2EX
Tel:	07738 887299 0191 519 4666
Contacts:	Simon Groom
Email	Simongroom@castlebs.co.uk
Architect	GSS Architecture
Address:	GSS Architecture
Tel:	0330 0566 900 Juran Kerr Mob 07743973989
Contacts:	Simon Rennison Rae, Juran Kerr
Email:	Sjrr@gssarchitecture.com jak@gssarchitecture.com
Building Control	Bluekeep
Address:	BlueKeep
Tel:	07527 438 918 0191 236 4777
Contacts:	Chris Noble
Email:	Chris.noble@bluekeep.co.uk
HSEQ Manager	Naomi Halliburton
Address:	6 Merchant Court, Monkton Business Park South, Hebburn, Tyne & Wear, NE31 2EX
Tel:	0191 519 4666
Contacts:	Naomi Halliburton
Email:	Naomihalliburton@castlebs.co.uk
H&S Advisor:	Carney Consultancy Ltd
Address:	7-8 Clifford's Fort, North Shields, NE30 1JE
Tel:	0191 2963652
Contacts:	
Email:	

13.03 Key Programme Date

Target Start on Site 09.06.25

Construction programme 107 weeks

Completion date TBC.

13.04 Existing Records and Plans

The following documents are currently available and have been provided to Castle Ltd. These will be provided to the Project Manager/Site Manager in advance of the works commencing:

- Existing Services Drawings & Information
- Castle Scanned Drawing Information
- Ecology/Environmental Reports
- Existing Foundation layout Drawings
- Asbestos Survey if applicable
- Site Investigation Report
- Previous land use
- Pre-Construction Information

All documents can be accessed via the Project Folder on SharePoint. If you want a copy of the above documents, please request these from the Project Manager

13.05 Management Responsibilities

Description	Person(s) Responsible	Email/ Mobile Number
Sales & Technical Director	N/A	N/A
Commercial Director	Ross Waistell	rosswaistell@castlebs.co.uk
Contracts Manager	Chris Meadowcroft	chrismeadowcroft@castlebs.co.uk
Senior Project Manager	Richard Lovell	richardlovell@castlebs.co.uk
Senior Design Manager	Dan Crosland	danielcrosland@castlebs.co.uk
SNR Quantity Surveyor	Kieran Milburn	kieranmilburn@castle.co.uk
Snr Planning Manager	Darin Stevens	Darinstevens@castle.co.uk
Planning Manager	TBC	
Temporary Works Designer	TBC	
Temporary Works Co-Ordinator	TBC	
Temporary Works Supervisor	TBC	
Produce CPHSP	Richard Lovell	richardlovell@castlebs.co.uk
Review & Update CPHSP	Chris Meadowcroft / Richard Lovell	richardlovell@castlebs.co.uk chrismeadowcroft@castlebs.co.uk
Collate Health & Safety File Information	Dan Crosland	danielcrosland@castlebs.co.uk
First Aiders	Richard Lovell	richardlovell@castlebs.co.uk
Fire Warden	Richard Lovell	richardlovell@castlebs.co.uk
HSEQ Manager	Naomi Halliburton	naomihalliburton@castle.co.uk
Health & Safety Advisor	Carney Consultancy	TBC

13.06 Arrangements for Monitoring and Review Health & Safety Performance

A procedure has been established to control all audit activities. The procedure covers all system and sub-contractor audits, and all elements of the IMS are to be audited at least once per year. Non-conformances arising from audits are managed by the site manager. All parties are requested to participate in audits as required.

Our Safety Consultants will ensure that regular systematic inspections are conducted on all sites through scheduled and un-scheduled visits were requested to do so. Formal inspection reports will be completed for all such inspections and issued to the company's General Manager. Such reports will not only identify potential hazards and comment on the operative's compliance with the safety policy and procedures but will also recommend improvements to working methods and any training considered necessary for the site operatives and supervisory teams.

