Construction Phase Plan

22 Clifton Road, Worthing



Contract Name:	Clifton Rd
Contract Address:	22 Clifton Rd, Worthing
Postcode:	BN114DP
Contract Number:	HH

Site Name:	Clifton Rd, Worthing	Contract No:	HH

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Construction Phase Plan

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Construction Phase Plan Revision Sheet		
Issue Number	Date of Issue	Reason for Revision and Comments
1	30/01/2023	Construction phase 1st Issue
2	20/04/2023	Adding existing crossover works
3	12/06/23	Points A to J from planning are highlighted in yellow/TMP attached.

Author:	James Hyland	Checked by:	Tom Wallace
Date:	30/01/2023	Date:	30/01/2023

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1 Introduction

This Construction Phase Plan has been produced to comply with the Construction Design and Management (CDM) Regulations 2015, Regulation 12 (2) and is set out as appendix 3 in the Approved Code of Practice, Managing Health & Safety in Construction, (HSG L153).

As the Principal Contractor we will:

- Address the health and safety issues likely to be involved in the management of the site during the construction phase.
- Plan, manage and monitor the construction phase, providing adequate resources and competent site management that is appropriate for the risks envisaged during the project.
- Provide contractors with the necessary information about the project that they need for them to carry out their work safely and without risk to health.
- Facilitate the co-ordination, co-operation and communication between contractors on the site.
- Liaise with the Principal Designer on design and its implications on health and safety and provide information on any temporary works.

Relevant parts of this Construction Phase Plan will be issued to all contractors who are asked to tender for works on the site. It is important that contractors read this document so that they fully understand what is required of them whilst working on the project.

2 Project details

2.1 Location

The site is situated on Clifton Rd, Worthing

2.2 Scope of works

A residential development comprising off 13 apartments.

The form of construction comprises the following:

- Demolition
- Civil engineering and groundworks
- Piled and ring beam foundations to ground floor construction
- Traditional superstructure / Concrete planks, Flat roof
- Upvc windows and doors
- M & E works
- Fire safety
- Internal finishes
- External works

2.3 Details of Project Team

Client	Worthing Homes
Address	Davison House North St Worthing BN11 1Er
Tel:	01903 703100
Contact:	***Damian Haley***
Email:	dhaley@worthing-homes.org.uk>
Employers Agent	Philip Pank Partnership

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Address	Maritime House Basin Road North Hove East Sussex BN41 1WR
Tel:	07821 337148
Contact:	Laurie Heyman
Email:	laurieheyman@philippank.com
Principal Designer	Philip Pank Partnership
Address	Maritime House Basin Road North Hove East Sussex BN41 1WR
Tel:	07821 337148
Contact:	Laurie Heyman
Email:	laurieheyman@philippank.com
Design Management	**N/A**
Address	
Tel:	
Contact:	
Email:	

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Architect	JPA Associates
Address	117 Highland Road, Southsea, PO4 9DD
Tel:	02394 002897
Contact:	James Potter
Email:	james@jpa.design
Structural Engineer	Cacinotto
Address	First Floor Waterloo House Fleets corner Poole BH17 OHL
Tel:	07795 077153
Contact:	Alex Wait
Email:	a.wait@calcinotto.co.uk
Principal Contractor	Hampshire Homes Group Ltd
Address	8 Chatmohr Estate | Crawley Hill | Nr Romsey | Hampshire | SO51 6AP
Tel:	01794 339933 / 07712593954

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Contact:	Tom Wallace
Email:	twallace@hampshirehomesgroup.com

Civil Engineer	GTA Civils
Address	192-198 London Rd Burgess Hill RH15 9RD
Tel:	07885 977832
Contact:	Malcolm Westcott
Email:	mwestcott@gtacivils.co.uk

