

TWO WORK	Construction Phase Plan	Reference	CCP-WLC-001
		Revision	A-00
		Creation Date	27-09-22
		Review Date	See Review Sheet



On Behalf Of	Two Work Ltd
Site Address	Wolves Lane Centre
	Wolves Lane
	London
Post Code	
	NN22 5JD
Initial Creation Date	27-09-22

Created By	PRO RISK SAFETY MANAGEMENT Unit 48 and 49, First Floor, East Wing, Ransom Hall, Ransom Wood Business Park, Southwell Rd W, Rainworth, Mansfield NG21 0HJ
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Revision and Review Record

This document is to be reviewed:

- At least once a month by the Site Manager to confirm the document still represents the works ongoing
- At least once every 3-months by the Project Manager / Safety Consultant to confirm the document still represents the status of the site, surrounding area and intents for future works
- Where the Client, Principal Designer or other party identifies a change to the project, pre-construction information or other relevant document which requires to be included in this document.

Where a review shows that the document requires a revision, this shall be notified to the relevant document controller, the changes made, and a record made here. Revised documents must be distributed to all relevant parties for their information.

Revision	Review Date	Reason and Details	Signature (Project / Site Manager)	Signature (Safety Consultant)
Rev 01				
Rev 02				
Rev 03				
Rev 04				
Rev 05				
Rev 06				
Rev 07				
Rev 08				
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Rev 10				

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Introduction to the Construction Phase Plan

This site-specific Construction Phase Safety, Health & Environment Plan has been developed in accordance with the requirements of Regulation 18 of the Construction (Design and Management) Regulations 2015 by Two Work Ltd whilst undertaking the role of Principal Contractor.

The purpose of the plan is to provide the Client, also Two Work Ltd and our contractors with information relating to the project and to give details of Two Work Ltd organisation and arrangement procedures for the management and prevention of safety, health and environmental risks which are known to exist, or which may be encountered, on this project.

This plan is intended to provide the focus for the management and co-ordination of safety, health and environmental issues as the project evolves. Therefore, the plan may need to be developed or amended in light of changing circumstances and standards achieved on site or as the construction work progresses. Reviews of parts of the plan may also need to be made if there are design changes, alterations or unforeseen circumstances or if variations to planned events arise.

The development will be achieved by the site-specific Construction Phase Safety, Health and Environmental Plan being reviewed for its effectiveness by Two Work Ltd Project / Site Manager and Safety, Health & Environmental (S.H.E.) External Consultant, which is currently ProRisk Safety Management Limited, on a periodic basis. Proposed review periods and initial dates will have been agreed prior to "signing off" this plan.

Accepted By	Name	Signature	Date of Acceptance
Project Manager	Chris Andrews		
Site Manager			
Safety Consultant	Simon Pratt		27-09-22

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Section 1 General Project Details	
1.1	Project Description
	The project consists of the demolition of existing temporary structures at the Wolves Lane Centre, a community greenhouse / garden project to allow for the construction of replacement, permanent buildings. Currently the section of the site to be redeveloped consists of three “portacabin” type temporary buildings in various states of disrepair, a blockwork annex to existing, retained greenhouses, and several timber sheds and walkways sited around areas of currently unused plant beds. An additional blockwork garage / storage building may also be added into the project at a later date. The area has significant overgrowth in some locations which may need to be removed to facilitate access and storage. The new development consists of three new structures comprising of a mix of office facilities, training / meeting rooms, and the associated welfare facilities required. These will be of sustainable timber construction predominantly with pad stone foundations. Internal works shall be of timber and board or metal and board construction. There is the potential for the installation of composting toilets but this has yet to be confirmed as several aspects of the design are in negotiation. The current scope of works consists of • Site mobilisation including temporary offices and welfare. • Making safe of the existing gas and electrical systems within the buildings • Site clearance of accumulated waste materials to facilitate access to the site • Removal of the temporary buildings (demolition with machines) • Removal of the blockwork annex building (Machine demolition with some hand demolition where the annex contacts the retained greenhouses) • Removal of supports for polytunnels (Machine demolition) • Soft strip of the working area to provide a safe working environment (Machine works) • Construction of stone pad foundations • Construction of building timber frame (Potentially to be replaced with “Nebraska style straw” construction. • Construction of external timber cladding and glazing (Again, potential for change) • Construction of Roof system (material to be determined) • Construction of internal partition walls • First and second fix electrical works • First and second fix mechanical works • Joinery works including doors, Skirting, kitchens, etc. • Finishing of internal walls (tape and joint) • Decoration • Ground works (Scope to be determined) • Demobilisation of site and handover The projected timeline from start of works is 26 weeks. Works shall be completed by Two Work employed operatives and selected external contractors.

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1.2 Project Statement

Two Work Ltd intends to carry out all the work listed above within the contract time scale to the design and specification set out in the contract documents. Two Work Ltd will do this with due regard to the surrounding environment and to the welfare of site personnel and without putting at risk their health and safety and that of others who may be affected by the project, particularly the residents of the surrounding community. Should any disturbance occur to adjacent property during the course of the works, operations will cease, and the nominated Client contact will be consulted prior to work proceeding.

Two Work Ltd also recognises that our activities, and that of our sub-contractors, should be carried out with an understanding and awareness of environmental issues Two Work Ltd will therefore actively seek to reduce any adverse impact on the environment, to levels that are reasonably practicable to attain, by implementing high standards of pollution control and care for the local environment. A dust action plan will be developed alongside this Construction Phase Plan

To this end we intend to carry out our works in accordance with the contract programme of work unless design changes or unexpected complications require the programme to be amended. If any amendments are required, the changes will be fully documented, and the Client / CDM Manager / Principal Designer will be advised by the Site Manager.

1.3 Project Timescale

Project Start Date To be confirmed

Project Expected Duration 26 weeks.

The project timescales are based on the initial project programme created as part of the pre-construction planning between the client and the project team. All dates are subject to potential change due to delays in deliveries, weather delays or changes to the project design.

Changes to the timescales shall be notified to all parties as they are identified and shall be integrated into the project plan without prejudice to safety.

