

Contractor Hazard Information Pack



At

**The Galleries Shopping Centre
Broadmead
Bristol
BS1 3XD**

12th February 2024

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Revisions & Amendments

Amendment Date	Comments	Name of Person Making the Amendment
09/12/2019	GRA Carried out by S ₂ Partnership.	Glenn MacLennan
21/09/2021	Site contacts amended	Nancy Painter
12/02/2024	Site Contacts and First Aid & Accidents updated	Paul Britton

1. Site Health & Safety Arrangements

Site Contacts

Operations Manager	Paul Britton	Tel: 0117 929 0569
Centre Administration	Jana Owen	Tel: 0117 929 0569
Centre Manager	Jack Simpson	Tel: 0117 929 0569

First Aid & Accidents

Appointed Persons for First Aid:	Security staff are security trained; tenants & contractors are responsible for making their own arrangements
Location of First Aid Kits:	Designated first aid room
Location of Accident Book:	Held by management
Person Responsible for RIDDOR	Jack Simpson / Jana Owen
Nearest Accident & Emergency Hospital:	Bristol Royal Infirmary Marlborough Street Bristol BS2 8HW

Fire

Fire Alarm Sounder:	Situated throughout site
Fire Assembly Point:	Castle Park
Local Fire & Rescue Service:	Avon Fire & Rescue Temple Back Bristol BS1 6EU

Location / Isolation of Services

Gas:	Heating appliance situated in the roof plant room
Water:	Intake situated in the basement
Electricity:	Switch rooms situated in the basement

2. Site Health & Safety Rules for Contractors

Site Health & Safety Rules for Contractors

Before you start work:

- Understand what to do in the event of a site emergency (e.g. fire, flood, bomb etc)
- Know what the emergency alarm sounds like and how to escape from your work area
- If your work is listed on the HAZARDOUS (CONTROLLED ACTIVITY) list, make sure you have a signed JLL Hazwork Permit
- Make sure you know how to contact the Site Manager in an emergency
- Understand the site hazards and make sure that you have factored these into your task specific risk assessments and method statements
- If you are working alone, make sure you have associated control measures detailed within your task specific risk assessments and method statements
- Understand your own task specific risk assessments and method statement for the work you are undertaking

Site rules:

- Do not smoke anywhere on site
- Only use predefined rest areas agreed by the Site Manager
- Wear suitable and sufficient protective clothing (do not work bear chested)
- Keep your work area clean and tidy at all times
- Try and avoid disturbing site occupants and visitors (keep noise down and do not play music)
- Do not block fire exits and other access/egress routes
- Do not work or interfere with anything which has not been authorised by the Site Manager
- Do not access any areas where you have not been authorised to do so
- Comply with all site H&S signage and instructions
- When you finish working, leave your work area safe, secure and tidy
- Take all waste away with you

Let the Site Manager know if:

- You see something that you think could be dangerous
- You have damaged or broken something
- You are not sure about anything to do with your work or these site health and safety rules

Please remember that you are responsible for working safely on this site!

Don't put yourself or others at risk!

3. Site Health & Safety Rules for Visitors

Site Health & Safety Rules for Visitors

As managers of The Galleries, JLL are committed to making sure that your visit here is safe. Please take a few moments to read this important notice:

Fire and emergency evacuation

If you hear a fire alarm please make your way immediately and calmly to the nearest emergency exit

- Do not delay for any reason
- Do not take any risks
- Do not attempt to tackle any fires yourself
- Do not stop to collect personal items
- Do not use lifts

It is very important that we know you have left the site safely, so please make your way to the Assembly Point and make yourself known to a member of staff there.

- Do not re-enter the site until the Site Manager or attending Fire Officer has given the ALL CLEAR.

Site safety

It is very important that you comply with all site H&S signage and instructions

If you see anything on site that you think could be dangerous, please report it to the Site Manager.

4. Hazardous (Controlled Activity) List

The following hazardous controlled activities must always be carried out under a Hazwork and or Hotwork Permit, even by contractors that are Avetta framework contractors.

Hazardous (Controlled Activity) List	Additional Information & Location
Working on open edge areas without fixed guard railing or suitable parapet walling and or areas with sky lights or other fragile unprotected areas	External windows / façade cleaning, cleaning out gutters, maintenance of aerials in the roof, cleaning of skylights.
Any associated works within a lift shaft	Routine maintenance of the lifts.
Any associated works with high voltage electric	Maintenance of equipment situated in the HV compound.
Any associated works within a defined confined space	No activities identified.
Any intrusive works within areas where asbestos is presumed or confirmed to be present (including asbestos removal and encapsulation works)	Asbestos not presumed or confirmed present in any areas where routine works are carried out.
Any works within restricted areas where access is deemed difficult should an emergency arise	Any works utilising the BMU – this is not currently in use.
Working at height (other than low level short duration ladder work)	Maintenance of lighting, cleaning the façade, erecting Christmas decorations.
All hot works	Welding / similar activities associated with fit outs – no works scheduled.
Cleaning, maintenance and inspections of a building where high access or rope access equipment is required as part of the associated works	Works utilising the Denka, Genie or fixing points on site.

5. Site Hazards

Site Hazard	Location Description & Photo	Additional Information
Open edge areas without fixed guard railing or suitable parapet walling and or areas with sky lights or other fragile unprotected areas	Some aspects of the roof area do not have edge protection – latchway systems in place.	
Plant rooms	AHUs, mechanical lift motor rooms, heating appliances, cistern tanks & HV equipment present in the roof plant rooms. Sprinkler rooms, sewage pump sets, transformer rooms, compactor present in the basement plant room.	
Lift shafts	There are x6 passenger lifts on site.	
Electrical rooms	Transformer room, HV switch room, LV switch room.	
Confined spaces	None identified.	
Areas with asbestos presumed or confirmed to be present	No such areas identified.	
Restricted areas where access is deemed difficult should an emergency arise	BMU – not currently in use.	
Noisy areas where additional controls are required	Generator compounds.	