Add more as required

2.4 Programme

Construction Start Date	May 2023
Construction Programme	18 Months

2.5 Existing records and plans

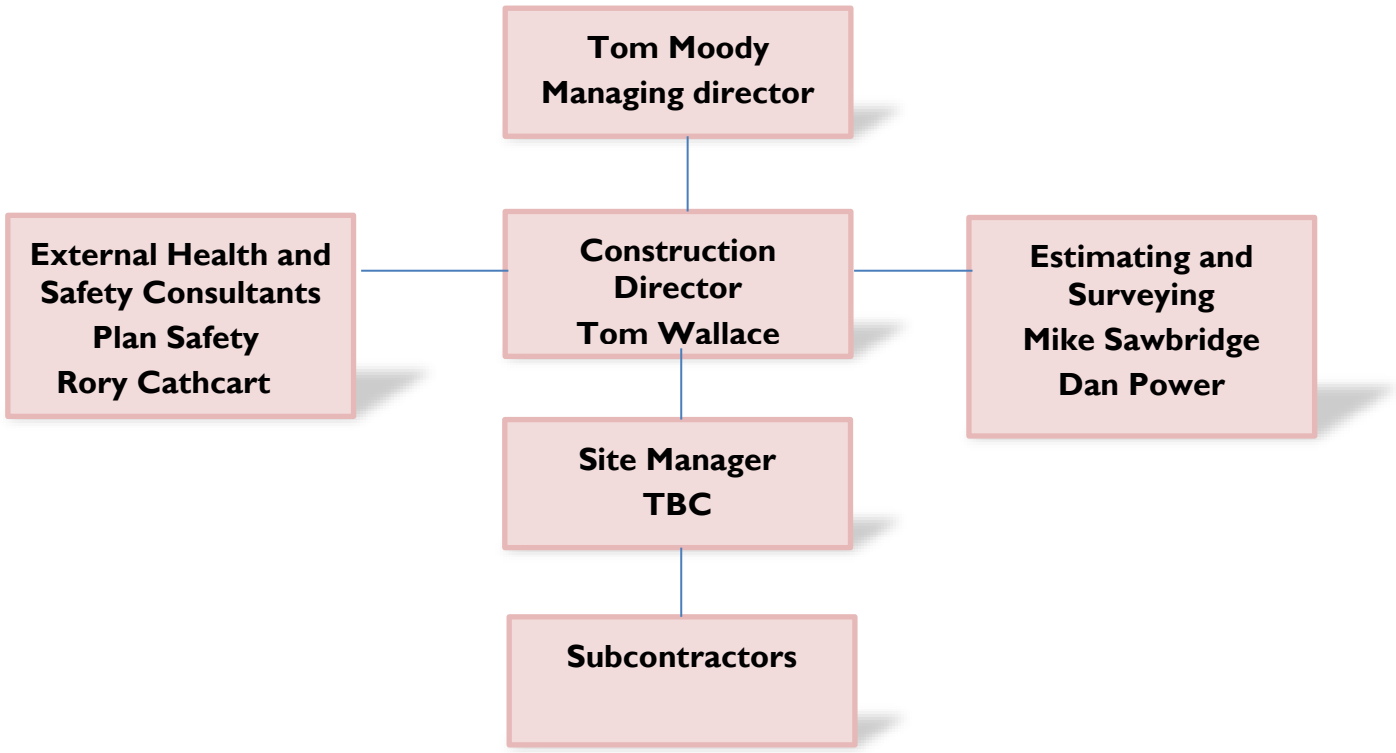
To be issued:

- Proposed site / Location

All information for the project is now available on the Hampshire Homes Ltd Dropbox, both client & employers' agent will have access to this via the drop box link issued during the contract period.

3 Management of the Work

3.1 Management structure



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3.2 Management responsibilities

Description	Person(s) Responsible	
Contracts Manager	James Hyland	…..
Site Manager	Paul Lockwood	…..
Contract Surveyor	Mike Sawbridge	…..
Temporary Works Co-ordinator	Contracts Manager / Site Manager	
Produce Construction Phase Plan	Contracts Manager/H&S Consultant	
Review and update CPP	Contracts Manager/Site Manager	
Collate Health and Safety File information	Contracts Manager/Site Manager	
Carry out and record excavation/scaffold/lifting equipment/plant inspections	Site Manager	
Carry out daily briefings	Site Manager	
Fire Safety Co-ordinator	Site Manager	
Preparation and Review of Fire Safety Plan & Drawing	Contracts / Site Manager	
Fire Warden(s)	Site Manager	

3.3 Health and safety goals for the project

The Hampshire Homes Ltd project team has the following goals:

- To achieve, as far as is practicable, a site with zero harm, zero incident, and zero dangerous occurrences. (should any of these arise they will be brought to the attention of the Principal designer and the client without delay)
- To carry out weekly health and safety inspections.
- Health, safety and environmental monitoring carried out at least once every 3 weeks.
- To attend monthly contract meeting reviews of the project's performance including health, safety and environmental performance with the client representatives.
- Attaining 75% minimum on the monthly site safety review.
- Communicate health and safety issues/objectives with sub-contractors every month, with a specific health and safety meeting.
- Carry out or arrange at least one toolbox talk per sub-contractor per month.

3.4 Clients considerations and management requirements

3.4.1 Client site rules:

3.4.2 Prior to construction works commencing, the client will require the Principal Contractor on this project to establish suitable arrangements to achieve the following:

- Adequate welfare facilities on site.
- Provide and manifest adequate security on site preventing unauthorised entry.
- Promote co-operation, co-ordination amongst project team members.
- Promote the implementation of the principles of prevention during the design and construction.
- Effectively plan and manage health and safety on this project.
- Provide all relevant information for inclusion within the Health and Safety File.
- The client has made the following requirements on the Principal Contractor during the construction phase.
- A traffic management plan must be prepared and agreed prior to commencing the works.
- The principal contractor is to ensure that he abides by the Codes of Conduct for contractors working upon the client's premises.
- The arrangements for planning and managing the construction work are the responsibility of the principal contractor. The health and safety goals are "zero accidents, incidents, or dangerous occurrences." Should any of these arise, they should be brought to the attention of the Client and Principal Designer without delay.
- Communication with the client shall be through monthly site meetings and agreed inspections by the client's clerk of works and employer's agent.

3.4.3 Other restrictions stipulated in the PCI

- Access roads to the site are adequate for deliveries. However due to the location of the development neighbouring residents should be taken into consideration.
- Offloading of deliveries will be within the confines of the site. There is a pull in area to get the vehicles off the highway, a dedicated unloading point and turning area allocated within the site plan attached. All vehicles will be banked whilst on site and when they leave the site.
- The utilities surveys and disconnection certs are issued prior to works.
- Adopt social distancing and monitoring of all the site team in light of the current Covid 19 pandemic.

