



CONSTRUCTION PHASE PLAN



Principal Contractors • CDM Consultants • Principal Designer • Health & Safety Consultants

Construction Phase Plan

Project: Bodyshop & EMA Enabling Works

Site: Halewood. All departments

Start Date: 07/10/2023



ISSUE RECORD SHEET

Project: Bodyshop & EMA Enabling Works

Date: 07/10/2023

ISSUE	DATE	SECTION	CHECKED	COMMENT
01	07/10/2022	ALL	Andy Roede	First issue
02	25/10/2022	ALL / Title. 2.1 / 2.2	David Durose	Second Issue
03	14/11/2022	Description. 2.1	Andy Roede	Third Issue
04	06/12/2022	Change of Project Title / Description 2.1	Pete Talman	Fourth Edition
05	17/12/2022	Change of Client 2.2 / Change of P.D. 2.2 2.31 / 2.32 / App 7.	David Durose	Fifth Edition
06	20/03/2023	Description. 2.1/ Change of P.D. / 4.3.6A. Emergency Evacuation	Andy Roede	Sixth Edition
07	04/05/2023	Amendment to Environmental /Waste management requirements. (Page 50)	Simon Cox	Seventh Edition
08	21/09/2023	Amendments relating to partial handovers of BIW South Extension / Amendment to Principal Contractor	Patrick Cosgrove	Eighth Edition
09	10/12/2023	1.1 Purpose / 2.1 Project Description - Scope of Works / 2.2 Principal Contractor Representatives	Patrick Cosgrove	Ninth Edition

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CONSTRUCTION PHASE PLAN



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1 - Introduction

1.1 Purpose

This Construction Phase Plan sets out how ML Safety Ltd will manage the safety, health and environmental aspects of the enabling works in preparation for the site wide robotic cells installation. This will include all Mechanical, Electrical, pneumatic, and all construction building & civils works throughout & across the whole site facility.

The Principal Contractor as defined by the Construction Design and Management Regulations (2015) must:

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

ML Safety are a key duty holder who are responsible for managing health and safety on the construction sites which includes planning, monitoring and co-ordinating the construction phases so that health and safety risks are controlled. Key actions include:

- planning: preparing a construction phase plan that ensures the work is carried out without risk to health or safety.
- managing: implementing the plan, including facilitating co-operation and co-ordination between contractors.
- monitoring: reviewing, revising and refining the plan and checking work is being carried out safely and without risks to health.
- securing the site: taking steps to prevent unauthorised access to the site by using fencing and other controls.
- providing welfare facilities: making sure that suitable facilities are provided throughout the construction phase.
- providing site induction: giving workers, visitors and others information about risks and rules that are relevant to the site work and their work.
- liaising on design: discussing with the principal designer any design or change to a design.

1.2 Preparation & Development

ML Safety Ltd shall ensure that this plan and its supporting documentation are:

- Developed to comply with the requirements of the contract.
- Reviewed, authorised and issued for use.
- Submitted to the client for review and acceptance before starting work on the project.
- Issued or made available to project staff so that they are aware of its content and requirements.
- Reviewed monthly by the site manager and updated to reflect changing design and subsequent risk/ or project circumstances in accordance with CDM Regulations 2015.
- All updates will be highlighted in red until the next issue when that month's updates become 'black'. A copy will be electronically forwarded to all duty holders and displayed on CDM notice boards for comment.

1.3 Structure

This Plan comprises four main sections:

1. Introduction
2. Description of the Projects / Scope of Works
3. Management of the Works
4. Arrangements for Controlling Significant Site Risks
5. The Health and Safety File

6. Appendices

1.4 Status

It is our aim that in carrying out this project we will avoid or control all foreseeable risks to the health and safety of persons involved in the construction work, and third parties who may be affected by our work. We will also be keenly aware of persons who use or carry out maintenance work to the completed structure(s).

The requirements of this CPP and its supporting documents are mandatory on all project staff and will be implemented in all aspects of the works to a deliver safe site and working environment.

1.5 CDM roles and responsibilities – a brief guide from the L153 document

CDM Duty Holders - Summary of Role / Main Duties

Clients:

Organisations or individuals for whom a construction project is carried out. Make suitable arrangements for managing a project. This includes making sure that:

- Other duty holders are appointed in writing.
- Sufficient time and resources are allocated.

Clients must also make sure that:

- Relevant information is prepared and provided to other duty holders.
- The principal designer and principal contractor carry out their duties.
- Welfare facilities are provided.
- Appointed duty holders have the skills, knowledge, training, and experience to carry out their duties.
- The client is not expected to be an expert and can appoint outside resources and expertise.

Principal designers:

Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience, and ability to carry out the role.

- Plan, manage, monitor and co-ordinate health and safety in the preconstruction phase of a project.

This includes:

- identifying, eliminating, or controlling foreseeable risks
- Ensuring designers carry out their duties.
- Prepare and provide relevant information to other duty holders.
- Liaise with the principal contractor to help in the planning, management, monitoring, and coordination of the construction phase.
- Prepare the H&S file.
- Assist & advise the client if required to collate the Pre-Construction Information Pack (PCIP) prior to tender for construction.
- Make the client aware of their duties under CDM (2015)

Designers:

Those who, as part of a business, prepare or modify designs for a building, product or prepare or modify designs to system relating to construction work. When preparing or modifying designs, eliminate, reduce, or control foreseeable risks that may arise during:

- Construction.
- the maintenance and use of a building once it is built.
- Provide information to other members of the project team to help them fulfil their duties.
- Provide details of hazards arising from their design.

Principal Contractors:

Contractors appointed by the client to co-ordinate the construction phase of a project where it involves more than one contractor. Plan, manage, monitor and co-ordinate the construction phase of a Project. This includes:

- liaising with the client and principal designer
- preparing the construction phase plan

- organising co-operation between contractors and co-ordinating their work.

Ensuring that:

- suitable site inductions are provided.
- reasonable steps are taken to prevent unauthorised access.
- workers are consulted and engaged in securing their health and safety.
- Welfare facilities are provided.

Contractors:

Those who do the actual construction work. They can be either an individual or a company.

- Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.
- For projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.

Workers:

The people who work for or under the control of contractors on a construction site they must:

- be consulted about matters which affect their health, safety, and welfare.
- take care of their own health and safety and that of others who may be affected by their actions.
- report anything, they see which is likely to endanger either their own or others' health and safety.
- Co-operate with their employer, fellow workers, contractors and other duty holders.

2 - Description of the Project**2.1 Project Description / Scope of the Works****Automated Storage Retrieval System (ASRS)****Installation of Clad Racking Structure**

Installation of a clad rack type construction at JLR Halewood. The overall build for Dexion will comprise of complete assembly of the rack structure.

- Crane Racking is a fully automated storage system, ideal for storing pallets and large items.
- Designed to work within very narrow aisles and at a height of more than 30 metres, crane racking is an efficient, optimised storage solution.
- Guided by a management software system, the crane travels along the aisles of the warehouse, where it enters, positions and extracts the goods.
- For multi-deep configurations, crane racking is equipped with a shuttle which retrieves the pallet and delivers it directly to the front – ensuring maximum accessibility.
- Crane Racking is designed to offer complete flexibility, from load capacity and building height, to cycle times and temperature control. The system adapts easily to the needs of each warehouse making it a highly effective storage solution for a vast range of applications.

Product specifications

- Fully automatic, fast and safe.
- High throughput speed – dramatically reduces picking times.
- Maximum height utilisation – ensures all available space is fully optimised.
- Stock management system controls and updates the goods inventory – ensuring precise control of goods and eliminating manual operating errors.
- Easily adapts to special working conditions - from freezing temperatures (-30 °C) to extreme humidity.
- 30+ metres height

Order of works**1 - 11th September 2023**

Interlock Surveys will attend site for 2-3 days to carry out survey of the slab and to mark out the base plate positions working from 3 datum points that are to be provided by the principal contractor.

2 - 18th September 2023

Dexion installation team will arrive on site to start set out works and to begin core drilling operations and setting floor anchors.

3 - 25th September 2023

Deliveries, and sub assembly of frames will commence. Supporting steelwork items will also be prepped.

4 - 2nd October 2023

Crane to arrive and set up for lifting operations and time and weather permitting, lifting will start with the first block for brace tower between X4-5

5 - Remaining program

From 9th October the build will progress in general terms by 1 x reference each week. We will build the brace bays first, to keep the structure stable, then work away from it. Weekly updates will be issued to all stakeholders.

Weather Protocol for Work at Heights

Wind – Operatives from Dexion will suspend working at height in the racking if the crane and the Scissor lifts that have been hired, are unable to operate. The scissor lifts have manufacturers guidance that can be found on the scissor lift itself. The crane hire company are responsible for suspending the use of the crane in windy conditions. The competent persons that will check the manufacturers guidance will be the Dexion site manager or supervisor. The BBC weather app will be used by the site management team to assess predicted weather conditions on site.

Lightning– Operations will cease immediately if there are stormy conditions. The installers will take shelter inside the dry rooms/ offices.

Ice – When there are icy conditions, the racking will be inspected by the installation manager or supervisor who will determine whether we can climb out from the scissor lift on to the steelwork. Operations will be temporarily suspended if the conditions are deemed too icy. Operations will resume once the site manager has deemed the steelwork safe again.

Rain – When there are rainy conditions, the installation manager or supervisor will determine whether the rain is deemed too heavy. If the rain distorts vision in the racking and affects how safe the footing is on the steelwork, operations will temporarily be suspended. Only the responsible person will decide when the operations can continue.

Unloading / movement of materials and storage.

- Materials shall be delivered to site by appropriate means of transport; usually 40' articulated vehicle. All materials shall be secured to avoid damage during transport.
- All materials shall be visibly checked to identify damage and to check quantities against order of delivery note.
- Authorised and trained fork truck operators shall remove materials from the delivery trailer and place in designated area of storage. Designated areas are to be discussed and agreed prior to unloading material, they will be of such to allow storage of uprights.
- The operator shall ensure that the route of travel within the delivery/build area is clear, and no personnel are walking / working within the travelling route. Where loads are of such hazardous lengths/heights, where visibility is impaired.
- Materials are to be separated and clearly identified as to type/length for installation they shall be stored upon wooden timber bearers and kept in a tidy fashion. All tripping hazards shall be removed or in the event that this is not possible they shall be clearly identified.

Core Drilling

- Set out the positions to the required setting out dimension indicated on the installation drawing. A drilling jig will be used for this purpose to ensure that the stud positions are correct. This is marked with centre positions to align with floor marking.
- Position the core drill and lower the core bit through the drill jig. Ensure the drill stop is set to the required depth of 500mm for external frame positions, 375mm in other positions.

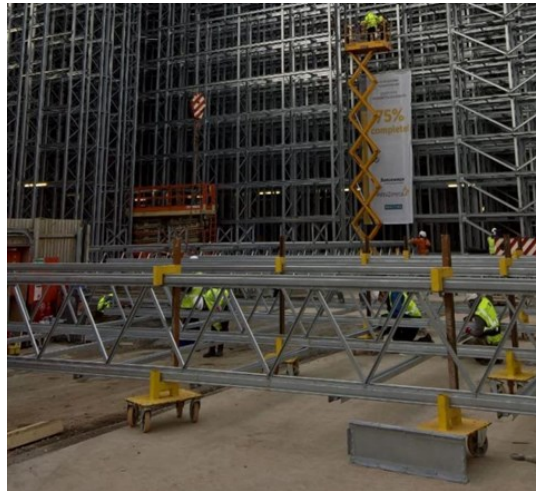
- Start the vacuum pump and check that the drill stand is level to ensure that the core is vertical Start the core drill and engage the water flow to suppress drilling dust. At this time start the Vacuum to collect excess water whilst drilling.
- Engage the core drill with the slab surface and drill to the required depth.
- Remove the drill and drill jig and remove any excess water that remains using the vacuum.
- Once the cored hole has had sufficient time to dry test fit the stud. Some holes may require additional drilling to square out the bottom of the core hole as some cores may not extract in one piece. This is done with a standard battery powered SDS drill with 40mm drill bit attached and a drill stop to ensure depth is not exceeded.

Assembly of racking frames.

