

CONSTRUCTION PHASE PLAN

(notifiable projects)

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Project Number:	
Project Manager:	Chloe-Paige Herron

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1.0 Document Control

1.1 Document Status (SHE Department use only)

Rev	Date	Status	Prepared	Checked	Approved
001	06/06/2023	First Revision	CPH		
002	10/07/2023	Second Revision	CPH		

1.2 Project Revision Record

Rev	Date	Revision Summary
001	06/06/2023	First Revision
002	10/07/2023	Second Revision

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2.0 Introduction

2.1 Introduction to this Construction Phase Plan (CPP)

The purpose of this Construction Phase Plan (CPP) is to enable **Glencar Group** when acting as a Principal Contractor as specified in the Construction (Design & Management) Regulations 2015, to develop and add its own management organisation and arrangements to the Pre Construction Information (PCI) provided by the Client and Principal Designer in order to identify and control foreseeable hazards present in the Construction Phase.

2.2 Implementation, communication and monitoring of the CPP

In order to ensure the safe undertaking of the project, everybody involved in the Construction Phase has a responsibility to ensure that the controls and arrangements within this CPP are adhered to.

In order to ensure that the information contained within the CPP is received and understood by all parties involved in the Construction Phase, the CPP will be made readily available to all contractors involved in the project and will be located in hard copy in site office, and electronically accessible.

The CPP is an organic document which will be subject to regular reviews by the Project Management Team throughout the Construction Phase to ensure that the information and controls contained within it are appropriate for the works being undertaken.

2.3 Health & Safety goals for this project:

- Complete the project with zero RIDDOR reportable incidents involving contractors
- Complete the project with zero RIDDOR reportable incidents involving members of the public/client staff
- Ensure compliance with Health & Safety legislation, company Health & Safety policies and client Health & Safety policies
- Maintain a professional and tidy work environment
- Create a positive Health & Safety culture
- Strive to improve Health & Safety standards
- Be proactive in the identification and control of Health & Safety hazards on site

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3.0 Project Overview

3.1 Project information

3.1.1 Project name

Highcroft, North Hill Road

3.1.2 Project address

Highcroft, North Hill Road, London, N6 4RD

3.1.3 Description of works

Creating 4th floor of 6 new flats onto existing structure, lift replacement and associated works.

3.1.4 Surrounding area

Urban area, GP 100m north of site. Large footfall due to local schools in close proximity. Shared access with 37 tenants within building and 7nr external tenants to rear of plot.

3.1.5 Structure details

1930's Brick apartment complex 4 floors inc. basement within conservation area

3.1.6 Previous land usage

1930's Brick apartment complex

3.1.7 Planning restrictions

Conservation area – materials require sign off by local council

3.1.8 Location of existing records

The Principal Designer has advised in the Pre-Construction Information Pack (PCI Pack) that existing records can be found: Site office and electronically

3.2 Key dates

3.2.1 Start & completion dates

- Start date: 01/09/2023
- Completion date: 31/07/2025

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3.2.2 Other key dates

- Enabling works – surveys, investigation , demolition etc – 01/09/23-31/12/23
- Removal of plant from roof – 08/01/24

3.3 Site hours

3.3.1 General site hours

Site working hours are as follows:

- 08:00 to 18:00 Monday to Friday
- 08:00 to 12:00 Saturday if/when required

3.3.2 Out of hours working

No out of hours working is permitted without prior authorisation from the Project Management Team. Any person or company found working outside of normal site working hours without written permission will be removed from the project.

- 18:00 to 08:00 Monday to Friday

4.0 Contacts, Roles & Responsibilities

4.1 Management structure

The following management structure has been applied to this project:

Managing Director of Glencar Property

Project Manager

Assistant Construction Manager

Quantity Surveyor

Commercial Director

4.2 Roles & Responsibilities

In accordance with the Company Health & Safety Policy, the following responsibilities have been assigned to each of the roles within the Project Management Team:

4.2.1 Director with Health & Safety Responsibilities

The Director with Health & Safety responsibilities will ensure that:

- They understand the Company's Health & Safety Policy and appreciates his role in the health and safety of all.
- The board accepts formally and publicly its collective role in providing health and safety leadership within the Company.
- The board understands that all decisions that may impact on health and safety need to reflect its health and safety intentions.
- The board recognises its role in engaging the active participation of workers in improving health and safety.
- The Director takes full responsibility for ensuring that the board is kept informed of relevant health and safety risk management issues within the Company.
- The Board is advised on resources needed at project level to provide and maintain the effectiveness of the Health and Safety Policy and the Safety Management Systems.
- Health and Safety is an agenda item at all Board meetings.
- Procedures are put in place to ensure that the Policy is effectively administered and monitored.
- That all accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence of the accident or incident.
- That disciplinary action is taken against employees who do not comply with safe working methods.
- Liaison with external health and safety and health organisations is on-going.
- Pertinent information is distributed throughout the Company.
- Procedures are put in place to ensure that work is carried out as planned and the relevant legislation is complied with.
- The Director chairs the regular meetings of the Company Safety Committee.
- The Director takes part in Safety Tours with the Safety, Health and Environmental Manager.
- A good personal example is set, by using the appropriate Personal protective Equipment (PPE) and exhibiting appropriate behaviour.
- Any unsafe or potentially unsafe activities witnessed during visits to company locations are stopped.

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- Disciplinary / corrective procedures are implemented, in consultation with the Project Managers and Human Resources, if any employee or contractor is careless with regard to their own or others Health and Safety.

