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PLANNING SERVICES
PLAN | ADC/0098/10
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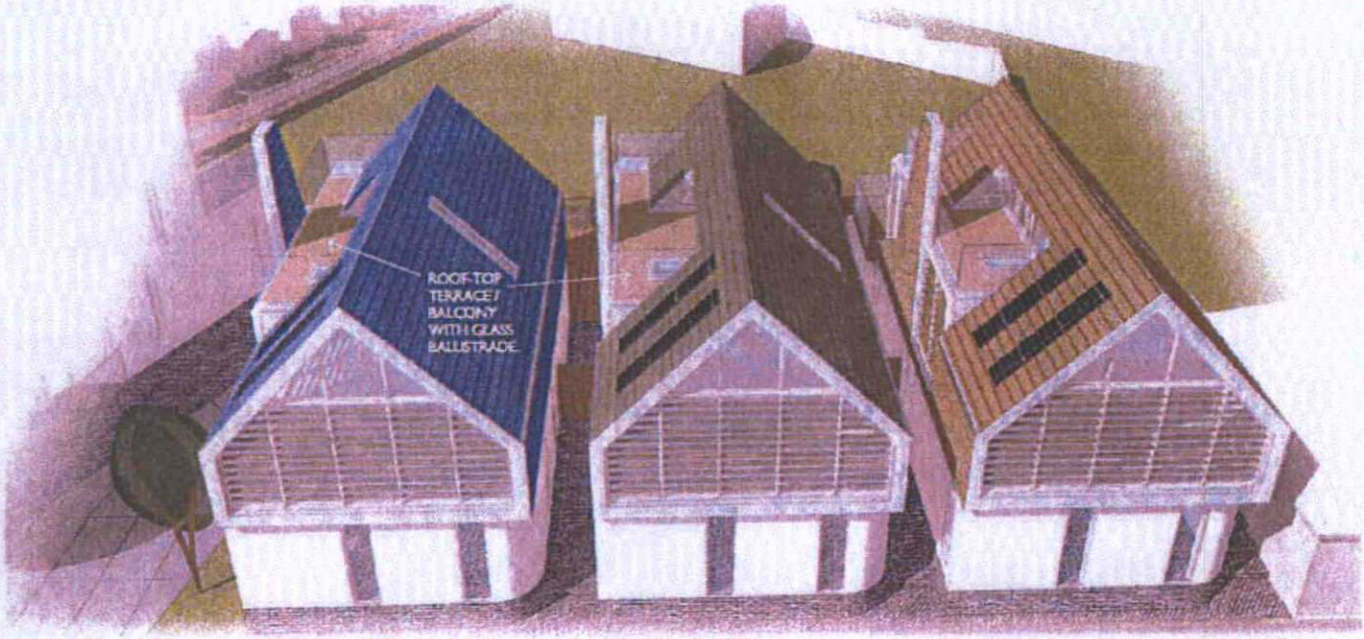
CONSTRUCTION PHASE PLAN



Issue: 1
Date: 26th February 2013

Adeo Construction Services Limited
Unit 16, Oakhurst Business Park,
Wilberforce Way,
Southwater,
West Sussex, RH13 9RT

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A1 Site address & description of the project

A1.1 The address of the site is: -

Overstrand
Shopsdam Road
Lancing
West Sussex
BN15 8ES

A1.2 Project description

THREE NEW HOUSES

- Clear out all old furniture and debris from exiting bungalow
- Carry out low grade Asbestos strip out to textured coatings, floor coverings and wall lining in accordance with Core Surveys Ltd, Asbestos Survey
- Carefully remove roof sheets
- Demolition of the existing bungalow down to the existing foundations
- Remove all sheds, playhouses and general garden debris to leave a clear site
- Construct three new houses, traditional build up to precast concrete suspended ground floor slab then the remaining structure is Timber Frame
- Timber Frame/SIPS will be manufactured off site to speed up the construction process.
- Tapco Slate to roof and wall cladding, with coloured render to the Ground floor area.
- Undercroft area is steel frame sat on Pad foundations with decking above
- Velvac Windows throughout, underfloor heating with gas fired boilers
- New power supplies and surface water drainage to soakaway in the lawns

A2 General Statement of Health and Safety principles and objectives for the project

Provide a place of work that is safe and without risk to the health, safety and welfare of all employees, independent contractors, members of associated companies and the general public, so far as is reasonably practicable.