The visiting Safety Inspector shall, wherever possible, be accompanied by the works supervisor or other responsible person when making his inspections. The Safety Inspector will keep and analyze site inspection reports and concentrate on weaknesses that may become evident from such reports. The Safety Inspector will stop work if the place, condition, or method of work is dangerous.

We have also developed a process for inspections based on the identified risks and hazards and records of all inspections will be held on site. All parties are requested to participate in inspections as required.

13.07 Regular Liaison Between Contractors on Site and Project Team

A positive health and safety culture are significant on site. Communication and co-operation are fundamental, to ensure this Castle have the following meetings in place that MUST be attended:

Meeting	Attendees	Frequency
Sub-Contractor Pre-Start Meetings	Subcontract Supervisor & Castle Site Team	Prior to commencement on site
Sub-Contractor Progress Meeting	Sub-Contractor Supervisor & Castle Site Team	Weekly
Client Progress Meeting	Castle Project Team	Monthly
Daily Briefing	All Sub-Contractor Supervisors & Castle Site Team	Daily (Morning)
Daily Gathering	Castle Project Team	Daily (Afternoon)
Site Safety Induction	All Personnel	Prior to entering site
Toolbox Talks	All Sub-Contractors & Castle Site Team	Weekly
WIP Meeting	Castle Project Team	Weekly
Safety Ambassador Meeting	Castle Ambassadors & Sub-Contractors	Quarterly

All occupational health and safety information concerning the project and relating to Sub-Contractors, together with co-ordination of activities and safety matters will be dealt with at the pre-contract meetings and the progress meetings held throughout the contract. Any specific requirements or instructions will be dealt with in writing.

The following will be displayed on the SHE Board or in the site office/canteen notice boards:

- HSE Law Poster
- F10 Notification

- Insurance Certificates
- Emergency Arrangements including Fire Plan, Emergency Procedures, Fire Assembly Point, Emergency Contact Details, Hospital Routes.
- Company Policy Statements
- Site Management Team Details and Contact Numbers
- Site Rules

The following information is available from the Site manager within the site office

- Accident Book
- Record of inspections for all plant and equipment including PAT testing, LOLER & working at height, Excavation Inspection, Temporary Works Inspections, Scaffold Inspections.
- Waste Information
- COSHH Information
- RA/MS
- Site Inductions
- Competency Documentation
- Visitors Log
- Site Diary

13.08 Site inductions and Onsite training

The Occupational Health and Safety at Work Act 1974; The Construction (Design and Management) Regulations 2015 and The Management of Occupational Health and Safety at Work Regulations require Castle to provide information, instruction, training, and supervision to all employees.

Induction training is intended to ensure employees and others, including those with experience in the industry, are properly inducted on matters of health, safety, and welfare and that this induction is conducted on a formal basis.

When the employee, or contractor, arrives at his place of work for the first time, a member of the site management team will ensure they are informed and instructed on all aspects detailed in the induction form before being given any work task. Anyone(s) working on site must fully read the induction and complete a short questionnaire.

Any previous safety training undertaken i.e., cartridge tools, forklifts, abrasive wheels, etc. should be recorded along with the induction form.

Sufficient and appropriate training is the key to the efficient operation of Castle. Castle does not see occupational health and safety training as an activity undertaken just to meet the minimum requirements of occupational health and safety law. Neither does it see occupational health and safety training as a 'bolt-on' extra to skill or professional training, but as an integrated part of general skill training, for the correct undertaking of any work activity.

Castle has therefore set out its aims to training as follows:

- Training that is both suitable and sufficient and cost effective for the project
- The cost of training and the degree of risk of being countered by the training will be considered when deciding if the training is justified.
- Training will be prioritized to ensure that training, information and instruction for high-risk activities and emergency procedures is undertaken before general skill training.
- Castle objective is to ensure that all personnel can carry out their duties with the least chance of harm occurring either to themselves or to others; or causing damage to property.
- The more information, instruction and training received by personnel, the greater their level of competence and therefore the greater the opportunity to act as supervisors of their own work.