3.5 Arrangements for monitoring and review of health and safety performance

Our Site Manager will maintain a constant presence on site will carry out daily monitoring and site checks. Our independent Health & Safety Advisors on a monthly programme.

The monthly visits will be used to prepare a report for Senior Management within Hampshire Homes Ltd in order to highlight any trends within the company that require further examination.

Subcontractors are expected to carry out their own individual monitoring of site works in addition to the above and their ability to do so is checked prior to the awarding of contracts. Where subcontractors are found to be not in line with Hampshire Homes Ltd expectations for health and safety, they will be contacted, and a meeting arranged to agree goals that need to be achieved in the time frame set.

Hampshire Homes Ltd may require subcontractors to attend training sessions held on site that are thought to be relevant to the hazards at that stage of the project.

3.6 Regular liaison between contractors on site

A positive health and safety culture have effective co-operation and communication at its heart. Hampshire Homes Ltd has the following liaison procedures in place for this project.

Site office meetings	Site Manager and Trade Supervisors	Held monthly
Hazard Board update	Site Manager	Updated daily
Workplace/Progress meetings	Site Manager with Trade Supervisors	At least monthly
Site Safety Induction	Site Manager with Operatives	Carried out daily, early morning or as required for visitors.
Toolbox Talks	Delivered by Trade Supervisors/ Hampshire Homes Ltd	Contractors are required to deliver monthly toolbox talks to their operatives, and a record provided to the Site Manager, Hampshire Homes Ltd will deliver monthly talks to trades on subjects relevant to the stage of the contract - see training 3.12
RAMS briefings	Delivered by Trade Supervisors	Before starting site works

Contractors working on the site will be expected to cooperate with the above table so that Hampshire Homes Ltd can carry out the principal contractor's duties effectively.

3.7 Consultation with the workforce

At the site induction it will be made clear that Hampshire Homes Ltd want to actively engage with the workforce on the project for feedback on near misses or any health and safety issues. Ideas to improve health and safety on the site are welcomed to install a better attitude towards health and safety culture on the project.

It is important that supervisors on the project convey all health and safety information to their team working on the site, and that the risk assessments and method statements provided are explained to the workforce prior to the activity starting. If there are comments on these documents by the site operatives, then they must be taken into consideration and if necessary, the documentation changed to suit.

If any documentation is changed after Hampshire Homes Ltd has agreed the content, then this must be resubmitted for approval. This may be a simple exercise of visiting the site office and discussing with Hampshire Homes Ltd management.

3.8 Site safety information

The following will be displayed in the site canteen on the site safety notice board.

- HSE Law Poster.
- Certificate of Employers Liability insurance.
- F10 notification of project.
- Details of actions to be taken in the event of a fire.
- Details of the nearest A&E department.
- Details of first aid arrangements for the site.
- Details of the Traffic management Plan.
- Fire wardens
- Site rules

A daily hazard board will be erected close to the welfare facility in a prominent position. All operatives on site are asked to read this board daily so that they are aware of the changing risks on the site.

3.9 Exchange of design information and design changes

Hampshire Homes Ltd will liaise with the Principal Designer for all designs carried during the construction phase, including any design by a specialist contractor.

A drawing register will be compiled to control the issue of design information to relevant contractors and members of the project team; the Site Manager will monitor this.

Design meetings will be held during construction as necessary. These will be attended by the designers and as required by the Principal Designer, contractors and client.

Any changes to the initial design or additional design works that may include temporary works will be reviewed regarding the health and safety aspects of the construction. The Principal Designer will be informed of any Temporary Works designs that may be required for the construction works to progress, so that this information can be communicated to other designers on the project.

3.10 Selection and control of contractors

Hampshire Homes Ltd requires that all contractors are evaluated to the Stage 1 Pre-Qualification Process prior to selection, we look to use SSIP approved contractors SMAS CHAS Safe contractor and similar. If the contractor doesn't hold a certificate our Pre-qualification questionnaire will be issued which requires copies of policy, RAMS, whom their competent health and safety is, accident info, Riddors, prosecutions and training. Along with references.

Where considerable risk activities are being undertaken, the Health and Safety department will be involved to help in the evaluation process.

The Contracts Manager and Site Manager will collectively review risk assessments and method statements (RAMS) issued by sub-contractors prior to commencement on site.

Additionally, they will review all high-risk activities and ensure that safe systems of work are agreed prior to the work starting on site. All submitted documentation will be reviewed and a comments sheet provided.

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3.11 Site security

The site security measures allowed for this project are as follows:

Boundary Fencing/Hoarding	2.4m Timber hoardings/Heras panels to perimeter/Out of hours number displayed on hoarding/Images of proposed development displayed also.
Site Gates	Gates formed within hoarding. Pedestrian access routes to compound area and site. Adopting the 1m rule in relation to distancing. Maintained emergency access route.
Signing-In Procedures	All operatives will sign into the site in a signing in book held at the site office. Set at a safe distance with hand sanitiser available, A separate book is allocated for visitors.
Alarm System(s)	Alarm system to be installed on site and compound. Security lighting will activate only by a presence of intruders
Provision of Gateman	Hampshire Homes Ltd will provide Gateman/labourer when required

3.12 Site inductions and onsite training

Project specific site inductions and toolbox talks will be carried out for all persons working on site. A site-specific induction will be produced as a presentation to operatives and be delivered by the Site Manager prior to individuals being allowed to start work on site.