A3 Information about restrictions which may affect the works

A3.1 Site access

Access to the site is from Shopsdam Road, an unadopted Road with access to the site.

A3.2 Site neighbourhood

There are 5 other properties down this Unadopted Road all using the same access road

A3.3 Existing buildings

There is one existing building on the site which is due to be demolished

A3.4 Demolition

The Demolition works will be carried out by licensed company who also have a recycling yard, all the materials will be segregated and loaded on the appropriate lorries/skips and taken to the appropriate waste/recycling plant. All the demolition works will be carried out in accordance with BS 6187. There is an adequate water supply on site and hoses will be used during the course of the demolition works for dust suppression.

A3.5 Existing services

All the existing services will be disconnected and capped off in the Road before the construction work is commenced.

A3.6 Asbestos and other hazardous materials

An intrusive asbestos survey was carried out by Core Surveys Ltd on 25th October 2012 and low grade asbestos has been found. This asbestos will be removed by a licensed company taking into account all the relevant Health and Safety legislations. Copies of the Reports and the findings will be available in the Site Office or on request.

B1 Management structure and responsibilities for the project

Project team

Client
Adeo Property Development
(Overstrand) Limited
Unit 16, Oakhurst Business Park
Wilberforce Way
Southwater
West Sussex
RH13 9RT

Main Contacts: Ian Brazier
01403 821770
ibrazier@adeo.uk.com

CDM Co-ordinator
Unit 4,
Trafalgar Mews
15-16 Trafalgar Street
Brighton
Sussex BN1 4EQ

Main Contact: Guy Macken
01273 609742
07711 872954
guy@mitchinsonmacken.co.uk

Principal Contractor
Adeo Construction Services Ltd
Unit 16, Oakhurst Business Park
Wilberforce Way
Southwater
West Sussex
RH13 9RT

Main Contact: Barry Sinclair
01403 821770
07954 381078
bsinclair@adeo.uk.com

Designers

Architects
Gordon Curtis
Moor Court
Glenmore Road
London NW3 4DE

Main Contact: Gordon Curtis
020 7856 6065
07931 762162
mail@gordoncurtis.com

Structural Engineer
Mitchinson Macken
Unit 4 Trafalgar Mews
15 – 16 Trafalgar Street
Brighton
East Sussex BN1 4EQ

Main Contact: Guy Macken
01273 609742
07711 872954
guy@mitchinsonmacken.co.uk

Other Contacts

Local Authority
Adur District Council
Planning Services
Portland House
44 Richmond Road
Worthing
West Sussex BN11 1LF

Main Contact: Hannah Barker (Planning Officer)
01903 221065
Hannah.Barker@adur-worthing.gov.uk

Building Control

Main Contact: T.B.A

Adur District Council
Planning Services
Portland House
44 Richmond Road
Worthing
West Sussex BN11 1LF

building.control@adur-worthing.gov.uk

Statutory Authorities

Health & Safety Executive

Basingstoke
Priestley House
Priestley Road
Basingstoke
RG24 9NW

Ambulance Stations

Worthing Hospital
Lyndhurst Road
Worthing
West Sussex
BN11 2DH

Fire Brigade

West Sussex Fire & Rescue
Ardshel Road
Worthing
West Sussex
BN14 7RN
01903 228430

Please do not use this number in an Emergency. In an Emergency, dial 999

Lancing Police

107 – 111 North Road
Lancing
West Sussex
BN15 9BB
0845 60 70999

Nearest A & E Hospital

Worthing Hospital,
Lyndhurst Road
Worthing
West Sussex
BN11 2DH
01903 205111

The hospital is 2.6 miles from site.