- A frame jig (on trestle type frames) is setup so that frames can be assembled in accordance with the requirements shown on the elevation drawing.
- Trestle frames are positioned at equally spaced so that uprights are supported.
- Uprights shall be lifted and transported onto the jig using an FLT.
- Reading from frame drawing's, the cross bracing shall be placed at correct intervals along across the uprights.
- Fixings shall be placed along the uprights at the points of which require bracing. The bracing is then instated into the upright in accordance with the frame drawing with fixings inserted.
- Working from top to bottom, personal shall then tighten the fixing's working either side of the upright frame assy, using a battery powered impact wrench (nut runner).
- N.B All electrical tools to hold PAT test label with three-month validation.
- The first frame assembled remains on the trestle (as a template) which then has wooden bearers placed across the frame so that further frames can be assembled to the correct assembly pattern.
- N.B Ensure that the fixings are not over tightening as to cause the frame bracing to deform.
- N.B Jig assembly fitters shall wear ear protection.
- The jig supervisor shall check to ensure that the frame is correct to type required and to drawing. The supervisor shall also check that the fixings are correctly tightened and that all excess fixings are removed from the frame assy.
- When frame build is complete the frame is then lifted off the jig and stacked locally in a stack of up to a maximum of ten high.
- Frames are stored on wooden timber bearers as to avoid damage; these shall be stored in a suitable manner, as to not cause trip hazard to others.
- N.B The store area shall be as close to the build area as possible, to reduce further travel requirements.
- N.B The area required for the jig build will be designated during site establishment.
- N.B The jig area is to be swept clean at the end of each shift, excess fixings are to be placed into the appropriate containers of there type and any packaging materials will be disposed of (daily) into skips.

Block assembly

- Frames have now been jigged, now block assembly can commence.
- We will start by laying out horizontal beams along the floor according to drawing. These will be lifted from a stack of the beam and positioned spaced out equally on the floor according to drawing.
- Four pre-built and pre checked trolleys will have one frame per trolley pair. It will be lifted with a FLT with the assistance of a lifting arm and positioned appropriately on its side within the trolley which will secure it.
- Once the frame has been positioned accordingly, the trolleys can be wheeled across the ground with the frame and positioned on top of the beams correctly according to block drawing. The brakes on the trolley can be pressed to ensure no movement of the frame.
- The beams that are laid out will be lifted one at a time and then bolted to the frame. We will start at one end, then bolt the opposite side.
- Once all beams are bolted on the bottom side, they will be checked to ensure all are tightened sufficiently.



- The top side of the frame will then have beams laid across the top and will be bolted and tightened sufficiently.
- Now the bolts have all been tightened, the blocks can be wheeled away from the assembly area and handed over to Crane hire company ready to be erected.
- Assisting with the lift will commence. It will be overseen by Crane hire company who will provide their own RAMS and lift plan.
- The steps above will then be repeated until all the blocks are inserted in their appropriate place.

Assisting with the lift

Assembled block will be moved manually from pre-assembled storage zone to an area beside to its final placement. Blocks will be assembled according to the split points defined in Drawing. All the component parts that are required for the block lifting are then sited at convenient positions around the block. Lifting Plan to be provided by the Crane Hire Company (to be nominated)

Block Lifting

The lifting routine of the blocks can be broken down into the following operations:

A. Placing an assembled block to an area beside to its final placement.

B. Personal have to follow the conditions outlined in the Lifting Plan of Crane Hire Company:

- Crane to (drive/reverse) into position under control of Slinger/Signaller. Crane will rig up Main Boom as per manufacturer's instruction manual. Upon completion of rigging crane, the operator will telescope main boom of crane out to various config. Operator will hoist down hook block to ground level.
- Lifting tackle for executing lift will be placed on hook and checked as correct by Lift Supervisor. Hook of crane hoisted into air. Crane will now be slewed over item to be lifted and lifting tackle attached. Access by Slinger/Signaller will now instruct operator by means of hand signals or two-way radios to slowly hoist up to take the slack out of the tackle. Slinger/Signaller will now "plumb" boom head of crane vertically above lift. Tag lines will now be attached to lift if required.
- Slinger/Signaller will now instruct operator to hoist up item clear. Slinger/Signaller to check load is level and secure. Slinger/Signaller to instruct operator to hoist as required until clear of obstructions. Slinger/Signaller will instruct operator to slew crane (left/right). Slinger/Signaller will now instruct operator to carry out motions required to lower lifted item into position. Bogey wheels will be used for tailing.
- Operations will cease once item is just landed to enable us to check position and orientation of lifted item. Once we have confirmed position, Bogey wheels will be removed, Block will be fixed to the anchor bolts on floor, Slinger/Signaller will instruct operator to lower off all weight of lifted item.
- Lifting tackle will now be released from item.
- Slinger/Signaller will instruct operator to hoist up until lifting equipment is clear of all obstructions.



- Slinger/Signaller will now instruct operator to slew crane (left/right). Slinger/signaller will now issue instructions to operator to hoist down over next item to be lifted.
- Three workers will help tie rope to the block. This rope will be held by one man. The role of the rope is to help assist positioning of the block.
- As demonstrated in the pictures, you can see that we will access the rack via scissor lift.
- Before we leave the scissor lift, we will ensure that we are attached to a fixed point. In this case it will be a horizontal beam.

We will then leave the scissor lift and with the other part of the lanyard, we will attach to the beam above us. Workers will ensure good footing on the beams below and be confident and competent when working at height. The workers will move around the rack slowly and diligently using the lanyards as trained.



- Whilst the workers are in the air in the rack, and whilst the crane is in operation, we will have exclusion zones around the crane marked by red and white tape. Where possible maximum use must be made of one-way circuits.

Rescue Plan

BEFORE ANY WORKING AT HEIGHT PROCEDURE IS CARRIED OUT A PRE-USE CHECK OF THE RESCUE KIT IS TO BE CARRIED OUT BY COMPETENT PERSONNEL TO ENSURE THERE IS A VIABLE RESCUE PLAN IN THE CASE OF AN EMERGENCY.

1 – Rescue from a scissor lift (One Rescuer)

- The alarm is raised,
- The rescuer assesses the scene to make sure they aren't putting themselves in danger,
- Any local emergency policies are activated, and the relevant people are informed (Emergency Services, Security, Shift Manager etc.),
- The rescuer enters the scissor lift to reach the casualty using an independent fall arrest system from the casualty carrying the rescue kit with them. If the scissor lift is in the air, the emergency bring-down procedure button will be hit by the rescuer on the ground.
- The rescuer leaves the scissor lift and then climbs past the casualty and stays within arm's reach,
- Once the rescue kit is set up above the casualty, the rescue kit is attached to the casualty and any remaining slack is taking out of the system,
- The GOTCHA bar is then positioned on the rescue kit to apply a 6:1 mechanical advantage to lift the casualty high enough so their original fall arrest system goes slack.
- Once lifted high enough the rescue kit is locked off so a safe transfer can be obtained when removing the casualties deployed fall arrest system,
- Then the rescuer will remove the bar and store in the rescue kit bag,
- After applying extra friction to the system and a possible deviation off the rescuers hip the casualty is lowered down via scissor lift if close enough to casualty. If he isn't, then the rescuer shall use the boards below the casualty to lower him down.
- Once on the ground the casualty can be further assessed but is put into the recovery position if breathing.

2 – Rescue from a scissor lift (Two Rescuers)

Climbing Rescuer Instructions/Ground Rescuer Instructions

- The alarm is raised,
- The rescuers assess the scene to make sure they aren't putting themselves in danger,
- Any local emergency policies are activated, and the relevant people are informed (Emergency Services, Security, Installation Manager, Site Supervisor.),
- From the rescue kit the end of the rope is found and also the deviation pulley, the rescuer who is going up to the casualty takes these items and using an independent fall arrest system from the casualty makes their way up to them,
- The rescuer who is left on the ground attaches the rescue kit to an anchor point which is suitable and sufficient and pays out slack as the other rescuer enters and goes up the scissor lift,
- The rescuer climbs past the casualty and stays within arm's reach,
- The end of the rope is passed through the deviation pulley and rigged directly inline above the casualty.
- The end of the rope is then clipped to the casualty,
- The rescuer takes in the slack from the rescue rope and attaches the GOTCHA bar,
- Once the bar is on the rescuer then lifts the casualty using the GOTCHA bar giving the rescuer a 6:1 mechanical advantage until their original fall arrest system goes slack,

The lock is applied to the rescue kit so a safe transfer can be obtained from the original fall arrest system to the rescue kit,

- Once the lock is applied the rescuer can remove the original fall arrest system,
- After applying extra friction, the rescuer can start to lower the casualty to the ground,
- A second deviation can be used on the rescuers side D ring to bring the casualty away from the scissor lift.
- Once on the ground the casualty can be further assessed but is put into the recovery position if breathing.

3 – Rescue from the racking

- The alarm is raised,
- The rescuers assess the scene to make sure they aren't putting themselves in danger,
- Any local emergency policies are activated, and the relevant people are informed (Emergency Services, Security, Shift Manager etc.),
- A rescuer makes their way to the casualty using safe working practices and any training they have been given with the rescue kit. They will go up the side of the racking using a scissor lift.
- The rescue kit is rigged directly inline above the casualty on the steelwork of the racking,

- Once the rescue kit is set up above the casualty the rescue kit is attached to the casualty and any remaining slack is taking out of the system,
- The GOTCHA bar is then positioned on the rescue kit to apply a 6:1 mechanical advantage to lift the casualty high enough so their original fall arrest system goes slack,
- Once lifted high enough the rescue kit is locked off so a safe transfer can be obtained when removing the casualties deployed fall arrest system,
- Then the rescuer will remove the bar and store in the rescue kit bag,
- The casualty will have a carabiner attached to himself, put on by the rescuer to take the weight,
- Now the fall arrest can be removed.
- Depending on the location of the casualty if there is a direct line down to the ground then the rescuer can apply extra friction and lower the casualty to the ground, if there isn't a direct line to the ground then the rescuers will have to move the casualty to the aisle and bring the casualty down via the scissor lift.
- Once on the ground the casualty can be further assessed but is put into the recovery position if breathing.

4 – Rescuing an unconscious casualty

- As above all rescues are the same but in the rescue kit bag is a 3.5m reach pole that can be used to clip the casualty if they are both out of normal reach and/or unconscious.

New Body in White (South Extension)

The works are currently managed as a “turnkey” project with I.S.G. Construction appointed as the Principal Contractor for the erection of the building and associated groundworks. JLR/ML SAFETY will take possession (first stage) of the 1st Floor from GL DD – GG39A - 47 1st Floor. (see plan below) Wednesday 25th September.

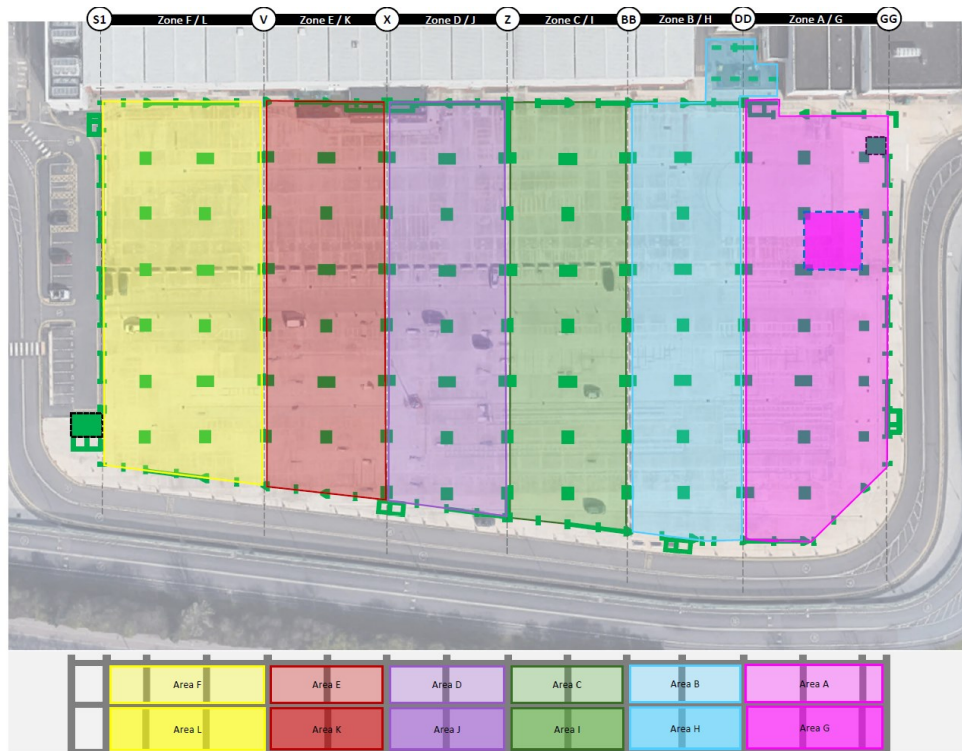
In light of the fact the two projects need to continue in the same area due to overlapping works. As of 25/09/2023 the two appointed Principal Contractors will coordinate the works collectively to ensure the safety of ALL contractors undertaking works in both areas.

A weekly co-ordination & look ahead meeting will take place involving all parties to resolve any logistics issues, upcoming works, coordination, Access to any areas. (Tuesday 10:30am). ISG will be responsible for install, maintenance and modification of segregation Heras fencing between the 2 areas. These fence lines will be updated to match the latest site plan issued before any change to occupation areas.

