

Construction Phase Plan

34-38 Montague Street, Worthing

Inspire Property (JK) Limited



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This document has been prepared in accordance with The Construction (Design and Management) Regulations 2015, Section 13

1 Introduction

1.1 Objectives of the Plan

The purpose of the Construction Phase Plan is to outline our approach to managing the soft strip and residential conversion works at 34-38 Montague Street, Worthing. This document includes specific comments on site establishment, logistics and the process of managing the overall environment surrounding 34-38 Montague Street, Worthing. It will also ensure that the works cause the minimum disruption to the adjacent properties/residents by achieving a safe working and living environment.

The plan will be constantly reviewed as the project progresses, and any changes and/or improvements will be added and agreed upon, with the plan being revised and re-issued as necessary.

The plan will also cover key safety matters, with supporting risk assessments and method statements. Contact details for key personnel can be found on the previous page.

1.2 Project Overview

The project consists of the conversion of the first, second and third floors and 34-38 Montague Street to form 6x one bedroom flats and 3x two bedroom flats.

These are listed below:

First floor:

- Flat 1 - 1 bedroom + 1 shower room
- Flat 2 - 1 bedroom + 1 bathroom
- Flat 3 - 1 bedroom + 1 en-suite shower room

Second floor:

- Flat 4 - 2 bedrooms + 1 shower room
- Flat 5 - 2 bedrooms + 1 en-suite shower room + 1 bathroom
- Flat 6 - 2 bedrooms + 1 bathroom + 1 toilet

Third floor:

- Flat 7 - 1 bedroom + 1 shower room
- Flat 8 - 1 bedroom + 1 shower room
- Flat 9 - 1 bedroom + 1 shower room

It is envisaged that the duration of works will be 12-15 months.

Works will include (but are not limited to):

- Internal demolition and strip out

- Structural alterations (e.g. new openings, beams and load-bearing walls)
- New internal partitions and ceilings with sound blocking properties
- Installation of M&E systems (electrics, plumbing, heating and ventilation)
- Fire separation works and acoustic insulation
- Window and door replacements
- Interior finishes, kitchens and bathrooms
- External facade improvements and roof works (if applicable)

1.3 Site Description

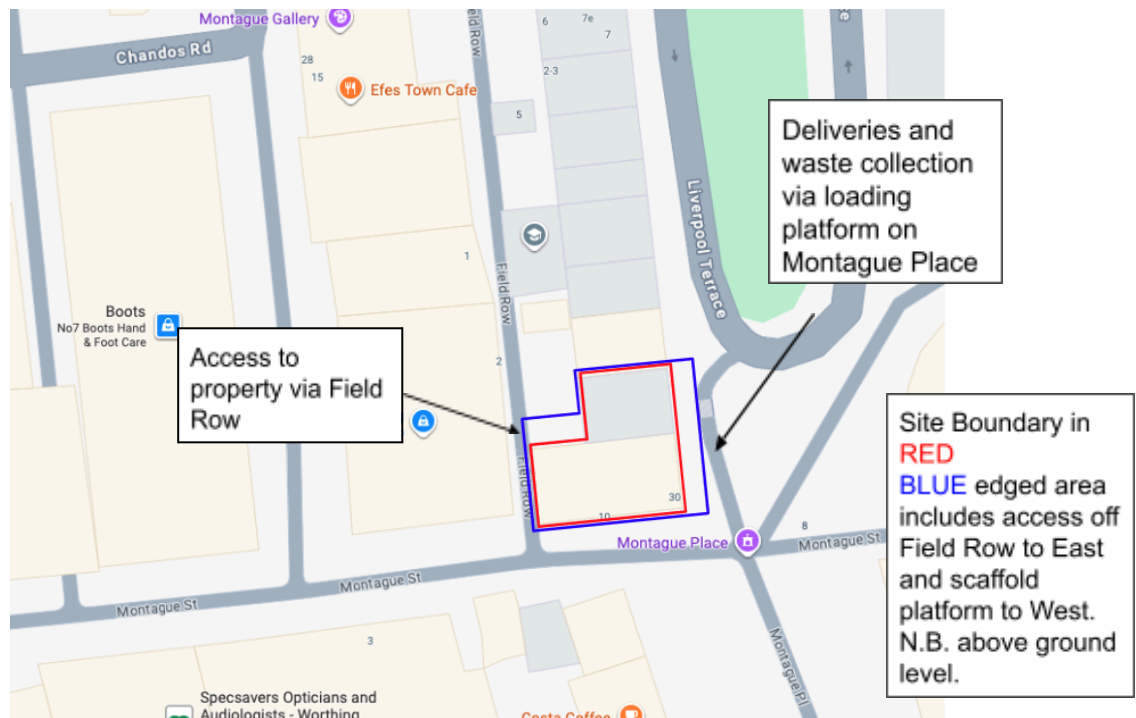
34-38 Montague Street, Worthing are all four-storey mixed use buildings. These comprise of:

- 34 Montague St - a phone repair shop at street level with three additional floors above, previously occupied as storage rooms.
- 36 Montague St - a bakery at street level with three additional floors above, previously occupied as storage rooms
- 38 Montague St - a phone retail shop at street level with three additional floors above, previously occupied as storage rooms. Part of the first floor of this property will remain as a staffroom/storage for the phone shop below.

The frontage is onto Montague Street at the front, and backs onto offices at 1 Liverpool Terrace to the North East. To the East of the property is Field Row which leads to Shelley Road at the top. Work access to the flats will be through a double locked gate off of Field Row.

The property is situated within a town centre area, and this has been considered in the preparation of this document.

1.4 Site Plan



Montague Street Frontage



2 Construction Management Plan

The following sections outline the key elements for consideration. This document demonstrates Inspire Property (JK) Ltd's commitment to manage, control and, where possible, mitigate our impact on the local community and infrastructure.

2.1 Neighbourly Relations and Communication

The site is within a mixed town centre area. Maintaining good neighbourly relations is assisted greatly by good communication, and by keeping third parties informed of the site activities.

Neighbours will be written to and provided with a summary of the works that are to be carried out at 34-38 Montague Street, Worthing, together with contact details for the site and project manager so that they can contact the relevant people should they have cause to do so.

A contact board will be displayed outside the site providing contact details. This will include names and telephone numbers of key construction staff so that neighbours and the general public can contact us should they have cause to do so.

2.2 Site Establishment

The space available within the first floor of 34 & 36 Montague Street will be utilised for material/waste storage. This is the closest point of access from the loading bay, which can be accessed via a steel-plated door that will be locked from the inside at all times when not in use.

The second floor already has a staffroom with welfare facilities from the previous tenants, so this will be refurbished to a basic standard and be used throughout the project. There is already power and a water supply to this room. Located down the hallway is the current toilet which will be utilised for most of the project.

As the build progresses, the welfare facilities and toilets will be moved down to the first floor at a location to be determined closer to the time.

In the first phase of scaffolding, there will be a platform erected on Montague Place above the bin store for the surrounding retail units. The only access to this platform will be via 34 Montague Street through a locked steel-plated door. This is expected to be erected early 2026, dependent on the street works that are currently underway in and around the Montague Street/Montague Place area. We have a contact at Edburton Contractors who we will liaise with to ensure a smooth transition.

The second phase of scaffolding will be a three-storey external scaffolding to the Montague Street frontage, and wrapping around the side onto Montague place. This is also expected to

be erected early 2026. This is only to provide a working platform for replacing/refurbishing the windows. The platform will be netted with a 24h alarm and the building locked and secured at the end of each working day.

2.3 Working Hours

All works of demolition and construction, including the use of plant and machinery and any deliveries or collections necessary for implementation of this consent shall be limited to the following times:

Monday - Friday: 0800 - 1800

Saturday: 0900 - 1300

Sundays and Bank Holidays: No work permitted

These hours are the standard recommendations from Adur and Worthing Councils to minimise disruption.

Any temporary exception to these working hours shall be agreed in writing by the Local Planning Authority at least five days in advance of works commencing. The contractor shall notify the local residents in writing at least three days before any such works.

2.4 Access

Access to the site will be via a double locked gate located on Field Row.

It is not envisaged that the planned works will disrupt the normal operation of the public highway.

2.5 Loading/Unloading of Plant, Materials and Waste and Construction Vehicle Plan

Deliveries will be managed on a 'just-in-time' basis. Deliveries will be carefully planned and managed on site to ensure no back of vehicles in the adjacent roads and timed to minimise disruption.

Any major deliveries will be hiab'd to the loading bay at Montague Place. Any smaller deliveries by van/trailer will either be dropped at Liverpool Terrace and carried by hand directly to site, or on Montague Street, depending on the time of the delivery, as to avoid congestion along the high street.

Materials will be briefly stored on the loading platform while the delivery is being undertaken, but will all be moved inside to the material storage point on the first floor at the earliest

convenience on the same day. It is likely that we will get more staff on-site on delivery days to help speed up the process. No materials will be stored on public footpaths or roads.