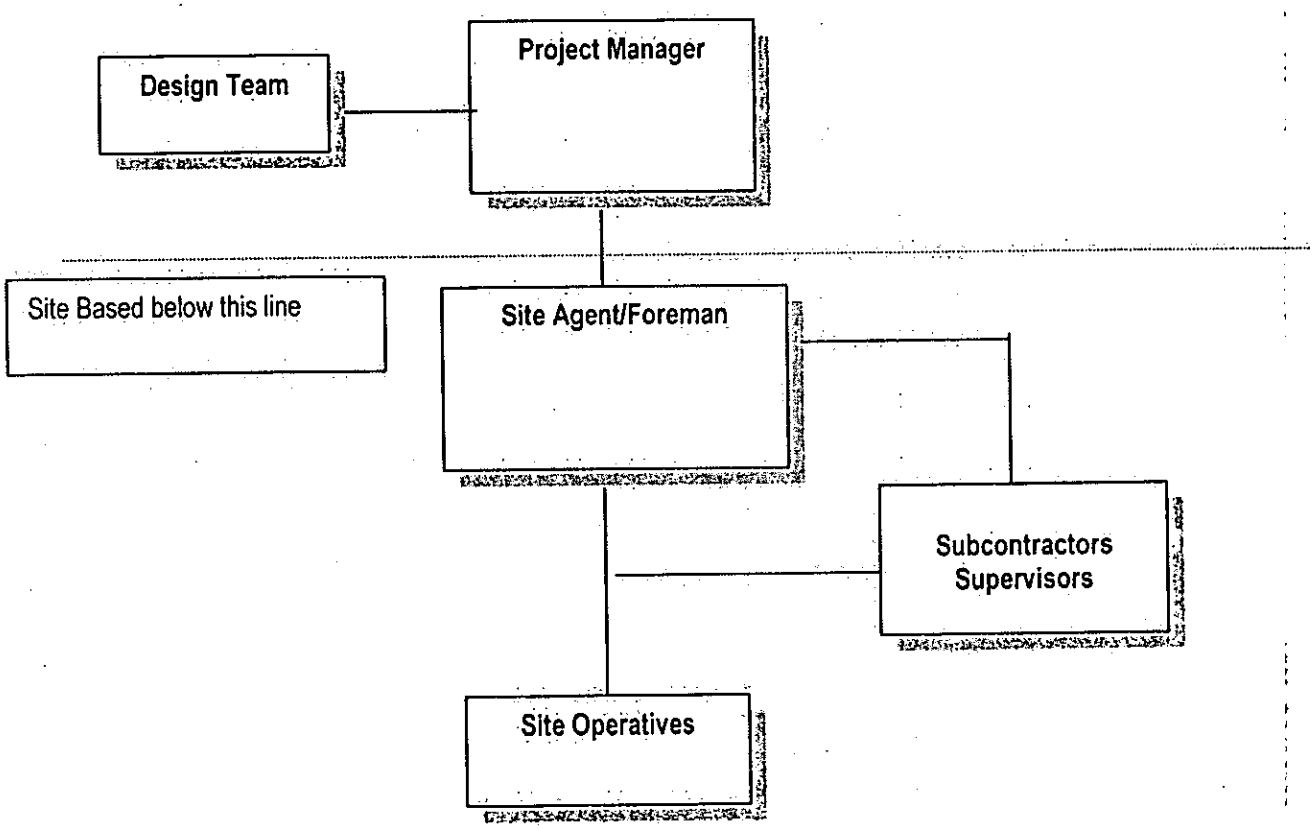
B2 Arrangements for directions and the co-ordination of others

A Site Agent/Foreman representing Adeo will be present on site at all times construction work is being carried out. If the Site Agent/Foreman has to leave site for short periods of time, then a competent person will be appointed to monitor health & safety on site. A suitably qualified person will cover any longer absences.

Following appointment and before any works can take place at site, sub contractors and their staff must report to the Site Agent/Foreman, who will ensure they receive safety induction and are made aware of the relevant sections of the Health & Safety Plan.

The principal contractor will prepare and monitor a project programme for the works, which details the times when sub contractors will be required. A copy of the current programme is included in Appendix 1.

The diagram below shows the outline organisation for safety for this project.



C Standard Setting

This project will be carried out in accordance with The Health & Safety at Work Act and any relevant regulations written under it including the Construction (Design & Management) Regulations.

D Information for contractors

Prior to commencement on site all operatives will receive site induction in accordance with the form contained in Appendix 2. Supervisors and operatives will be shown the Health & Safety Plan by the Site Agent/Foreman and will be requested to read and understand relevant sections.

The Project Manager is responsible for ensuring that risk assessments and method statements are in place before works start on site. These are either prepared by Adeo Construction Services Ltd, or the specialist contractor for the works.

Method statements and risk assessments for hazardous activities are contained in Appendix 4.