Prior to handover of any area a site survey walk will be carried out where all safety & quality issues can be logged for close out before handover. This process is to capture safety & quality issues ONLY to ensure the area can be handed over to equipment vendors. There will then be staged takeover of area as per the dates below but at every stage of the takeover a HERAS fence between JLR/ML SAFETY area and ISG will be in place.

The table below shows the planned handover dates for each area. JLR will take possession of an area from the proposed light access date. Loading of the floor in these areas will be restricted to pedestrian only until the proposed heavy access dates or ISG provide suitable cube test results. All handover dates are subject to change as the progress in each area is mapped.

Early Access - Rev E - updated 12/09/23			
	Zone	Light Access	Heavy Access
First Floor	Zone A - GL GG-DD	25/09/2023	09/10/2023
	Zone B - GL DD-BB	02/10/2023	16/10/2023
	Zone C - GL BB-Z	09/10/2023	23/10/2023
	Zone D - GL Z-X	02/11/2023	08/11/2023
	Zone E - GL X-V	14/11/2023	20/11/2023
	Zone F - GL V-S1	29/11/2023	05/12/2023
Ground Floor	Zone G - GL GG-DD	02/10/2023	16/10/2023
	Zone H - GL DD-BB	17/10/2023	23/10/2023
	Zone I - GL BB-Z	30/10/2023	03/11/2023
	Zone J - GL Z-X	15/11/2023	21/11/2023
	Zone K - GL X-V	01/12/2023	07/12/2023
	Zone L - GL V-S1	21/12/2023	08/01/2023



ISG to provide RAMS to ML SAFETY approval prior to entering and carrying out works within the work area. MLS will require RAMS submitted to them 7 days before prior to work starting, if approved MLS will then issue a CJR to them to start work. ISG teams will need to be inducted before access is granted.

ISG to provide fire alarm & fire provision stations and escape routes to the designated JLR muster points and provide clear directions to these muster points. Noisy Activities being carried out by either party must be communicated to all in order that potential noise control areas can be set up.

Electrical & Mechanical Installation & Maintenance (BMS & Production Facilities)

- Installation of new distribution boards & containment.
- Redistribution of Power supply cables to new distribution boards.
- Redistribution of cables from exiting DB's to new DB's
- Removal and relocation of busbar tap off boxes & busbar sections.
- Installation of power supplies from busbar tap off boxes to control panel.
- Glanding and termination of cables in tap off boxes and control panels.
- Installation of electric roller shutter doors.
- Installation of fire network alarm system
- Flexible Man Working Installation of Mono Space 500 Elevator
- Installation of ABB robots, roller beds conveyor and associated cabinets.
- Installation of Conveyor & Cladding Lines
- Robot Cell Relocation
- Installation of high-level conveyor and associated steelwork
- Removal of ASRS Cat Ladder & Dry Riser Hydrant
- Installation of new fire main pipework and supports.
- Reconfiguration of process water & compressed air pipework and supports.
- Installation of new pipework and supports for vent pipe.
- Reconfiguration of chemical pipework and supports.
- Installation of Sprinkler Protection

- AC unit relocation
- Ductwork Strip Out, Relocate fans & installing ductwork.
- High Level Ventilation Install
- Installation of Permanent Steelwork Columns.
- Installation of steel work to buildings
- Removal of Drop Sections & Installation of Support Steelwork
- Steelwork Installation – Mezzanine Floor.
- BR Fencing Installation.
- Under guarding Steelwork Structure Installation.

Office Refurbishments & Fit Outs (Offices & Welfare Facilities)

- Strip out plasterboard office partitions & suspended ceiling.
- Partition Fixing and Erection (Double Skin Solid).
- Suspended Ceiling Installation.
- Dry Fit Kitchen Unit & Worktops.
- Plumbing Works – Sink.
- Safety Vinyl Floor Installation.

Civil Engineering, Excavating, Groundworks & Concrete Works

- Floor sawing using wet-process diamond cutting saw.
- Breaking out using pneumatic/ electric percussive hammers.
- Repairs using epoxy mortars.
- Repairs using cementitious mortars.
- Grouting
- Diamond drilling
- Fixing holding down bolts.
- Scaffolding and screens.
- Floor painting.
- Tiling & floor coverings
- Tarmac surface repairs
- Thermoplastic road marking
- Brickwork
- Joinery
- Excavations
- Decorating
- Concrete
- Steel fabrications
- Office ceilings
- Office Partitions
- Minor road works
- Cutting & grinding
- Cleaning
- Fencing
- Plant hire
- Plumbing
- Drainage

2.2 Contact Details

Contract Details	
Full Title:	Body Shop & EMA Enabling Works
The Client:	Jaguar Land Rover Halewood, Liverpool, L24 9BJ Contact: Simon Cox Tel: 07736561867 E Mail: scox30@jaguarlandrover.com
Principal Designer:	Jaguar Land rover Halewood Liverpool L24 9BJ Principal Designer. E-Mail: @jaguarlandrover.com Contact Number:07459383292
JLR Lead Project Engineers:	Name: Gavin Clark E-Mail: gclark5@jaguarlandrover.com Contact Number:07471147229 Name. Rob Smith Email. rsmith95@jaguarlandrover.com Contact Number. 07736561867 Name. Scott Hickman Email. shickman@jaguarlandrover.com Contact Number.07887451656
The Principal Contractor:	ML Safety Ltd – Lindsey Allen 214, Castle Hill Road, Stonnall West Midlands WS9 9DB Principal Contractor Representatives: Patrick Cosgrove Email: patrick.cosgrove@mlsafety.co.uk Tel: 07811 735636 Stephen Dunne Email: stephen.dunn@mlsafety.co.uk Tel: 07544 740926 Phil Treare

	Email: Phil.Trare@mlsafety.co.uk Tel:
Project Notification (F10):	d11882a059 – Amended on 20/03/2022 to include all enabling and robotic installation works within all departments of the Halewood facility.
HSE Regulator:	Redgrave Court, Merton Rd, Bootle L20 7HS
Contract Start Date:	17 th October 2022
Contract Completion Date:	July 2025
Project Location:	ALL departments - Halewood
Site Hours	Weekdays: 7am – 6pm Sat/Sun 7am – 6pm by arrangement

2.3 Existing Conditions

2.3.1 Existing Conditions, Constraints & Additional Information

	Note available information
Existing Surrounding Uses & Restrictions	Activities and uses of the site include: - All departments will be in use during all works even in shutdowns there will be some JLR employees on site. - Normally the site is a fully functioning automotive manufacturing facility. - Main site roads. - Pedestrian walkways. - Residential areas and retail outlets nearby. - Car parking is in the designated car park only as per site signage and layout to be issued by JLR.
Existing Conditions	Fully working manufacturing facility. There is power and all main services, HV and LV electrics, water, air, mains gas, fire alarms and sprinklers within the building. The client does not have an existing H&S file but do hold some drawings and information for the areas which has been shared by Rob Smith the former Principal Designer. An asbestos survey must be undertaken prior to onset of works. Contractor RAMS must include scanning prior to any soft digging being undertaken as per the requirements of HSG 47.
Noted Constraints	Halewood Site Access: - Take 5 Induction cards will be issued following a CDM Induction. Always keep your induction card on you and present it when requested. - Competencies for the individual will be recorded on the ML Safety Tracker. - An electronic register of inducted persons will be kept on site. - All persons will be required to be booked in initially and JLR security will issue a day pass. - Operatives may be required to attain this pass each day throughout the period on site. At the discretion of JLR a proximity card may be issued. CDM Areas: As Principal Contractor we are expected to allow for coordination with all Contractors during the works. Any contractors &/or employees entering the CDM areas must wear as a minimum:

	• High Visibility Clothing. • Safety Footwear. • Hard Hat. • Eye Protection & Hand Protection should be task specific. • ID cards (proving ML Safety CDM Induction). • CSCS & skill cards must be provided at induction at the latest to prove level of competence. (If operatives cannot provide a CSCS card the HSE competency test will be administered and reviewed before access to site is permitted.) • Must Adhere to the Site Safety Rules. • RAMS to be signed before any work commences. Contractors should not migrate to other areas of the business without authorisation. All hazardous materials must be declared and have been passed by JLR's body shop approval procedure – lead engineers are the point of contact for this. Visitors will be allowed to enter CDM areas providing minimum PPE is worn, Site Rules are adhered to and chaperoned by a fully inducted person for a short period of time. <u>Traffic Management & Logistics Plan:</u> A traffic management & logistics plan adopted for all deliveries of plant & materials and updates /changes will be requested, with consultation and agreement from the client. All logistical maps will be posted on information safety boards on site. Please see arrangements in appendix 7.
Planning conditions	There are no planning restrictions for this project
Deliveries	The hours for deliveries will match those stated in Section 6.1.1 but will be restricted, normally, to the period from 9:30 in the morning to 3:30 in the afternoon on weekdays. Saturdays and Sundays from 9:30 in the morning until 1:00 in the afternoon. The restriction of normal deliveries to the weekday six-hour period should minimise the chance of delivery vehicles adversely impacting times of peak traffic flows which are as follows: • All delivery vehicles will have to pass through a security gate, and the Principal Contractor will not allow unscheduled deliveries. • Those making deliveries will need to agree delivery slots in advance with the Principal Contractor so that site logistics can be co-ordinated and in order that slots are booked just in advance of the time when the items are required.
Additional Information	COVID 19 – all JLR and Government Covid guidelines must be adhered to – see appendix 8 for guidance. Use of cameras or devices with cameras to take pictures is strictly prohibited without a permit

2.3.2 Existing Services

	Note organisation and description of services
Electricity	Electrical Services HV and LV

Water	Mains water supplies, Fire Prevention & Emergency Fire Suppression Supplies
Gas	Gas – piped
Compressed Air	Localised piped supplies and ring mains
Communications	Data cabling including fibre optic cables
Drainage	Drainage – foul, storm and localised works drainage
Other	Extraction / ventilation ductwork
Existing drawings for the facility and exterior areas can be viewed by request with JLR lead engineers for this project.	
All contractors must ensure services are identified and isolated before working on their element of works	

2.3.3 Existing Traffic Systems Features and Restrictions

Existing Traffic Systems	Restrictions / Hazards Arising from Existing Traffic Systems
Roads	Speed limit - 15MPH on site, 5mph inside the building. Pedestrians, when moving around the site, shall keep to the walkways and footpaths. All vehicles will adhere to the designated routes which will be shared following receipt of plant layout and observe all traffic systems on the site to avoid any traffic congestion. All Contractors shall be responsible for providing all delivery drivers with clear directions to the area of work where the deliveries are to be made. Contractor and pedestrian access to ML Safety Principal Contractor controlled areas is via the designated entrance. Contractor access to the site will be gained at the main gate situated on the road see logistics layout Appendix 7. Access and Egress routes to the designated CDM areas for the removal of spoil and the delivery of concrete will be agreed with ALL stakeholders prior to onset of works. The routes may vary as will the working times to afford the least disruption to the production of vehicles and to minimise the volume of traffic within the surrounding areas. It may be necessary to implement agreed traffic routes and timings for each CDM area as the routes may vary depending on the location of the CDM area. It is envisaged that these works will be undertaken outside of normal production times. (0600hrs – 1600 hrs at weekends only, however if required the contingency will be to implement the following times: Friday @ 1800hrs to Monday morning at 0500hrs) All areas will be cleaned on completion of works, (A road sweeper may be deployed to clean the exterior areas.) The P.C. representative will engage with and communicate with the local area supervision on a daily basis to ensure that there is minimum disruption during the works. Hearing protection signage and “ear plugs” will be sited at strategic points to minimise the hazards associated with noise. Hearing protection will be mandatory

	for operatives working within the CDM area. An asbestos survey will be conducted by a third party to identify any areas that may have suspected ACMs prior to any works)
Footpaths & Emergency Routes	Existing access and emergency evacuation routes must remain where possible or diverted and clearly marked where this is not possible.
Other	All project personnel must follow designated pedestrian footpaths within the site.

2.4 Environmental Features and Restrictions

Existing Environmental Issues	Restrictions / Hazards
Hazardous Substances	Extracted dust in ducting, galvanised metal (handrails, ducting, and grids) from M+E works. Silica dust from floor cutting and excavations.
Drainage	Drainage – foul, storm, and localised works drainage. Refer to site Environmental Management System for drainage runs and interceptor's points.
Other	Diesel Fumes. All plant must be fitted with a diesel particulate filter
Contaminated ground	None

3 - Management of the Works

3.1 Project Directory

See 2.2. A full project directory will be compiled of all contactors on site at starting up.

3.2 Project Organisation

Please refer to the organisation chart all our staff have been with ML Safety for a number of years and have the required qualifications, training, experience and knowledge to carry out their tasks competently. All have worked on JLR projects previously and have experience with JLR standards and procedures.

