CONSTRUCTION PHASE

HEALTH SAFETY &

MANAGEMENT PLAN

5 new Industrial Units, 26 Dolphin Road, Shoreham

For:

Hargreaves Management Ltd

The electronic form of this document is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this plan is uncontrolled, except when provided with a document number in the field below:

Document No	ASC.SH.F09-01	Ver	1.2
Uncontrolled Copy	☐	Controlled Copy ☐	Date 02-Jul-20

APPROVALS

The signatures below, certify this construction phase plan has been reviewed and has been deemed acceptable for Ascia Construction Ltd requirements. Furthermore, the signatories accept their responsibility to ensure the provisions herein are to be maintained and are committed to working towards projects free of incidents of accidents and ill-health.

	Name	Signature	Position	Date
Prepared by	Matt Broad		CM	11/7/21
Reviewed by				
Approved by				

Record of Amendment

This construction phase plan is periodically reviewed to ensure its sustained significance to the prevailing status of the project.

A record of changes is detailed below:

Amendment	Revision	Date
Additional Traffic Management section added	**1**	**20/7/22**

TABLE OF CONTENTS

1.0 DETAILS OF PROJECT 1

1.1 Project Description 1

1.2 Programme of Works 1

1.3 Principal Contacts 1

1.4 Existing Information & Records – information obtained from the PCI & site visit 3

2.0 EXISTING ENVIRONMENT 3

2.1 Surrounding Area 3

2.2 Existing Services 3

2.3 Existing Structure 3

3.0 MANAGEMENT OF THE WORKS 4

3.1 Project Health & Safety Aims 4

3.2 Management Responsibilities 4

3.3 Site Rules 5

3.4 Monitoring & Review 5

3.5 Communication & Consultation 6

3.6 Site Induction 6

3.7 Safe Systems of Work 7

3.8 Incident Reporting & Investigation 7

3.9 Sub-Contractor Procurement & Control 8

4.0 SAFETY ARRANGEMENTS 8

4.1 Utility Services 8

4.2 Fire & Emergency Procedures 9

4.3 Traffic Plan & Deliveries 10

4.4 Site Security 12

4.5 Temporary Works 12

4.6 Control of Lifting Operations 12

4.7 Working at Height 13

5.0 HEALTH & WELFARE 14

5.1 Welfare Facilities 14

5.2 Control of Noise and Vibration 14

5.3 Discovery of Hazardous Substances 15

5.4 Control of Dust 15

5.5 Asbestos 15

6.0 WORK INVOLVING PARTICULAR RISK 16

6.1 Schedule 3 of the CDM Regulations 2015 16

APPENDIX A – SITE RULES & EMERGENCY PROCEDURES

SITE RULES & EMERGENCY PROCEDURES

APPENDIX B – PROJECT RISK REGISTER

1.0 DETAILS OF PROJECT

1.1 Project Description

The works comprise the design and construction of 5 No. commercial units together with associated landscaping, car parking and infrastructure works on a site where the existing building has been demolished.

1.2 Programme of Works

Possession of Site 8th August 2022

Duration: 32 weeks

Practical Completion: 20th March 2023

1.3 Principal Contacts

The Client

Hargreaves Management Ltd Rustington House Worthing Road West Sussex, BN16 3PS	Contact: Tel: Email:	TBC 01903 777777 TBC

Client Project Manager

Welling Partnership LLP Viceroy House 6 Mountbatten Business Centre Millbrook Road East Southampton, SO15 1HY	Contact: Tel: Email:	Ben O'Sullivan 02380 226445 benosullivan@welling.co.uk

Principal Contractor

Ascia Construction Ltd Ascia Construction Stansted Park Rowlands Castle Hampshire PO9 6DX	Contact: Tel: Email:	Neil Cole 02392 006344 neilcole@asciaconstruction.co.uk
Ascia Health & Safety Advisor LCS Project Solutions 4 Catherine Wheel Mews High Street Botley Southampton SO30 2EA	Contact: Tel: Email:	Lee Shirley 07877 625372 lee@lcs-projectsolutions.co.uk

Other

Architect MH Architects Bicentennial Building Terminus Road Chichester PO19 8EZ	Contact: Tel: Email:	Nat King-Smith 01243 774748 nks@mharchitects.co.uk
Structural Engineer AKS Ward 116 High Street The French Quarter Southampton SO14 2AA	Contact: Tel: Email:	Ian Strickland 023 8023 5340 Ian.Strickland@aksward.com