4.2.2 Project Managers / Site Managers will ensure that:

- The Construction Phase Plan (CPP) is fully developed and approved prior to commencement of construction work.
- Sites are so organised that work is carried out to the required standard with the minimum risk of injury and / or ill health.
- Liaise with other duty holders, i.e. Client, PD, Designers and Contractors
- Ensure appropriate welfare facilities are in place prior to work commencing.
- They understand the requirements of the applicable legislation and the Company's Health & Safety Policy.
- The legal requirements are observed on site and that all registers, records and reports are in order.
- All employees are given precise instructions on their responsibilities for the correct working methods.
- All employees / visitors are made aware of the emergency procedures and welfare facilities.
- Provisions are made for the delivery and stacking of materials to avoid unnecessary handling.
- The electricity supply is installed and maintained so as not to present a risk of injury.
- The work environment / site is kept tidy.
- Tenders are adequate to allow for meeting the requirements of statutory provisions and the Company Policy.
- Only competent contractors are employed to carry out works on our behalf.
- All plant is operated by trained and experienced personnel.
- All levels of employees receive adequate and appropriate training in their tasks.
- Ensure that contractors coordinate and communicate their activities to avoid any potential unsafe interfaces.
- Machinery and plant, including hand tools, are maintained in good condition.
- All hazardous materials are correctly marked, stored, handled and used.
- The adequate first aid equipment is available on site and that employees know where it is kept.
- Employees are not required or permitted to take known, unnecessary risks.
- They set a good personal example.
- Disciplinary action is taken against employees who contravene the requirements of the legislation or the Company's Health and Safety Policy.
- Work is carried out in accordance with the relevant method statement and risk assessment.
- Any unsafe or potentially unsafe activities witnessed during visits to company locations are stopped.

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- They accompany Directors and Senior Managers on safety tours.

4.2.3 Safety, Health & Environmental Manager

The Group Safety, Health & Environmental Manager will ensure that:

- He understands the Company's Health and Safety Policy and appreciates the allocated responsibilities.
- The Health and Safety Policy and relevant documentation is reviewed and updated as required.
- The Company's policy for the prevention of injury, ill health and damage is sustained.
- All levels of management and employees are made aware of requirements placed upon them by this policy.
- The policy is effectively administered, monitored and that necessary alterations are made to the policy to reflect changes in legislation or company development.
- All accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence of the accident or incident.
- Liaison with external safety, health & environmental organisations is instigated.
- Pertinent information is distributed throughout the company.
- Written procedures are provided to establish safe systems of work within the intranet system.
- He sets a good personal example by using the appropriate Personal Protective Equipment (PPE) whilst on site.
- Statistical information is maintained and reported to the Directors as required.
- Any unsafe or potentially unsafe activities witnessed during visits to company locations are stopped.
- He accompanies Directors on safety tours.

4.2.4 Safety, Health & Environmental Advisors

The Safety, Health & Environmental Advisors shall:

- Carry out site inspections, as requested or on an adhoc basis.
- Provide written reports for the site management teams and divisional team leaders / directors subsequent to the inspections.
- Provide an advisory service relating to all aspects of health and safety at work.
- By arrangement, provide an accident investigation service and liaise with the enforcing authority.
- If requested, assess method statements prepared by the site / project management teams.
- Attend meetings regarding health and safety as time allows.
- Provide Health and Safety training to both management and staff providing he / she is competent to do so.
- Stop any unsafe or potentially unsafe activities witnessed during visits to company locations.

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- Investigate accidents and incidents and when necessary prepare reports on same.
- Accompany Directors on safety tours.

4.2.5 Contractors and Subcontractors

All contractors and subcontractors shall:

- Adhere to the site rules at all times.
- Co-operate with other duty holders.
- Consult with their employees
- Ensure all operatives are suitably competent for the work they are carrying out / equipment they are using.
- Ensure that sufficient supervision is provided to supervise their works.
- Only use plant and equipment which has been inspected / maintained in accordance with site rules, legislation, guidance and / or manufacturer's guidance.
- Only use plant and equipment in the manner in which it was designed to be used.
- Ensure that all works are planned and including a suitable and sufficient assessment of risk.
- Ensure that all works are carried out in accordance with the approved RAMs for the task and not allow works to be undertaken which are not covered under the approved RAMs for the task.
- Attend site meetings, training and toolbox talks as required.
- Provide, and ensure the use of, Personal protective Equipment (PPE) in accordance with Site Rules, Client requirements and approved RAMs for the task.

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4.3 Project Team Contacts

Position :	Contact / Company Name:	Telephone / Email:	Plan read and understood? (Sign):
Operations Director	Ricky Levenston Glencar Construction Ltd	Tel: 07769 905661 Email: ricky.levenston@glencar.com	
Commercial Director	Neil Johnstone Glencar Construction Ltd	Tel: 07956 496515 Email: neil.johnstone@glencar.com	
Project Manager	Chloe-Paige Herron Glencar Construction Ltd	Tel: 07983 388830 Email: chloe-paige.herron@glencar.com	
Construction Manager		Tel: Email:	
Construction Manager		Tel: Email:	
Construction Manager		Tel: Email:	
SH&E Manager		Tel: Email:	
SH&E Advisor		Tel: Email:	
Temporary Works Coordinator		Tel: Email:	

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4.4 Client and Third Party Contacts