The ML Safety Ltd appointed Site Safety Manager on site have overall responsibility for the management of SHE issues on each of the area project. A Project Organisation Chart showing reporting and communication channels will be defined and maintained on the Site's SHE Bulletin Board(s) where applicable.

3.3 Management Responsibility

Each Site Safety Manager & supporting team members involved in the project is responsible for:

- Ensuring all employees/contractors understand their duties under the Health and Safety at Work Act 1974 and all supporting UK legislation.
- Ensuring all employees/contractors work in accordance with the CDM Regulations (2015)
- Understand the elements required to provide Safe System of Works, influencing a positive safety culture, whilst integrating improved working practices through positive interventions.

- Verifying the standard of work carried out under their control by supervision, surveillance, audits & site inspections.
- Ensuring that employees/contractors under their control are familiar with relevant processes & procedures and are familiar with instructions.
- Checking that all employees under their control are adequately trained, qualified & experienced in their relevant discipline to perform their delegated duties in a satisfactory manner.
- Provide clear information, instruction, training & supervision to employees under their control.
- Ensuring that works under their control is planned, controlled, and completed in accordance with company policies, contract and statutory requirements.
- Reporting & recording all incidents, accidents, near misses, defects in documents or materials together with a follow up of agreed corrective action, to remedy the immediate, underlying & root cause of the event and minimise the probability of recurrence.
- Controlling documents need to be prepared, issued, received, and filed (online & hard copy) for reference.

3.3.1 Quality management systems

- As part of the onsite process for monitoring and controlling quality of installation our site safety managers will be liaising with the relevant JLR engineers and any other stakeholders throughout the process of the project.
- Whilst ML Safety do not have it in their scope to sign work off, we will be in attendance to offer guidance and advice during the JLR sign off and handover process.
- As regards quality management of ML safety's work as PC we have several accredited standards including QMS 9001, QMS 14001, QMS 45001 (H&S standard), Achilles level 4, safe contractor and ROSPA.
- Our personnel are well versed with ECPL and VISTAG procedures.
- ML Safety will be using our contractor tracking system to monitor performance and highlight trends and patterns of non-conformances and good performance.
- VISTAG will be used as part of the commissioning process and training will be given from ML safety on its use when applicable.
- Stage 1. ECPL training will be conducted by ML Safety to all contractors who will be required to use it, correct isolation of energy sources is paramount and failure to do so could endanger people's lives.

3.4 Management Policy

Our policy on managing safety, health and the environment on every project are defined in our Company SHE Policy Statement. This Policy will be implemented in full on this project and a copy of the Policy will be prominently displayed on the site office notice board at all operating locations to remind people of its requirements and expectations.

3.5 Objectives & Targets

Our objective and targets are to have zero accidents and to run a safe, productive and timely project. The KPI's for this project are:

1. 0 Riddor's
2. 0 lost time accidents
3. All near misses to be reported.
4. 100% COVID law and guidance to be adhered to. (When in Force)
5. Promotion and adherence to JLR's destination Zero
6. Contractor self-audits of one per week minimum
7. Medoc 19's – To be completed weekly by responsible JLR Engineers.
8. ML Safety will audit the site during each day and use our own tracking system and recorded audits.
9. ML Safety acknowledges JLR's Zero Harm philosophy and will convey this to contractors on the project and assist JLR to achieve Zero Harm goals on this project – see appendix 10.
10. To ensure targets are met rigorous auditing processes will be in place including roving patrols, daily audits, weekly waste walks will also be used to control and maintain high standards of housekeeping. The induction will cover these processes. Contractors will also perform safety and housekeeping audits on themselves with a frequency of no less than 1 per month and retain electronic copies.
11. A copy of the Zero Harm principles will be forwarded to all tier 1 contractors.

3.6 Management Review

We use a structured series of reviews to assess our performance and initiate corrective action.

Review	Meeting Leader	When	Purpose	Record
Project start up Meeting / Walk	ML Safety Site Safety Manager	Prior to works starting	To ensure all parties are aware of their duties and responsibilities.	Diary Log
Daily meeting	ML Safety Site Safety Manager	Daily (7.30am)	Review daily performance, site issues, concerns & future operations with the Workforce	Diary log
Weekly Review / Look Ahead	JLR / ML Site Safety Managers	Wednesday 12:30	Work Coordination, SHE Report and Safety Review	
Weekly Review / Look Ahead	JLR Infrastructure Engineers / ML Site Safety Managers	Friday 12:30hrs	Work Coordination, SHE Report and Safety Review	Minutes
Project Meeting & Review	ML Safety Site Manager	Monthly review meeting	Review CPHS Plan, performance, monitoring results, System, incidents and resources. All parties (client, Principal Designer, PC and contractors to attend)	Minutes & Plan

MLS CDM Site Noticeboards will be sited at the main entrance to the CDM area (when it is reasonable and practicable to do so). Each board will contain the following information:

- Emergency numbers and evacuation procedure.
- Project directory with the numbers of MLS site safety, JLR Engineers and Contractors
- Layouts/logistics maps
- Site Safety Advisors contact details
- Fire information
- First aiders contact details.
- F10
- Certificate of Insurance
- ISO Accreditations (9001, 45001, 14001)
- HSE Health and safety Law poster

3.7 Communication and Co-operation.

3.7.1 Communicating and Issue of Information

This Construction Phase Plan will be sent to all tier 1 contractors tendering and completing work, who must cascade it to their sub-contractors. Updates will also be issued to all contractors affected by revisions. Relevant sections of this Construction Phase Plan will also be issued to all Client direct contractors who will be expected to comply with their requirements.

A pre- start meeting will be held prior to any works taking place to ensure planning and site preparations are optimised fully. The Site Manager will hold Progress Meetings with site contractors and client at least monthly and will ensure that all SHE issues concerning the project are being suitably addressed, monitored and maintained to the required standards.

Pre-Construction Information will be stored on a SharePoint database and the address of the file system distributed to all Tier 1 contractors who will share the information required with their tier 2 subcontractors – the information will be loaded by JLR. The information will include all known service drawings and as built information.

Please note that meetings during Covid wherever possible should be via TEAMS not face to face.

A poster, indicating the methods of communication between all levels of the workforce and the project management team, will be displayed and maintained on the Site SHE Notice Board(s).

ML Safety Ltd will also ensure that a copy of the HSE Notification F10 (rev), for the project and all other statutory notices are displayed and maintained on the Site SHE Bulletin Board(s).

3.7.2 Co-ordination and Co-operation of contractors

The general co-ordination of contractor's activities will be planned and agreed by ML Safety Ltd and JLR through the review and maintenance of a project programme to be issued in detail by main vendors.

Detailed co-ordination of work activities being undertaken by groups of contractors working in the same or similar vicinity will be achieved by holding regular co-ordination meetings with the relevant contractors, or at site progress meetings. The first item on either agenda will be SHE related items.

3.7.3 SHE Management Review Meetings

The purpose of these meetings is to review recent SHE performance, to plan future activities and to ensure that all SHE issues associated with the construction, design, programme, variations (if requested / required) or unforeseen circumstances are suitably addressed. Resultant information will be issued to all affected contractors.

3.7.4 General Workforce

Communication of Risk Assessments, Method Statements and Toolbox Talks (in-house and contractor talks) will be used as an opportunity for the workforce to be consulted on Health and Safety issues as a means of complying with the "Health & Safety (Consultation with Employees) Regulations 1996". Those present will be asked to report any Health & Safety issues that may be of concern.

ML Safety Ltd will ask representatives from the contractors and site to report any such concerns via the Site SHE Committee / Co-ordination Meeting, or in severe cases directly to the Site Manager. At every ML Safety Ltd operational location, the Site Manager will convene and chair a weekly Site SHE meeting including representatives from all levels of the project management team. Representatives from key contractors; designers and the Client will also be invited and encouraged to raise any concerns.

If or when the Site Manager receives such information, it will be recorded and action as appropriate within the minutes of the Site SHE Committee / Co-ordination Meeting.

3.8 Design Control

Design changes to be approved via the JLR change control procedure and must be forwarded to the Principal Designer, designers must demonstrate they have reviewed changes and applied the General Principles of Prevention to any hazards arising from changes by:

- a) Avoiding risks.
- b) Evaluating the risks which cannot be avoided.
- c) Combating the risks at source.
- d) Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health.
- e) Adapting to technical progress - replacing the dangerous by the non-dangerous or the less dangerous.

- f) Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- g) Giving collective protective measures priority over individual protective measures; and giving appropriate instructions to employees.

3.9 Procurement

3.9.1 General

All contractors and designers shall be assessed and procured in accordance with the procedures listed in each subsection below.

3.9.2 ML safety Sub-Contractor procurement

ML safety propose to use the following suppliers:

None at present

All sub-contractors are appointed in accordance with our procurement process under Achilles and QMS processes.

3.9.3 Contractors

All tier 1 contractors (main vendors) will be assessed, selected and procured in accordance with the Client's procurement & tender procedures. Only those contractors deemed competent by JLR and ML Safety Ltd will be allowed to work on the project. Competency will be judged on tender documentation, financial stability, tender interviews, training and previous experience. Contractors must demonstrate the correct levels of experience, knowledge, training and qualification. Monitoring of contractors by site management will continue throughout the project to ensure that an appropriate level of competence is maintained.

All contractors - will need to prove their competence before being allowed on site. The following is a guide to the required competency levels:

- CSCS / CPCSS or equivalent European standard
- SSSTS – for Supervisors
- SSMTS – for Managers
- CCNSG – Safety Passport

Where these competency levels cannot be met with the above then proof of competency in training and experience must be produced on headed paper and signed by the company director. Otherwise a CSCS competency test for operatives & supervisor / managers can be administered and reviewed with the individuals. In addition to this there is a requirement for the following:

- IPAF – operating MEWPS
- PASMA – Scaffold towers
- CISRS - Erecting scaffolding
- FLT licence – for operating FLT's (the appropriate licence is required for each type of FLT)
- Competency skills certificates/training in all skilled trades
- Plant vehicle licences for any plant that requires one

Again, European equivalents, if valid, will be acceptable but the company must demonstrate authenticity and compliance. All proof of competency must be shown at the induction and a copy taken for ML Safety's records, at the latest.

Sub-contractors to main vendors

Main vendors must have an adequate procurement process in place that checks competency of their sub-contractors – this procedure is to be forwarded to the client for review, prior to them being appointed. Proof that this process has been adhered to must be readily available, based on good safety records, experience, training, qualifications and sound financial standing. The tier 1 vendor is responsible for managing their sub-contractors on site.

3.9.4 Designers

Designers include any organisation carrying out design work directly for JLR or any contractors completing design aspects within their scope of works. All are required to comply with the CDM Regulations 2015. All Designers will be assessed for competence and resources, selected and procured in accordance with the JLR procurement procedures. The Principal Designer is Jaguar Land Rover. All designers must issue a Design Risk Assessment before their product/equipment is installed and this must be made available to the Principal Designer for review.

3.10 Site Set Up

3.10.1 Site Layout Plan for the Works.

Site Manager will ensure that a detailed Site Layout Drawing is produced, periodically reviewed to reflect the project programme, maintained and displayed on the Site's SHE Bulletin The Board(s) throughout the project, covered in the induction and on H&S boards. Appendix 7 shows the handover and areas of occupation with traffic and pedestrian routes.

3.10.2 Construction Compound

ML Safety Ltd will take into account the impact of any construction compound location on the existing and continuing works. To reduce our impact further, we will:

- Ensure materials are stored safely and in the correct manner, store fuel, oils and other hazardous chemicals/materials in accordance with the legislation, banded and in correct fireproof lockable cabinets.
- Ensure the client provides adequate barriers and fencing to delineate the works.
- Provide suitable and adequate facilities to avoid use of JLR storage compounds and staff facilities.
- Each vendor to be given an area for laydown and storage which will be chapter 8 fenced off and signed with vendor and contact details.
- Gas cages outside are required for any bottles of gas – with the SDS with them. Gas bottles must be secured and stored as per the BCGA code of practice 44.
- All welfare facilities will be cleaned by contract arranged by the client.
- Laydown areas will be agreed in size with the client as the build progresses.

3.10.3 Transport and Pedestrian Safety Management.

The Client along with ML Safety Ltd will organise the site in such a way that pedestrians and vehicles can move safely and without risk to their health and safety, with external areas barriered off, routes and signage in place. Once on the site, all personnel, delivery drivers and visitors must comply with the designated vehicle and pedestrian routes as marked on site and on the Site Layout Drawing. Deliveries will have a designated route and doorway.

3.10.4 Site Rules

The Site Safety Manager will produce a set of project specific Site Rules. The Site Safety Manager will ensure that they are included in the induction and a copy is maintained on the SHE Notice Board(s).