Waste will be stored internally in the site (34-38 Montague Street). Waste materials will be stored for the minimum amount of time, with waste collections being arranged regularly throughout the construction phase as and when required, so as to avoid a mass buildup of waste.

Reversing vehicles will be directed by a competent person.

At this stage, it is not envisaged that there will be a requirement for any heavy plant during the course of the construction works.

All deliveries will be by road and no ground is being broken on site, so no provision for wheel washing facilities or temporary traffic regulation orders will be required.

Building materials will be delivered by local suppliers using the smallest vehicles available, including flatbed truck and compact hiab lorry, where available. HGV construction traffic routings will be designed to minimise journey distance through the air quality management areas (Worthing Grove Lodge (A27 Upper Brighton Road), Lyons Farm/Offington Corner and High Street, Shoreham-by-Sea and Old Shoreham Road in Southwick). An abundance of alternative routes are available in order to access the site, and drivers will be advised accordingly.

It is anticipated that there will be 1-2 deliveries/waste collections per week.

The majority of waste materials will be removed from site by a licensed waste contractor, discharged via Field Row or the loading platform on Montague Place, using small, caged transit vehicles or caged trailers. In the event that a skip is required, skip permits will be obtained.

No burning whatsoever will be undertaken or permitted on site.

2.6 Parking of Vehicles by Site Operatives and Visitors

There is a pay and display car park at the top of Field Row which is approximately 150 yards from the access gate on Field Row.

2.7 Storage of Materials used in Construction

The space available within the property on the first floor of 34-38 Montague Street will be used for the storage of materials.

2.8 Health and Safety

A Construction Health and Safety Plan should be prepared for the works in accordance with the CDM Regulations, prior to works commencing at the site. Risk assessments will be developed and safe methods of work established for each element of the work. The Health and Safety Arrangements can be found in section 3 of this document.

Site inductions must be held for all new site personnel to establish the site rules and to enforce safety procedures. All site personnel will be required to read the emergency procedures when signing in for the first time, and sign to the effect that they have read the procedures. These will include any relevant neighbourly issues and this Construction Management Plan.

2.9 Good Housekeeping

The site will be kept in a clean and safe condition. The areas adjacent to the site will be regularly inspected and any construction debris, rubbish or litter removed.

Adjacent roads and pavements will be kept clean.

Waste and rubbish will be regularly removed from site and not allowed to accumulate so as to cause a safety or fire hazard.

Activities that have the potential to cause dust will be carefully monitored and dust reduction methods employed. This will include water spray and localised screening where appropriate.

Welfare facilities will be provided within the site to discourage operatives from frequenting the interface between the site and public areas.

2.10 Control of Dust from Construction and Demolition

Nuisance dust emissions from construction activities are a common and well recognised problem.

Dust and fine particle generation from construction can be substantially reduced through mitigation techniques and effective management. Once particles are airborne, it is very difficult to prevent them from dispersing into the surrounding areas. The most effective technique is to control dust at source and prevent it from becoming airborne.

Regular inspections of the site and surrounding areas will be undertaken to ensure dust mitigation measures are satisfactory, any complaints or concerns from neighbours or the general public will be logged and investigated.

2.10.1 Potential Dust Source Control Guidance

Material Handling Operations

Always keep the number of handling operations to a minimum by ensuring that dusty material is not moved or handled unnecessarily.

- Transport fine, powdery materials using closed or covered containers
- Transport dusty materials using enclosed or sheeted vehicles
- Keep aggregate handling areas clean and free from dust
- Use material handling methods that minimise the generation of airborne dust when vehicle loading including damping down using water

Skips and Loading Waste Materials

Suitable and sufficient water sprays are located onsite and spraying should be carried out prior to and during any demolition.

- Drop heights must be kept to a minimum and points enclosed wherever possible
- Damp down waste materials with onsite water spray
- Immediately clean up spillages of dusty or potentially dusty materials
- Materials should be removed from the site as soon as is practical
- Prolonged storage of debris on site or exposure to wind should be avoided
- Vehicles removing demolition materials must have their loads effectively sheeted

Scaffolding and Walkways

- High level walkways and surfaces will be cleaned regularly using wet methods (damp sweeping using fine mist) and vacuuming - not dry sweeping. Dry sweeping should be avoided and only carried out with vacuum extraction methods attached
- The scaffolding will be screened with a suitable debris screen and sheets

Cutting, Grinding and Power Tools

Operations such as cutting and grinding can be major sources of airborne particles.