Before any works take place on theses activities the following procedure will be applied: -

- The Site Agent/Foreman will ensure that the supervisor/operative responsible for the works has the latest risk assessment/method statement for the job and that the risk assessments/method statements are read and that their contents are understood and the required control measures are put in place.

E Selection procedures

Sub contractors will be required to demonstrate that they are capable and have sufficient resources to carry out the works allocated to them.

F Communications & co-operation

Regular informal meetings will be arranged with sub contractors and operatives to ensure this Construction Phase Plan is understood and used.

G Health & Safety File

The file will be opened as soon as works start on site and information will be gathered as the project proceeds in accordance with the project/planning supervisor's requirements.

H Arrangements for monitoring safety

The Project Manager/Site Manager will monitor daily health & Safety performance.

Employees will be encouraged to bring to the attention of their immediate supervisors, any comments or suggestions regarding work practices for improvements to health & safety.

Inspection records are kept in Appendix 3.

I Activities with risks to health & safety

I1 Site access

Access to the site will be gained from Shopsdam Road, please refer to Appendix 6 Traffic Management Plan for further details.

I2 Site security

Herras Fencing and barriers will be erected around the perimeter of the site to including Warning and Safety Signs to be displayed including general site security to prevent unauthorised entry to site. The Site Office will be situated close to the site entrance to assist with the monitoring of the access/egress of the site. The Fencing will be braced and maintained throughout the day and will be all locked up at night to prevent anyone accessing the site.

I3 Loading/unloading arrangements

Extreme care will be taken when deliveries are made to the site area, we have requested that all suppliers and delivery drivers always ring Adeo's Project Manager at least half an hour before arriving to the site. This then gives the Site Team the time to ensure that the road is clear from personnel and 1 number Banksman will oversee entry/exit of the site vehicles. Warning signs and safety barriers will be put up and all personnel /pedestrians will be segregated wherever possible. If an articulated vehicle needs to unload then we will have to temporarily divert all pedestrians to the alternative pathway 250 metres West by the Recreation Ground as shown on the attached Map.

Once unloaded the vehicle can then leave the site and the site Personnel will remove the safety barriers and allow pedestrian access once again.

I4 Storage of materials

Materials will be stored in neat and tidy piles, perishable materials will be stored in a dry locked storage container to prevent any littering of the site and the surrounding area.

I5 Waste

All waste materials will be sent to a licensed waste/recycling plant throughout the construction process and the appropriate records will be kept on site.

I6 Scaffold and other working platforms

All works at height to be in accordance with the Work at Height Regulations. All scaffolds erected and used on site will conform to the Work at Height Regulations and BS 5973: Code of Practice for Working Scaffolds and Special Structures in Steel. Generally works at height within the building will be carried out using lightweight mobile scaffold towers, steps or staging. Each activity will be assessed to ensure the correct equipment is used. All equipment will be inspected in accordance with the Work at Height Regulations. Inspection records for scaffolding will be kept in Appendix 3.

I7 Electricity

All tools used on site will be 110V or less. Any 240V AC or 440V AC equipment permitted must be fitted with a suitable Residual Current Device.

I8 Unidentified services

We will assume all services are live unless advised otherwise.
Any works with live services will be carried out under a permit system.

I9 Plant and equipment

All plant is delivered via the Site Manager and checked for conformity before use; use is controlled by the Site Manager, if the equipment is found to be defective; the equipment will be taken out of use. All plant and equipment will be used in accordance with PUWER and LOLER Regulations. Regular inspections of plant and equipment will be carried out by contractors using the equipment. The Site Manager will ensure that all records are kept and up to date. All the Plant and Equipment will be stored on Site when and as required.

I10 Measures to Control Dust and Dirt

There is an adequate water supply on site for the use of hoses to assist with the suppression of the dust when demolishing the existing building. All arising dust and dirt will be disposed of in the correct fashion and placing it in the onsite skip, the skip will then be covered to prevent any dirt or debris littering the site/neighbouring area.

To prevent any unnecessary dust being created during the construction works wet cutting will be introduced to decrease the amount of dust whilst carrying out the External works.

J Emergency procedures (see also Appendix 5)

A register will be kept in the site office to record all persons on site.

Evacuation procedures for the site will be displayed in the site hut. If the alarm sounds (the alarm will be simple device capable of creating a significant noise), all persons within the building must leave and go to the muster point on the pavement adjacent to the site. Mark Pratt is the designated fire marshal.