If any employee, contractor or visitor is in breach of any of the site rules or is observed carrying out an unsafe action / condition or an environmental nonconformity, ML Safety Ltd will take appropriate action to make the site safe and notify both the individual and their company in writing of the breach. ML Safety Ltd will require that those personnel involved are disciplined appropriately and in the case of a serious breach, removed from site (see Appendix 1).

3.10.5 Induction

There will be a site induction held in the site office daily at 9.00am to cover all aspects of site-specific safety. On projects where the Client's own direct employees and contractors need access onto our site, the Client's representative must ensure that they receive our CDM induction before starting work.

- At induction each contractor will be given an individual number by the Principal Contractor
- Each contractor must complete the MLS induction competency test.
- An Induction card will be issued following your induction as proof of attendance.

- Non-English-speaking labour must have an English-speaking supervisor who can translate the induction and instruct/supervise their team during their work. Current U.K. H+S legislation pertinent to the tasks (WAH etc) will be made clear to all attendees including translators.

3.10.6 Visitors

All visitors must have completed a visitor induction sheet before they enter site, they will only be allowed onto site if they have read, understood, and signed to confirm their understanding of the Site Rules and are accompanied by a fully inducted person, otherwise they must attend the full site induction. It is the host's responsibility to ensure that the visitor is always accompanied and complies with the site rules. They will need lint free overalls (Paint Shop Only) and Hi Viz, safety footwear and hard hat at all times once on site. No one is to visit site including JLR employees unless it is essential to the works to reduce numbers on site.

3.10.7 Means of Access and Places of Work

ML Safety Ltd and contractors will ensure that suitable provision is made to ensure all personnel have a safe means of access to their place of work. These routes will be always maintained while the work is being undertaken at that location.

- Contractor parking is at the discretion of JLR.
- JLR & or the Principal Contractor will not accept any liability for parked vehicles.
- Pedestrian access will be via designated entrances/turnstiles or gates.

3.10.7.1 Material / Equipment delivery methodology

- All deliveries to arrive on site through the main site gate see planning conditions in section.2.3.1
- Works vans will be permitted on site to drop off tools then must be parked up in the contractor's car park – if your van is an integral part of your works then a pass will be required from Plant Protection.
- Contractors must manage their labour, plant, equipment & material deliveries, keep in good/safe working order & label with ownership.
- Give reasonable notice of major deliveries & adopt previously agreed delivery/offloading plan.
- A safe method of unloading will be required with no drivers walking on the rear of trailers without producing a risk assessment – a safe unloading dock with bean bags may be required and will be reviewed during the project.
- Deliveries must be scheduled as there is no room on site to back up deliveries.
- Access doors/roller shutter doors: drivers to check heights and loads to prevent door damage.
- Any heavy loads, awkward centre of gravity loads or loads bigger than a standard pallet will require a lift plan (as per JLR procedures and current legislation)
- Arrange deliveries through the main gate only. All deliveries to be agreed with JLR.
- Deliveries to be scheduled to reduce traffic impact to the facility.

Delivery methodology

- The driver will report to the vendor who will check the correct paperwork is present, sign the vehicle in, then issue directions to the unloading area.
- The unloading area (if the lorry is a flat bed with no side protection) must be surrounded with either fall arrest (via a Hiab crane hook) or fall injury protection bags.
- No driver is permitted to be present on a flatbed without fall protection. The Lift and Shift FLT or crane will then unload the vehicle according to the lift plan or RAMs.
- The vehicle will be searched on exit and signed out.
- For waste removal the 30/40W forms and process will be in place and loads checked with correct paperwork prior to exit.
- This will be covered in our logistics plan and communicated to all.
- Multi language delivery instructions will need to be used by the vendors as many non-English speaking drivers are likely.

3.10.8 Exclusion of Unauthorised People

ML Safety Ltd and all contractors will ensure that access / egress to the site is via the designated access point as marked on the Site Layout Drawing appendix 7. Anyone requiring access to site, including delivery drivers, must report to a member of ML Safety Ltd. staff and initially after passing through the security office whilst they are on site and must sign in and out.

ML Safety Ltd. Project Management will ensure that all existing fences are maintained around the perimeter of the site to exclude members of the JLR workforce, and any individual areas which present a high risk e.g., storage areas, machinery and equipment, will be individually fenced off using "Heras" type fencing, before the end of the shift / working day.

3.10.9 Welfare

Please note welfare arrangements maybe amended to include the following COVID-19 controls good practice points listed below. (Dependant on current government directives)

- Canteen tables – only 2 people sitting at a 4-seater table - diagonally where possible.
- Extra cleaning employed on high use surfaces – doors handrails etc.
- Office areas – there are enough desks to allow 2m between seated persons and work side on not facing each other. (When Applicable)
- Sufficient in capacity for the maximum number of people expected to use them.
- Available for use at all times while people are likely to need them.
- Maintained in good condition at all times.
- Cleared of all waste daily
- The site accommodation, welfare and storage will be located within the areas designated on the Site Layout Drawing

General welfare arrangements

- The client is providing a welfare facility located on the inner north road close to Gate 3. The facilities will be adequate for the numbers of contractors on site and include offices, meeting rooms, dry room, canteen/rest room area for eating and drinking, toilets and changing facilities.
- ML safety currently have a site office in the main Paint Shop adjacent to the main access point to the paint shop, a portacabin Office to the North located close to Gate 3, and one to the south adjacent to the South Extension Building.
- The areas are to be cleaned and maintained by contract – client arrangement.
- Locations to be agreed with the client and communicated during the induction.
- Smoking is not permitted on site. It is only permitted in specific designated smoking areas. (To include the use of vapes)

3.10.10 Housekeeping & waste

- Adopt good housekeeping standards by providing sufficient labour & disposal facilities for daily cleaning of the work area.
- Adopt a proactive environmental policy in terms of waste segregation & disposal.
- All waste where practicable is to be recycled.
- All contractors are responsible for removal of their own waste in skips provided.
- It is not permissible to pour substances down drainage systems. Seek guidance where necessary.
- It is not acceptable to use JLR waste bins or external plant refuse bins.
- The contractor shall keep all areas of storage clean & tidy at all times.
- It is the responsibility of each individual to ensure all welfare facilities are maintained in the condition they were found.
- The contractor shall support regular housekeeping audits and ensure that housekeeping in the work area is maintained at all times.
- The Client will provide a cleaning service for the welfare facilities.
- Each contractor where required will provide cages for gas bottles & ensure that they are secured at all times. A designated storage area to be identified.

- A JLR 30/40W form will need to be signed and enumerated to remove any waste from site including skips and cabin welfare foul waste.

3.11 Information and Training

3.11.1 Competence (see section 3.9.2)

All personnel must have received adequate training to enable them to carry out the task without risks to their health and safety, the environment or others who may be affected by their acts or emissions. ML Safety Ltd will verify their proof of competence before personnel can start work. This can be demonstrated by possession of the appropriate CSCS, PASMA or IPAAF card for example. Mobile plant operators must hold suitable and traceable competency cards relevant to the item of plant they are operating.

Where there is no appropriate CSCS, PASMA or IPAF card, then competence must be demonstrated by some other reasonable means e.g. in-house training. Contractors must carry out their own training and provide evidence of such training to ML Safety Ltd before starting work.

ECPL – all contractors that will be required to lock off pieces of live equipment must have been trained in the JLR ECPL Stage 1 process and VISTAG – these can be obtained via ML Safety with prior agreement these will be explained during your induction.

3.11.2 Toolbox Talks

SHE information will be given to all employees, direct and contracting, by Toolbox talks. The subject of these talks will be chosen to suit current site activities but may also include project specific incidents and accidents, with the intention of giving at least one environmental talk each month.

3.12 Incident Management

3.12.1 Reporting

A site safety culture of zero accidents to be adopted. All accidents, incidents, dangerous occurrences, near misses must be reported to the ML Safety Ltd management team immediately and recorded. For site medical treatment cases, these are to be recorded in the site Accident Book.

All contractors must provide a named person as an appointed first response first aider. The Clients safety advisor Dave Durose must also be informed as soon as possible and included in the prompt report as per section 3.12.2.

In the event of a Reportable (to HSE) accident or incident the **employer** of the I.P are responsible for informing the appropriate enforcing authority and completing and submitting Form F2508 (HSE form), with a copy to PC and JLR Site Safety. This is now done electronically via the HSE web site – see below.

In the event of a significant or major environmental incident, ML Safety Ltd will inform the appropriate regulator and take appropriate action following liaison with them. A prompt report will be issued by MLS as per our procedures for any incident on site. **Please do not issue a RIDDOR notice without ML safety's review and consent.**

GAS Tel No: 0800 111 999

ENVIRONMENTAL AGENCY. Tel No: 0800 807 060

ELECTRICITY Tel No: 0800 056 8090

BRITISH TELECOM. Tel No: 0800 800 865

WATER Tel No: 0800 783 4444

HEALTH & SAFETY EXECUTIVE. Tel No: Via HSE Manager

RIDDOR

RIDDOR Methods of reporting

Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR. Responsible persons should complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- Report of an injury
- Report of a dangerous occurrence
- Report of an injury offshore
- Report of a dangerous occurrence offshore
- Report of a case of disease
- Report of flammable gas incident
- Report of a dangerous gas fitting

If you have problems accessing a form, this may be due to the (Internet) security settings on the PC that you are using. A series of frequently asked questions is available to help you complete your online form.

Telephone

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours

The HSE and local authority enforcement officers are not an emergency service. More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE. If you want to report less serious incidents out of normal working hours, you can always complete an online form.

Paper forms

There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism. Should it be essential for you to submit a report by post, it should be sent to:

RIDDOR Reports
Health and Safety Executive
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

3.12.2 Investigation All

Incidents:

All injuries are to be dealt with initially by contractor first aiders, or ML Safety's first aiders. There are emergency services provided by JLR –0151 448 3333

All incidents will be investigated to determine both immediate and root causes and the findings recorded. All parties involved in the accident will be required to participate in the MLS incident form and internal investigation procedure. The location of the accident/serious incident is not to be touched in any way until ML Safety or enforcing authorities deems it ok to do so.

All accidents no matter how minor, near misses or incidents MUST be reported to ML Safety Team immediately with no exception!

A prompt report will be issued within 20 mins of an accident or incident on site to the JLR contacts via phone or email. This will briefly explain what has happened but does not replace a full investigation, it is only a notification.

Significant / Reportable Incidents

The ML Site Safety Managers will convene an Accident Reporting Circle (ARC) for any accident or incident that is:

- reportable under Reporting of Injuries Diseases & Dangerous Occurrence Regulations (RIDDOR)
- a significant near miss
- a significant or major environmental incident
- any other incident as determined by the Operations Director, SHE Team or Site Manager

The ARC's purpose is to establish immediate and root causes of the incident and to determine learning points and control measures to be implemented. The learning points from any ARC are communicated across all sites.

3.12.3 Emergency Response

Unforeseen eventualities will be immediately referred to the nominated Client contact. SHE implications resulting from any such incident which affect the project will be notified to the Principal Designer and Principal Managers team as soon as possible.

In potentially dangerous / environmentally damaging situations ML Safety Ltd will take all necessary precautions to minimise the consequences without putting any person at risk. In the event of an emergency situation arising that is beyond the control of ML Safety Ltd, the provision and use of the emergency services.

0151 448 3555 - Hot Works Permit
0151 448 4101 - Direct line to Gate 1
0151 448 3333 - Emergency number

Nearest Hospital with A&E facilities is:

Whiston Hospital
Tel: 0151 426 1600
Warrington Road
Prescot
Merseyside
L35 5DR
Open 24 hours

3.12.4 Fire Risk Assessment

The ML Site Safety Managers will ensure that a Fire Risk Assessment is carried out on the site office and compound as soon as they are established. The results of the assessment will be recorded, the assessment will be updated as the site changes – especially with partial handover.

3.12.5 Emergency Planning

As the site is such a large work area and as the project progresses it may be difficult to identify where in the building you are. To assist with emergency aid and response the please try to give a building stanchion number or other identifying point of reference, this location must be given in the event of an emergency. The Site Safety Manager of the Project will:

- Distribute Daily Emergency Evacuation Logs for all contractors.
- Develop emergency plans for foreseeable emergencies and / or environmental impacts identified in the project risk assessment.
- A plan will be displayed on the SHE noticeboard for emergency procedures in the event of possible suspension trauma (On site emergency services must be called immediately).
- Ensure that the Emergency Telephone Numbers are obtained, recorded and "In Case of Fire" Posters are completed. To be displayed at appropriate places including the SHE Notice Board(s).

Fire evacuation procedure, on hearing a continuous tone alarm, you should:

- If possible & safe to do so switch off all machinery.
- Walk immediately to the nearest evacuation point & report to your fire marshal (contractor's Supervisor) who will take a nominal roll call and notify the MLS Site manager.