Position:	Contact / Company Name:	Telephone / Email:	Address:
Client		Tel: Email:	
Principal Designer		Tel: Email:	
Architect	Elspeth Clements Clements & Porter	Tel: 020 7739 5799 Email: Elspeth.clements@clementsporter.co.uk	
Structural Engineer	Richard Shuttleworth ICIS- Design	Tel: 0161 883 1401 Email: Richard.shuttleworth@icis-design.co.uk	
M&E Consultants	Ciaran Dorrity Envision ECO	Tel: 07802 724229 Email: cdorrity@envisioneco.com	
Police	Kentish Town Police Station	Tel: 020 7404 1212 Email: kentishtown.SNT@met.police.uk	
Hospital (with A&E)	Whittington Health (NHS)	Tel: 020 7272 3070 Email: communications.whitthealth@nhs.net	
Fire & Rescue	Kentish Town Fire Station	Tel: 020 8555 1200 Email: info@londonfire.gov.uk	
Local HSE Office	HSE London – Canary Wharf	Tel: 0300 003 1747 Email:	
Other		Tel: Email:	

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4.5 Utility Contacts

Service :	Contact / Company Name:	Telephone / Email:	Address:
Gas	Crown Gas and Power	Tel: 0161 762 7744 Email: hello@crowngas.co.uk	Crown Point Heap Brow Bury BL9 7JR
Electric	Pozitive Energy	Tel: 03333 70 9900 Email: customercare@pozitive.energy	The Octagon 27 Middleborough, Colchester, CO1 1TG
Electric (Generator/ temps)		Tel: Email:	
Water	Thames Water	Tel: 0800 316 9800 Email:	Clearwater Court, Vastern Road, Reading RG1 8DB
Telecoms	Vodafone Broadband	Tel: 0333 304 0191 Email: info@vodafone.co.uk	
Telecoms	BT Broadband	Tel: 0800 023 2023 (opt 1) Email: enquire-btshop@bt.com	
Cable		Tel: Email:	
Other		Tel: Email:	

5.0 Management of Work

5.1 Site rules

All persons working on site will be briefed on the site rules found in Appendix A of this Plan during their site induction. These rules are to be adhered to at all times whilst on site. Anybody found to be in breach of these rules will be subject to the site disciplinary procedure.

5.2 Disciplinary procedure

Anybody found to be in breach of any of the Site rules, Client rules, Health & Safety (or other) legislation or working in a way which is unsafe or likely to reflect poorly on the site will be subject to the Site Disciplinary Procedure. This will be implemented as follows:

Verbal warning: For a first or minor offence / infringement the person concerned will be given a verbal warning by a member of the Project Management Team.

Written warning: For a second minor offence / infringement or for a more serious offence / infringement a written warning (yellow card) will be given. This will be logged on Glencar's internal CARD system and a notification email sent to the person's employer. The yellow card will only apply to the site on which it was issued and will last for 3 months or until the end of the project (whichever comes sooner).

Removal from site: For a third minor offence / infringement or a serious offence / infringement which presented a serious risk of death or serious injury, the person(s) concerned will be issued a red card and removed from site. This will be logged on Glencar's internal CARD system and a notification email sent to the person's employer. The red card will last for 3 months and applies to all Glencar Group projects. However, this may be subject to extension depending on the nature of the situation.

5.3 Training & competency

5.3.1 Inductions

All persons attending site are to complete the Glencar Site Induction and sign acceptance to site specific instructions prior to being allowed to access the site. Inductions are held at 08.30am daily with inductions at other times only by prior arrangement.

Our induction contains a specific slide applicable to site supervisors detailing the additional responsibilities they hold over and above the general operatives. A separate version of this slide is displayed on the site notice board

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signed by supervisors at the induction to act as a permanent reminder of the commitment by all parties to their duties on site.

All persons on site will be expected to attend on-site training / toolbox talk sessions when requested to do so by the Project Management Team.

5.3.2 Competency

All persons attending site must hold a genuine, in-date and job specific CSCS (or CSCS affiliated) card. In addition, where required they must also hold a recognised competency for the works they are carrying out / equipment they are using, including but not limited to, the following schemes:

- Asbestos awareness (*anybody working in areas known, or suspected, to contain ACMs*)
- Non-licenced asbestos training (*anybody carrying out planned non-licenced works with ACMs*)
- Licenced asbestos training (*anybody carrying out planned licenced works with ACMs*)
- CPCS (*Anybody operating plant*)
- CISRS (*Anybody installing, adjusting or inspecting scaffold*)
- PASMA (*Anybody erecting, adjusting or inspecting scaffold towers*)
- IPAF-PAL (*Anybody operating powered access equipment*)
- FASET (*Anybody installing, adjusting or inspecting safety nets*)
- UKPIA-SPA (*Anybody carrying out work on PFS forecourts*)

5.4 Regular liaison with all parties

5.4.1 Liaison between parties on site

Daily Activity Briefing Meetings (DABS) are held at 08.00 with all site supervisors discussing the day's work plan, short-term planning and site logistics allowing co-ordination of the works in close detail. The meeting is intended to act as an open forum for all parties to discuss their short-term plans and co-ordinate to provide safe access and working space for all parties and to allow any immediate-term issues to be addressed. The DABS meeting is intended to ensure that where contractor's works cannot be separated in time they are separated in space and appropriately segregated.

Weekly Co-Ordination Meetings are held with both site supervisors and contract's managers allowing long-term planning of the works, design and interface consideration and advance health and safety planning. The weekly meeting is intended to ensure that the contractors works are planned such that they are separated in time in

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advance of the works commencement, mitigating the burden of planning and reaction on the shorter-term DABS meetings. Tool-Box-Talks will be provided to supervisors at regular intervals reinforcing their commitment to the scheme as supervisors, such commitment being provided at initial induction.

5.4.2 Exchange of Health & Safety Information Between Contractors

Contractors are to ensure open communication with the Principal Contractor as well as all other contractors on site at all times to ensure that any Health and Safety related issues can be quickly and efficiently communicated to all parties concerned.