If cutting or grinding, equipment and techniques incorporating the best available dust suppression measures should be used to keep dust emissions to a minimum including vacuum extraction or water suppression.

2.10.2 Training on Dust Control

It is important that all personnel understand their responsibility for ensuring that the generation of particles is minimised.

Training for relevant personnel on how to control dust emissions from construction and demolition activities will be provided and will form part of the site safety induction and will include:

- The effect of dust on health and the environment
- Benefits of reducing dust generation
- Methods to minimise dust generation
- The importance of effective communication between relevant personnel

2.11 Fire Safety

2.11.1 Controls and Recommendations

Monitoring the risk of fire during construction is of vital importance, and it is necessary to keep the risk minimised throughout the project. Below can be found some specific controls which will be implemented on site during the construction works at 34-38 Montague Street.

- Identify ignition sources early (e.g. hot works like welding, grinding; smoking; naked flames; electrical faults) and apply controls such as permit-to-work for hot works. There will be no smoking on site. Hot works will be monitored for an hour after completion
- Control fuel sources: minimise combustible materials, use just-in-time delivery to limit stock on site; store flammable liquids appropriately; manage waste and rubbish to prevent accumulation
- Control oxygen/ventilation sources:
- General fire precautions: ensure means of escape, appropriate signage and lighting, compartmentation, alarm/detection, fire fighting equipment. A fire extinguisher and alarm will be found on each floor to be able to alert others
- Emergency procedures: plan for evacuation, informing workers, liaison with fire and rescue service, ensure that the sites changing state (during construction) doesn't invalidate escape routes
- Fire assembly point: making sure all site personnel are aware of where it is - assembly point is on Field Row

2.11.2 Fire Evacuation and Assembly

Fire evacuation will be via the main staircase that runs from the top floor to the exit on Field Row. In the case of an emergency evacuation all site personnel will gather on Field Row.

2.12 Environmental Management

It is the policy of the company to plan, conduct and monitor its operations using the best practicable means to protect the environment from impairment.

This includes (but is not limited to):

- Segregated waste: general, timber, metal, plasterboard etc.
- Using licensed waste carriers (Inspire Property (JK) Limited does have a waste carrier license)
- Dust suppression
- Noise control (time restrictions)
Spill kit for oils/fuels
- Energy and water conservation measures

Full details can be found in the company Health and Safety Policy.

3 Health and Safety Arrangements

3.1 Risk Identification

Key risks and control measures can be seen detailed in the table below

Risk	Control Measures
Structural alterations	Engineer design, temporary works plan, competent supervision
Asbestos	Refurbishment survey, licensed contractor removal (where applicable)
Fire during works	Hot works permit, fire extinguishers, no smoking policy
Working at height	Scaffold inspections and permits, edge protection
Manual handling	Use mechanical aids, team lifts, training
Electrical works	Isolation permits, qualified electricians
Slips/trips/falls	Good housekeeping, clear walkways
Public interface	Secure fencing, signage
Power tools	Training, supervision by competent persons

3.2 Risk Management

RAMS for the above mentioned risks, including more detailed and specific works can be found in the Appendix (Section 4)

3.3 Emergency Arrangements

Nearest hospital:

Worthing Hospital
Lyndhurst Road, Worthing, BN11 2DH

First Aiders:

TBC

Fire Marshal:

Fire Assembly Point:

Out the main access door, and onto Field Row.

Fire extinguishers and fire warning devices are tested weekly to ensure compliance.

Accident Reporting:

- All incidents and near misses to be recorded in accident book and reported to principal contractor
- RIDDOR procedures followed where applicable (full details available in company Health and Safety policy section 12)

3.4 Site Rules

The site rules detailed below are not just specific to this site (34-38 Montague Street), but form part of a wider company policy. We endeavour to maintain a high standard of work and safety throughout all of our sites and projects.

- PPE: hard hat (worn outside and during demolition), hi-vis vest, boots, gloves and eye protection as required (task specific)
- No smoking/vaping inside the building. Smoking is prohibited inside the building and must be undertaken away from site.
- No alcohol or drugs on site (see full company Health and Safety policy)
- No lone-working in high risk areas (see full company Health and Safety policy)
- Working hours (as detailed in section 2.3)
- Visitors **must** sign in and be escorted when onsite

4 Documentation and Appendices

4.1 Risk Assessments and Method Statements (RAMS)

4.2 Asbestos Survey

Carried out by Blue Star Asbestos Limited

4.3 Insurance Certificates

4.4 Training Records

4.5 Scaffolding Certificates

4.6 Permits (hot works, electrical isolation, etc.)