1.4 Existing Information & Records – information obtained from the PCI & site visit

Document	Significant Information	Document Location
Electricity service	Location of Mains Electricity	Sharepoint CPHSP
Gas Service	Location of Mains Gas supply Confirmation of cut off	Sharepoint CPHSP
Water	Location of Mains Water Supply	Sharepoint CPHSP
Geotechnical Report	Contaminated land. Asbestos discovered in sample	Sharepoint CPHSP

2.0 EXISTING ENVIRONMENT

2.1 Surrounding Area

The site is located on a light industrial and commercial estate. To the South there is a rail line and access road as well other retail and light industrial units alongside the A259 and riverside wharfs. Immediately adjacent and surrounding the other three sides of the commercial site, are low rise residential streets, sports fields and allotments.

2.2 Existing Services

There are existing drainage systems around the site which need to be marked/located prior to any excavation. A survey of the existing incoming services- gas, electric, telephone/data systems will need to be carried out. Details of the existing services are available in the Preconstruction Information.

2.3 Existing Structure

The existing structure will be demolished by others prior to commencement.

3.0 MANAGEMENT OF THE WORKS

3.1 Project Health & Safety Aims

Ascia Construction recognise that:

- Accidents and ill health can have far reaching consequences for individuals and their families;
- Accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the Company and demonstrate a lack of efficient management;
- The importance and benefits of consulting with employees and site trades and visitors regarding all matters relating to health and safety; and
- The importance of keeping up to date with current legislation, technical advances and industry literature.

Our objective, therefore, is to continually improve our health and safety performance, so that accidents and ill health are eliminated from our business and work becomes a benefit to both the individual and organisation. This ethos also extends beyond 'the site', to control risks such as environmental pollution and to others outside of our Company who may be affected by our undertaking.

Our aims for the project are:

- To create so far as reasonably practicable, a zero-harm site;
- To ensure suitable inductions are carried out prior to individuals being permitted to work, or visitors given access to the site;
- To promote and actively encourage near miss reporting;
- To undertake regular toolbox talks;
- To undertake regular site, plant and other equipment inspections;
- To promote a positive culture with Top Management leading by example;
- To monitor the plan and works to ensure the aims are being achieved; and
- To minimise disruption to our neighbours

This plan will be reviewed as the works progress by the site management team, to ensure that the safety and health aims as shown above are achieved and that the works are being carried out in accordance with current regulations and good practice.

3.2 Management Responsibilities

A competent site manager will be responsible for the day-to-day running of the works and for ensuring effective communications with the workforce and other relevant persons.

A contracts manager will make regular visits to site to assist the site manager in discharging his duties and will also assume responsibility for ensuring that appropriate competent sub-contractors have been appointed and the necessary resources are available to ensure effective operational control.

The following table outlines the significant duties and who is responsible for their discharge:

Duty	Ownership
Contracts Manager	Matt Broad
Site Manager	Nick Hart
Planning	Contracts Manager & Site Manager
Fire Plan & Risk Assessment	Contracts Manager & Site Manager
Temporary Works Coordinator	Contracts Manager
Temporary Works Supervisor	Site Manager
Site Inspections	Contracts Manager/Site Manager/H&S Advisor
Plant & equipment inspection	Plant Operators & Equipment Users
Site Inductions	Site Manager
Toolbox Talks	Site Manager/Sub-contractor Supervisor
Project Review	Contracts Manager/Site Manager/H&S Advisor

3.3 Site Rules

A copy of the site rules and emergency procedures will be attached to all subcontract orders. Further copies are displayed in the site office and canteen.

3.4 Monitoring & Review

The site manager is responsible for the daily monitoring of site activities. Monitoring activities include:

- Ensuring plant operators are inspecting plant and equipment users are inspecting tools etc;
- Ensuring access and egress is suitable and the site is secure at all times;

- Ensuring temporary works, temporary services and site conditions are being safely maintained; and
- Ensuring welfare and first aid facilities are correctly provisioned and maintained.

See ASC.SH.F09-17 Weekly Site Check List for further details of items to be reviewed on a weekly basis.

The contracts manager has a duty to assist the site manager in monitoring and reviewing the health and safety arrangements and activities.

Sub-contractors are responsible for monitoring their own works and provide evidence of such monitoring to the site manager.

Safety inspections will also be carried out by the Companies Health and Safety Advisor.