5.4.3 Liaison with External Parties

To ensure that all works are planned and executed in a safe and efficient manner, external parties (such as rail, utility providers, local authorities, etc) will be consulted where works are likely to affect their interest.

5.4.4 Open-Door Policy

We operate an Open-Door Policy with regards to Health and Safety. All persons working on, or visiting the site are encouraged to report any unsafe acts / conditions to the Project Management Team. Any such reports will be dealt with in the strictest confidence by the Project Management Team.

5.5 Design information / changes

Any identified changes to the design will, in the first instance, be brought to the attention of the Principal Designer and the Client's representative by the fastest means possible.

5.6 Welfare facilities

Welfare facilities have been provided for the use of all persons on site. These facilities are to be kept clean and tidy and are to be treated with respect by all persons using them. Anybody found deliberately damaging or defiling these facilities will be subject to the Site Disciplinary Procedure. The welfare facilities provided include:

5.6.1 Canteen

Canteen facilities have been provided which includes seating, refrigeration for food and drinks, hot / cold and drinking water and microwave. Canteen facilities are to be kept in a clean and tidy state by all persons on site.

5.6.2 Toilets

Toilet facilities have been provided for use by site operatives, management & visitors. Toilets are to be treated with respect and kept in a clean and tidy state by all persons on site.

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5.6.3 Washing / drying

Washing / drying facilities consisting of WC and drying have been provided for use by site operatives, management & visitors. These facilities are to be treated with respect and kept in a clean and tidy state by all persons on site.

5.6.4 Smoking

Smoking areas have been provided for use by site operatives, management & visitors. These areas are to be treated with respect and kept in a clean and tidy state by all persons on site with all waste placed into the appropriate waste receptacle.

5.7 RAMS (Risk Assessments & Method Statements)

5.7.1 Submittal of RAMS

All contractors are required to submit their site-specific Risk Assessment(s) & Method Statement(s) at least two weeks before works commence to allow time for them to be vetted and approved by the Project Management Team. Failure to provide Management Team with RAMS within these timescales may result in you being refused permission to start work.

RAMS are to be submitted following the heading format of GSF 31. Where this is not possible (for a stand-alone lift plan for example) the contractor is to identify this at the pre-start meeting and format agreement to be reached with the site management team prior to RAMS submission.

5.7.2 Vetting of RAMS

The Project Management Team will undertake detailed vetting and approval of all contractor's RAMS prior to works commencing using GSF 31 with any comments fed back to the contractor for action prior to works commencement. Any amendment to address comments by the site team will be reviewed for suitability prior to works commencement using the same form and the form revised accordingly.

5.7.3 Reading / signing of RAMS

All operatives are required to read their RAMS during their inductions and to sign the second page of GSF 31 to confirm that they have understood their RAMS and agree to work in accordance with them. Operatives are not permitted to commence work until they have signed this document with any questions or concerns satisfactorily addressed by either the GCL team or the subcontractor (whichever is appropriate).

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5.7.4 On-going monitoring / updating of RAMS

Works are only to be undertaken in accordance with the approved method of work detailed within the approved RAMS for the task. If works need to be undertaken which are not covered by the approved RAMS then these must be altered by the contractor and re-submitted for vetting / approval prior to works continuing.

5.8 Selection & vetting of contractors

5.8.1 Company contractors

All Company contractors working on site are to be thoroughly vetted and approved prior to being allowed to start work as part of the Company's Supply Chain Management process. No contractors are permitted to work on site without first being formally approved and loaded onto the Company Supply Chain database.

5.8.2 Direct / nominated contractors

All direct and nominated contractors are to be thoroughly vetted and approved by the Client prior to being engaged.

5.9 Monitoring & Supervision of Works

In order to ensure a safe working environment for all persons on site, the Project Management Team will be implementing a multi-tiered inspection program which will include the following:

5.9.1 Daily inspections

Daily HS&E inspections will be undertaken by the Site Manager using GPF 01. Items raised will be forwarded to the sub-contractors responsible for close-out with close-out monitored on the following days inspection.

5.9.2 Statutory Weekly Inspections

Statutory weekly inspections are carried out by the supervisors for each sub-contractor. Inspections are to be provided on arrival on site (prior to commencement of works) and then at no greater than 7-days from that date with inspections completed by a competent person in every case. It is the inspector's responsibility to ensure the inspection is completed accurately; it is the site supervisor's responsibility to ensure the inspections are completed, correct and provided to GCL on the agreed date; it is the GCL teams' responsibility to ensure the inspections are checked for completeness and challenged where errors are identified.

Teams are to display clearly on site a matrix of weekly inspections identifying which inspections are required from which sub-contractors. The matrix is to identify the day of the week that the site team collate their

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statutory inspections; to allow compliance contractors will be required to complete at least one inspection at less than a 7-day interval but this will ease tracking by the site team so provides a mutual benefit.

5.9.3 Senior Management Inspections

Projects will be subject to regular visits from Senior Management including, but not limited to, Directors and the HS&E Advisor.

5.9.4 Contractor Supervision

Supervisors are to be provided at the ratio identified in GSF 52. In the event works are extended, increased etc. the ratio of supervisors will be reviewed and additional supervision provided as required.

5.9.5 Monthly Monitoring

Monthly accident/incident records will be collated on GSF 74 and returned to the SH&E department for trend analysis and business-wide statistics.

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6.0 Management of Significant Safety Hazards

6.1 Traffic Management

6.1.1 Site boundary

The site boundary is marked on the Traffic Management Plan which can be found in Appendix A of this Construction Phase Plan. All works are to take place within this site boundary unless otherwise directed.