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1.4 Project Directory		
The details below are correct as of the current revision. Changes must be notified to all parties and this section of the document updated as soon as notification is made.		
Client	Organisation	Wolves Lane Centre
	Address	Wolves Lane, London, N22 5JD
	Contact	Denise Farrell
	Tel:	020 8888 5306
	Email:	
Principal Contractor	Organisation	Two Work Ltd
	Address	Grand union studios 2.12 332 Ladbroke Grove London w10 5ad
	Contact	Chris Andrews
	Tel:	07973 113343
	Email:	Chris@workltd.co.uk
Principal Designer	Organisation	TOCA
	Address	1a Gatward Close Winchmore Hill London N21 1AS
	Contact	Tbc
	Tel:	Tbc
	Email:	Tbc
Architect / Designer	Organisation	Practice Architecture
	Address	Unit 15 Regents Studios 8 Andrews Road E8 4QN
	Contact	Margit Kraft
	Tel:	07487 658778
	Email:	Margit@practicearchitecture.co.uk

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Principal Contractor's Health & Safety Consultants	Organisation	ProRisk Safety Management Limited
	Address	Unit 48 and 49 First floor East Wing Ransom Hall Ransom Wood Business Park, Southwell Rd W, Mansfield NG21 0HJ
	Contact	Paul Alvey
	Tel:	01623 287982
	Email:	p.alvey@prorisksafety.co.uk
	Organisation	
	Address	
	Contact	
	Tel:	
	Email:	

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Section 2 Existing Off-Site Conditions		
2.1 Surrounding Land Use and Restrictions / Conditions		
Property / Land Use	Details	
Residential	Notes	Residential properties are located within 150m of the works though are not expected to be significantly affected by the works.
	Restriction	Care will need to be taken during demolition / strip to minimise dusts and noise if the wind is blowing towards residential properties though the time of year is expected to mitigate this significantly.
Commercial / Retail	Notes	As above
	Restriction	As Above
Commercial / Offices	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place
Commercial / Manufacturing	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place
School / College / University	Notes	Thomas Moore School is located approx. 175m from the site boundary though is not expected to be directly affected by the works. However, significant foot traffic to / from the school was observed along Wolves Lane and this will need to be considered when booking for deliveries.
	Restriction	Avoid peak time deliveries to minimise risk to school age pedestrians.
Hospital / Medical Facility	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place

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Community Centre / Place of Worship	Notes	The site is adjacent to the Wood Green Cemetery and shares a common access with the site. There can be expected to be daily traffic to and from the cemetery and consideration will need to be given to minimising the effects of work on both the premises and any serviced being held.
	Restriction	- No vehicles are to be parked on the access route to the cemetery so as not to restrict access in any way at any times. - No waiting deliveries may be made on the access road. - Deliveries which cannot be accommodated on the site must be turned away to wait on the surrounding roads - Operatives to be quiet and polite at all times. Shouting and swearing will not be tolerated. - Where requested, it may be necessary to suspend works external to buildings while services are being performed. All trades should consider this while planning works.
Leisure Facility	Notes	The site is surrounded by a number of playing fields and sports facilities. While these are not expected to be significantly affected, they will increase foot traffic around the site entrance.
	Restriction	No restrictions in place
Hotel / Guest House	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place
Airport	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place
Rail Station	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place
Bus Station	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place

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Petrol Station	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place
Sub-Station or Other Transformer	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place
Land Fill Site	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place
Waste Transfer / Management Site	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place
Mine / Quarry / Other Extraction site.	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place
Watercourse / Lake / Reservoir	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place
Wolves Lane Centre	Notes	The centre will remain open during the course of the project and as such there can be expected to be - Workers and volunteers present at all times during site hours - Members of the public accessing the centre - Deliveries / vehicles movements in and out of the shared access Because of this there is a high risk of unauthorised persons accessing the site.
	Restriction	- The site must be fully fenced at all times and warning signage posted, visible within the centre premises, warning of the hazards and restricted entry - Control of the shared access must be maintained so that vehicles entering the centre are not put at risk by the ongoing works. A gate through the fence into the centre must be considered to ensure that centre vehicles can pass through and then be segregated from the works.

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		If centre staff or members of the public are seen walking onto the site, works must stop and the person politely escorted back to the centre side. Management must then assess how they gained access and rectify any deficiencies in the fence line.
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2.2 Surrounding Traffic and Transport Provisions and Restrictions / Conditions		
Roadways / Vehicle Access	Notes	As noted above, the site shares access with the Wood Green Cemetery. Wolves Lane is a major through route for access to local residences and as a “rat run” between White Hart Lane and the A406. Traffic is heavy at peak times.
	Restriction	Plan deliveries to avoid peak times. Avoid vehicles waiting on the main roads except in agreed waiting locations.
Footpaths	Notes	As noted above, there is heavy pedestrian traffic along Wolves Lane at peak times.
	Restriction	As above.
High Traffic Routes (School / Rush Hour)	Notes	As above.
	Restriction	As above.
Cycle Routes	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place
Bridleways	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place
Rights of Way / Way Leaves (On Site)	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place
Railway / Tramway	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place

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Canal / River Navigation	Notes	None present within area likely to be affected by this project.
	Restriction	No restrictions in place
	Notes	
	Restriction	

2.3 Local Planning Restriction (including Environmental Agency)		
Working Hour Restrictions	Monday to Friday	08:00 – 18:00
	Saturday	08:00 – 13:00
	Sundays / Holidays	No Working Permitted
The local planning authority has not placed any other restrictions on this project at this time though regular liaison with the planning authorities shall form part of the project plan and new restrictions included here and notified to all relevant parties.		

Section 3 Existing On-Site Conditions		
3.1 Underground and Above Ground Service Information		
Service	Provider	Details
Electricity		The incoming, sub-surface electrical main has been identified and marked. No overhead electrical cables are present crossing the site or within the area which may be affected by lifting or similar operations. Internal electrical systems within existing buildings shall be considered live at all times and no works shall be performed on them without first ensuring that they are correctly locked off under the control of a Permit to Work.
Gas		The incoming gas main has been identified and marked. Internal gas systems within existing buildings shall be considered live at all times and no works shall be performed on them without first ensuring that they are correctly locked off, drained of gas and under the control of a Permit to Work.

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Clean Water		The incoming water main has been identified and marked.
Drainage / Foul Water		The main drain has been identified and marked.
Telecommunications		No above ground cables are present on site. Sub-surface cables have been identified and marked.
Media (Cable TV, etc.)		Incoming sub-surface cables have been identified and marked.

Where available, existing Health and Safety files for the building including previous “As Built” and Service drawings shall be made available to all contractors for their review prior to construction commencing. All changes shall made to the services as part of the construction process shall be added to a new or revised H&S file for provision with the building.