Castle, with Carney Consultancy, will maintain records of all training and regular reviews of training needs are undertaken, from which a training plan for the project will be developed.

All personnel attending site, including visitors, will report to the Site Manager or supervisor, and be made aware of the site-specific rules for that project. The supervisor will ensure all persons undergo formal induction training and will maintain accurate records. The extent of the induction training provided (workers & visitors) will be at the discretion of the Site Manager or as dictated by site rules.

For the purposes of this project, the Site Manager is designated to act and represent Castle at site level and to ensure occupational health and safety standards are met and maintained.

Reasonable enquiries are made of contractors' and their employees' level of training, to ensure appropriate general safety awareness and site-specific awareness training has been undertaken.

Toolbox talks will be provided for general occupational health and safety matters on a weekly basis or as and when required.

All Sub-Contractors must provide copies of their toolbox talks and attendees, information and the suitability of training undertaken by their operatives.

All Toolbox Talks will be recorded on site and a copy will be available on Castle's SharePoint platform.

13.09 Welfare Facilities

On each site Castle will provide, as far as is reasonably practicable, the following facilities:

- Protection during inclement weather
- Storage of personal clothing where specialist working clothing is necessary
- Storage of protective clothing for specialist work activities
- Taking meals with seating accommodation and means for heating water.
- Means of heating food e.g., microwave oven.
- Suitable and sufficient toilets.
- Suitable and sufficient washing facilities to include hot and cold or warm water.
The water to be running water wherever possible

The project manager is responsible for procuring the welfare arrangements and site manager is responsible for maintaining the welfare during construction works.

Smoking and E-smoking areas will be made available on site. Smoking is permitted in these areas only!

Rules for toilet use; lunch and break times, drying rooms and any other facilities can be found in our Site Guidance and Operating Procedures document.

13.10 First Aid and Fire Procedures

Castle will make an adequate assessment of the first aid requirements for the project. The assessment will assist Castle in deciding the number of first aiders and the amount of first aid equipment required.

All site managers are first aid trained and responsible for providing emergency first aid treatment on site. All first aiders should be easily identified by the green first aid sticker displayed on their hard hat.

First Aiders for this project are:

Name	Title
Richard Lovell	Project Manager
TBC	Site Manager

On the project there will be at least one first aid container. Which conforms to the requirements of the Health and Safety (First Aid) Regulations. The container will be checked regularly and replenished as necessary to ensure it is fully stocked.

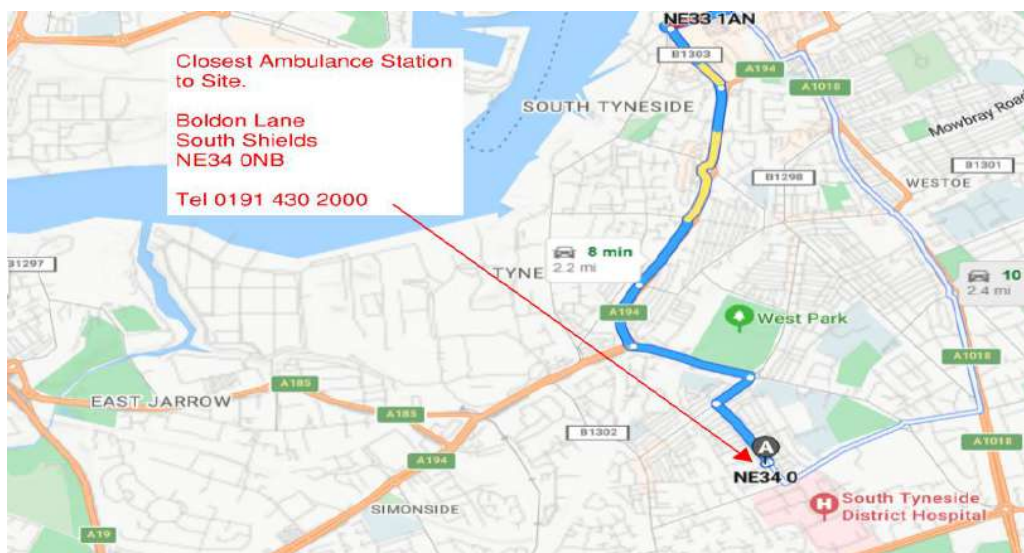
Number of first aid containers	3
Location of first aid container	TBC