6.1.2 Pedestrian access / egress

The location of pedestrian access points are marked on the Traffic Management Plan which can be found in Appendix A of this Construction Phase Plan. Pedestrians are to ensure that these designated access / egress points are used at all times.

6.1.3 Vehicular access / egress

The location of vehicle access points are marked on the Traffic Management Plan which can be found in Appendix A of this Construction Phase Plan. Site vehicles, plant & deliveries are to ensure that these designated access / egress points are used at all times.

6.1.4 Parking

The location of site parking is marked on the Traffic Management Plan which can be found in Appendix A of this Construction Phase Plan. All persons are to ensure that vehicles are parked in the designated bays and that access / egress routes are not blocked.

6.1.5 Pedestrian routes

Where present, pedestrian routes are to be followed around site. These can be easily identified by the presence of **chapter 8 barriers**.

6.1.6 Unloading & storage areas

The locations of the unloading and storage areas are clearly marked on the Traffic Management Plan which can be found in Appendix A of this Construction Phase Plan.

All contractors and deliveries are to ensure that they unload in this area only and that the area is kept clear of materials, equipment, etc.

All deliveries are to be moved to the designated storage area(s) as soon as possible. Contractors are responsible for keeping their own storage areas / containers tidy and free of unnecessary mess.

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6.1.7 Moving plant / vehicles

All vehicles and plant on site are to adhere to the site speed limit of 5mph which is clearly marked on the Traffic Management Plan (GSF 66).

Reversing is to be avoided where possible. If vehicles / plant do need to reverse then this is to be carried out with a banksman present.

If vehicles / plant need to move through public areas then they must be escorted by a banksman until they are back within the site.

6.1.8 Restrictions on delivery times

Deliveries are only permitted within the following timescales

- 9:00am -15:00pm
- 16:00pm-18:00pm

The Project Management Team must be notified of all deliveries at least 24 hours prior to them arriving to ensure that there is sufficient space to receive it. The Project Management Team will endeavour to make every effort to receive any non-notified deliveries but reserves the right to turn them away.

6.2 Site security

6.2.1 General precautions

The following security measures are to be followed by all persons on site:

- All doors and gates are to be closed / locked immediately after use
- Barriers, fences and other similar items are not to be moved, removed
- Keys are to be removed from all plant / vehicles when not in use
- Hazardous substances (including flammable liquids / gases) are to be securely stored
- All tools and equipment are to be stored securely

6.2.2 Signing in & out

All persons attending site (including visitors) are to ensure that they sign in and out every time they come to site. Anybody found not to be signing in and / or out will be subject to the Site Disciplinary Procedure.

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6.2.3 Restrictions on access

The following areas are restricted are out of bounds to all persons unless by written authorisation from the Project Management Team:

- Tenant occupied flats
- Basement
- Plant rooms
- Tenant occupied garages

6.3 Working on / near existing services

Services known to be present in and around the site include water, gas, electric, telecoms, sewerage, drainage, data.

Work on, or near to these live services is to be sufficiently planned and risk assessed by a competent person prior to commencing. This may include obtaining further information from third parties such as Client engineers or utility companies.

RAMS for the work are to be provided to the Project Management Team for vetting / approval prior to works commencing. It must be ensured that all control measures detailed within the approved RAMS for the task are strictly adhered to for the duration of the works being undertaken.

Every effort will be made to prevent disruption to existing services with works being phased so that essential services such as security and fire alarms can be maintained.

6.4 Working on / near fragile materials

Any works on, or involving, fragile materials including, but not limited to, fragile roofs, skylights, floors and structures is to be sufficiently planned and risk assessed by a competent person prior to commencing. This may include consultation with structural engineers.

RAMS for the work are to be provided to the Project Management Team for vetting / approval prior to works commencing. It must be ensured that all control measures detailed within the approved RAMS for the task are strictly adhered to for the duration of the works being undertaken.

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6.5 Working near to client staff / public

All works must be suitably segregated from the public / Client staff to prevent unauthorised access to live work areas. All works must be planned and risk assessed by a competent person prior to commencing and suitable means of segregation specified. These may include one or more of the following (this list is not exhaustive):

- Mesh fencing
- Barriers
- Barrier tape
- Cones
- Full hoarding
- Locked / closed doors with signage

RAMS for the work are to be provided to the Project Management Team for vetting / approval prior to works commencing. It must be ensured that items used for segregation are used in such a way that they do not pose a trip hazard for persons on the public side.

6.6 Permit procedure

Work permits must be obtained from a member of the Project Management Team for the following activities:

- Hot work
- Working from stepladders or hopups
- Temporary works (hoarding, scaffolds, etc)
- Excavation
- Confined spaces
- Roof access
- Demolition
- Live Electrical Works

Whilst works are underway it must be ensured that the control measures detailed on the permit are adhered to at all times. Anybody found to be working outside of the control specified on the permit will be subject to the Site Disciplinary Procedure.

6.7 Temporary works

Temporary works includes, but is not limited to:

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- Hoarding
- Scaffolding
- Propping, needling and falsework
- Formwork
- Excavation supports

All designed temporary (i.e Temporary Works which are not assembled in accordance with manufacturer's instructions or recognised standard) must be designed by a competent person prior to construction. Copies of any designs are to be presented to the Project Management Team for vetting / approval prior to works being undertaken.

All temporary works are to be constructed / installed to the exact specification of the manufacturer's instructions / recognised standard / approved design. Installation is to be carried out by competent persons only, holding where applicable, a recognised level of training.