Visitors to site will receive a shorter induction if they are to be accompanied – otherwise the full site induction will be provided.

Operatives will be provided with on-site training for specific activities as required.

Trade Supervisors will deliver toolbox talks as regards to the safety aspects of all operations. Face to face communication of safe working methods is considered to be a far more effective method of communication than the provision of documents. Evidence of the communication will be required from the Trade Supervisor.

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3.13 Welfare facilities

The welfare facilities provided by Hampshire Homes Ltd for this project are as follows:

Maximum No. of persons on site	30
No. and type of toilets	Minimum of Toilet Unit (3 urinals and 2 cubicles); & 1no Ladies Toilet (Social distancing to apply)
Canteen	Stacked unit to be provided with controlled methods in place reference Covid 19
Drying Room	Stacked unit to be provided with controlled methods in place reference Covid 19
Water Supply	Temporary Supply to welfare and offices
Equipment for heating food	Microwave
Equipment for hot water and drinks	Boilers and kettle within the welfare units.

All persons on site will be expected to treat the facilities with respect and report any defects to the Site Manager for correction immediately. During the current pandemic only one operative will use the welfare facility at a time. A safe distance must remain at all times from other members of the workforce.

The canteen/drying room will be shut at present to prevent any congregation of operatives. All food must be eaten in the confines of personal vehicles at a safe distance from others

3.14 Site layout (welfare facilities, storage areas etc.)

The site layout plan will consist of welfare position, gate locations, traffic and fire routes, first aid and fire points as well as refuelling and skip locations.

The compound area will contain the following: All the below shown on the TMP attached.

- Site office and mess.
- Welfare Facilities.
- Storage Container.
- Smoking area
- Onsite parking
- Material storage area

3.15 First aid

Hampshire Homes Ltd will provide First Aid cover for all those working on and visiting the site.
The site First Aiders for the project are:

Name	Title
Paul Lockwood	Site Manager
	…..

The names of first aiders and location of first aid equipment will be identified and included on the Emergency Notices section for the project that will be displayed on the project's health and safety notice board in the site office, and also in the canteen.

These persons will also be identified to all employees during their induction and green cross stickers on helmets will identify first aiders. A 'First Aid' green cross symbol will be shown on the site office door.

The first aid requirements for this project are as follows:

No of first aid boxes and size:	50 persons
Location of first aid box:	Site office

3.16 Reporting and investigation of accidents and near misses

In the event of an accident or incident on site, the priority will be to make the area safe and to ensure that any injuries are dealt with swiftly. Procedures outlined below that may follow such an incident are designed to enable Hampshire Homes Ltd to determine the causes of the incident in order to be able to prevent a recurrence.

The scene of the accident or incident must be preserved unless the area must be made safe or used during the treatment of injured persons.

Following any accident/incident or near miss, the Site Manager will complete an incident report form. The purpose of this is to gather information as early as possible in order for the appropriate procedures to follow. Such procedures may include taking witness statements and photographs, calling in the Health & Safety Consultant, or in the most serious cases, ensuring the accident are reported to the HSE under RIDDOR. Contractors will be expected to provide all assistance necessary to be able to investigate the accident fully.

Records will be held securely and confidentially on the Incident Register/Database on the Group Intranet for Data Protection purposes.

The requirement to report all incidents, method of recording, and location of blank incident reporting sheets will be communicated to persons working on the project during the site induction.

Where any accident is reportable to the Health & Safety Executive the employer of the injured person will be responsible for ensuring it is reported, a copy of the F2508 will be filed (confidentially) on the site. Where a contractor does not provide evidence of reporting to the Health & Safety Executive the project's contracts management team will report it directly to the Health & Safety Executive on behalf of the contractor.

Investigations will be carried out and risk assessment reviews undertaken following the investigation. Where lessons can be learnt Safety Alerts, Toolbox Talks, Information Sheets or other appropriate media will be used to communicate the information across the Company via notice boards and the intranet.

Significant near misses will be treated in the same manner as an accident with appropriate investigations undertaken. Operatives are encouraged to report near misses to the Site Manager as these figures are part of the Hampshire Homes Ltd accident analysis statistics.

3.17 Risk assessments and safe systems of work

Contractors must provide Risk Assessments for all hazardous operations associated with the project.

Method statements and permit to work systems will be introduced as applicable, and these will be mandatory for high risk activities.

Hampshire Homes Ltd require all contractors to provide their risk assessment and method statements for their works on site at least ten days prior to starting on site. This allows time for the documentation to be checked and altered when required to do so.

A log of all contractor's risk assessments / method statements required are held securely on the Group SDRIVE. This will be updated as contractors are appointed through the lifetime of the project. The project's contracts management team will ensure that all risk assessments and method statements have been briefed to all relevant personnel and keep records of briefings held on site.

In addition to site specific risk assessments a separate Covid 19 document will be undertaken and added current documentation.

Contractors will not be allowed to work on this project until they have provided the required documentation as appropriate and received a positive review back from the contract's management team.

The RAMS Review Form will be attached to the document reviewed.