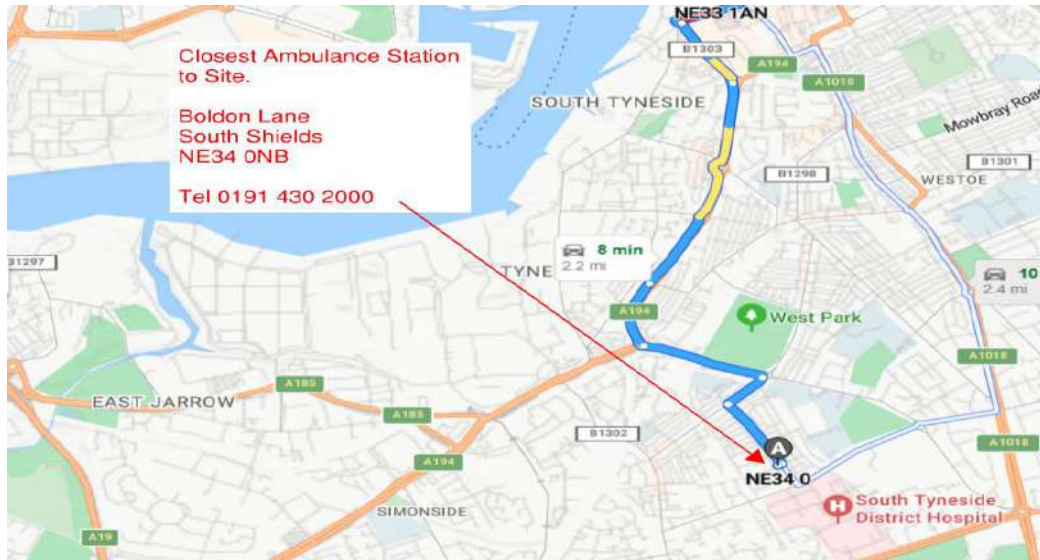
The name of the first aiders and first aid container location will be displayed on the site SHE board, including emergency procedures, emergency contact details and nearest A&E locations.

Ensure people are kept away from the area where first aid is administered, especially if there is a blood or bodily fluid spill

13.11 Location of Nearest Accident and Emergency Department

Hospital Name	South Shields Hospital
Hospital Address	Hatton Lane South Shields
Telephone Number	0191 404 1000 or 999 in an emergency
Distance from Site (miles)	2.9 Miles





13.12 Reporting and Investigation of Accidents and Near Misses

All incidents resulting in physical injury, however minor, will be recorded in the Accident Book BI510.

Where a medical certificate or other written diagnosis has been received from a doctor in respect of an employee, including a contractor's or sub-contractors, employee, indicates that person being absent from work and the diagnosed disease is one listed under RIDDOR, then the disease is reportable and the appropriate F2508A will be completed and sent to the Occupational health and safety Executive. Confirmation will be required that the appropriate notification has been made.

If the accident causes DEATH or MAJOR INJURY (the latter as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)) the following procedures will be followed:

- The SSP/Project Manager/Site Manager will telephone the Director giving all relevant details available at the time the call is made.
- The Director will inform by telephone of the incident report Centre of the Occupational health and safety Executive and Carney Consultancy and report the incident.