- An ML Safety representative will then check the role calls for each contractor company and act if required.
- DO NOT re-enter the building for any reason.
- Read the emergency fire posters located around the building.
- Fire assembly point – covered in induction.
- If the fire alarm required disabling for any reason an alternative method of alarm such as air horn must be used.

3.12.6 First Aid

ML Safety Ltd will ensure that an appropriate number of appointed first aid attendants are provided on the project and identified. In the event of further treatment, the emergency services will be contacted as required. All contractors must provide a named person as an appointed first response first aider. A first aid kit will be located within the site office and will be restocked as necessary by the Principal Contractor. Vendors are expected to ensure they have trained first aiders as part of their on-site teams.

4 - Identification of key risks arising from design and controls to be in place

4.1 Significant Site Hazards and Risks

The following hazards and risks have been identified as significant risks that will be prevalent and cannot be avoided or designed out of the project. These risks are residual and may affect construction processes deployed on site:

Slips trips and falls. Robotic Movements	Movement of plant and collision with pedestrians
Live services.	Manual Handling
Tools dropped from height	Noise
Hot works	Plant banksman – struck by plant equipment
Hazardous substances – spills	Fire and explosion from hazardous substances
Collapse of structure when excavating	Strip out activities – cutting/grinding/ burning/ Silica Dust
Mechanical Hazards. Trapping / Pinch points/ Isolations	Electrical. Burns / Shock / Explosion

4.2 Risks Identified by the Principal Contractor

ML Safety Ltd will identify the hazards, evaluate the risk and identify the work activities that require assessment of health, safety and environmental risk.

The Overall Project Risk Assessment and Method Statement Register will be issued to all contractors undertaking work on the project as it will identify the particular control documents they have to produce before starting their works. The list below is the hazards identified in the PCIP and should be taken into account and covered in contractors RAM's (this list is not exhaustive).

Contact with moving parts. (Robotic Cells)

- Excavations
- Cutting, grinding, and burning - Hot works
- Live services
- Noise
- Plant equipment use and movement
- Falling materials or tools
- Slips/trip and falls
- Dust
- Noise and vibration

- Equipment under - PUWER
- Lifting operations covered under – LOLER 1998
- Manual handling
- Access, egress and deliveries
- Traffic movement around the site
- COSHH related substances
- Use of power tools
- PPE – wrong or damaged or misuse
- Commissioning of equipment
- High pressure services – air, water

4.3 Construction Control

The Overall Project Risk Assessment and Method Statement Register highlights the anticipated hazards associated with planned activities on the project. These are then controlled through activity risk assessments; method statements and permits as follows. Records of the preparation approval, receipt, issue and communication of all risk assessments, method statements and permits shall be maintained.

4.3.1 Activity Risk Assessment

All contractors will ensure that task & site risk assessments are:

- Prepared for all activities.
- Received by the Principal Contractor a minimum of 7 days prior to working on site.
- Received by the JLR Engineer from all tier 1 contractors.
- Prepared and written by a competent person.
- Reviewed by a competent person.
- Communicated to the workforce.

Any changes to the risk assessment must be agreed with ML Safety .

4.3.2 Method Statements

Activities with an initial high risk require a method statement defining the controls to be used to reduce the risk. The contractor will ensure that Method statements are:

- Prepared for all activities.
- Received by the Principal Contractor a minimum of 7 days prior to working on site
- Received by the JLR Engineer from all tier 1 contractors
- Prepared and written by a competent person.
- Reviewed by a competent person.
- Communicated to the workforce.

Any changes to the method statement must be agreed with ML Safety

4.3.3 Permits

Principal Contractor

ML Safety will issue a contractor job registration form (CJR) after reviewing their respective RAMS to allow them to work within the facility. This is issued prior to works commencing, signed by a member of the ML Safety team, the JLR P.M. and the contractor company representative undertaking the works. Residual high-risk activities also require an authorised Permit to start the activity. Permits are prepared and implemented for all relevant activities. The current Permits used by ML Safety Ltd are:

Title	Purpose / Issued by
Permit to Work (CJR)	Will be issued by the Principal Contractor and will be signed by the Principal Contractors representative – ML Safety to Issue

Hot Work Permit	Control of work producing a spark or flame where there is a potential for fire or explosion. These are issued daily, and the working area is to be checked for safety 30 minutes after all hot works has ceased. A suitable fire extinguisher and / or welding screens are to be provided by vendors where hot works are being carried out - Issued by JLR Business Protection
Permit to Dig - Excavate	When any excavation of out of concrete slabs or breaking ground is undertaken a Permit to Excavate is required – Issued by JLR & ML Safety
High Voltage work	- Issued by JLR
ECPL Lock Off Procedure	As per JLR procedure. One identified lock per person. A register of the locks must be maintained. Must be ECPL trained – Issued by JLR
Roof works	- Issued by JLR
Confined Spaces	- Issued by JLR or MLSafety
Lifting Operations	- Issued by ML Safety
Working at Height	- Issued by ML Safety

4.3.4 Change Control

All changes to work and methods resulting from a client instruction, variation order, revised drawing, query response or other agreed means of communication, will be reviewed by a competent person to assess the implications on the existing programme and planned method of working. Any risk assessment, method statement or other issued instruction will be updated as necessary and issued to all copyholders and others affected by the change. Any design changes must be reviewed by the PD to ensure there are no safety concerns and that the General Principles or Prevention have been adhered to.

4.3.5 Control of Contractors

ML Safety Ltd will apply the following controls to manage our contractors:

- Review and acceptance of documentation prior to commencement
- Induction protocols for site to be given to contractors upon site work start.
- Agreement of the submission frequency of records and checking them for acceptance on receipt
- Interim witnessing of subcontractor's inspection and test activities
- Routine surveillance of work to check they are working to accepted methods and that work is being completed in accordance with the drawings and specification.
- Waste walks – Housekeeping ▪ Disciplinary process

4.3.6 Working Time Directive

The Working Time (Amendment) Regulations 2003 in brief require:

- a limit of an average of 48 hours a week which a worker can be required to work (though workers can choose to work more if they want to).
- a limit of 12 hours work in 24 which night workers can be required to work.
- a right for night workers to receive free health assessments.
- a right to 11 hours rest a day.
- a right to a day off each week.
- a right to an in-work rest break if the working day is longer than 6 hours.
- a right to 4 weeks paid leave per year.

ML Safety will expect contractors to apply the following to comply with legislative requirements.

4.3.6. A. Emergency Evacuation

Contractor Supervisor to attend morning coordination meeting at 07:30hrs every morning with the Principal Contractor representative. Contractor Supervisor to submit evacuation log (names / areas of work) for operatives under their control.

This will ensure that all attending operatives can be accounted for in the event of an emergency evacuation and negate the need for signing in and out of individual work areas. In the event of an emergency the Contractor Supervisor's to undertake a roll call and notify the P.C. of the outcome via telephone call or text. This will enable the P.C. to record all timings regarding emergency evacuations.

- Plan tasks to allow sufficient time to permit completion of work within normal working hours, making allowance for the possibility of unexpected problems.
- Provide sufficient resources, in particular numbers of employees, to ensure that tasks can be completed within reasonable time limits.
- Make sure that adequate discussion takes place, within sufficient time, with ML Safety if excessive hours need to be worked by any employee. Excessive working hours will be the exception and not the rule.

4.3.7 Lone Working

JLR and ML Safety site rules state that there will be no lone working, except within an office environment with an escalation process and risk assessment in place. Steps must be taken to ensure adequate planning and resources are provided to avoid lone working. All work in high-risk areas must be in pairs (minimum).

4.4 Control of Materials

4.4.1 General Control

Suppliers are required to provide adequate SHE information to support their products. ML Safety Ltd and its contractors, in conjunction with the Client & Designers, will be required at all times to endeavour to substitute hazardous materials with less harmful ones.

Site Specific COSHH Assessments for all hazardous materials / substances to be used on the project will be provided, reviewed and communicated in order to ensure adequate control measures are in place to minimise the potential risk to operatives or the environment. All COSHH chemical data sheets MUST be displayed at the area of work.

4.4.2 Storage and Distribution

ML Safety Ltd and all contractors will handle, store and distribute all materials in accordance with manufacturers' / suppliers' recommendations. Agreement must be sought by subcontractors for the storage of large quantities of materials on-site.

High value and hazardous materials will be stored in designated areas, as marked on the Contractor's Site Layout Drawing. Materials removed from storage and not used in the shift will be returned at the end of the working day to the secure storage facilities.

Fuels, oils, LPG and other hazardous materials must be stored in accordance with legislative requirements and guidance.

4.4.3 Control of Plant & Equipment

Suppliers of plant and equipment are required to produce adequate SHE information to support their products. This will include, where appropriate, proof of statutory test and examination and / or inclusion in a planned preventative maintenance scheme. All portable electrical equipment must be PAT tested and suitable for the task.

4.4.4 Personal Protective Equipment (PPE)

The mandatory PPE for the project is:

- Hard hat
- High visibility jacket – Company logo.
- Safety footwear

Task Specific

- Gloves (level 3 or above cut resistance or above) when working with sharp components/materials.
- Full face shield when cutting or grinding with a disc.
- Eye protection – suitable for the task. (B Grade Lens and Frames for grinding tasks)
- RPE

The contractor will provide appropriate protective clothing and equipment to its employees. Contractors will be responsible for providing appropriate PPE to their own employees. Harnesses for working at height must be inspected and training given on their use. Harnesses must be suitable for the task i.e. fixed lanyard or restraint or inertia reel according to the task and an inspection register kept.

In the event of a failure by a contractor to provide or use the necessary protective clothing or equipment, the contractor's work activity will be stopped until corrective action is taken, or the necessary items are supplied. If doing so, the items supplied must be appropriate and suitable for the risks identified. In either case the cost is to be borne by the subcontractor. The issue and receiving of all PPE will be recorded at induction.

4.5 Monitoring Arrangements

To ensure the management on-site is following the standards expected by the management of ML Safety Ltd, regular monitoring of the site's activities will be conducted. The results of all monitoring activities will be:

- Reported to the ML Safety Ltd management team and the Client and all those affected by the findings.
- Kept on file and available for inspection on site.
- Summarised in the monthly progress reports.
- Followed up during the next check to verify effective implementation of corrective action.
- Take time process.

Contractor monitoring system:

ML Safety operates its own data base system that is a software system designed by ML safety. This allows us to monitor contractor performance and track incidents, accidents, near misses and hours worked as well as other information. We then produce a set of data sheets and graphs that is vital information to manage safety on site and spot trends and bad /good practice.

4.5.1 Site Audits

The Site Manager will conduct weekly Site audits of work activities. Daily audits will be conducted by a member of ML Safety team. These audits are used to check the effective use of the SHE System. Joint audits with the Client's Representative of work carried out by their directly employed contractors will also be instructed to check that consistently high standards are being used on the site.

4.5.2 Statutory Inspections and Registers

MLS will ensure that all areas of the site are, as far as is reasonable, safe and without risk to the health and safety of personnel on site, third parties or the environment. All plant and equipment used on site shall be suitable for the purpose of its intended use, identified (using labelling with company and contact name & number), used in compliance with the manufacturer's instructions and regularly inspected to ensure its safety and integrity is maintained. The contractor company must ensure that where a statutory inspection is required, a competent person will prepare a report containing the specified information and records.

Statutory Inspections include but are not limited to:

- Work Equipment Register – to include PAT on all portable appliances.
- Lifting Equipment Register
- Grinding and Cut-off Saw Users Register
- Plant Operator's Inspection / Defect Report
- Working Platform Inspection – including scaffolding & mobile scaffold towers
- Ladders and step ladders inspection
- Power tools

4.6 High Risk Activities (controls)

This section identifies significant hazards or work sequences which have not been designed out in accordance with CDM Regulations 2015. Guidance is provided where appropriate to give a broad indication of the precautions required to deal with them.

The Site Manager will examine risk assessments and method statements to confirm that the risks identified have been properly evaluated, control measures meet the standards required by ML Safety and cover the scope of works being completed.

Method statements must cover the following aspects of the works (as a minimum):

- the method and sequence of the work / activity / height consideration/ special tooling/special machinery
- access and egress.
- special operations.
- training and competence of operatives.
- responsibility of personnel and co-ordination of works with other site activities.
- All method statements and risk assessments must be signed and dated by each individual before commencing works.
- A lift plan must be produced and agreed prior to the associated lift.
- All contractor method statements will be assessed by the ML Safety team and signed off as suitable for the task being carried out.

4.6.1. Lifting Operations and Lifting Equipment

All contractors must comply with the Lifting Operations and Lifting Equipment Regulations 1998. The term lifting equipment applies to any equipment used for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. This includes forklift trucks, hoists, MEWPs and cranes as well as lifting accessories such as chains, slings, eyebolts etc. (For further guidance please see appendix 3.)