3.5 Communication & Consultation

Regular site meetings will be held with the Client and sub-contractors. The following topics are to be included on the agenda for discussion:

- Reporting of accidents & incidents;
- Corrective action taken;
- Worker involvement; and
- Client/sub-contractor concerns.

All operatives will be actively engaged to ensure effective cooperation with all matters relating to site health and safety. Methods of communication and consultation include:

- Project site induction;
- Toolbox talks;
- Daily briefings;
- Face to face discussions;
- Poster campaigns; and
- Signage.

3.6 Site Induction

All operatives and visitors are required to attend a site induction prior to being permitted to the work area. The site manager is responsible for delivering the induction training.

The induction will include:

- Notification of the current site conditions and hazards, including restricted areas;
- Who the members of the management team are including first aiders;
- Details of the welfare facilities;
- Site working hours;
- Emergency procedures and first aid provision; and
- Incident reporting;

The induction process will be reviewed throughout the duration of the works and operatives may be required to attend an updated Induction dependent upon the prevailing site circumstances.

3.7 Safe Systems of Work

Risk assessments and method statements are to be developed and communicated to those carrying out activities prior to the activities commencing. Sub-contractors will be required to submit their documentation at least one week prior to commencement of their works, this will give sufficient time for the documentation to be evaluated and incorporated in to the site-wide plan.

Site managers are required to draft point of works risk assessments (PoWRA, ASC.SH.F03-05) for activities that are not as expected. Prior to the site manager drafting the PoWRA, the contracts manager must be notified of the change on activity.

The following table identifies the required permits. It is the responsibility of the site manager to ensure the required permits are issued, received and cancelled appropriately.

Permit	Owners
Hot Works	Ascia/Sub-Contractor
Excavations	Ascia/Sub-Contractor
Live Electricity	Ascia/Sub-Contractor
Working at Height	Ascia/Sub-Contractor
Confined Spaces	Not Required
Other - list	TBA

3.8 Incident Reporting & Investigation

An incident includes the following:

- Injury or ill-health to persons;
- Damage to property or assets; and
- Near miss events.

All incidents are to initially be reported to the site manager. The site manager will at the earliest opportunity notify the contracts manager of the event, who in turn will instigate the appropriate level if investigation to ascertain the causes and to develop where necessary corrective actions. The contracts manager may engage the companies H&S Advisor to lead or assist with the investigation process.

3.9 Sub-Contractor Procurement & Control

Sub-contractors will be required to demonstrate their competence and resources to carry out elements of work prior to appointment. Areas of enquiry will include previous experience, extent of training, health and safety resources and safety records.

The following table lists the initial sub-contractors selected for this project:

Sub-contractor	Activity
Piling	Roger Bullivant
Cladding	Roofing Cladding & Building
Steelwork	B and E Steelwork

It is the responsibility of the sub-contractor to adequately supervise and control their works. The site manager will be responsible for co-ordinating sub-contractor activities and monitoring their levels of compliance to the required standards.

4.0 SAFETY ARRANGEMENTS

4.1 Utility Services

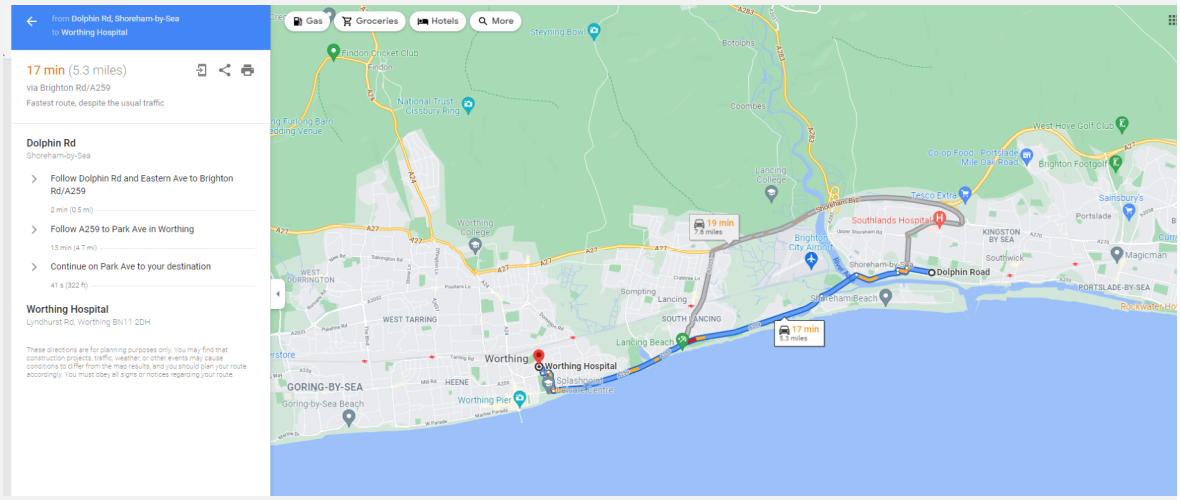
Service	Status	Action
Electricity - overhead	Live (adjacent to site)	Mark as needed
Electricity - buried	Live	Locate/ mark
Gas	Live	Locate/ mark
Telecoms	Live	Locate/ mark
Drainage	Live	Locate/ mark
Other - list		