Fire extinguishers will be positioned in relevant locations throughout the site and wherever possible positioned adjacent to a means of escape. Where hot works are carried out on site, the relevant extinguishers will be positioned adjacent to the source of any potential hazard.

A first aid kit is held in the site office together with the accident procedure placard and the location, and telephone number of the local hospital (accident and emergency facilities). Barry Sinclair is the responsible person for first aid.

K Reporting accidents, ill health and dangerous occurrences

An accident book will be kept on site. All accidents must be recorded. The procedure for reporting accidents will be displayed in the site office and canteen. The document to be displayed is included in the Appendices.

Accidents, ill health or dangerous occurrence notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must be reported to the contracts manager, who will be the responsible person for this site.

L Welfare

The appropriate welfare facilities will be provided for all the site operatives to use.

M Information and training for people on site

Toolbox talks will be given by the safety advisor or contracts manager, as necessary and will convey topics ranging from general safety awareness to specific site activities.

Only certificate holding qualified scaffolders will be permitted to erect, alter or dismantle standing scaffolds and must be under the supervision of a competent person.

Details of any employees under 18 years must be reported to the Project Manager.

N Consultation with people on site

All members of the site team will be encouraged to actively participate in the safety performance on site. Management will consult with site operatives and will be available to observe their views as and when necessary.

P **Site rules**

Make sure you have read and signed the site induction form

1. The working day begins at 7.30 a.m., and normally ends at 17:00 p.m. Breaks are taken at 10.00am – 10.15am, 1.00am – 1:30pm and any hours worked after this it will be at the Sub-Contractors discretion when breaks are taken.

2. Work at any height above 3.00m should only be done from Scaffold towers, ladders are only to be used for access to work areas. All ladders must be tied and footed whilst in use.

3. All employees should be aware of the emergency evacuation procedure, see section H Emergency procedures for details.

4. If any tools are required the site agent should be consulted.

5. If you are working in what may be considered an unsafe environment, please contact your supervisor who will notify the site agent promptly.

6. The first aid point is situated in the site office.

7. Urinating on site other than in the designated toilets is strictly forbidden.

8. This site is currently designated as a hard hat site and operatives must wear hard hats at all times when operating outside cabins or rest areas.

9. Safety shoes must be worn at all times.

10. Operatives working with or near noisy equipment must wear hearing protection

11. Eye protection must be worn when cutting, drilling, using air tools and work near concrete pumps.

12. Materials, cables, debris or tools must not be left in the work area at the end of the shift.

13. Only authorised scaffolders are allowed to modify scaffolding.

14. No works should take place in deep excavations unless a competent person has inspected the excavation.

15. Smoking on site is not allowed except in designated areas.

Site Safety Induction

It is the responsibility of the site agent to ensure that all persons on site receive safety induction. Visitors to site must also receive safety induction. A typical induction form is shown below.

SITE INDUCTION FOR ALL NEW WORKERS ON SITE

General Site Safety

- The site manager is:
- If you have any problems see:
- Obey all site notices and regulations
- Do not enter any manhole or excavation unless directed to do so by site management
- Do not remove or alter any scaffold
- Ensure ladders are tied or footed
- Use only the correct tools and equipment for the job and ensure that they are kept in good condition
- Do not interfere with any electrical equipment
- Beware of moving plant or vehicles
- Report unsafe conditioned and defects in plant or equipment immediately
- Be considerate to others who may live nearby

Personnel Protective Equipment

- Hard hats must be worn at all times on site – unless the site has been designated as non-hard hat
- Protective equipment should be worn at all times
- Other protective equipment should be worn if directed by your supervisor

Health & Welfare

- Toilets and wash facilities are provided on the site – the site agent will show you where
- Before eating, drinking or smoking, wash with soap and water
- Smoking is not allowed except in designated areas

This form has been read and understood by

Name

Signature

Date

Please advise the site manager if you cannot understand English and/or have a medical condition that may affect you at work.

FIRE EVACUATION PROCEDURE

If you discover a fire

Raise the alarm if not already automatically operated

Dial 999 and state the site address and telephone number

The site is at: Overstrand,
Shopsdam Road,
Lancing,
West Sussex, BN15 8ES

The telephone number is:

The muster point for this site is:

Do not stop to collect personal belongings. Turn off any power tools if possible

Attack the fire with the correct extinguisher, which are located at the fire points at the means of escape – but only if it is safe to do so.