Where required, a permit to work shall be issued by the Site Manager before the work starts. The persons issuing and receiving the permit will sign it off and a copy of the permit will be held by both parties, when the work is complete the appointed person will check the work area before closing out the permit.

Permits for this project will include:

- Permit to carry out hot works
- Permit to excavate

- Permit to enter confined spaces
- Permit to work on live electrics

3.18 Details of hot work permits

Hot works permits will be required for:

Trade	Activity	Location	Contractor
Plumbing / Roofing	**Soldering**	**Various**	**TBC**
Ground Works	**Grinding**	**Various**	**TBC**

3.19 Site rules:

- Report to the Site Manager on arrival at site and sign in, facilities will be supplied to undertake this with social distancing in mind. Sanitisers will be available before & after work.
- Attend the site induction and act on what is said.
- Read and work to your risk assessment/method statement – if you have any problems with the contents raise these with your supervisor immediately.
- Site tasks to be undertaken with social distances in mind (2m), and operatives to follow designated routes and adhere to site signage.
- One trade will be allowed to work in a plot at a time
- Wear the minimum Personal Protective Equipment always.
- Wear additional Personal Protective Equipment when it is deemed necessary for any specific undertaking or activity.
- Ensure tools and plant are secure when left unattended preventing unauthorised use.
- Do not use radios or personal music equipment on site.
- Consume food or drink on site in the confines of personnel vehicles, adopting social distancing.
- Any operative suspected of being under the influence of drugs and/or alcohol will be told to leave site and their respective employer will be informed.
- Inform the Site Manager if you have been prescribed medicines or have a medical condition that may be relevant for the work that you carry out.
- Do not interfere or misuse anything provided in the interests of health and safety.
- If you require an adaptation to scaffolding, inform the Site Manager do not attempt it yourself.
- If you see any hazardous situations, tell the Site Manager or assistant Site Manager.
- Keep the site in a tidy condition – trips and slips cause the majority of site accidents.
- Store equipment in the designated areas only.
- Report all incidents, spills, near misses and accidents to the Site Manager.
- Ensure safe working practices are followed as detailed in individual risk assessments and method statements.
- Be familiar with the location of first aid equipment, fire extinguishers, fire exits and the site assembly point.
- Smoking is only permitted in the designated smoking area
- All reversing vehicles must be marshalled until the vehicle is ready to be driven forward
- Deliveries using mechanical handling equipment such as skip deliver, or HIAB lorry mounted cranes will be under the control of a banksman.
- The site speed limit must not be exceeded.
- No “Bombing” of materials on site.

3.19 Fire and emergency procedures:

The fire and emergency procedures shall be reviewed at regular intervals throughout the project's duration or following any incident. The Site Manager will carry out regular workplace fire inspections. The Emergency Notice for this Project will be displayed on the site notice board. Details will be communicated to all personnel during their site induction. Details of responsibilities for the Responsible Person and the Marshalls can be found in the Fire Safety Plan (SITE PRE-02).

Responsible Person	Site Manager (Paul Lockwood)
Fire Marshall	Paul Lockwood
Deputy Marshall	TBC
Access for emergency vehicles	Via the main site entrance.
Fire assembly points	Assembly point will be at the site entrance off the development
Types of extinguishers	All extinguisher types are permitted
Location of extinguishers	Initially at the site compound with additional locations being added as works progress.
Means of raising the alarm	Howlers to be provided in the compound or located at fire points.
Flammable material storage areas	Skip must be at least 10 m from buildings

3.20 Location of nearest accident and emergency department

Important:

In the event of a serious accident, an ambulance must be called to transport the injured person to hospital. Please be aware that using private cars may cause further complications, particularly as there may be injuries that cannot be seen.

Fire/police/ambulance Emergency	999
Electricity Emergency	0845 770 80 90
Gas Emergency	0800 111 999
Water	0845 920 0800
Health and Safety Executive	0845 3450055

Name of Hospital	Worthing Hospital
Address	Lyndhurst Rd, West Sussex
Postcode	BN11 2DH
Telephone number	01903 205111
Distance in miles	1 Mile