Handover certificates and copies of manufacturer's instructions / recognised standard / approved design are to be provided to the Project Management Team for all Temporary Works undertaken on site.

Temporary Works are to be inspected by a competent person at intervals not exceeding 7 days or following adjustment, damage or other incident which may affect the stability of the temporary works (including weather, subsidence, etc). Temporary works are not to be altered without written permission from the Project Management Team.

6.8 Fire & emergency

6.8.1 First aid

The following members of the Project Management Team are nominated as First Aiders on site:

- **Chloe-Paige Herron**

First aid facilities consisting of first aid kit(s) and eye wash stations will be available on site. Exact locations of first aid equipment is marked on the Emergency Plan Drawing which will be displayed on the SH&E Notice Board(s), on every fire point and at various other locations around site.

All accidents and injuries are to be reported to a first aider by the fastest means necessary. In the event of hospital treatment being required, the address of the nearest A&E Department can be found in Section 4.4 of this

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Construction Phase Plan. In addition, maps showing the route from site to the nearest A&E Department can be found on the SH&E Notice Board.

All persons on site are to familiarise themselves with the locations of the above prior to commencing works.

6.8.2 Fire & emergency

The following members of the Project Management Team are nominated as Emergency Marshalls on site:

- **Chloe-Paige Herron**

A specific Emergency Plan & Risk Assessment has been prepared detailing the roles and responsibilities as well as detailed arrangements for the management of fire (and other emergency) hazards during the construction phase.

Fire fighting and alarm equipment consisting of trolleys fitted with water, foam & CO2 extinguishers and Wi-Fi linked alarms will be positioned around site. Exact locations of the fire fighting and alarm equipment is marked on the Emergency Plan Drawing which will be displayed on the SH&E Notice Board(s), on every fire point and at various other locations around site.

6.8.3 Incident reporting

All incidents on site including (but not limited to) accidents, near misses, dangerous occurrences & unsafe acts are to be reported to a member of the Project Management Team by the fastest possible means.

Any non-emergency incidents, concerns or suggestions can be reported to the Project Management Team anonymously using the Near Miss Reporting Point which is situated **(in the site office)**.

Where an incident is classified as being reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) such as a dangerous occurrence, major injury & over 7 day injury (this list is not exhaustive), it is the responsibility of the contractor to ensure that the HSE are notified within the correct timescales as detailed within the RIDDOR ACoP.

6.9 Working at height

In accordance with the working at height regulations, all working at height must be sufficiently planned and risk assessed by a competent person prior to being undertaken. When deciding on the most practicable way to undertake the work, the hierarchy of control must be applied with fall prevention (e.g. guard rails) superseding fall arrest (e.g. fall arrest harness).

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Access towers are to be erected strictly in accordance with PASMA guidelines and inspected for compliance with manufacturer's literature – such literature must be kept on site for the duration of the tower's time on site. Access towers are to be provided with a tower tag and entered into the scaffold register at erection with subsequent inspections recorded in accordance with 5.9.2 above.

Glencar Construction does not currently enforce a 'use or strike' policy in respect of mobile towers. We do however require the above measures to be adhered to absolutely – in the event that a contractor fails to satisfy these measures the supervisor will be subject to the disciplinary procedure noted in 5.2 above.

Stepladders and hopups are only to be used as a last resort when there is no other reasonably practicable option (i.e. in situations where there are space constraints or where the work is light and / or short duration). Stepladders and hopups are only to be used following the issue of a permit (GSF 24) by a member of the site management team.

6.10 Lifting operations

All lifting operations must be sufficiently planned and risk assessed by a competent Appointed person prior to being undertaken. Copies of all lifting plans are to be presented to the Project Management Team for vetting / approving prior to works being undertaken.

All lifting equipment is to be in good working order and maintained in accordance with the Lifting Operations & Lifting Equipment Regulations 1998 (LOLER 98). Copies of thorough examination certificates are to be presented to the Project Management Team prior to work commencing.

All lifting operations are to be supervised and undertaken by qualified competent persons only.

6.11 Safe use of plant & equipment

The Project Management Team must be given details of all plant & equipment in order that it can be logged on the relevant inspection register. All plant & equipment used on site is to be maintained in accordance with the manufacturer's instructions, legislation and / or HSE guidance which will include:

- Visual pre-use inspection for all work equipment
- PAT test for all portable electronic equipment (3 months for tools, 12 months for battery chargers)
- Weekly recorded inspections for all plant, lifting equipment, access equipment & working platforms
- 12 monthly inspections for all plant & lifting equipment (6 monthly if lifting people)

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Plant & equipment is only to be operated by competent persons holding, where necessary, a recognised level of training for the plant / equipment and is only to be operated in the manner for which it was designed.

6.12 Excavation works

All excavation works must be sufficiently planned and risk assessed by a competent person prior to being undertaken which must include means to prevent collapse of the excavation (trench support, battering / stepping back, etc). RAMS are to be presented to the Project Management Team for vetting / approval prior to works being undertaken.

No excavation works are to be undertaken without a permit being obtained from a member of the Project Management Team. Whilst works are underway it must be ensured that the control measures detailed on the permit are adhered to at all times. Anybody found to be working outside of the control specified on the permit will be subject to the Site Disciplinary Procedure.

Excavations which operatives are going to be working in are to be inspected by a competent person at the beginning of every shift and the Excavation Pre-Entry Inspection Register signed.

6.13 Hot works

Hot works will be avoided where possible with alternatives such as push fit fittings and hand sawing being used where possible.

