

# Contractor Hazard Information Pack



At

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

**December 2021**

## Contents

|    |  |   |
|----|--|---|
| 1. | Site Health, Safety & Environmental Arrangements .....         | 4 |
| 2. | Site Health, Safety & Environmental Rules for Contractors..... | 6 |
| 3. | Site Health, Safety & Environmental Rules for Visitors .....   | 7 |
| 4. | Hazardous (Controlled Activity) List.....                      | 8 |
| 5. | Site Hazards.....  | 9 |



# 1. Site Health, Safety & Environmental Arrangements

## Site Contacts

|                |  |
|----------------|--|
| Centre Manager | <i>David Wait</i><br><i>Tel: 0117 929 0569</i> |
|----------------|--|

## First Aid & Accidents

|  |   |
|--|---|
| Appointed Persons for First Aid:       | <i>Security staff are security trained; tenants &amp; contractors are responsible for making their own arrangements</i> |
| Location of First Aid Kits:            | <i>Management suite. The designated first aid room not currently in use due to COVID-19.</i>                            |
| Location of Accident Book:             | <i>Held by management</i>   |
| Person Responsible for RIDDOR          | <i>David Wait</i>   |
| Nearest Accident & Emergency Hospital: | <b><i>Bristol Royal Infirmary</i></b><br><i>Marlborough Street</i><br><i>Bristol</i><br><i>BS2 8HW</i>                  |

## Fire

|                              |  |
|------------------------------|--|
| Fire Alarm Sounder:          | <i>Situated throughout site</i>  |
| Fire Assembly Point:         | <i>Castle Park</i>   |
| Local Fire & Rescue Service: | <b><i>Avon Fire &amp; Rescue</i></b><br><i>Temple Back</i><br><i>Bristol</i><br><i>BS1 6EU</i> |

## Location / Isolation of Services

|                  |  |
|------------------|--|
| Gas:             | <i>Shut off valve in the boiler room</i>     |
| Water:           | <i>Intake situated in the basement</i>       |
| Electricity:     | <i>Switch rooms situated in the basement</i> |
| Fuel fill point: | <i>Generator compound</i>                    |

## Emergency spillage

|   |  |
|---|--|
| <p>Location of Spill kit:</p> <p><i>NB: Spill kits should be used by trained personnel with H&amp;S precautions taking priority prior to tackling the spilt material.</i></p> <p><i>Please refer to appropriate procedures.</i></p> | <p><i>Held by contractors responsible for using it</i></p> |
| <p>Sensitive Receptors:</p>   | <p><i>None identified</i></p>                              |

## 2. Site Health, Safety & Environmental Rules for Contractors

### Site Health, Safety & Environmental Rules for Contractors

#### Before you start work:

- Understand what to do in the event of a site emergency (e.g. fire, flood, bomb, spillage 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 (including environmental risks/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 bare 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 use environmentally hazardous materials without site approval, appropriate bunding and accessible and appropriate spillage provision.
- Do not work or interfere with anything which has not been authorised by the Site Manager
- Do not discharge any substances to site drainage without site authorisation and consent from the regulator where required
- Do not access any areas where you have not been authorised to do so
- Comply with all site health, safety and environmental signage and instructions
- When you finish working, leave your work area safe, secure and tidy
- Take all waste away with you and ensure legal duty of care and hazardous waste regulations are followed. Do not use site bins / skips without authorisation.

#### 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, safety & environmental 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 & Environmental Rules for Visitors

#### Site Health, Safety & Environmental Rules for Visitors

As managers of The Galleries Shopping Centre, 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, 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 at Castle Park 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.

##### Environmental management

- If you see anything on site that you think could be a pollution or environmental risk, such as a spillage, please report it to the Site Manager.
- If you have any waste, please use the recycling bins provided. If you are unsure, please ask 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 site's Denka, Genie are no longer carried out. Contractors now bring their own equipment to carry out such works. |
| All excavation work  | No works identified.  |



## 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 6 x passenger lifts on site, with associated shafts.   |                        |
| Electrical rooms  | Transformer room, HV switch room, LV switch room.  |                        |
| Riser cupboards   | The dry and wet risers were recorded as being adequately inspected and tested.   |                        |
| Confined spaces   | No such areas 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.   |                        |

| Version | Amendment Details                              | Amended by | Date Amendment Issued |
|---------|--|------------|-----------------------|
| 2       | Change to Hazardous (Controlled Activity) List | Lisa Evans | 07.08.2020            |
| 3       | Footer Added                                   | Lisa Evans | 07.01.2021            |
| 4       | Environmental Hazards Added                    | Sue Green  | 16.07.2021            |