- In the case of death, amputation, serious fractures, or any incident likely to result in HSE investigation or civil claims, the supervisor will ensure that nothing is touched at the scene of the accident before the full investigation is undertaken. With other accidents causing injury, authority will be obtained from the Director before continuing to work at the accident site.

(not counting the day of the accident, but including Saturday and Sunday), the site supervisor will inform the Director so that appropriate reporting procedures can be instigated by online RIDDOR reporting direct to the HSE. A written report is to be submitted within 15 days to the HSE.

Castle may ask Carney Consultancy to help with the investigation into ANY accident, dangerous occurrence or "near miss" and to provide a report explaining, if possible, precisely how the accident occurred and what precautions should be taken to prevent a recurrence.

Any accident/dangerous occurrences, as defined in RIDDOR, will be relayed to the Director who will ensure the appropriate "On-Line" reporting is forwarded to the Occupational health and safety Executive or Carney Consultancy will assist on our behalf with this in-line procedure.

Any fatal or major injury to any person or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 the HSE will be notified by telephone immediately by the PM or Director. Form F2508 will then be completed and sent to the Occupational Health and Safety Executive within 10 days.

13.13 Risk Assessment and Safety System of Work

For site-wide elements, these will be developed by Castle prior to any works as part of our established processes.

Risk assessments will identify areas where permits to work are required as part of our control procedures.

The Management of Occupational Health and Safety at Work Regulations 1974 requires all employers to assess the risks to workers and any others who may be affected by their undertaking. It is a condition of employment that control measures will

be adhered to, including the wearing of all identified PPE. Any contravention of these instructions will result in disciplinary procedures being investigated

The Project Manager will prepare the Risk Assessments for all the activities relating to the construction works. Generic risk assessments have been or will be carried out for all company general activities. Where more specific risk assessments are required, the Project Manager will identify them and, with the help of the Site Manager, develop the assessments for the project.

Specific assessments for hazardous operations are drawn up as appropriate before the operation begins. All persons affected, or likely to be affected, by the risks detailed in the assessment, are to be made aware of its requirements together with any necessary control measures.

The risk assessment would normally involve identifying the hazards present in any operations and evaluating the extent of the risks involved with existing controls, precautions etc. being considered.

The P.M. will also organize specific Risk Assessments and Method Statements from Sub-Contractors to ensure all the works are covered. Contractor and Sub-Contractor activities of a hazardous nature will require the risk assessments, COSHH assessments and safety method statements to be in the receipt of Castle before the work commences. Failure to produce assessments etc. will be raised prior to any start of work and dealt with to ensure all necessary information is provided.

Some typical activities where Risk Assessments will be developed include:

- Working at height
- Storage and distribution of materials and working with hazardous substances.
- Movements of vehicles on site
- Control and disposal of waste
- Use of plant including cranes
- Use of temporary electrics greater than 110v
- Temporary works including scaffolding
- Protection from falling materials
- Protection of the public
- Working in confined spaces
- Glazing
- Working close to live services, HV or LV rooms/areas

- Structural steel erection

13.14 Safety Method Statements

To address risks and significant environmental aspects Castle Safety Method Statements will include the following:

- Description of works
 - Where the activity will be carried out
 - Specific person's responsibilities
 - Identify hazards and environmental issues
 - PPE requirements
-
- Detailed description of the works and activities
 - Service locations
 - Environmental controls
 - Emergency procedures.

Each Sub-Contractor will be issued with Castle's Minimum Standard Document. They will then prepare and issue a Safety Method Statement and Risk Assessment for their element of the works retained on site for information. Castle will review these documents prior to the works commencing on site. All site personnel involved in any of these activities must read the documents in full then sign to say that they fully understand the process and their responsibilities for that activity.

Only when the RA/MS has been approved by Castle will the Sub-Contractor be able to commence with the works activity.