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3.2 Existing On-Site Structures / Plant / Features	
As noted above, the works consist of the removal of 3no portacabin type temporary buildings, one block built annex and a number of temporary timber structures. Additional structures (Glasshouses, polytunnels, silos, etc.) are present on site and will need to be preserved during the works. At this time, no tree preservation orders are in place and no evidence of protected species has been provided. No archaeological investigation has been performed at the site as part of this project. Works are not projected to disturb the ground significantly but groundworks trades are to practice due diligence and stop works if they expose anything that might be of archaeological significance. The area was heavily bombed during World War II. Care must be taken when excavating for foundations and any suspicious items uncovered must be properly assessed before continuing.	
3.3 Hazardous Materials on Site	
Asbestos	A Renovation and Demolition Asbestos report was issued February 2022 which did identify asbestos within the “Barn” which is currently not part of the plans for work. An expanded survey to include the buildings being demolished has been requested from the client. As asbestos is present within the site boundary, care must be taken during the ground works phase of the project as there is the potential for further material from previously demolished structures to be present within the existing debris piles and at relatively low depths under the soil. Report Reference: SAM10004228 Report Author: Santia
Contaminated Land	No specific contaminated land survey has been completed as materials is not expected to be taken off site. The presence of asbestos within the rubble / soils being moved cannot be discounted however and contractors who uncover suspected Asbestos Containing Materials (ACMs) must have procedures in place.
Other Hazardous Materials	None Identified

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Section 4 Site Layout and Planning Provisions

The Two Work Ltd Project Manager will ensure that a detailed Site Layout Drawing is produced (See appendix), periodically reviewed, maintained, and will mirror the site traffic management / escape plans. Information contained on this drawing will include, but is not limited to;

- Public roadways connecting to the site
- Public footpaths running past the building
- First Aid, Fire Escape Routes and Fire Muster Points etc
- Proposed contractor laydown/delivery areas etc
- Routes for delivery drivers to loading / unloading areas

Section 5 Project Management and Organisation

5.1 Site Specific Responsibilities for Health, Safety and Environmental Management

The responsibility for implementing the procedures contained within the Two Work Ltd Policy and Procedures Manual and the Project Specific Construction Safety, Health and Environmental Plan lies with every single person connected with the project through their personal lines of responsibility and through collective responsibility.

Individual responsibilities for safety, health and environmental matters are included within the Two Work Ltd Policy and Procedures Manual.

The most senior manager on site, hereafter referred to as the Site Manager, or in his absence from site a designated person, will have the overall day to day responsibility for the management of safety, health & environmental matters on this project.

A SHE Organisation Chart, showing the communication route to be taken to resolve SHE matters is contained within the Health and Safety Policy Statement, which will be displayed and maintained in a readable condition on the Site's Safety, Health & Environmental Bulletin Board(s).

A Contract Specific SHE Organisation Chart, showing the communication route to be taken to resolve any SHE matters will be displayed and maintained in a readable condition on the Site's Safety, Health & Environmental Bulletin Board(s).

The Site Manager will make all the individuals named in the document aware of their responsibilities and ensure that they are competent to fulfil the function.

All documents listed above will be updated to reflect any changes, as and when they occur, and copies of current forms will be kept on file.

5.2 Arrangements for Providing Information to Site Contractors

The Two Work Ltd Safety, Health and Environmental Management System meets the standards set out in International Standard ISO 45001 (Occupational health and safety management systems) although currently not accredited.

This system will be fully implemented on this project. Encompassed within the system is Contractor's Safety, Health & Environmental Terms and Conditions, which highlights contractors' requirements for compliance with all applicable health & safety legislation.

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5.3 Setting Goals and Standards for the Project

The Two Work Ltd Safety, Health & Environmental Management System is contained within its Policy and Procedures Manual. Both these documents will be held within the site office and are available for inspection on request.

5.3.1	Safety	Two Work Ltd is striving for zero Reportable accidents on all of its sites specifically noting the Clients brief of Zero harm. We expect all our personnel and subcontractors to assist us in achieving this goal. NB: Recordable injuries are those recorded in the site accident book and include those that are also reportable under RIDDOR. Should a RIDDOR occur the Site Manager is to be informed without delay.
5.3.2	Environmental	General waste removal provision is by Two Work Ltd with the exception of demolition waste which will form part of the contract with the selected demolition contractor. All contractors shall be responsible for ensuring that bins are filled and emptied into the relevant segregated skip. COSHH waste is to be segregated into a separate bin provided by Two Work Ltd to be removed to a licenced waste site. Noise, dust and vibration will be dealt with in a separate Noise, dust and vibration plan. Identified Environmental features of the site, for example tree preservation orders and watercourses, shall be segregated from the working environment and all works are planned to minimise the impact on them.

5.4 Information Sharing

Before Two Work Ltd can eliminate or control risks, we first need to identify the hazards and then provide suitable procedures and precautions based on the hazard and risk probability.

Two Work Ltd have carried out a systematic evaluation of identifiable hazards related to our general activities and this will be utilised to carry out our works and services.

The aim is to establish what the anticipated work activities to be undertaken on this project are, what the potential risks are in undertaking such activities and which company or trade will be responsible for producing the Site Specific SHE Risk Assessments and Site-Specific Safety Method Statements / Mitigation Measures required to control them.

Those activities, which have been assessed as Medium Risk, will require a Site Specific SHE Risk Assessment to be produced by the direct employer of the person(s) carrying out the work. All High-Risk activities will require a Site Specific SHE Risk Assessment and Method Statement / Mitigation Measures to be produced by the direct employer of the person(s) carrying out the work.

Two-Work operate a Common Data Environment (CDE) where all relevant data for the site shall be uploaded and monitored. This shall ensure that all relevant personnel have access to the most recent information, including drawings and specification.

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5.5 Selection and Appointing Organisations to the Project		
5.5.1	Sub-Contractors	Two Work Ltd uses a two-stage process to assess the competence and allocation of resources by contractors with regard to SHE matters. The assessment of the ability of a contractor to undertake work on a particular project will be based on successful completion of both stages. Only those contractors deemed as competent, by Harrogate Construction will be allowed to work on the project. Stage 1 – General Safety, Health & Environmental (SHE) Competence Assessment will be completed by every contractor who wishes to work on a Harrogate Construction project. Each contractor must return the completed questionnaire, with all supporting documentation for auditing and review by the relevant site management team. The SHE External Consultants keeps a database of all general assessments, which remain valid for a period of two years. Stage 2 – Task specific RAMS will be reviewed by the project manager and the external SHE team for approval prior to the commencement of subcontractor work. The assessment of the ability of a contractor to undertake work on a particular project will be based on successful completion of both stages. Only those contractors deemed as competent, by Harrogate Construction will be allowed to work on the project. Records of Contractors' Assessment Details and Project Specific Construction Phase Safety, Health & Environmental Plan Issue, will be maintained and a copy kept on file.
5.5.2	Designers	Two Work Ltd shall regularly liaise with the Principal Designer, Architect and other relevant organisations to ensure that changes are fully integrated into the construction process both when arising from design changes or from items identified within the construction process. Where this requires new organisations to become involved within the design process for the site, Two Work Ltd shall not allow works to commence until the designer's competency has been fully assessed by the Principal Designer's due diligence process.
5.5.2	Suppliers	Suppliers of materials will be required to produce adequate SHE information to support their products. Two Work Ltd and its sub-contractors, in conjunction with the Client & Designers, will be required at all times to endeavour to substitute hazardous materials with less harmful ones. All plant and machinery supplied by external suppliers will be subject to SHE conditions contained in purchase orders.