4.2 Fire & Emergency Procedures

A fire plan is to be developed and maintained throughout the works and is to be communicated to all operatives through the induction process and if applicable, to others, such as neighbours and shared users of the site.

Hot works is strictly prohibited unless agreement has been reached with client and the relevant hot works permits have been issued.

Location of muster points	Site Compound
Name & Location of nearest A&E	Worthing Hospital Lyndhurst Rd, Worthing BN11 2DH
First Aider	Neil Fail
First aid box & location	1 x 50 persons located in the site office



IN THE EVENT OF A SERIOUS EMERGENCY, PHONE 999

The site manager is the designated first aider and is responsible for ensuring the first aid provision is maintained. The first aid arrangements will be communicated to operatives through the site induction.

4.3 Traffic Plan & Deliveries

Site access	Access to site will be directly from Dolphin Road. All deliveries will be encouraged to use the route to site from Eastern Avenue to avoid residential areas. Early works will involve improving visibility and widening of the site entrance to ensure traffic is not required to wait on the road. Traffic will be required to enter and leave the site in forward gears wherever possible. Turning Space will be made available on site Banksmen to assist exceptional loads
Delivery restrictions	Deliveries to site will be restricted to Mon – Fri 0800 – 1730 Sat 0800 – 1300 Sun & Bank Holidays – No Deliveries Large deliveries will be required to prearrange site visit
Site parking	Designated parking areas will be made available on site. Parking in local streets will not be permitted

Anticipated Traffic	Deliveries will vary from day to small vans to HGV for larger deliveries namely Steelwork, Bricks and blocks and Concrete Lorries. A small crane will be needed to erect steelwork. All suppliers will be made aware of delivery limitations and where necessary predelivery surveys will be carried out to ensure correct vehicles are selected At present the site is services by HGV deliveries and refuge/ bin lorries the vast majority of deliveries to site will be similar or smaller than these vehicles.
Pedestrian segregation	Physical barriers with dedicated crossing points will be set up between the site welfare area and the works
Setting Down Deliveries	Deliveries will proceed following the site roads and into the secure site compound where all materials and plant will be stored. Vehicles will turn on site and leave in Forward gears wherever possible.
Removal of Waste	Waste will be removed from site using a variety of methods. General waste will be moved in standard skips. Skips will be positioned within the site compounds so they can be placed and removed without disrupting local roads. Soils and as dug waste will be removed using Lorries. Lorries will be safely loaded within site compound
Wheel Washing and Control of debris	Wherever possible vehicles entering and leaving site will be required to stay within the clean zone where they will be loaded / unloaded. Any mud and debris will be jet-washed from vehicles before leaving site Road sweepers will be used when necessary to clean roads
Traffic Signs	The site will be sign posted from Eastern Avenue and Middle Road
See Attached Site Layout Plan	
REVERSING WITHOUT A BANKSMAN IS STRICTLY PROHIBITED	

4.4 Site Security

The site is to be secure at all times to prevent unauthorised access. Prior to the site being vacated at the end of the working day, the site manager is responsible for ensuring the perimeter fence is in good condition and secured. Significant hazards on site such as scaffolds and excavations are to be made safe prior to securing the site.

The following table details the security provision:

Items	Type
Perimeter Boundary	Solid hoarding / Heras fencing as site layout plan
Gates	Purpose made steel gates
Scaffold	Tube & Fitting/ Aluminium towers as required
Other - list	

4.5 Temporary Works

The contacts manager is responsible for developing the temporary works register in accordance with BS 5975 and ASC.SH.WP01 Temporary Works Procedure. The site manager is responsible for managing the temporary works arrangements and maintaining the temporary works registers.