13.15 Site Rules

- Follow other site rules set by the Client (See Health & Safety Plan, where applicable)
- Always co-operate with the site management team.
- Work safely, having consideration for yourself and those others that may be affected by your actions.
- Always wear appropriate Personal Protective Equipment (PPE). 4 stage minimum PPE for all Castle sites are Hard Hat, Hi Viz, safety Boots and Gloves.

- Report to the site manager any accidents and incidents, however minor, and any unsafe working conditions.
- Report to the site manager any defective plant or equipment.
- Obey all site safety notices and signage.
- Keep your workplace tidy and free from hazards.
- Do Not intentionally misuse anything provided in the interest of Health, Safety & Welfare.
- Make proper use of welfare facilities and do not misuse or abuse them.
- Report to the supervisor any medical condition, which may affect your safety or that of others.
- When entering or leaving the site, do so by the approved route.
- Food and drink must not be consumed on site, other than in the mess cabin provided.

- Do not leave litter around site please use the recycling bins provided.
- No MP3 or other devices to be used on site.
- No mobile telephones to be used on site other than during break times in the designated areas.

No unauthorized photographs to be taken.

No smoking in unauthorized areas

- Vandalism and graffiti will not be tolerated.
- No fires allowed on site.
- Use only the designated staircase to enter and exit the building.
- Sign in and out of site each time you access or exit the site.
- Contractors to tidy up after themselves, any costs incurred by Castle will be recovered
- You or your employer are responsible for the security and storage of all your tools, equipment, and materials.
- Toolbox talks to be provided by your employer or by a member of the Castle team when required or necessary.
- No short trousers allowed, your legs must be fully protected with full length trousers

- No employee or contractor may report for work while unfit to do so through the use or misuse of drugs or alcohol.

No employee or contractor may possess (unless for legitimate medical reasons), sell, or give away drugs whilst at work or during working hours.

- No employee or contractor may consume drugs (unless for legitimate medical reasons) or alcohol whilst at work or during working hours.

- Alcohol for domestic consumption should not be left at work for longer than necessary. It should be stored away and remain unopened whilst on Company premises.

No employee or contractor undertaking safety-critical tasks should take prescribed or non-prescribed medication that could affect their ability to work safely, without informing their manager or supervisor.

Employees or contractors involved in Court proceedings arising from a drug or alcohol-related offence must report the matter immediately to their manager or supervisor

14.0 Arrangements for Controlling Specific Site Safety Risks

The following significant risks are areas for Castle to be aware of. Suitable arrangements will be put in place to control hazards and will be covered in site-specific risk assessments and method statements for the works.

A summary of likely actions is provided below:

Significant Risk	Those Affected	Brief Outline
Deep excavations	All site operatives & visitors	Permit to dig must be obtained before any ground is to be broken on site. Affective barrier controls must be used to protect operatives and visitors from falling into any excavations. Excavation checklists must be done on a delay basis and when significant changes have occurred.
Underground Services	All site operatives & visitors	Cable Avoidance Tools must be used prior to any breaking of ground to locate any services. Drawings are available for any existing services; these are made available to all Sub-Contractors to reduce the risk of collision with existing services.
Working at Height	All site operatives	All duties must comply with the Work at Height Regulations 2005. Permits must be issued for any work at height with regular checks on any towers, scaffold or MEWPS.