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5.6 Communication and Coordination		
5.6.1	Communication and information sharing	A copy of this Project Specific Construction Safety, Health & Environmental Plan or the relevant sections will be sent to all contractors tendering for work on this project. As and when more information is available because of the development or review of the Project Specific Safety, Health and Environmental Plan, Two Work Ltd will undertake to pass this information on to all contractors affected by the revisions. These revisions will be forwarded to contractors as required. It will be the responsibility of the contractors to acknowledge these amendments. Once revised plans or sections of plans have been issued to contractors, it will be the contractors' responsibility to ensure that obsolete information and data are promptly removed from their point of control and use. Two Work Ltd Site Manager will hold regular Site Safety, Health and Environmental Co-ordination Meetings with site contractors to ensure that all safety, health and environmental issues concerning the project are being suitably addressed, monitored and maintained to the required standards. Records of all such meetings will be filed.
5.6.2	Coordination and cooperation between contractors	The general co-ordination of contractor's activities will be planned and agreed between Two Work Ltd and the sub contact management. 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 between the relevant contractors which be informal by way of site gatherings and toolbox talks. The first item on either agenda will be safety, health and environmental related items. Records of any such meetings will also be filed.
5.6.3	Management Meetings	Two Work Ltd will have held regular project / co-ordination meetings with the client and/or the delivery team prior to the commencement of this project. These meetings will continue during the construction period. The purpose of these meetings is to ensure that all safety, health and environmental issues associated with the construction, design, programme, variations (if requested / required) or unforeseen circumstances (if they arise) are suitably addressed. Any resultant information will be passed on to all the relevant contractors who may be affected. The meetings will be a mixture of formal and informal.

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5.6.4	Ensuring the Design Process Complies with CDM Regulations 2015	Principal Designer, Designers, contractors or anyone else who will be carrying out design work will be required to carry out assessments of their work. Designers are required to consider health and safety during the construction, future maintenance and final demolition of the structure. Consideration of future access requirements, e.g. to plant and equipment on a roof, is therefore essential. Designers are required to: • Identify the hazards that will occur during construction and maintenance • Eliminate risks where possible • Reduce the risks • Provide adequate information on the risks that cannot be eliminated. Principal Designer, Designers contribute key information to the pre-tender information and the health and safety file via the Principal Designer. This can be done by discussion and by the designers providing the Principal Designer with documentation summarising the designers' input. Designers must provide information that other project team members are likely to need to identify and manage the remaining risks. This should be project specific, and concentrate on significant risks, which may not be obvious to those who use the design. For example, providing generic risk information about the prevention of falls is pointless, because competent contractors will already know what needs to be done, but if the design gives rise to a specific and unusual fall risk which may not be obvious to contractors, designers should provide information about this risk. Designers also need to provide information about aspects of the design that could create significant risks during future construction work or maintenance. If in doubt about the level of information needed, the best way to find out is to ask those who will use it. Significant risks are not necessarily those that involve the greatest risks, but those, including health risks that are: • Not likely to be obvious to a competent contractor or other designers; • Unusual; or • Likely to be difficult to manage effectively. Information should be brief, clear, precise, and in a form suitable for the users. This can be achieved using: • Notes on drawings - this is preferred, since the notes will then be immediately available to those carrying out the work. They can refer to other documents if more detail is needed, and be annotated to keep them up to date; • Written information provided with the design - this should be project specific, and should only contain information which will be useful to those constructing or maintaining the structure; • Suggested construction sequences – showing how the design could be erected safely, where this is not obvious, for example suggested sequences for putting up pre-cast panel concrete structures. Contractors may then adopt this method or develop their own approach.
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		It is not always possible to provide all the information at the same time, particularly when design work is continuing whilst construction work is underway. In these circumstances information should be released as the design develops, but construction work should not be allowed to proceed unless all the information necessary for the work to be carried out safely has been provided.
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Section 6 Activities with Risk to Health, Safety and the Environment		
6.1 Site Specific Responsibilities for Health, Safety and Environmental Management		
Significant risk activities for this project has/will be identified from: • The potential hazards identified by Designers • The potential hazards identified by the Principal Designer • The potential hazards identified by Risk Assessment • Input from Contractors Significant Risk identified So Far: -		
6.1.1	Ground works, excavations	Refer to utility drawings for known services. CAT scan entire area and periodically throughout the dig for foundation excavations Permit to dig – banksman for plant operation required
6.1.2	Structural works	manoeuvring of heavy materials / work at height, demolition of existing structures and walls. RA/MS to be prior approved. Design of any temporary propping systems to be approved before works commence.
6.1.3	Security of site and protection of the client's employees and public	Site to be secure and suitably signed preventing access to unauthorised persons. Perimeter to be checked before leaving site at the end of each day. Excavation, access systems and other high-risk areas to be secured at end of each day.
6.1.4	Unidentified services	No excavations are permitted without performing CAT / Geny surveys of the area. Hand Digging to be considered were services may be present. Permit to Dig to be in place before excavations commence.
6.1.5	Work on electrical systems	Only competent people to work on electrical systems. Existing services drawing to be available where practicable. New service plans to be present to work to. Locking off procedures and permit to work on electrical systems to be followed.

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6.1.6	Falls from Height	All works at height to be planned in line with the requirements of the Work at Height Regulations (2005). All personnel erecting / controlling work at height systems to have the correct training. Exclusion zones to be in place before works to prevent injury by falling objects.
6.1.7	Materials Storage	Designated storage areas to be identified and adhered to. Materials to be stacked as per the limits imposed by the supplier. COSHH materials to be held in suitable secure, bunded storage in line with the COSHH assessments provided.

6.2 Potential Hazards Identified by Designers

A comprehensive designer risk assessment not provided by the Principal Designer at the time of developing this Construction Phase Plan. However, as design risks are identified they shall be passed to the relevant parties for inclusion.