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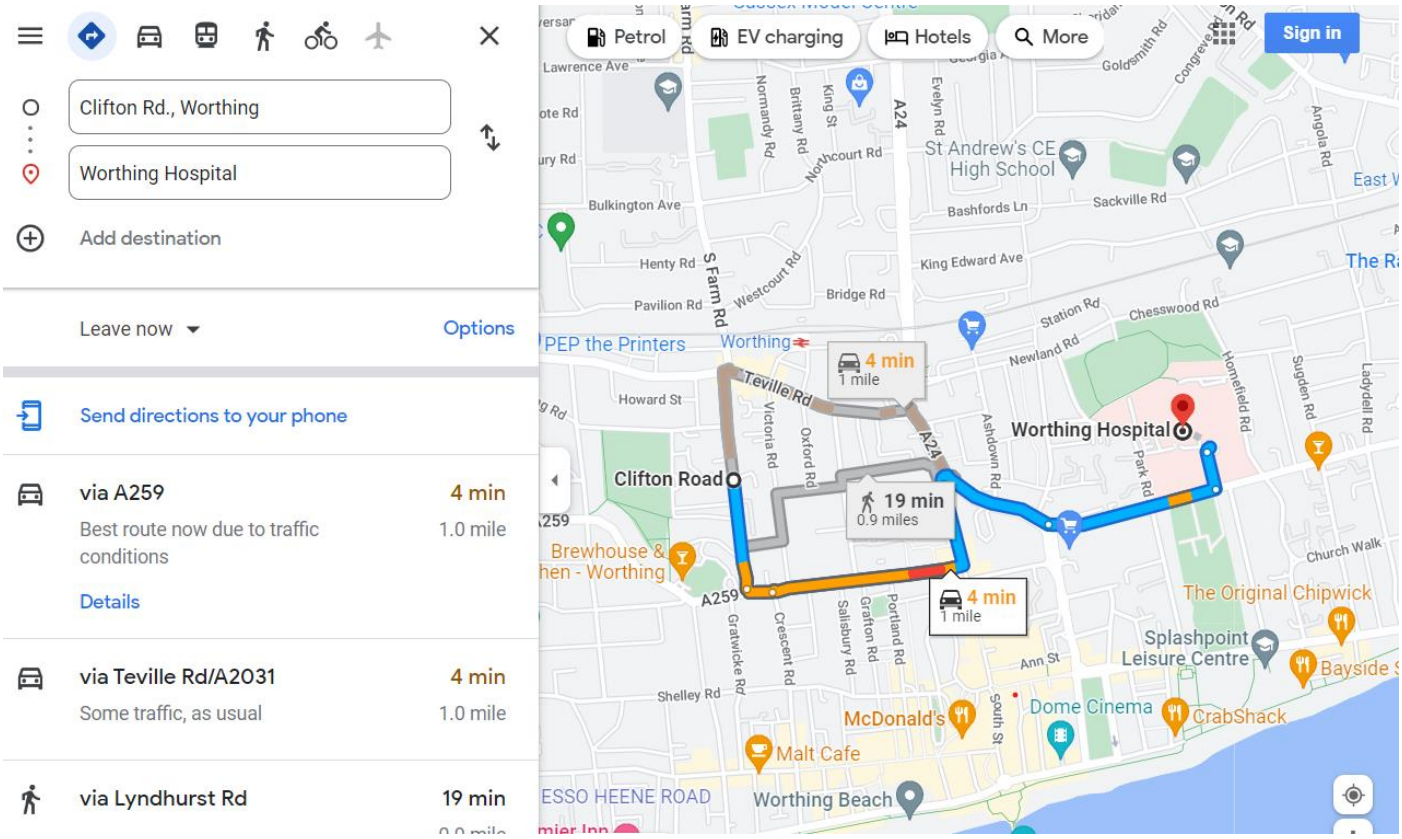
A map showing the route to the nearest A & E department follows.



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4 Arrangements for controlling significant site safety risks

The following significant risks have been provided in the PCI as activities/areas for Hampshire Homes Ltd to be aware of. Suitable management arrangements will be put in place to control these hazards and will be covered in the site-specific risk assessments and method statements for the works.

A summary of likely actions is provided below.

Significant Site Risk	Those affected	Brief Outline of Control Measures
Site access and egress	Public, visitors and operatives	Notification to residents of access and egress arrangements, formulation and communication of traffic management plan, information to hauliers as regards to delivery restrictions.
Mud on the public highways	Public	Roads to be maintained in a good clean order.
Falls from height	Operatives	Collective measures such as scaffolds and crash decks.
Collapse of trenches	Operatives	Provision for trench supports and to restrict access.

4.1 Delivery and removal of materials to site.

Access and Egress to the site will be via Clifton Rd

Hauliers and material suppliers will be advised of any restraints around the site or the type of vehicles by the buying department at the time of placing orders. This will include reference to the residential roads approaching the site and the need for appropriate vehicles to be used. Advise will also be given on arriving on site and whom & how to communicate with site staff, during Covid 19 restrictions.

Further information will be available on the traffic management/site layout plan.

Signage will be displayed at junctions on the routes to the site from the main road to help drivers navigate and reduce the likelihood of large vehicles having to attempt to turn around causing obstructions and reversing danger on the carriageways.

The site roads will be formed as early as possible allowing materials to be bought onto site to be unloaded rather than having them unloaded from the road.

If conditions require, a wheel wash area will be set up close to the exit of the site to clean mud from delivery vehicles. The need for wheel washing will be minimised by getting the roads in early and will be assessed throughout the project. Should the wheel wash not be suitable to keep the local road clear then road cleaning services will be arranged.

4.2 Services: water, gas, electricity.

Existing service records and site survey are being obtained to establish details of services on site and around the boundary.
All services installed on the site will be recorded so that they can be protected against accidental damage. The location of services (existing and newly installed) will be marked on site where possible

When excavating a permit to dig will be required, this requires the area to be checked against the services drawings, and the area to be scanned, and potential services are to be hand dug, identified and labelled on the drawing, no mechanical digging with 500mm.

4.3 Impact on other neighbours

The production of noise is inevitable and at works to the highway is required; considerations must be given to the residents to keep all disruptions to the absolute minimum. We will monitor our noisy working times and implement these restrictions into the induction. We will also keep the residents abreast of upcoming works through letters and meetings.

4.4 Delivery times / restrictions on working

Working hours on this site are from 08:00 am until 5:00 pm although the site may be open earlier but works producing noise will be between the hours stated. Hauliers will be made aware of traffic restrictions around the site via the buying department who will convey relevant information at the time of placing the order.