The following table details the initial project temporary works, that are to be further developed using the Temporary Works Register ASC.SH.F09-07:

Temporary Works Type	Temporary Works Risk (L M H)	Class	Designer	Independent Checker (Class 2 & 3 Only)
Heras Fencing	L	0	N/A	N/A
Propping for openings	L	1	N/A	N/A
Piling Mat	**L**	**1**	**AKS Ward**	**N/A**
Crane Mat	**L**	**1**	**AKS Ward**	**N/A**

4.6 Control of Lifting Operations

The Lifting Operation & Lifting Equipment Regulations require the following:

- Suitably plan lifting operations;

- Using people who are sufficiently competent;
- Supervise people and lifting operations appropriately; and
- To ensure lifting operations are carried out in a safe manner.

Competent organisations are to be appointed to carry out all contract lifts; lifting plans and competent persons are to be provided by the appointee. It will be the responsibility of the Site Manager to ensure the documents provided are suitable and all who are not involved in the lifting operation are prohibited from the area.

The following table details the activities that require lifting plans:

Lifting Type	Activity
Hiab	Unloading site accommodation
Forklift / Telehandler	Moving site materials (if needed)
Mobile Crane	Positioning steels
Excavator	Moving ground works materials (when needed)

Activities that do not require a lifting plan such as standard lifts with an excavator, are to be controlled by the site manager, see ASC.SH.F09-15 Lift Plan for Common Lifts.

4.7 Working at Height

The planning of working at height must follow the hierarchy of control as required by the Work at Height Regulations 2005:

- Avoid the need to work at height, for example by extending equipment from the ground;
- Prevent falls using appropriate access equipment such as work platforms; and
- Reduce the distance and consequences of a fall should one occur.

Collective measures to prevent falls such as scaffolds should be considered before other measures that may only mitigate the distance and consequence of a fall, such as working from harnesses and lanyards.

All working at height must be planned and organised, including for emergencies and rescue by competent persons. Equipment used in working at height must be regularly inspected and maintained.

The following table details the activities that require working at height:

Activity	Control Measure (MEWP/scaffold/harness etc)
Masonry works	Scaffold
Steel installation	MEWPs
Cladding	Scaffold & MEWPs
M&E install	MEWPS & Scaffold Towers

5.0 HEALTH & WELFARE

5.1 Welfare Facilities

Prior to work commencing, the contracts manager will be responsible for ensuring that the provision of suitable welfare facilities meeting the minimum requirements of Schedule 2 of the CDM Regulations 2015 are in place.

Welfare facilities for this project are to be as follows:

Maximum number of persons on site	30
Type of toilets	Mains Connected
Emptying frequency of chemical toilets	N/A
Number of mess rooms	One
Number of drying rooms	One
Type of water supply	Mains connected
Means of heating food	Microwave
Means for hot drinks	Kettle/water boiler
Lighting	Site accommodation- mains connected
Heating	Mains connected heaters
Housekeeping arrangements	Site manager to ensure facilities are maintained in a good sanitised condition and are correctly provisioned

5.2 Control of Noise and Vibration

The production of noise and vibration are to be limited at source by the careful selection of equipment for the task. Vibration and noise risk assessments are to be carried out to identify who is at risk and to decide upon the most appropriate control measures and to determine if hearing protection zones are required.

5.3 Discovery of Hazardous Substances

Prior to works commencing, a sweep of the site is to be undertaken to determine if there are any existing substances that may be harmful to health and to the environment and to establish the required control measures to deal with the substances in a safe manner.

Substance (sharps/biological/chemical etc)	Control Measure
Sharps	Site sweep prior to works
Hazardous/chemical	Site sweep and continued check throughout works

5.4 Control of Dust

The production of dust is to be reduced so far as is practicable at source, by the use of mist spraying, vacuuming where possible and ensuring dust producing tools are fitted with requisite extraction system.

5.5 Asbestos

Authority to commence works can only be given when the location of known asbestos containing materials have been identified and the locations and precautions required to prevent release of fibres have been effectively communicated to operatives.

Where notifiable non-licensed asbestos removal works (NNLW) are to be undertaken, such as:

- Asbestos cement products (roof sheeting) where the material has been substantially damaged or broken up as a result of fire or flood damage etc;
- Asbestos cement products (roof sheeting) where the removal activity will mean that the material will be substantially broken up, creating significant quantities of dust and debris ('dropping' an asbestos cement roof);
- Asbestos paper and cardboard products if not firmly bonded in a matrix; and

- Large-scale removal of textured decorative coatings using steaming or gelling methods.