		No step ladders, podiums or stilts are permitted.
MEWPS Operations	All site operatives & Visitors	Mobile access equipment should only be operated by a competent and trained person. Fall arrest systems and emergency procedures should be in place prior to use. The surface location condition should be checked prior to use.
Lifting Operations	All site operatives & Visitors	Lift plans must be submitted 2 weeks prior to tasks for any significant lifting. A competent and trained person must be present. All works must comply with LOLER Regulations.
Heavy Plant Movement	All site operatives & visitors	Site traffic plans in place include the movement of heavy plant, toolbox talks are conducted to create awareness. All heavy plant must be equipped with amber flashing warning lights and be fitted with means of all-round visibility e.g., mirrors or CCTV cameras.
Traffic Management	All site operatives & visitors	Traffic management plans are used across the complete site and updated regularly to reflect any site changes. Banksman should be available for all Sub-Contractors and deliveries must be informed to the site management team as early as possible.
Interference with Residence	Neighbours/Clients	Letter drops to neighbours prior to construction phase and during major/noisy works. Substantial hoarding and signage to ensure neighbours are always kept out of the work areas.
Nuisance Noise & Vibration	Neighbours	Noise and Vibration monitoring will be done to ensure neighbours are not subject to excessive noise and vibration levels.
Dust	Neighbours	Dust monitoring will be carried out to ensure neighbours are not affected. Dust suppression system will be in place when required.

14.01 Services: Water Gas and Electricity

Prior to commencement of any construction works, establish if there are any statutory services present which includes live electric cables, whether they be underground or overhead, underground gas mains, underground water mains, overhead or underground telephone lines to include data and other communication cables. As well as a site inspection/survey, contact the statutory service providers for any related drawings or details they may have on records.

Whilst most of the above information is sourced prior to commencement of construction works, it is then essential that site-based management are fully debriefed and have the necessary information at site level to effect site management controls.

Local Authority,

South Tyneside Council
Town Hall & Civic Offices
Westoe road
South Shields
NE 33 2RL
0191 427 7000

Water

Northumbrian water
0345 733 5566

Gas

Northern Gas network
0800 371 787

Electric

Norther Power Grid
0800 011 3332

Fire Station

John Reid Road Fire Station
0191 444 1827 or 999 in an emergency.

14.02 Adjacent Land Use

The site is in busy residential and large commercial areas with associated vehicles using surrounding roads.

14.03 Working Hours

The following are the set working hours for this site. Any hours that need to be worked outside of these times must be authorized by site management.

Monday – Friday 08.00 – 17.30

14.04 Excavations

All excavations must be undertaken with a permit to work system. A cable avoidance tool will be used by a competent person as part of the permit to work system.

Where a competent person deems it necessary to batter or shore and excavation a record will be kept of regular inspection in accordance with Regulation 22 of the Construction (Design and Management) Regulations 2015.

- At the start of the shift in which the work is to be carried out
- After any event likely to have affected the strength or stability of the excavation,
- After any material unintentionally falls or is dislodged.

All excavations will be protected by physical barriers. No person shall enter the excavation without a suitable rescue plan being produced as part of the RA/MS.

14.05 Temporary Works

The temporary works listed in the table below are allowed for in the project. A Temporary Works Register will be used to control and monitor this element of the project. The temporary works procedure will be based on+ BS 5975 and the table within that document will be used for the risk category. If a Trade Contractor requires other temporary works, this must be notified to the Contracts Manager who will update

the Temporary Works Register. The TW register will be displayed in site offices and maintained by Chris Meads (PM).

15.06 Working at Height Preventing Falls on site

All work at height must be undertaken in accordance with the Work at Height Regulations 2005. All scaffolding will be erected in accordance with TG20:21 and SG04:22.

Scaffolds will be inspected in accordance with section 12 of the Work at Height Regulations.

The following inspections must be carried out by a competent person:

- Before first use as part of the handover from the scaffolder
- Every seven days if the scaffold is being altered
- After every adaptation
- After any incident that will affect the structural integrity of the scaffold.

Mobile Elevated Work Platforms will only be operated by qualified individuals.

All excavations must be protected by physical barriers to prevent any falls into the excavation.

15.07 Controlling of Lifting Operations

Lifting plans will be required for the following operations on site, these must be submitted two weeks prior to works commencing:

Lifting Operation
Lifting of steel beams
Lifting of heavy plant or equipment into excavation e.g., excavators, temporary works

Lifting operations that do not require a lifting plan (such as standard lifts by forklift or excavator) will require a lifting checklist to be completed.

