



Contractor Safety Information Pack

For



Castle Quay Shopping Centre
Castle Street, Banbury
Oxon
OX16 5UN

March 2020

On Behalf of:



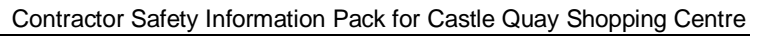
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1. General Health & Safety Arrangements

Site Contacts

Site Facilities Manager / Centre Manager	Oliver Wren Tel: 01295 256 296 Mobile: 07487 591836
Site Operator / Operations Manager	Nick James Tel: 01295 256 296 Mobile: 07710 897 921

First Aid and Accidents

Appointed Persons for First Aid:	Security are all 1 st aid trained
Location of First Aid Kits:	Security Control Room
Location of Accident Book:	Management Office
Person responsible for RIDDOR	Nick James/Rebecca Deeley
Nearest Accident and Emergency Hospital:	Horton General Hospital Oxford Rd Banbury Oxfordshire OX16 9AL 01295 275500

Fire

Fire Alarm Sounder:	Siren/ Tannoy
Fire Assembly Point:	North car park, South car park, Band Stand, Old Peoples Club, Mill car park and Spiceball car park.
Local Fire & Rescue Service:	Banbury Fire Station Cope Road Banbury Oxon OX16 2EY

Location / isolation of Services

Gas:	See emergency planning manual in control room – all isolation points identified.
Water:	
Electricity:	



2. Site Health & Safety Rules for Contractors

Site Safety Rules

Before you start work:

- Understand what to do in a site emergency, e.g. Fire. Know what the alarm sounds like and how to escape from your work area.
- If your work is hazardous or in a hazardous area, make sure you have a signed Jones Lang LaSalle Hazwork permit.
- Make sure you know how to contact the Site Manager in an emergency.
- Understand the site health & safety risk assessment for your work area –the Site Manager can show you a copy and explain what it means.
- If you are working alone, make sure you know the site procedure for lone working & report on completion of works.
- Understand your own company's risk assessment and method statement for the work you are doing.
- Be aware of Jones Lang LaSalle's Health & Safety and Environmental policy.

Site Rules:

- Do not smoke anywhere on site.
- Only use rest areas agreed by the Site Manager.
- Wear the right protective clothing - do not work without a shirt.
- While you are working keep your work area safe and tidy.
- Avoid disturbing site occupants and visitors - keep noise down and do not play music.
- Do not block fire exits and other access routes.
- Do not work or interfere with anything for which you do not have permission.
- Do not go anywhere or work where you do not have permission.
- Follow safety instructions and signs.
- 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 our safety rules.

Remember that you are responsible for working safely on this site!

Don't put yourself or others at risk!



3. Visitor Safety

Welcome to Castle Quay Shopping Centre

As managers of Castle Quay Shopping Centre, Jones Lang LaSalle 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 exit

- Do not delay for any reason.
- Do not take any risks.
- Do not attempt to tackle any fire yourself.
- Do not stop to collect personal items.
- Do not use a lift.

It is very important that we know you have left the site safely. Please make your way to the Assembly Point **as directed by the Fire Marshals 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 safety signs and instructions on site.

If you are carrying out work or visiting an area of the site where there is a significant safety risk, you will be shown a copy of the Health & Safety Risk Assessment for that area. Please take time to read it and ask if you are not sure about anything.

If you see anything on site that you consider unsafe, we encourage you to report it to your host or to the Site Manager.



4. Site Hazard Inventory for Castle Quay Shopping Centre - August 2017

4.1 Red List Hazardous Areas / Issues



The following Red List Hazardous Areas / Issues are considered so significant at Castle Quay Shopping Centre that all contractors must complete a HAZWORK Permit, even those with Preferred Contractor status.

Red List Hazardous Area / Issue	Location description	Additional information
There are no Red List hazardous areas identified at this time.		



4.2 General Hazardous Areas / Issues

Hazardous Area / Issue	Location description	Additional information
Asbestos	Asbestos containing materials are located on site.	Refer to the Asbestos Register for details - a copy is held in the Management Office and on RiskWise.



Hazardous Area / Issue	Location description	Additional information
Confined spaces	<p>There are numerous potential confined spaces.</p> <p>Water tanks, sprinkler tanks, risers etc. The Centre Manager holds confined spaces Register.</p> <p>Shown below – Access to sprinkler tank.</p> 	
Fragile surfaces	<p>Fragile areas are located on the roof and are well signed.</p> 	
Electrical switch rooms	<p>Electrical Switch rooms are located throughout the site. The Centre Manager has details of their locations.</p>	
Facade Access Equipment	<p>Facade Access Equipment is located to the atrium Gantry – Cherwell Walk West.</p>	<p>No current LOLER examination available – DO NOT USE.</p>



Hazardous Area / Issue	Location description	Additional information
Fixed ladders	<p>Fixed ladders under the landlord's control are located on the roof in various locations.</p> 	
Lift Motor Rooms	<p>There is a lift motor rooms are located in the car park.</p>	
Lift shafts	<p>There are 3 lifts on site. (2 Passenger in North Car Park and 1 platform lift).</p>	<p>Access to lift shafts is strictly restricted to specialist lift maintenance contractors and statutory engineering inspectors.</p>
Noise	<p>Noise Control Areas are located in the generator room, sprinkler pump room and chiller areas.</p> 	
Unguarded roof areas	<p>There are latchway systems installed, however roof areas which require regular access have been fitted with edge protection.</p>	



4.3 Hazardous Activities

Activities undertaken on site which may be considered to be “Hazardous” include:

- Window Cleaning.
- High Access Equipment maintenance, examination & repair.
- Work at Height.
- Engineering Insurance Examinations.
- Lift repair, Inspection and Testing.
- Hot Work.
- HV Switching operations.
- Live Electrical Work.
- Asbestos Removal and Encapsulation.
- Loading, unloading or delivery of hazardous materials.
- Work on Fire Detection, Warning and Suppression Systems.

Notes:

1. You may need to submit a Hazwork Permit for approval if you are working in a Hazardous Area, or if your work includes any Hazardous Activities. The responsible Jones Lang LaSalle Site Manager for this site will advise.
2. Access to ‘Red list’ hazardous areas, identified in 4.1 must be subject to a Hazwork Permit for **all** contractors (including JLL preferred suppliers).
3. The Inherent General Hazardous Areas / Issues Schedule in 4.2 above is intended to summarize hazardous areas identified on the date of the landlord’s current General Health & Safety Risk Assessment. Contractors should also refer to the landlord’s current General Health & Safety Risk Assessment for this site, which is available from the Site Manager and which contains additional information about risk controls.
4. The Hazardous Activities Schedule in 4.3 above is taken from the Jones Lang LaSalle Health & Safety Guidance Manual for Property Managers and is not an exhaustive list.
5. Contractors and the Site Manager have a duty to review and update this Site Hazard Inventory (SHI) in line with the Jones Lang LaSalle Health & Safety Guidance Manual for Property Managers (Suppliers and Projects - Co-operation & Co-ordination).
6. Contractors have a legal responsibility to carry out their own safety risk assessments before commencing any work. The S₂ Partnership cannot be held liable for a contractor’s failure to identify and implement proper risk controls in respect of their work at Castle Quay Shopping Centre.