Where hot works must be undertaken, a permit must be obtained from a member of the Project Management Team. Whilst works are underway it must be ensured that the control measures detailed on the permit are adhered to at all times, including the presence of a second operative to act as Fire Watch for the duration of the works plus one hour after the works have ceased. Anybody found to be working outside of the control specified on the permit will be subject to the Site Disciplinary Procedure.

All equipment used for hot working is to be maintained in accordance with the manufacturer's instructions, legislation and / or HSE guidance.

Substances such as fuel and compressed gases are not to be stored on site without written permission from the Project Management Team.

6.14 Personal Protective Equipment

As an absolute minimum, all persons wishing to enter live work areas of site must be wearing the following PPE:

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- Head Protection
- High visibility vest / jacket
- Foot protection
- Gloves

The above standard applies to all contractors, subcontractors and visitors and is in addition to any task-specific PPE identified within their Risk Assessment(s) & Method Statements. Any person not adhering to the site PPE rules will be removed from the work area and disciplined in line with the Site Disciplinary Procedure.

Contractors are responsible for supplying their employees with appropriate PPE and ensuring that it is used correctly including, where applicable, the provision of formal training for their operatives (including, but not limited to face fitting of RPE).

Contractors are responsible for ensuring that their PPE is stored properly and that it is kept in a clean, safe and serviceable condition at all times.

7.0 Management of Significant Health Hazards

7.1 Asbestos

Option 4: Confirmed ACM is present. Partial survey in place: (delete as applicable)

The building was constructed pre 2000 and therefore it is possible that ACMs were used in its construction. At the time of this Construction Phase Plan being produced, a partial **Refurbishment & Demolition** Asbestos Survey (Survey reference number: **FSA/HNH/01/16**) has been carried out by **S. Chadon GFireE MIFSM MIFPO** on **2nd February 2016** covering **All common areas of a 6 storey property** and has identified ACMs in certain areas of the building.

A copy of this survey is available in **site office**. All operatives are to familiarise themselves with the Survey and ensure that no works are carried out in areas where ACMs are known to be present or are suspected to be present or that haven't yet been surveyed.

Information on asbestos and its associated health effects will be made available in the welfare area.

Anybody working in, or controlling works in, areas which are known, or suspected to contain asbestos must hold up-to-date Asbestos Awareness Training.

Anybody carrying out planned work on asbestos containing materials must hold relevant in-date licenced/non-licenced asbestos training.

A full asbestos survey is to be carried out once Glencar construction are appointed.

7.2 Noise

All contractors carrying out work on site are responsible for identifying in their RAMS any sources of noise created by their work and for putting in place suitable & sufficient control measures to protect their own operatives as well as other persons who may be affected by the noise (other trades, members of the public, Client staff, etc).

When deciding on suitable and sufficient control measures, priority must be given to group control measures such as eliminating or reducing noise at source (for example by using electric / hand operated equipment rather than fuel driven) rather than individual measures such as issuing PPE.

Information on exposure to noise will be made available in the welfare areas.

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7.3 Vibration (HAV & WBV)

All contractors carrying out work on site are responsible for identifying in their RAMS any sources of Whole Body Vibration (WBV) or Hand Arm Vibration (HAV) created by their work and for putting in place suitable & sufficient control measures to protect their operatives from exposure.

When deciding on suitable and sufficient control measures, priority must be given to group control measures such as eliminating or reducing at source exposure (for example by using hand operated equipment rather than power operated) rather than individual measures such as issuing PPE.

Information on HAV and WBV will be made available in the welfare areas.

7.4 Dust & silicates

All contractors carrying out work on site are responsible for identifying in their RAMS any sources of dust created by their work and for putting in place suitable & sufficient control measures to protect their operatives as well as other persons who may be affected such as other trades, members of the public, Client staff, etc.

When deciding on suitable and sufficient control measures, priority must be given to group control measures such as eliminating or reducing the production of dust (for example by using hand operated equipment rather than power or using water suppression) rather than individual measures such as issuing PPE.

Information on silicosis will be made available in the welfare areas.

7.5 Psittacosis

Pigeon droppings have been identified in various areas around site. All contractors carrying out work in these areas must ensure that the presence of pigeon droppings and possible exposure to the Chlamydia psittaci bacteria is covered in their RAMS.

When deciding on suitable and sufficient control measures, priority must be given to group control measures such as eliminating or potential disturbance of the pigeon droppings (for example by using water suppression) rather than individual measures such as issuing PPE.

Information on psittacosis will be made available in the welfare areas.

7.6 Leptospirosis (Weil's disease)

Rats have been identified in various areas around site. All contractors carrying out work in these areas must ensure that the presence rats and possible exposure to the leptospira bacterium is covered in their RAMS.

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Operatives are to ensure that they exercise good hygiene practices including not eating on site, washing hands before eating, drinking or smoking and ensuring that all waste is placed in the appropriate waste receptacle.

Information on leptospirosis will be made available in the welfare areas.

7.7 Contaminated land / areas

Option 2: No contaminated land /areas:

The Principal Designer has not identified any contaminated land /areas in the Pre-Construction Information Pack (PCIP). However, if contamination is suspected then works will cease and the Project Management Team are to be notified immediately.

7.8 Hazardous substances

7.8.1 Existing

Option 2: No existing hazardous substances:

The Principal Designer has not identified any existing hazardous substances in the Pre-Construction Information Pack (PCIP). However, if existing hazardous substances are encountered during the project then works will cease and the Project Management Team are to be notified immediately.

7.8.2 During construction

The Project Management Team is to be notified of any hazardous substances bring used or stored on site during the project so that they can be entered onto the Site COSHH Register.