6.3 Potential Hazards Identified by the Principal Designer

The 'Pre-Construction Information' has identified the significant hazards that cannot be avoided or designed out of the project:

Two Work Ltd, as principal contractor, shall ensure that this information is passed to all companies as part of any tender process and that all risk assessments and method statements submitted for works on the site are assessed to ensure these risks have been identified and controlled.

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6.4 Risks Identified by the Principal Contractor

When activities are highlighted as a Medium or a High Risk in the Overall Project Safety, Health & Environmental Risk / Impact Assessment the Direct Employer must provide to Two Work Ltd (prior to the work activity commencing) a Site Specific SHE Risk Assessment.

Where risk assessments are carried out under existing procedures or under their own particular Regulations i.e. Asbestos. Lead, COSHH, Noise, Vibration, Manual Handling etc. the repetition of an assessment is not required unless other elements of the work demand assessments in their own right. i.e. painting at height will require a COSHH assessment for the paint and a risk assessment for working at height etc.

Before allowing contractors to commence their works Two Work Ltd will also ensure that the submitted documents adequately address each stage of the construction process for the specific activity to be carried out.

Two Work Ltd and its contractors will ensure that all the information contained within Site Specific Method Statements / Mitigation Measures is provided to the employees involved in the activity. This will be during the initial discussions prior to the work activity commencing. Contractors must also provide Two Work Ltd with a record that this information has been effectively communicated to their employees.

Two Work Ltd will keep copies of all these Site-Specific S.H.E Risk Assessments / Method Statements / Mitigation Measures with evidence of communication, plus any revisions if applicable, on file.

Two Work Ltd will provide others who may be affected by these activities with information at the Site Safety Co-ordination meeting and / or at each contractor progress meeting.

6.5 Hazards presented by Site Materials

Two Work Ltd and its contractors will ensure that if it is not possible to eliminate the dangers or environmental impacts associated with a material or process (i.e. by substitution) then adequate control measures will be in place to minimise the potential risk to the operatives or the environment of using the material or process. This requirement will also extend to other site-based operatives, Two Work Ltd site staff and anyone else who may be affected by our operations whilst working with in or near the immediate vicinity.

All contractors will be required to provide Two Work Ltd with copies of their Site Specific COSHH Assessments of all materials / substances to be used on the project, two weeks prior to commencing their works on site in accordance with their completed Contractors' SHE Management Plan.

The Principal Designer / Designer(s) for a project will have specified materials that will require safety, health or environmental measures when used in the construction of this project i.e. during handling, cutting, mixing, installing or disposal etc. These are listed below:

- Those requiring a COSHH Assessment.
- Those requiring a specific Manual Handling Assessment.
- Those requiring specific Waste Disposal conditions

Other common materials and substances used during construction may also present safety, health or environmental hazards requiring contractors to carry out COSHH or other risk assessments and to introduce control measures. These are deemed to be within the normal experience of a competent contractor and are therefore not listed.

Two Work Ltd will keep copies of all Site Specific COSHH Assessments on file (including evidence of the communication and revisions if applicable).

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6.6 General Arrangements		
The following headings represent the general arrangements that Two Work Ltd and its contractors will implement and follow on this particular project. The list is not exhaustive and may be amended as the project progresses.		
6.6.1	Storage and Distribution of Materials	Two Work Ltd and its contractors will ensure that the storage of all materials will be in agreed areas on site and kept to a minimum due to the storage constraints on site. - No materials or plant to be stored on the shared access at any time All loading / off-loading of all materials will undertake under the supervision of a suitably qualified and experienced banksman in order to manage pedestrian access. - All offloading to be performed within the site boundary, no deliveries may be made on the shared access. Two Work Ltd and its contractors will also ensure that all equipment and surplus (hazardous) materials are returned to designated storage facilities at the end of each working shift.
6.6.2	Transport and Pedestrian Safety	In order to maintain traffic / pedestrian safety Two Work Ltd and its contractors will organise the site in such a way that, so far as reasonably practicable, pedestrians can move safely and without risks to health and safety. - This includes segregating Centre pedestrian routes from the site where necessary. There is no parking available on site and only limited parking on the surrounding streets. Operatives are to use public transport where practicable. - Limited, temporary parking for offloading tools and plant will be granted for trades as necessary but once offloaded, vehicles will need to be removed from site.. Deliveries must be planned before orders are placed to minimise the number of vehicles present on site, or within agreed waiting areas, at any one time. - Due to restricted access and parking, only rigid body vehicles may be used for deliveries.
6.6.3	Control and Disposal of Waste	Two Work Ltd and its contractors will ensure that measures are put into place and maintained in order to protect the environment and prevent pollution from occurring. All waste materials will be stored and disposed of in accordance with the procedures / requirements appropriate to the circumstances of the project. Two Work Ltd will make provision for the storage and removal of hazardous waste, e.g. used spill kits, used aerosols etc. and contractors must ensure compliance with hazardous waste segregation procedures.

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6.6.4	Management of Access	Two Work Ltd and its contractors will ensure that suitable provisions are made in accordance with the requirements listed in Regulation 17 of the Construction (Design and Management) Regulations 2015 with regard to providing safe access and safe places of work.	
6.6.5	Management of Noise	Plant produces noise and Site Managers must ensure that the operations carried out on their sites do not present a hazard to the hearing of people at work or a nuisance under Environmental Legislation. Action is to be taken where noise exposure is likely to be at or above any of the three “values”.	
		LOWER EXPOSURE ACTION VALUE	A daily or weekly personal noise exposure of 80dB (A-weighted). A peak sound pressure of 135dB (C-weighted).
		UPPER EXPOSURE ACTION VALUE	A daily or weekly personal noise exposure of 85dB (A-weighted). A peak sound pressure of 137dB (C-weighted).
		EXPOSURE LIMIT VALUE	A daily or weekly personal noise exposure of 87dB (A-weighted). A peak sound pressure of 140dB (C-weighted). Exposure limit values are to take in to account any hearing protection worn by the employee.
		Under the Environmental Protection Act 1990 there is no set level whereupon it would be considered that a nuisance was being created as this is dependent on the Noise Sensitive Environments surrounding the site and the works being undertaken. Under Section 60 and 61 of the Control of Pollution Act 1974 permissible levels of noise may have been stated by the local authority, in this instance the levels must be adhered to. The risk of hearing damage is to be reduced to the lowest level reasonably practicable. Hearing protection should be provided at no charge to directly employed operatives where it is needed to control risks that are not otherwise controlled (i.e. by design). Protection should be personal issue and not shared. During the induction procedure, Site Managers will provide information and instruction to employees on risks to hearing and explain what employees should do to minimise risks and how they can obtain protection. Employees have a duty to follow the safe system of work arising from the assessment.	