Do not re enter the site until told to.

FIRE PRECAUTIONS ON SITE

All persons who enter the site must sign the attendance register kept in the site office

Anyone using naked flame equipment (if permitted) must take adequate safety precautions. Fire extinguishers must be to hand and any works with a naked flame must stop one hour before leaving site. A hot work permit may be required.

Fire extinguishers are positioned on each floor at fire points near the means of escape.
These extinguishes should not be removed.

PLEASE HELP TO PREVENT THE RISK OF FIRE BY: -

NOT SMOKING (smoking is only allowed in areas designated by the Site Manager)

TAKING CARE WHEN USING NAKED FLAMES

CLEARING ALL WASTE MATERIALS, ESPECIALLY PAPER AND CARD BOARD PACKING FROM SITE TO SKIP DAILY

IN THE EVENT OF A SERIOUS ACCIDENT ON SITE

Dial 999

Ask for AMBULANCE

Give the site address: Overstrand,
Shopsdam Road,
Lancing,
West Sussex, BN15 8ES

The site telephone number is

Contact the site agent or your immediate supervisor

Leave any plant or materials at the scene of the accident – touch nothing – except to ensure persons safety

Site agent/Foreman to obtain names and addresses of any witness

IN THE EVENT OF ANY ACCIDENT

Inform your Site Agent/Foreman or supervisor

Site gent to record the accident in the accident book kept in the site office.

A trained first aider should give first aid as required.

The trained first aider on this site is.

The nearest accident & emergency Hospital is: -

Worthing Hospital,
Lyndhurst Road
Worthing
West Sussex
BN11 2DH
01903 205111

The hospital is 2.6 miles from site.

Appendix 6

Traffic Management Plan

Loading and Unloading

Extreme care will be taken when deliveries are made to the site area, we have requested that all suppliers and delivery drivers always ring Adeo's Project Manager at least half an hour before arriving to the site. This then gives the Site Team the time to ensure that the road is clear from personnel and 1 number Banksman will oversee entry/exit of the site vehicles. Warning signs and safety barriers will be put up and all personnel /pedestrians will be segregated. If an articulated vehicle needs to unload then we will have to temporarily divert all pedestrians to the alternative pathway 250 metres West by the Recreation Ground as shown on the attached Map.

Once unloaded the vehicle can then leave the site and the site Personnel will remove the safety barriers and allow pedestrian access once again.

All herras fencing and barriers with the appropriate signage will be erected around the work area to close off the site.

Site Workers

All site operatives arriving to the 'Site' will get access from the Brighton Road turning into Shopsdam Road, the site operative should then unload their vehicle of their tools and equipment that is necessary for them to carry out their works for that day, put them in the designated area via the site entrance. Once the Site operative has unloaded their vehicle, they should safely leave the site turn left out of shopsdam Road and park their vehicle in the Pay and Display car park approximately 450 metres on the left hand side by the Recreation Ground. At the end of the day the Site operatives have the choice of either leaving their tools on site or again driving to the site to pick their tools up ensuring that they drive slowly and safely down Shopsdam Road. Please note that a Banksman will oversee entry/exit of all site vehicles.

The Site

The site will be secure at all times and will have herras fencing around the perimeter of the site, when working to the front of the site the herras fencing will be moved out 1m from the boundary into the private road, this then protects any pedestrians and safely guides them past the site. All deliveries made will be unloaded at the site entrance gates and there will be no vehicles allowed to enter the site and therefore protect all workers in and around the site.

Visibility

All delivery vehicles shall have mirrors, reversing alarms and possibly CCTV cameras fitted to the vehicle to increase their visibility and to aid drivers to the site area down Shopsdam Road.