NNLW Activity	ASB NNLW1 Ref	Date of Notification
Removal of items as per report	TBC	TBC

Approved licenced contractors are to be engaged to remove asbestos containing materials that are either no non-licenced or notifiable non-licenced. A detailed risk assessment and a copy of the HSE's licence is to be submitted for evaluation prior to works commencing.

Licenced Activity	ASB5 Ref	Date of Notification
Removal of meter surround	TBC	TBC

6.0 WORK INVOLVING PARTICULAR RISK

6.1 Schedule 3 of the CDM Regulations 2015

Where relevant, specific measures concerning work that falls within one or more of the categories listed in Schedule 3 must be developed and recorded.

The following table lists the categories and the required specific planning arrangements:

Activity	Yes	No	Arrangement
Work which puts workers at risk of burial under Earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used by the environment at the place of work or site.	☐	☒	
Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring.	☐	☒	
Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of	☐	☒	

the Ionising Radiations Regulations 1999.			
Work near high voltage power lines.	☐	☒	
Work exposing workers to the risk of drowning.	☐	☒	
Work on wells, underground earthworks and tunnels.	☐	☒	
Work involving the assembly or dismantling of heavy prefabricated components.	☒	☐	Steel sections- To be assessed by use of RAMS prior to activity starting

SITE RULES & EMERGENCY PROCEDURES

The following site rules and emergency procedures are to be used in conjunction with specific written systems of work and any other relevant legislation and code of practice:

Site Rules

1. Head Protection must be worn at all times in designated areas.
2. Suitable safety footwear must be worn at all times.
3. Specific items of PPE must be worn at all times when required by specific risk assessments, COSHH assessments or as directed at by the site management.
4. Ladders are to be in good condition, tied or footed and made inaccessible when no personnel are on site. Ensure that all ladder work is carried out in accordance with The Work at Height Regulations 2005.
5. Scaffold platforms must only be erected or adapted by an authorised scaffolder.
6. Only authorised and certificated persons are allowed to operate plant.
7. No lifting appliance or equipment/excavator will be allowed on site unless the statutory documentation is available.
8. All working areas must be kept in a clean condition.
9. All edges and openings must either be covered or barriered off.
10. All electrical equipment must be a maximum of 110 volts.
11. Parking of contractor vehicles to be only in designated area.
12. The general public, any neighbouring residents and any Client's staff must be separated from the workplace during the execution of the works and at any time whilst there is scaffolding erected or materials temporarily or otherwise stored adjacent to the works.
13. Use of radios and mobile phones will not be permitted at any time within the confined of the site.
14. Smoking will not be permitted on site.
15. The use of drugs and alcohol will not be permitted on site.
16. Delivery of materials must be under the direction and control of an appointed person to ensure the safety of construction workers, visitors and neighbouring residents of adjacent properties.
17. Site fires are strictly prohibited.
18. The use of and positioning of any lifting equipment in relation to the works must be carefully considered in relation to: the local ground bearing conditions, the impact on persons in close proximity to the works, pedestrian and vehicular routes and in relation to emergency vehicles.

19. Directly employed personnel and sub-contractors are responsible for clearing waste / rubbish accumulated from each work element. This is to be done as work proceeds or at the end of each day to a skip provided.
20. Permit to work policy must be complied with.
21. A reasonable dress code will be followed.
22. No tools, plant or equipment are to be left accessible to the public.

EMERGENCY PROCEDURES

1. A record of who is on site must be maintained at all times, therefore, all trades and visitors are required to sign in and out of the visitor's book.
2. In the advent of an emergency situation, an air horn will be sounded; evacuation must be immediate and to the designated muster point leaving all tools etc., behind.
3. If there is an overlap with an existing system, on hearing that alarm, evacuate as described above.
4. All accidents must be reported to the site management team and to the Health and Safety Advisor and Top Management.
5. If a fire is discovered, the alarm should be immediately raised, and the fire should only be tackled if trained to do so.
6. A copy of the site fire plan will be displayed on the site notice board.
7. A copy of the hospital route will be displayed on the site notice board.
8. The site manager will be responsible for coordinating the emergency procedures.
9. All escape routes must be kept clear at all times.
10. A site induction is to be held for all operatives and visitors; this induction will give clear guidance of escape routes and further site-specific emergency procedure