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6.6.6	Manual Handling	Manual Handling injuries are endemic in the construction industry therefore subcontractors and Site Managers should identify those activities that have the potential for causing injury. The nature of the work, the loads, the working environment and the repetitive nature of the tasks should be taken into account. All operatives employed on manual handling duties are to have received manual handling training and a certificate produced. If it is practicable to eliminate the manual handling, then this is the preferred option. If it is not possible to eliminate the manual handling, then the degree of risk associated with the work should be judged and other controls applied to minimise the risk of injury. The assessment should be carried out by persons competent to do so, with an understanding of the nature of the work, utilising a Site Risk Assessment. Control measures may include the provision of mechanical aids or the reorganisation of the work pattern. Every employee should be advised of the inherent risks, instructed as to the arrangements and trained in safe handling techniques and the need to call for assistance when required.
6.6.7	Temporary Services	<u>Electricity</u> A temporary feed will be provided for the site taken from the client's permanent feed. Where practicable, battery tools and plant are to be used. <u>Water</u> Provision of potable water and water for construction purposes has been made and spurs can be provided to specific working areas by agreement with the Two Work Ltd Site Manager.
6.6.8	Permits to Work	Two Work Ltd and its contractors will ensure that all Permit to Work Forms are completed for any activities where the residual risk is classified as high. The current Permits available for use are: • Hot Work Permit • Permit to Dig • Permit to Demolish • Permit to Enable Electrical Services Copies of all Permits will be retained by Two Work Ltd.
6.6.9	Protection from falling materials	Two Work Ltd and its contractors will ensure that suitable provisions are made in accordance with the requirements of The Work at Height Regulations 2005 with regard to the provisions required to prevent falls and falling materials / objects. Exclusion zones shall be in place below all works at height where there is a risk from falling materials.

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6.6.10	Prevention of Unauthorised Access	Two Work Ltd, in accordance with regulation 18 the Construction (Design and Management) Regulations 2015 will ensure that no persons are allowed to enter any part of the work site. The site shall be protected using Heras type fencing or similar constructed hoarding to prevent access out of hours which is considered a high risk in a residential area. Consideration must be given at the end of each shift to ensuring the site is safe in the event of children gaining access. All visitors must sign in and out of site via the visitor's book located by the access point. All operatives are to receive a Two Work Ltd site induction and any visitors will be required to have an inducted person escort them at all times. Anyone who is employed or is visiting the site must carry a means of identification (CSCS). Everyone who is employed on or is visiting the site must comply with the Site Specific SHE Rules enclosed in Appendix 2.
6.6.11	Protection of the Public	All deliveries and removal of waste to be managed to control pedestrian access during such activities.
6.6.12	Vibration	Regular, long-term exposure to vibration can lead to ill health, for example vibration white finger associated with mining. Exposure to vibration at work can occur through two main routes. These are: Hand-transmitted vibration (known as hand-arm vibration or HAV) Vibration transmitted through the seat or feet (known as whole body vibration or WBV). The Control of Vibration at Work Regulations 2005 aim to protect persons against risk to their health and safety arising from exposure to vibration at work. These regulations also set exposure limit values and action values and require the employer to reduce exposure to as low as reasonably practicable. Employers are required to carry out a risk assessment to identify persons who may be at risk of exposure to vibration at work. Employers must take action to eliminate or control exposure to vibration at work. Health surveillance must be provided to employees liable to be exposed to vibration at work. Suitable information, instruction and training must be provided to employees and their representatives.

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Section 7
Emergency Procedures and Provisions

Prior to work commencing, Two Work Ltd's Construction Director will nominate a Site Fire Safety Co-ordinator (Usually the Site Manager) who will liaise with the client, providing contact names and a location plan of access points to the site.

Two Work Ltd shall complete a Fire Risk Assessment for the works and maintain this regularly through the life of the project. The key details of this shall be briefed to all new personnel on site as part of the induction process.

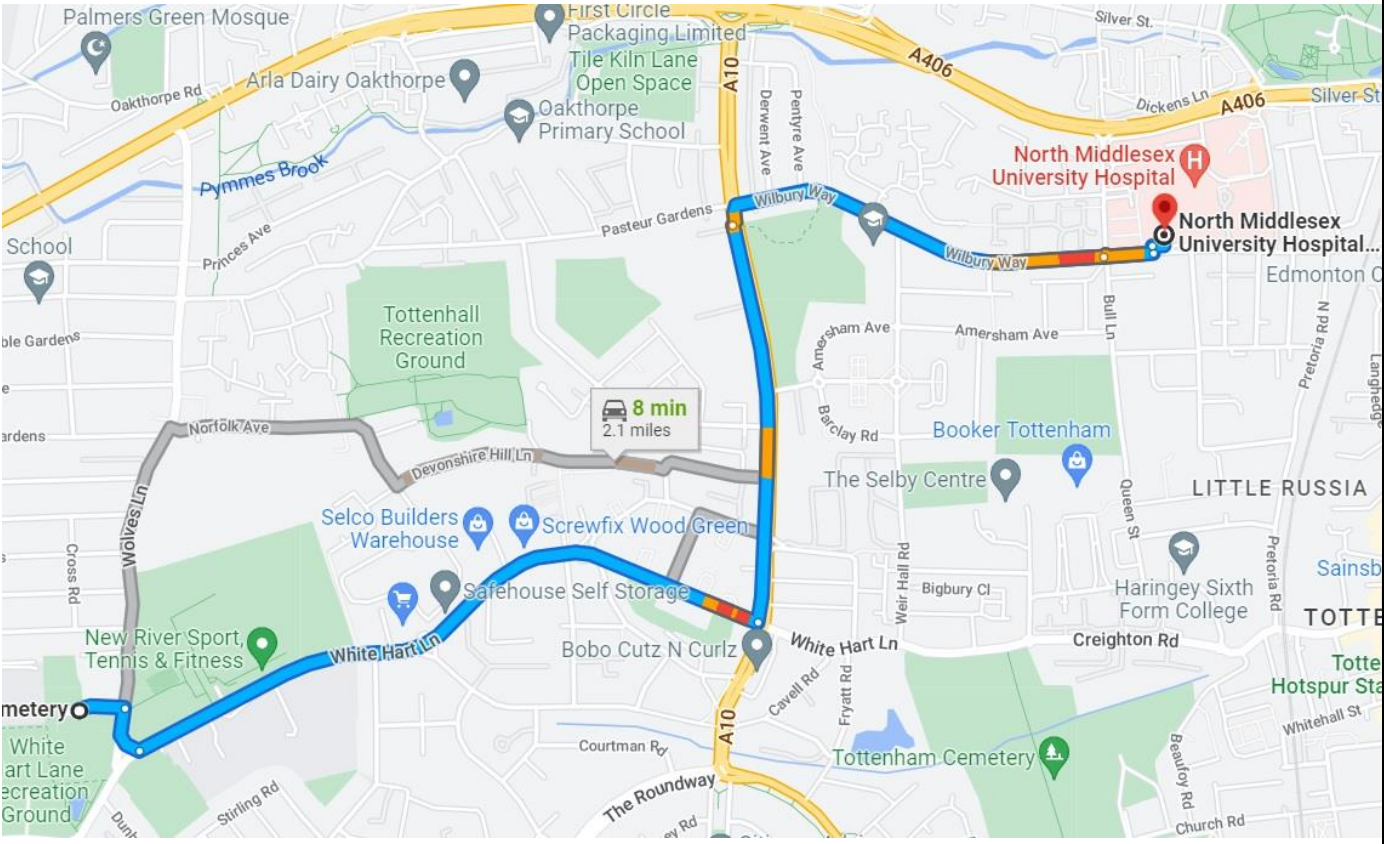
Two Work Ltd will establish a signing in system with the client in order for head count.