The neighbouring properties will be contacted prior to the commencement of site activities and provided with the contact details of Hampshire Homes Ltd staff to which they can raise any concerns regarding the works. Where possible, local resident associations will be used to pass on information regarding the works being carried out.

Clear signage will be displayed on the roads surrounding the site to warn of the presence of construction vehicles. Signage will also be displayed to direct vehicles into the site accurately to reduce the possibility of construction traffic having to turn in residential roads surrounding the site.

There will be approximately 5-10 deliveries a day to site, there will be days when there will be no deliveries to site. Vehicles will be ridged, wagon or articulated lorries.

4.5 Stability of structures

N/A

4.6 Excavations,

When carrying out any type of excavation work, a suitable designed support will be made available to provide stability to the trench. This will be reflected in the temporary works register. The type of support will depend on the depth of the excavation and type of ground and will have been determined by carrying out a risk assessment before the works start on site.

If the task requires any manual trench work this will be highlighted in the risk assessment to ensure the correct health & safety procedures are place.

All excavations will have suitable edge protection, and if necessary, will also be covered to prevent persons falling into them.

A competent person will undertake a daily inspection of the excavation and a record kept if the excavation is to be accessed.

4.7 Temporary works

The temporary works listed in the table below are allowed for in the project. A Temporary Works register will be used to control and monitor this element of the project. The temporary works procedure will be based on BS 5975 and the table within that document will be used for the risk category.

If a Trade Contractor has a requirement for other temporary works, then this must be notified to the Site Manager who will update the Temporary Works register. The Trade Contractor must comply with the temporary works register and where necessary engage designers to provide drawings and details of the temporary works.

Scaffolding on the project must comply with the requirements of TG20:13.

The Principal Designer will be provided with a copy of the Temporary Works register. The register is on the Hampshire Homes Ltd Intranet.

The Temporary Works register will be kept and maintained on site by the TW coordinator.

Temporary Works	Temporary Works Complexity risk [L M H]	BS 5975 Design Check Category	Designer	Independence of checker
Timber Hoarding	L	…..	…..	…..
Scaffold	L	…..	…..	…..
Trench propping	M	…..	…..	…..
Soil heap	L	…..	…..	…..

4.8 Working at height/preventing falls on site.

All work at height will be carried out after undertaking a risk assessment for the activity. The hierarchy of controls will be adhered to and if it is necessary to carry out work at height then this will be by using scaffold access or mobile elevated work platforms (MEWPS).

Persons who are required to use MEWPS will also have been trained in the use of the equipment and have the appropriate training category certificate.

All scaffolding will be inspected weekly, or after inclement weather or alteration.

4.9 Work with or near fragile materials

It is not anticipated that there will be any work involving situations near or on fragile surfaces.

4.10 Controlling of lifting operations

Lifting Plans will be required for the following operations on site:

Lifting Operation
Placement of roof trusses
Placement of spandrel panels
Placement of roof tiles

Lifting operations that do not require a Crane (such as standard lifts by forklift or excavator) will be risk assessed and the lifts planned to use a non-crane lifting plan. Storage areas denoted on TMP

4.11 Maintenance of plant and equipment

The operator will inspect all plant/equipment prior to use daily. A weekly report sheet will be required from each Contractor for the plant that they have on site. Certificates for any plant requiring a thorough lifting examination on site will be presented to the Site Management prior to its use.

Small tools will be 110v or battery powered. Electrical hand-held tools will undergo a Portable Appliance Test before first use and every 3 months, along with a visual inspection before use.

4.12 Traffic routes; segregation of vehicles and pedestrians

The Traffic Management Plan is shown on the site setup drawing and we detail the following:

- Vehicle routes
- Parking for sub-contractor vans/ HH Management, Daily allowance for 10 Cars/Vans
- Muck away lorries during demolition and groundworks, see programme for timescales
- Segregation of vehicles/plant and pedestrians/operatives. Undertaking a one-way system with details of 1m distancing noted for operatives.
- Vehicular/pedestrian access/egress from site
- Segregation of vehicles/plant and pedestrians/operatives
- Material unloading areas
- Crane hard standings

In addition, signage will be clearly displayed on the approaches to the site warning of the danger of the site entrance. No vehicles will be allowed to enter the site without a banksman present.

4.13 Storage of hazardous materials and work equipment

Contractors will be made aware of their responsibilities and any such materials will be suitably stored in areas where they will not affect others or the environment. Subcontractors are required to detail the arrangements for storage of such items in the risk assessments/method statements provided.

4.14 Dust on site

The Site Manager will monitor the works for unacceptable levels of dust production and where necessary, implement arrangements through the use of damping down/water canon misters/Road brush etc.

5 Arrangements for Controlling Significant Site Health Risks

5.1 Covid 19

Please see latest guidance attached:

https://www.hse.gov.uk/coronavirus/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_term=banner-2&utm_content=home-page-banner

5.2 Asbestos

Asbestos is present on site. All Contractors on site must include their asbestos procedures as part of their risk assessment and method statement. Evidence of asbestos awareness training to be provided.

All operatives on site must follow the asbestos procedure. Any suspected asbestos located on site must be reported immediately to the site team. Operatives must stop works immediately and clear the work area when asbestos is suspected. No operatives will return to that work area until the suspected item has been removed by a competent contractor or results to return as non-asbestos.