Ensure that all lifting equipment provided for use is:

- Sufficiently strong and stable enough for the particular use, the load and anything attached must be suitable.
- Positioned and installed to prevent the risk of injury, e.g. from the equipment or the load falling and striking people.
- Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads, and accessories, e.g. slings, should be similarly marked.

In addition, ensure that:

- Lifting and slinging operations are planned, supervised and carried out in a safe manner by competent certified persons.
- Where equipment is used for lifting people it is marked accordingly and should be safe for such a purpose.
- Where appropriate, before lifting equipment and accessories are used for the first time they are thoroughly examined, and any damaged item removed from site. Hooks must be fitted with a safety catch.
- Equipment must be thoroughly examined in use at specified intervals: six monthly for accessories and equipment used for lifting people, annually for other equipment, or at intervals laid down in an examination scheme drawn up by a competent person.
- Any area where lifting operations are taking place must have suitable barriers surrounding it & policed accordingly.
- Following a thorough examination or inspection, a report should be submitted by the competent person to the employer to take appropriate action.
- Lifting plans will be required for each lift. These will need to be seen by ML Safety 7 days prior to arriving on site. Any deviation from this will need to be agreed with ML Safety.

4.6.2 Working at height. Use of ladders (short duration less than 15 mins)

- Ladders must be tied or footed and used for short duration, or for access only.
- Step ladders are permitted on site but if a safer alternative can be used it must be, (i.e. podiums or towers, hop ups are not permitted).
- Ladders should be inspected before use and any defective ladders removed from service. Ladders should be removed from the work area and stored correctly while not in use.

4.6.3 Mobile plant & Equipment

Mobile plant & equipment must not be abandoned in undesignated areas or walkways. All keys must be removed when not in use. The name & contact number for the company using the equipment must be clearly displayed. MEWPS

must either be accompanied by a watcher who is trained in the emergency controls or if there are more MEWPS in the immediate area and other contractors within easy distance of the MEWP, barrier off the area to protect people below from falling tools or materials and movement of the MEWP. Fixed lanyards to be used in boom lifts and clipped onto the anchorage point in the basket.

4.6.4 Provision and use of temporary services.

All temporary services must be 110V (unless otherwise agreed) and managed in such a way to prevent injury to others. They must be tested and inspection tag in place with current legislation adhered to. Transformers and leads are to be provided by each vendor suitable for their work.

4.6.5 Protection from falls and working at height.

- Care must be exercised in respect of working at height in accordance with the Working at Height Regulations 2005. Working from ladders or steps must be avoided; these are to only be used where no other safe alternative is available or suitable.
- All Mobile Elevating Work Platforms (MEWPS) hired for use on site must have a certificate of safety fitness from the hirer confirming their fitness for purpose. Only competent persons may operate MEWPS.
- Appropriate harness must be worn where highlighted in the risk assessment and method statement and be suitably clipped to the platform anchor point.
- Harnesses are to undergo daily inspection by the wearer and any defects are to be actioned.
- Any tower access equipment will be erected in accordance with manufacturer's instructions by trained staff and regularly inspected to ensure they are fit for purpose and safe to use.
- The use of regular tubular scaffold will be inspected by a trained and competent person at a minimum of weekly intervals or immediately following any modification, re-stabilisation or rebuilding following any damage or collision.
- Ladders should be secured on site using chain and padlock to prevent un-authorised access, a pre- use check shall be completed prior to using any ladder and this shall be documented on the relevant form.
- Where necessary the Work at Height area will be coned off to prevent access.
- Harness will be required to be worn in a scissor lift to prevent persons climbing out of the safe area and onto the handrails – if your work deems wearing a harness is more dangerous such as cladding works then a risk assessment must be undertaken to remove the need to wear a harness and clip on – Exception only for SCISSOR LIFTS

The hierarchy of elimination:

1. Remove the need to work at height.
2. Lessen the effects of falling from height.
3. Use prevention such as handrails – working platforms.
4. Harnesses to be used when within 2m of an open edge and clipped onto a secure anchorage point.
5. Ensure that all contractors working at height are fully trained and competent to carry out the work.
6. Lanyards must be suitable for the task i.e. fixed, fall restraint or inertia reel. There is no value to using a fall arrest type if the person will hit the ground before it has deployed. A working at height risk assessment must be carried out and submitted to the PC prior to works starting.

4.6.6 Working with or near fragile structures.

Risk assessments and method statements must take into consideration the risks of working near or with fragile structures including Tank tops / roof lights / platforms being dismantled. Temporary works must come under a temporary works coordinator who will liaise with the MLS site manager.

4.6.7 Confined spaces

A confined space permit must be issued from ML safety/JLR and air monitoring equipment be deployed if required. Emergency plan/procedures must be in place and communicated to all persons carrying out the work. All persons undergoing confined space working must be fully trained.

4.6.8 Excavations

An JLR excavation permit must be completed and in place prior to breaking ground, shoring or trench boxes must be used if the TWD (Temporary Works Designer) deems it necessary. Shoring must be designed and passed off by the TWD prior to works starting. A TWC should check the temporary works in accordance with the design and check procedures. Consideration for noise and dust must be considered when excavating or floor bolting.

4.6.9 Noise and vibration

- Noise should be kept below the legislative requirements where practicable.
- Regular monitoring of noise levels generated by the works may be undertaken to ensure compliance with the requirements of the Control of Noise at Work Regulations 2005. Any operation which may generate excessive noise levels above 80dB must be communicated to the Site Manager along with a method of ensuring compliance with the Control of Noise at Work Regulations 2005.
- The use of hand tools must be controlled to prevent such things as vibration white finger. A recommended table with guidelines will be posted in the site office.
- It shall also be noted a need to control nuisance noise as defined under the Environmental Protection Act 1990, this shall be controlled through keeping the area secure and performing all noise related activities within the confines of the building and by keeping doors and windows closed where noise levels may be high. It should also be noted that there is little evidence of residential properties from where a nuisance noise complaint is likely to be raised, although the land surrounding the site is residential.
- Noise will be generated locally from the excavation process that will affect the surrounding areas of the CDM site local Supervision will be informed of this prior to onset of any works.

4.6.10 Dust & Airbourne Hazards

Prior to commencement of work the presence of dust shall be considered, where practicable protective measures shall be used to prevent the spread and accumulation of dust with sensitive cell environments. JLR smoke detectors may be triggered by dust given off during works – check if they are fitted within the area and if so, ensure they are isolated during the works then re-started and operational before leaving site. Shadow vacuuming techniques will be utilised to control potential dust release during drilling/ chasing/cutting operations. Old paint and hazardous substance need to be considered in all RAMs.

4.6.11 Manual Handling

Musculoskeletal disorders (MSDs) are the most common occupational illness in Great Britain, affecting 1.0 million people a year. They include problems such as low back pain, joint injuries and repetitive strain injuries of various sorts. To safeguard against such injury's employees are to consider the size, weight and manoeuvrability of the item. Employees must be trained and familiar with correct lifting techniques.

4.6.12 Hot works

All hot works must have a hot work permit in place, welding screens if required, fire extinguisher suitable for the task and environment / materials used. Fire watch to be in place and ensure any source of ignition does no longer exist following the work. Contractors are to supply their own suitable fire extinguishers and be trained to use them correctly.

4.6.13 Gas bottles

Propane is the preferred use of gas over acetylene – if acetylene has to be used no bottles are to be left on site overnight – they must be removed at the end of your working day.

4.6.14 Asbestos

The body Shop is Pre 2000 in construction and therefore a Refurbishment and Demolition survey has to be in place for the areas of work to ensure there is AFARP no exposure to any persons of ACM's. The client has a duty of care to ensure this is carried out by a competent asbestos surveying company.

4.6.15 Banksman – Vehicle & Mobile Plant Movements

- All HGV Vehicle movement **MUST** be controlled by a Banksman/Vehicle Marshal.
- Banksman/Vehicle Marshals **MUST** have appropriate training in place.
- MEWPS **MUST** be accompanied around site by a 'Watcher'. The role of the watcher is to act as a second set of eyes for the MEWP/Forklift operator and warn others of the vehicles approach especially at building entry/exit points and when manoeuvring around corners.
- A Watcher must be deployed when required to assist the FLT driver.
- 'Watchers' are **NOT** to act as banksmen or vehicle Marshals unless appropriate training has been given, a copy of which should be provided to the PC.
- 'Watchers' are responsible for ensuring that the area around MEWPS and Forklifts remain clear of all other operatives.

- The 'Watcher' **MUST** be always attentive and challenge anyone entering into the operating area of the MEWP or Forklift.
- MEWP 'Watcher's' must be always attentive to the MEWP operator and basket movement. Be familiar with and able to operate the ground level controls in an emergency.
- Barriers and signage **MUST** be always used, unless agreed otherwise by the PC.
- All Statutory inspections in accordance with manufacturers requirements **MUST** be completed as per regulations.
- Visual inspections **MUST** be completed daily and records kept on site and available for inspection.
- Company and contact details **MUST** be clearly displayed on all plant.
- Plant must never be left unattended with the keys in. (except in the case of a fire alarm sounding)
- Metre rule applies: no-one should be within 1 meter of any working or moving plant equipment except the driver, this rule also applies to banksman/Vehicle Marshals and 'Watchers'.
- Please ensure you understand the difference between a Banksman/Vehicle Marshal and that of the 'Watcher'.
If in doubt ASK!

4.6.17 Welding and Gas Cutting

All welding and gas cutting must have Local Exhaust Ventilation (LEV) to extract the fumes safely. Weld screens must also be put in place and anti-splash blankets used to control fire risk if gas cutting is used. The LEV must be certified as fit for purpose and suitable and sufficient for the task it is used for.

Persons carrying out welding and Gas cutting activities must be trained and competent with a recognised training course attendance. Gas bottles must be secured and not free standing with fully tested flash back arrestors and gauges.

Care must be taken to ensure if multiple welding locations are being used that - When using 3-phase welding circuits or single-phase circuits derived from different phases of the mains supply, segregate the welding positions connected to different phases or transformers by partitions, or distance, whenever reasonably practicable. This reduces the possibility of electric shock from simultaneous contact with any parts of 2 different systems, irrespective of the voltage of either one to earth.

5 - Health and Safety File

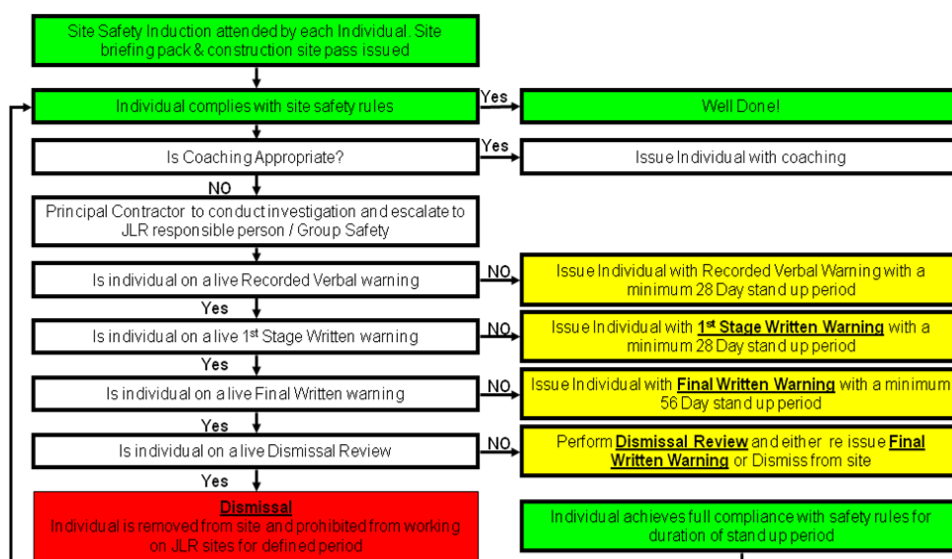
The Principal Designer will arrange provision of information for the Health and Safety File (H&S File) by:

- Discussing and agreeing the content of the H&S File with the client and Principal Designer at an early stage so that the required information and records are identified.
- Informing all subcontractors and suppliers of the information and records required.
- Obtaining and compiling the required information.
- Issuing the information to the Principal Designer at the agreed time.
- O&M manual template, content and format are to be agreed at an early stage by the JLR project team and conveyed to all parties.
- The PC will cooperate fully with the Principal Designer to assist in providing the required information.
- The H&S file will be compiled by the Principal Designer.