Unforeseen eventualities will be immediately referred to the Clients nominated contact. If the unforeseen eventuality results in safety, health or environmental implications, to this contract or any adjacent land / premises, the Principal Designer will be notified as soon as possible.

In potentially dangerous / environmentally damaging situations Two Work Ltd will take all necessary precautions to minimise the effect of the danger but only if this can be achieved without putting any person at risk. If this situation arises the site will be secured and a plan of action will be agreed which will eliminate all risks to personnel, including those employed on adjacent land / premises.

In the event of an Emergency situation arising that is beyond the control of Two Work Ltd, the provision and use of the Emergency Services will be relied upon.

Principal Contractor will ensure that an appropriate number of qualified first aid attendants are provided on the project to administer basic first aid. Anyone suffering a serious injury will be sent for professional treatment to the Casualty Department at the local hospital which is located at North Middlesex University Hospital.



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A map of the most direct route to the accident / emergency unit will be displayed and maintained in a readable condition on the Site's Safety, Health & Environmental Bulletin Board(s).

The First Aid Attendants for the project will be displayed and maintained in a readable condition on the Site's Safety, Health & Environmental Bulletin Board(s), to inform staff and operatives of the nominated individuals.

Section 8 Reporting of Incidents

All accidents / incidents (including environmental), dangerous occurrences or near misses, no matter how trivial they appear, must be entered in the direct employers statutory Accident Book and Two Work Ltd's Notification of Accident/ Incident Forms.

All incidents (including environmental) involving contractors' employees must be reported to Two Work Ltd's Site Manager by the supervisor of the employees concerned. In the event of a Reportable (to HSE) accident or incident it is the Injured Person's Direct Employer who is responsible for informing the appropriate enforcing authority and for completing and sending written confirmation to them (Form F2508), with a copy to Two Work Ltd project management. All incidents are also to be reported to the Development Team for their records.

In the event of an environmental incident Two Work Ltd will inform the Environment Agency and take appropriate action following liaison with them.

Section 9 Welfare Provisions

Welfare shall be provided by Two Work Ltd. Where practicable, plumbed in facilities shall be used and access to the existing facilities may be utilised.

Chemical toilets may be used on site during the mobilisation, ground works, and site demobilisation phases where suitable handwashing facilities exist and where no suitable alternative can be provided.

Suitable canteen facilities shall be provided to ensure that personnel can take breaks and to minimise food being taken onto site. Staggered breaks may be required at peak times, and this shall be organised by Two Work Ltd in liaison with the sub-contractors on site.

Welfare facilities on the Wolves Lane Centre premises may not be used by construction personnel.

Section 10 Information and Training for Site Personnel and Visitors to Site.

10.1	Inductions	Two Work Ltd's will provide and deliver an induction to all personnel and visitors to the site prior to their commencement of works or services Two Work Ltd Site Management will refuse access to any person not inducted. At the induction details of the Site Specific SHE Rules and other SHE related items such as interaction with the general public, the main site hazards, organisational arrangements, emergency and evacuation procedures, Equality and Diversity Policy etc. will be discussed. All those who have attended the Induction Course should sign a SHE Induction Training Attendance Form
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10.2	Visitors	The Management of Visitors shall in general be under the control of Two Work Ltd. All visitors shall receive a visitor's induction and must be escorted by an inducted person at all times when on site. Visitor PPE shall be held on site for use by visitors who do not hold their own.
10.3	PPE Provision	Two Work Ltd will supply appropriate protective clothing and equipment to its employees. Contractors will be responsible for the provision to their own employees. The supply of protective clothing and equipment to Labour Only Subcontractors' Operatives directly engaged by Two Work Ltd may be provided with PPE on a deposit basis. In the event of a failure by a contractor to provide or use the necessary protective clothing or equipment, the Site Manager should either stop the work until corrective action is taken or supply the necessary items. 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 Contractor. All protective clothing and equipment issued by Two Work Ltd is to be recorded on an Issue of Protective Clothing Register. Copies of completed forms will be kept on file.
10.4	Specific Training Requirements	Two Work Ltd will not allow personnel to undertake specialist tasks unless they or their employers can demonstrate that they have received adequate training and are able to carry out the job properly, without risks to their health and safety, the environment or others who may be affected by their operation(s). The provision of a Certificate of Training Achievement from a training provider affiliated to the CSCS scheme, together with appropriate experience would be accepted as demonstrable evidence. Other relevant cards will be copied and scrutinised, CPCS, NPORS, IPAF, PASMA. Contractors are obliged to carry out their own training and provide evidence of such training to Two Work Ltd prior to commencing their operations as per the Contractor's Safety, Health & Environmental Terms and Conditions. ALL operatives must have successfully undertaken an Asbestos Awareness course within the last 12 months.
10.5	Short Duration Training (Toolbox Talks)	Two Work Ltd's Site Manager will ensure that SHE information is given to all employees, direct and contract, on a daily basis by means of Daily Site Briefings and on a twice monthly basis by means of SDT's utilising the alert documents. These form part of Two Work Ltd's Modular Safety Presentations. Furthermore, on such occasions, accident investigations and finding will be disseminated via the alert and subsequent SDT. Should the Site Manager wish they can select any additional subjects of the SDT from the current suit of site activities but may also include project status. The intention being to give at least one environmental and one health and safety talk each month. Where applicable the talks can be linked to CITB accredited presentations.