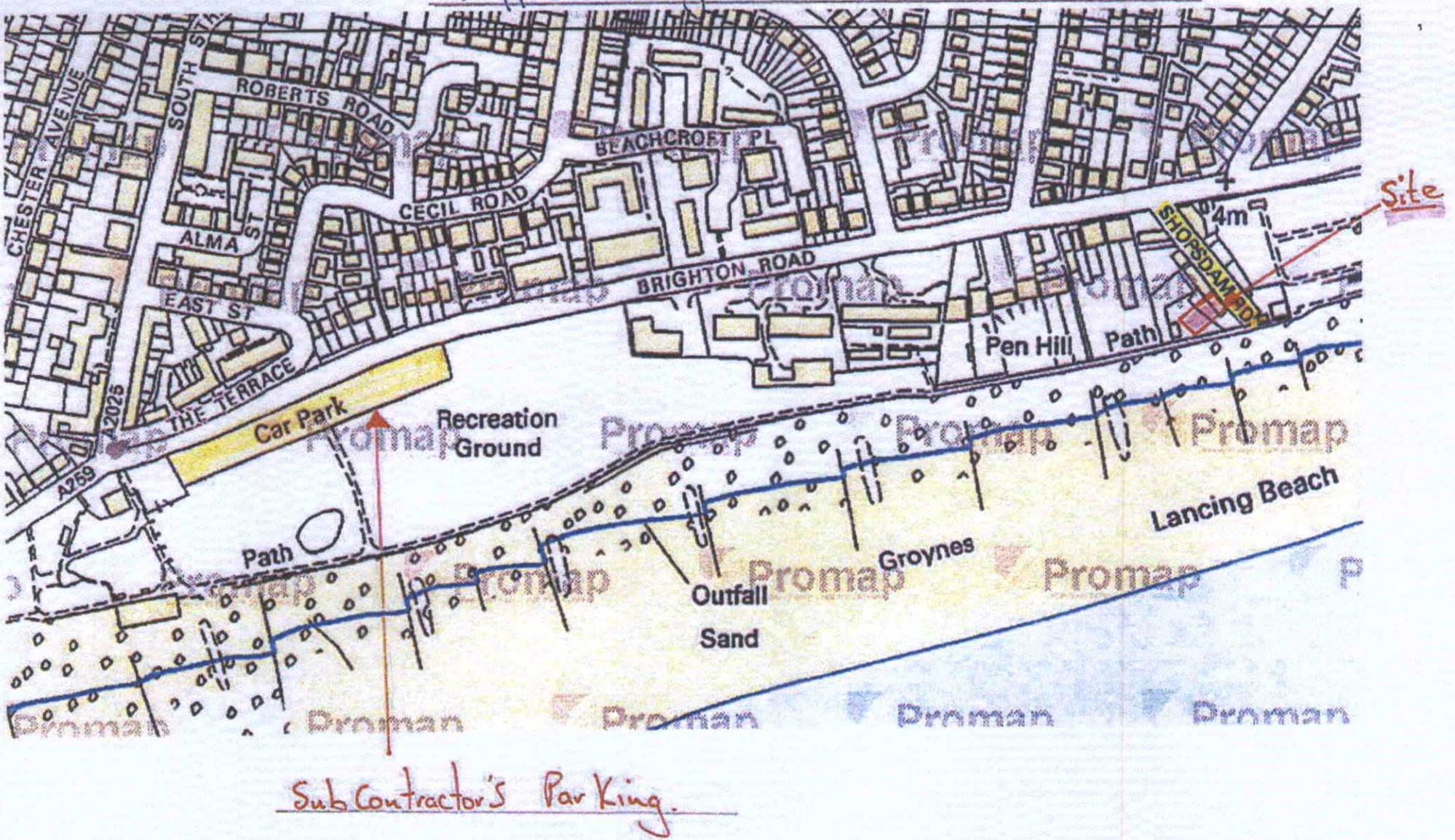
Deliveries to Site

It is our intention to send out a copy of this Traffic Management Plan with all Orders to Subcontractors and Material Suppliers to ensure everyone is fully aware of these conditions prior to them arriving on site. We will also advise that they look at the entrance of Shopsdam Road using Google Maps street view to ensure they are fully aware of the conditions they are faced with before arriving.