Appendix 1 – General Client, Contractor and Self-employed duties

- They must understand their duties under the Construction (Design & Management) Regulations 2015 & ensure that they are competent & adequately resourced for Health and Safety
- They must co-operate with Principal Contractor
- Ensure they receive a copy of the Pre-Tender Health & Safety Plan at tender stage, so they understand the procedures & hazards.
- They must pass to Principal Contractor information which will affect Health & Safety, & which is relevant to the Health & Safety File or is relevant to RIDDOR
- They must comply with any directions of the Principal Contractor & the rules in the Health & Safety Plan
- They must provide information & training to Employees.
- They must ensure that when arranging for any Designer (s) to prepare a design that they are competent & adequately resourced for Health & Safety
- They must ensure that when arranging for any contractors or Sub-Contractors to carry out or manage construction work that they are competent & adequately resourced for Health & Safety
- Upon appointment the contractor will provide a package of information to the Principal Contractor to include Scope of Works, drawings & programme duration.
- Be present at pre-start meetings to be held with the Contractor, attended by The Principal Contractor, arranged by the JLR Engineer
- Co-operate in the coordination of the works & interface with the Client by participating in weekly risk management meetings & daily coordination meetings.
- Provide a named senior person as a single point of contact.
- Where the language of the Contractor is not English, it will be a requirement that a person fluent in English in a Supervisory Position is always present on site.
- Create a safe working environment in their construction areas by adopting safe systems of work.
- Provide a suitable barrier i.e. Heras fencing or chapter 8 when works dictate
- Communicate the JLR contractor health, safety & environmental guidelines to your work force.
- Manage all subcontractors appointed by them & ensure all labour recognises the significance of their work boundaries.
- Give reasonable notice of new sub/contractors commencing work & provide previously checked method statements & risk assessments to allow permits to be signed off
- Provide all plant & labour for offloading including banks men for safe offloading in the designated area & transporting into the work area.

Non-compliance and discipline procedure: The site will be audited to ensure compliance with the site rules & contractors' method statements.



Appendix 2 - Site Rules - Breach of these site rules will result in disciplinary action:**Health & Safety:**

- Only inducted personnel are allowed in to CDM areas.
- Work in a safe manner to in accordance with current H&S legislation and JLR site rules.
- Co-operate with the principal contractor.
- You must have read, understand and sign the risk assessments / method statement for your task before starting work. Always work to the agreed safe method of work.
- You must be fully trained for the task you are carrying out.
- Personal protective equipment (PPE) at all times in CDM areas – (**hard hat, hi-visibility clothing, safety footwear** + any other PPE called for by your risk assessments) Replace damaged PPE.
- A competent Banksman must be used when reversing a vehicle or mobile plant on site.
- Seat belts to be worn at all times when operating mobile plant.
- Precautions must be taken to prevent falls from height – if there is a risk of falls (at any height) – Lanyards & harnesses to be used when in boom lifts. Lanyards and harnesses must be fit for purpose.
- Scaffolding must have an in date Scaff tag and be erected by a competent person.
- Step ladders are for short duration jobs of 15 minutes or less.
- Portable electrical tools and equipment - must be fit for purpose, 110v or less only, inspect daily for damage and a current PAT tag must be visible.
- Keep your work area tidy and clean up as you go to avoid slips, trips and falls.
- LOCK OUT / TAG OUT procedure – Follow the Process for energy control power lock out (ECPL). Personally, identifiable locks should be applied at all times when entering a powered machine/facility.
- Work permits are required for – HOT WORKS, CONFINED SPACES, ROOF WORKS, HIGH VOLTAGE & EXCAVATIONS. Contact ML Safety or JLR engineer for guidance.
- Horseplay or dangerous practical jokes are not tolerated on site.
- Observe warning and instruction notices – Do not remove them unless authorised to do so by ML Safety.
- Do not leave MEWPS in walkways or undesignated areas – remove the keys.
- Excavations must have adequate edge protection.
- Never override/remove any safety fence, guard or device unless authorised to do so. (by ML Safety)
- Always use the pedestrian routes whilst on site.
- No lone working at any time – minimum of 2 workers at all times.
- Follow the fire evacuation procedure in an emergency.
- Inform your supervisor if you suffer from any medical condition that could affect your health at work.
- Report any accident, incident, near miss or unsafe condition immediately, to your supervisor and ML safety, fill in the accident book – use on site medical services.

Welfare:

- Consume food and drink only in designated areas and during agreed times. Clean up after use!
- No one under the influence of drugs or alcohol will be permitted on site.
- Smoking is only permitted in specific areas.

Security:

- Deliveries through Main Gate only.
- NO cameras are allowed on site.
- Do not take pictures with a camera phone.
- Do not migrate to other areas of the JLR site.
- Gas cylinders are to be kept chained and in a cage.

Environmental:

- Do not use JLR waste bins – Your waste is Your responsibility. Arrange waste disposal with strict adherence to National and Local Environmental regulations and guidelines.
- All hazardous substances must have a COSHH assessment wherever it's used or stored correctly and MUST NOT be allowed to enter water courses or the ground.
- Segregation of waste is mandatory on ALL JLR sites. Follow the Re-Use / Reduce / Re-Cycle mantra as per the requirements of ISO 14001.

Appendix 3 - A short guide to the Lifting Operations and Lifting Equipment Regulations 1998 (extracts taken from the HSE leaflet INDG290)

Generally, the Regulations require that lifting equipment provided for use at work is:

- strong and stable enough for the particular use and marked to indicate safe working loads.
- positioned and installed to minimise any risks.
- used safely, ie the work is planned, organised and performed by competent people; and
- subject to ongoing thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes **any equipment used at work for lifting or lowering loads**, including attachments used for anchoring, fixing or supporting it. The Regulations cover a wide range of equipment including:

- cranes,
- fork-lift trucks,
- lifts, hoists,
- mobile elevating work platforms,
- vehicle inspection platform hoists.

The definition also includes:

- lifting accessories such as chains,
- slings,
- eye bolts etc.

You need to **ensure** that in using any lifting equipment the requirements of LOLER are met. For example, **you should ensure that all lifting equipment is:**

- sufficiently **strong, stable and suitable** for the proposed use. Similarly, the load and anything attached (e.g. timber pallets, lifting points) must be suitable;
- **positioned or installed to prevent the risk of injury**, e.g. from the equipment or the load falling or striking people;
- visibly **marked** with any appropriate information to be taken into account for its safe use, eg safe working loads. Accessories, e.g. slings, clamps etc, should be similarly marked.

Additionally, you must ensure that:

- lifting operations are planned, supervised and carried out in a safe manner by people who are competent;
- where equipment is used for lifting people it is marked accordingly, and it should be safe for such a purpose, eg all necessary precautions have been taken to eliminate or reduce any risk;
- where appropriate, before lifting equipment (including accessories) is used for the first time, it is thoroughly examined.
- Lifting equipment will need to be thoroughly examined in use at periods specified in the Regulations (ie at least six-monthly for accessories and equipment used for lifting people and, at a minimum, annually for all other equipment) or at intervals laid down in an examination scheme drawn up by a competent person.
- All examination work should be performed by a competent person; and following a thorough examination or inspection of any lifting equipment, a report is submitted.

Appendix 4 - A brief guide to PUWER

Work equipment is any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). This includes equipment which employees provide for their own use at work. The scope of work equipment is therefore extremely wide. The **use of work equipment** is also very widely interpreted and '...means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning'.

If your business or organisation uses work equipment or is involved in providing work equipment for others to use (eg for hire), you must manage the risks from that equipment. This means you must:

- ensure the equipment is constructed or adapted to be suitable for the purpose it is used or provided for
- take account of the working conditions and health and safety risks in the workplace when selecting work equipment
- ensure work equipment is only used for suitable purposes.
- ensure work equipment is maintained in an efficient state, in efficient working order and in good repair.
- where a machine has a maintenance log, keep this up to date
- where the safety of work equipment depends on the manner of installation, it must be inspected after installation and before being put into use.
- where work equipment is exposed to deteriorating conditions liable to result in dangerous situations, it must be inspected to ensure faults are detected in good time so the risk to health and safety is managed.
- ensure that all people using, supervising, or managing the use of work equipment are provided with adequate, clear health and safety information. This will include, where necessary, written instructions on its use and suitable equipment markings and warnings
- ensure that all people who use, supervise or manage the use of work equipment have received adequate training, which should include the correct use of the equipment, the risks that may arise from its use and the precautions to take.
- where the use of work equipment is likely to involve a specific risk to health and safety (eg [woodworking machinery](#)), ensure that the use of the equipment is restricted to those people trained and appointed to use it
- take effective measures to prevent access to dangerous parts of machinery. This will normally be by fixed guarding but where routine access is needed, interlocked guards (sometimes with guard locking) may be needed to stop the movement of dangerous parts before a person can reach the danger zone. Where this is not possible – such as with the blade of a circular saw – it must be protected as far as possible and a safe system of work used. These protective measures should follow the hierarchy laid down in PUWER regulation 11(2) and the [PUWER Approved Code of Practice and guidance](#) or, for woodworking machinery, the [Safe use of woodworking machinery: Approved Code of Practice and guidance](#)
- take measures to prevent or control the risks to people from parts and substances falling or being ejected from work equipment, or the rupture or disintegration of work equipment.
- ensure that the risks from very hot or cold temperatures from the work equipment or the material being processed or used are managed to prevent injury.
- ensure that work equipment is provided with appropriately identified controls for starting, stopping and controlling it, and that these control systems are safe.
- where appropriate, provide suitable means of [isolating work equipment](#) from all power sources (including electric, hydraulic, pneumatic and gravitational energy)
- ensure work equipment is stabilised by clamping or otherwise to avoid injury.
- take appropriate measures to ensure [maintenance](#) operations on work equipment can be carried out safely while the equipment is shut down, without exposing people undertaking maintenance operations to risks to their health and safety.

When providing new work equipment for use at work, you must ensure it conforms with the essential requirements of European Community law (for new machinery this means the Machinery Directive). You must check it:

- is [CE marked UKCA](#)
- comes with a [Declaration of Conformity](#)
- is provided with [instructions](#) in English
- is free from obvious defects – and that it remains so during its working life.

When providing [mobile work equipment](#), you must ensure that:

- where employees are carried, the equipment is suitable for that purpose.

- the risks from rolling over are minimised, and any person being carried is protected in the event of fall or rollover. This should include protection against crushing, through the provision of a suitable restraint and a rollover protection system.
- self-propelled equipment can be controlled safely with braking devices, adequate driver vision and, where necessary, lighting
- measures are taken to prevent any risks from drive shafts that power accessories attached to mobile work equipment, by using adequate guards.

When providing power presses for working on cold metal, you must thoroughly examine them and their safeguards before first putting them into use, and periodically afterwards. This means you must ensure that the inspection and testing of guards and protection devices is carried out by a competent person at frequent intervals, and that records of these examinations, inspections and tests are kept.

The Provision and Use of Work Equipment Regulations 1998 replaced the original PUWER regulations first introduced in 1992. The main change was in the coverage of mobile work equipment, woodworking equipment and power presses allowing the repeal of the 1965 Power Press Regulations and a number of other older regulations, including those on woodworking machinery.

The Provision and Use of Work Equipment Regulations 1998 , as amended by the Health and Safety (Miscellaneous Amendment) Regulations 2002 , are supported by an Approved Code of Practice (ACOP) and additional free guidance which are readily available from HSE. Other ACOPs that support PUWER are also available, covering woodworking machinery and power presses for working on cold metal. Where work equipment is also lifting equipment, there is another ACOP supporting LOLER and PUWER.

While the ACOPs are not law, they were made under section 16 of the Health and Safety at Work Act  (HSW Act) and so have a special status, as outlined in the introduction to the PUWER ACOP:

Appendix 5 – Emergency Plan for Prevention of Suspension Trauma

Under the working at height regulations 2005 and CDM regulations 2015 any company working at height using harnesses and lanyards as a prevention from falls, must have an emergency plan in place to prevent suspension trauma. A person has between 7 - 12 minutes to be freed from a suspended position before suffering (sometimes fatal) damage to their body.

Distributed to: Contractors via induction & displayed in MLS site office and contractor site office, also toolbox talks will be given to ensure on site awareness.

1. **Call emergency number 0151 448 3333 Tell the emergency team the nature of the emergency and location.**
2. **Is the person hanging from a MEWP which can be lowered safely?**
3. **If YES, then lower the MEWP and wait for the emergency team to deal with any injuries.**
4. **If the person has not fallen from a MEWP but can be rescued with a MEWP, then use any available MEWP nearby if a trained operator (+ one other) is available to position the MEWP underneath the victim, raise until they can be reached and cut them down or release clip gently as a minimum take the weight off their harness.**
5. **Await onsite medical assistance.**
6. **Dispatch to hospital if required.**
7. **Ensure an incident report is given to ML Safety site office.**
8. **Do not stand the IP up until medical services have attended site this can cause toxic shock syndrome.**