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Section 11 Worker Consultation

Communication of Site-Specific Risk Assessments, Method Statements/Mitigation Measures and SDT's will be used as an opportunity for the workforce to be consulted on SHE issues as a means of complying with the Health and Safety (Consultation with Employees) Regulations 1996. It will be a requirement that those present are asked to report any SHE issues that may be of concern.

Two Work Ltd will ask each individual to report any such concerns via the Site SHE Committee / Co-ordination Meeting, or in severe cases directly to Two Work Ltd's Site Manager.

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

The Site Manager and Senior Managers of Two Work Ltd will also informally consult with the workforce during regular site visits.

Section 12 Site Rules

Site Specific S.H.E Rules, enclosed as Appendix 1, will be explained during the course of the Two Work Ltd site induction. In addition, Two Work Ltd's Site Manager, will be responsible for ensuring that a copy of these rules are displayed in multilingual format and maintained in a readable condition on the Site's Safety, Health & Environmental Bulletin 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 non-conformance then Two Work Ltd will notify the individual and their company in writing on our SHE Improvement Notice Form.

The completed form is given to the individual concerned and if this is a contractor a copy will be sent to the appropriate office of the company concerned and copies will be filed.

Two Work Ltd will require that those personnel involved be reprimanded or removed from site. The course of action must be confirmed by a senior representative of the person's employer in writing.

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Section 13 Monitoring Arrangements		
13.1	General Arrangements	Two Work Ltd will ensure that SHE performance on the project is monitored on a regular basis and that the results are recorded and if necessary, acted upon. Two Work Ltd's arrangements for the 'active' monitoring of the SHE performance on this project, include but are not restricted to: • Weekly Site Supervisor Safety Inspection • Monthly Contract Manager Safety Inspection • Quarterly Director Safety Inspection • Monthly External Health & Safety Consultant Safety Audit
13.2	Statutory Inspections of Plant	Two Work Ltd and its contractors will ensure that the following are all inspected by a competent person to ensure that no risks to safety, health or the environment are present prior to work: • Commencing any place used to carry out construction work. • Any plant, equipment or material used in construction work. The inspection of place, plant, equipment or material will be carried out by a competent person and will have regard to the work to be done and the location and environment in which the work will be done. Evidence of inspection will be required. Two Work Ltd and its contractors will ensure that where a statutory inspection is required a report containing the specified particulars will be prepared. Statutory Inspections included but are not limited to: - • Working Platforms • Weekly Lifting Appliance • Record of Work Equipment • Lifting Plans • Plant Operator's Inspection/Defect Report Form Copies of all Inspection Record Forms will be kept on file.
13.3	Manager's Inspections	Two Work Ltd's, will ensure that SHE standards are being maintained on all of its projects by checking that both company procedures and required standards are being achieved. Two Work Ltd have called this form of monitoring a "Management SHE Tour" and these will be undertaken periodically throughout a projects construction process as detailed above. Copies of completed forms will be retained on file.

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13.4	External SHE inspections	Two Work Ltd will ensure that the project is regularly visited by a SHE External Consultant. Additionally, Inspections by Client, Sub-contractor and Local Authority inspections are welcomed. Inspections of the site and the office administration (including that of contractors) will be undertaken and reported to the Site Management, the Director responsible for the project, and Two Work Ltd's SHE External Consultant. The results of these inspections will be written within an electronic report and issued within 24 hours of the site tour. A copy of these completed forms will be retained on file. Note – Whether it is a Site Manager, Senior Manager, or External Consultant SHE Manager, all aspects of site inspection will encompass both physical and documentary controls and actions not only of Two Work Ltd but also all contractors employed on the site with remedial actions instigated by the individual auditor.
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Section 14 The Health and Safety File

All contractors on the site will be informed that if there is any information which ought to be included in the health and safety file then it should be passed on to Two Work Ltd.

Two Work Ltd will ensure that information for the H&S File for the building shall be gathered and passed to the relevant people in line with the preliminaries. As a minimum guide this will consist of as built drawings, O&M manuals, residual risk assessments and COSHH assessments for any materials used as well as any relevant additional supplier's information provided.

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Appendix 1 Site Specific Rules	
1	All personnel and visitors must receive a site induction before starting work on site
2	If you haven't read, understood, and signed your risk assessment/method statement and COSHH assessment for working on this site then cease work immediately and see your Site Manager
3	Wear Personal Protective Equipment when specified. This is to be 5-point PPE for general works with specific PPE as required by the site risk assessments.
4	Wear suitable eye and ear protection when a specified hazard has been identified in our standards or via risk assessment/method statement.
5	All personal protective clothing / equipment must be kept clean, in good condition and maintained. Report any problems to your foreman / supervisor.
6	Do not use any plant unless you have been trained and authorised to do so.
7	Do not use any plant / equipment that is defective and report any defects to your foreman / supervisor.
8	If using vibrating plant or tools, ensure you have a risk assessment for the use of such tools.
9	When you work near edges where you can fall ensure that guard-rails and toe boards are fitted.
10	Do not work on a scaffold if it has a red scaffold tag or no scaffold tag at all. Anyone found altering scaffold (unless authorised to do so) will be removed from site.
11	Only use designated access routes.
12	Keep existing footways clear and safe for pedestrians.
13	Keep your work area tidy and place waste in suitable containers – your work area must be clean at the end of the shift, otherwise you will not be allowed to start work in the morning.
14	Notify any leaks from tanks, plant, etc., to your foreman / supervisor immediately.
15	Anyone found to be urinating etc on site (except in the welfare facilities provided) will be removed from site.
16	We will not tolerate abusive or racist language or actions used either against staff or between subcontractors.
17	Always respect the local community.
18	Never start work with an injury, always report to the site manager if you arrive at work with an injury e.g. a sore back.
19	Report all injuries and ensure first aid is given even for minor injuries.
20	Make yourself aware of the emergency site procedures, the route to the nearest Hospital is displayed on the S.H.E Bulletin Board.
21	This is a no smoking site. You will be briefed on agreed smoking locations during your induction. Smoking outside these areas may result in removal from site.
22	The policy of the company is that alcohol cannot be consumed on site. Anyone suspected of consuming alcohol will be removed from site.
23	Ensure you are aware of the locations of fire points and muster locations. Never tamper with the site fire provisions.