15.08 Maintenance of Plant and Equipment

All plant must be inspected by the operator. A weekly report sheet will be required from each Sub-Contractor for the plant they have on site. Certificates for any plant requiring thorough lifting examination on site must be presented to the site manager prior to its use. Small tools will be 110V or battery powered. Electrical hand tools must undergo PAT test every 3 months.

15.09 Traffic Routes; Segregation of Vehicles and Pedestrians

Traffic Management Plan will be provided and added to CPHSP once site commences.

TMP drawing to be added below



15.10 Storage of Hazardous Materials and Work Equipment

All substances must have adequate storage as detailed by the manufacturer's material safety data sheets in an area that will not affect others or the environment. All containers must be clearly labelled. All works in accordance with COSHH regulations.

5.0 Arrangement for Controlling Significant Site Health Risks

15.11 Asbestos

All Castle Constriction personnel are trained in Asbestos Awareness. If asbestos is present in any part of an existing building or works within the construction area, an asbestos report should be issued to the contractor as tender stage, this will require specific development by a licensed asbestos removal contractor with method statements and risk assessments issued prior to any works commencing. Notification must be in place with the HSE within the regulation's timescale stated. All Sub-Contractors must ensure that all operatives working on the Castle site are Asbestos Awareness certified.

15.12 Manual Handling

Manual handling will be reduced as far as is reasonably practicable using mechanical means. Sub-Contractors must ensure that all operatives working on a Castle site are trained in Manual Handling.

15.13 Use of Hazardous Substances

Any Sub-Contractor bringing hazardous substances on site must notify the site manager. COSHH Assessments and material data sheets must be supplied for all hazardous substances. Sub-Contractors must ensure that all operatives using hazardous substances are trained to do so.

15.14 Reducing Noise, Vibration & Dust

Noisy activities will be minimized where practicable. Suitable PPE will be worn. The standard required will be identified within the risk assessment and will be

communicated to the operatives. Where necessary hearing protection zones will be established, and clear signage posted to indicate their boundaries.

Records will be kept by individual employers of exposure to vibration. Castle will expect Subcontract employers to comply with their duties under the Control of Vibration Regulations 2005.

Castle will complete regular noise, vibration, and dust monitoring across various locations on the site

Arrangements for Providing Health and Safety Information

15.15 Responsibilities

The occupational health and safety file is defined as one appropriate to the project's characteristics, containing relevant occupational health and safety information to be considered during any subsequent project. The file is only required for projects involving more than one contractor.

The file must contain information about the current project likely to be needed to ensure occupational health and safety during any subsequent work, such as maintenance, cleaning, refurbishment, or demolition.

When preparing the occupational health and safety file, information on the following should be considered for inclusion:

- A brief description of the work carried out.

Any hazards not eliminated through the design and construction processes, and how they were addressed (e.g., surveys or other information about asbestos or contaminated land).

- Key structural principals (e.g., bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs.
- Hazardous materials used (e.g., lead paints and special coatings).

- Information regarding the removal or dismantling of installed plant and equipment (e.g., any special arrangements for lifting such equipment).
- Occupational health and safety information about equipment provided for cleaning or maintaining the structure.
- The nature, location, and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.
- Information and as-built drawings of the building, its plant and equipment (e.g., the means of safe access to and from service voids and fire doors).

There will be enough detail to allow the risks to be identified and addressed by those carrying out the work. However, the level of detail should be proportionate to the risks. The file should not include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc.

Information will be in a convenient form, clear, concise, and easily understandable.

16. Project Security Arrangements

The Project Team will engage with the Local Crime {prevention Officer to discuss local crime rates and significant risks to the security of the Project.

The Project Team will complete a Security Risk Assessment and develop a strategy to control security for the project's construction phase up until project handover.

Local Police Station

Northumbria Police
Millbank Road
South Shields
NE33 1RR

Telephone 01661 872 555 or 999 in an emergency.