Wheel Washing

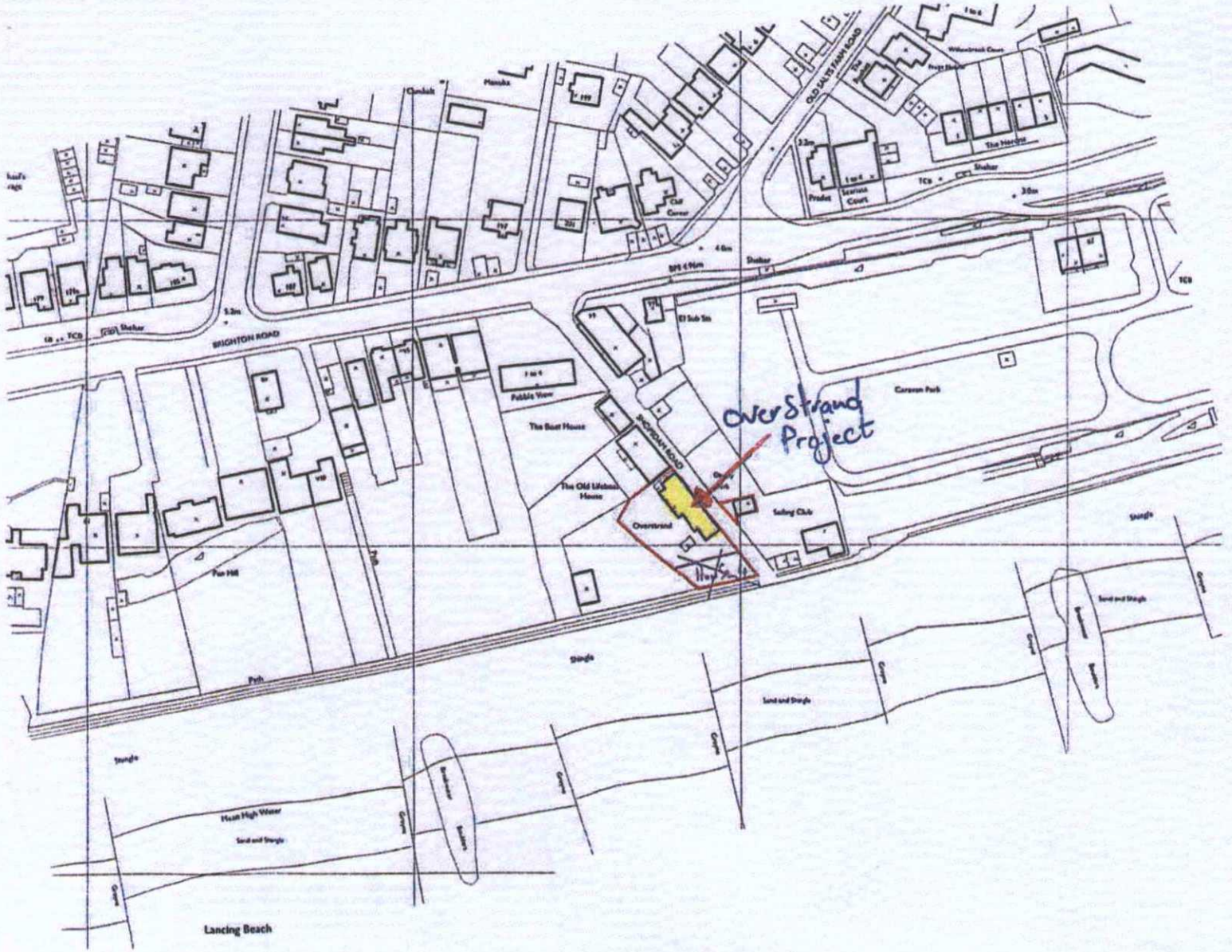
Shopsdam Road is a beach (Gravel) Road that we intend to keep clean and clear. The excavation and the site is generally shingle rather than soil, but nonetheless vehicles would be checked for mud or soil before leaving Shopsdam Road. If the wheels have mud on them then we will ensure that these wheels are washed clean before the vehicles leave Shopsdam Road onto Brighton Road, which is a tarmac Road. Regular checks will be made to the entrance of Shopsdam/Brighton Road to ensure the road is kept clean, if the road is showing signs of mud on the main road then we will call in a Road sweeper to wash and clean the Road.

Traffic Management Plan



Sub Contractor's Parking.

Site Location



OS BLOCK PLAN, 1:1250 @ A1, 1:2500 @ A3

IMPORTANT

Do not work from reduced scale drawings. Please refer to scale and sheet size as indicated.

Dimensions are not to be scaled from this drawing. Use only written dimensions. Consultants and Contractors must verify all dimensions before starting work and any discrepancies are to be reported to Urban View.

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Revision. Date

2.78



Google earth feet 9 meters 2

Site Access Road