COSHH Assessments for hazardous substances are to be carried out by all contractors, copies of which are to be provided to the Project Management Team and approved along with the RAMS for the task before works are to commence.

All hazardous substances are to be used and stored in accordance with the COSHH Assessments and manufacturer's MSDS. Hazardous substances (including flammable liquids and gases) are only to be stored on site with written permission from the Project Management Team. The Project Management Team reserves the right to remove and dispose of any hazardous substances stored on site without permission.

7.8.3 Polychlorinated Biphenyls (PCBs)

Polychlorinated Biphenyls (PCB) - may be present in some electrical equipment such as transformers, switchgear and capacitors manufactured prior to 1987. Such equipment may be labelled as containing PCB; however, older equipment may have no identification label.

Any PCB identified will be disposed of by a specialist waste contracting firm which is licensed by the Waste Regulation Authority in accordance with:

- The Health and Safety at Work etc Act 1974
- The Control of Substances Hazardous to Health Regulations 2002
- The Environmental Protection Act 1990

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7.9 Waste

All persons are to ensure that their waste is placed into the appropriate waste receptacle on site. Any person found placing waste into the wrong receptacle, littering or in any way creating unnecessary waste on site may be subject to the Site Disciplinary Procedure.

Waste is only to be removed from site by licensed waste carriers who have been approved by the Project Management Team. Anybody found removing waste from site by any means other than an approved licensed waste carrier will be subject to the Site Disciplinary Procedure and where necessary, legal actions.

7.10 Emissions

Fuel powered machinery and equipment is only to be used where a manually operated or electronically powered alternative is not available or practicable.

Where fuel powered machinery is to be used, it is to be kept in good working order and used correctly by trained operatives to ensure that it operates efficiently. All machinery and equipment is to be switched off when not in use to prevent unnecessary emissions.

When working indoors, the emissions and gases given off by the use of fuel powered plant and machinery will need to be risk assessed and suitable and sufficient control measures (gas monitoring, catalytic converters) utilised as required by this risk assessment to protect those working in the area.

7.11 Skin cancer

A minimum of hats, T-shirts and full-length trousers are to be worn at all times on site. Vests, shorts and bare torsos are not permitted in any areas of the site.

Contractors are to ensure that exposure to the sun and its associated effects (skin cancer, sunburn m sunstroke, etc) are, where necessary, identified and risk assessed as part of the RAMS for their work and that suitable and sufficient control measures are put in place (avoiding work in the midday sun, taking regular breaks, etc).

Information on skin cancer and the effects of working in hot weather will be made available in the welfare areas.

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8.0 Health & Safety File

8.1 Provision of information by contractors

All contractors involved in the project are to ensure that information for the Health & Safety File is provided to the Project Management Team as early as possible in **electronic** format. All information for the Health & Safety File must be provided to the Project Management Team no later than **10** days from practical completion. The information required will include the following (this list is not exhaustive):

- Operation and Maintenance (O&M) information
- As fitted drawings / diagrams
- Service drawings
- Details of any hazardous substances used
- Commissioning certificates
- Details of any residual risk

Any company or person not providing their Health & Safety File information within the timescales detailed above will be subject to the Site Disciplinary Procedure.

8.2 Provision of information to Principal designer

All information collated for inclusion in the Health & Safety File will be provided to the Principal Designer by the Project Management Team in **electronic** format no later than 10 days from practical completion.

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CONSTRUCTION PHASE PLAN (notifiable)



9.0 Appendices

9.1 Appendix A – Site SH&E Rules

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SITE SAFETY, HEALTH & ENVIRONMENTAL RULES

- All persons must sign **in and out** of site on arrival/departure.
- All persons (including site visitors) must receive an **induction** before being allowed into any live work areas.
- All persons entering live work areas must a valid CSCS card along with (where applicable) additional proof of **competency** for the works they are carrying out (eg IPAF, PASMA etc).
- All persons entering live work areas are to wear hard hat, high visibility vest, **eye protection (when task required)** protective footwear and task specific gloves at all times.
- No vests, sleeveless tops, bare torsos, shorts or clothing with offensive slogans are to be worn.
- All clothing and PPE is to be presentable and free from excessive dirt, wear & tear, damage and stains.
- All persons working on, or around, the site are expected to act in a **professional and courteous manner** at all times.
- All areas (including work, welfare, public, Client and office) are to be kept in a **clean and tidy** condition at all times and all waste is to be placed into the appropriate waste receptacle.
- Risk Assessments & Method Statements (**RAMS**) are to be provided to the Project Management Team for all works and must be formally approved before works are allowed to commence.
- All works must be undertaken in accordance with the approved **RAMS** for the task. Any deviation from the work method prescribed by the RAMS must be approved by the Project Management Team prior to being undertaken.
- The use of mobile phones, radios, MP3 players and other similar **electronic devices** whilst on site is prohibited.
- **Smoking** on site (other than in designated smoking areas) or in view of the public is strictly prohibited.
- The use of **drugs and / or alcohol** whilst on site is strictly prohibited. Random D&A testing is carried out on site and anybody found to be under the effect of drugs and / or alcohol will be removed immediately.
- All operatives are to familiarise themselves with the **fire & emergency procedures** for the site.
- The Project Management Team are to be notified of all **accidents, near misses, unsafe acts and potential hazards** immediately.
- Designated **pedestrian and vehicle routes** are to be followed at all times whilst moving around site.

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CONSTRUCTION PHASE PLAN (notifiable)



- **Work permits** are to be obtained from the Site Manager prior to undertaking any of the following tasks: Working from stepladders, Roof access, demolition, live electrical works, hot work, temporary works, excavations and confined spaces.