An asbestos register will be located on site at all times including the Asbestos survey. This will be accessible for anyone who wishes to see it.

Asbestos is located on the ground externally throughout the field. Internal to the existing buildings. All information on this can be found in the asbestos survey

Any asbestos found will have to be analysed by a competent lab team. This asbestos will the be decided if the procedure to be removed is licenced or non-licenced. A competent contractor will come in for the removal

5.3 Manual handling

Manual handling will be reduced as far as is reasonably practicable by the use of mechanical means.

Where possible the manual handling risk will be reduced through the use of Cranes, Forklifts, trolleys and pallet trucks. Sub-contractors will be required to consider the risk of manual handling tasks through their risk assessments and method statements.

5.4 Use of hazardous substances

COSHH assessments will be produced by the employers of those affected for hazardous materials used during the construction phase. COSHH assessments will be presented and explained to operatives.

5.5 Reducing noise and vibration

Noisy activities will be minimised where practicable/only within working hours/radios are not allowed on site. The standard required will be identified within the risk assessment and will be communicated to the operatives. Suitable PPE will be worn and the introduction of equipment to be used to reduce at the source. Tasks which involve vibration will be controlled by the use a HAVs risk assessment, with detailed trigger times.

Records will be kept by employers of individual exposure to vibration. Hampshire Homes Ltd will expect Subcontract employers to comply with their duties under the Control of Vibration Regulations 2005.

5.6 Silica

All cutting of concrete will be avoided as far as possible to by ordering materials to size and specification of the job.

Where cutting or works where silica dust may be produced are to be carried out, dust suppression or collection measures will be used.

Operatives involved with these processes will wear FFP3 face fitted masks suitable for the task.

5.7 Weather conditions / working outside

To tackle cold climates operatives will have access to the welfare area at all time for the duration of the project. Welfare will be heated and will provide hot water. Operatives will be requested to wear warm clothing on cold days and when days are wet operatives will be requested to wear waterproof clothing. Drying room will be located for operatives.

Weather reports will be monitored.

To protect against heat and UV radiation, Operatives will be provided will suitable welfare for breaks out of the sunlight. We encourage regular breaks to drink water and cool off. Sun cream and barriers cream will be located on site.

6 Arrangements for compiling the Health and Safety File

6.1 Responsibilities

Hampshire Homes Ltd in liaison with the Principal Designer will be responsible for compiling the Health & Safety File during and at the end of the project.

During the construction phase of the project the Health & Safety File will be located and managed at Hampshire Homes Ltd Head Office.

On completion of Construction the Health & Safety File will be submitted to the Principal Designer in both electronic and hardcopy format for approval and handing over to the client.

6.2 Health & Safety File contents

Layout and Format

Both a hard copy and electronic version of the information to be included in the Health and Safety File will be provided to the Principal Designer. As agreed with the Principal Designer the information for the file will be presented in the following layout:

Contractors' will be advised on what information to provide with their work order

- Index
- Principal Designer information (to be provided by the Principal Designer)
- Description of the project
- Details of parties involved in the project
- Schedule of materials involved in the project
- List of suppliers
- General details of construction methods and finishes schedule
- Description of equipment/facilities installed
- Description of maintenance procedures for the structure
- Mechanical and Electrical O&M Manuals
- Hazards data sheets for materials used and details of any residual hazards
- Certificates
- Details of utilities know, incoming positions etc
- Any record or as built drawing
- Tenants manual

7 Ground reports

Ground investigation reports attached. All information is provided by the client.

Ground investigation report and results of the investigation must be followed and considered at all times. If any Asbestos is discovered during ground works, work must stop immediately until a competent contractor has removed and deemed the area as safe.

7.1 APPENDICES

The existing crossover that serves the church only, is proposed to become the access for construction traffic for the duration of the build. It is of our opinion if we utilise the existing crossover for construction access, the crossover will be damaged beyond repair we therefore will be carryout the below reinstatement procedure to protect the heritage of the footpath.

The existing access is not currently utilised for church access, there is an agreement in place between Hampshire Homes and the church to reconstruct an existing road access, that already serves the public access to the church. This will become the permanent access route to the church.

From discussions with WSCC highways we have received confirmation that, as there is no proposal to use the existing crossover to serve the new development, there is no requirement to apply for either a Sec 278 or Sec 171.

The proposal would be to

1. Take details of the existing construction, this to include a schedule of conditions along with photographical evidence of materials and extent of construction.
2. The removal of the surface material i.e., paving slabs, granite stones and granite kerbs.
3. The material to be removed and stored securely within the site compound to ensure nothing is damaged or mislaid.
4. To construct a new temporary crossover to WSCC standard, with temp kerbs and concrete infill providing access to the development for construction traffic only.
5. Following completing the development, the temp crossover to be removed and the crossover reinstalled using the reclaimed material to the original specification, and in line with record photos and schedule.

Below is photographic evidence of the existing crossover.

Site Name:	Clifton Rd, Worthing	Contract No:	HH





The scheule of conditions and records photos will be part of a separate report (Condition Survey) that will be submitted to Arun planning for your records prior to the removal of the materail.

Fire assessment – Document will be undertaken prior to site setup

Site Name:	Clifton Rd, Worthing	Contract No:	HH

