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PLANNING SERVICES
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Construction Phase Plan (Minor Works)

Project Name: 386 Brighton Road	Portfolio Number:
Client: Farrell & Co Enterprises 339 Kingsway, Hove, East Sussex, BN3 4PD	Site Address: 386 Brighton Rd, Shoreham By Sea
Site Telephone Number: Site Supervisor's - Matt Adamski 07796 364011 / Mark Baker 07783 219955	

Title	Authorised by (Print Name)	Signature
Principle Designer	Graham Cosham	
Project Manager	Leigh Sanders-Cash	
QHSE Manager	Leigh Sanders-Cash	

ADDITIONAL

Revision Record

This document has been reviewed and where necessary updated as detailed below.

Revision	Date	Purpose	Amendments	Updated By
A	17/06/2019	First Draft	Initial Issue	Leigh Sanders-Cash
B				
C				
D				
E				
F				

This Site Documentation is to be reviewed updated and as necessary

Introduction

This Site specific Construction Phase Health and safety Plan has been developed in accordance with the requirements of the Construction (Design and Management) Regulations 2015 whilst undertaking the role of Principle Contractor.

The Purpose of the plan is to provide the client with information relating to the project and to give details of Empire Construction Group Limited's organisation arrangements procedures for the management and prevention of safety, health and environmental risks which are known to exists, or which may be encountered, on this project. The plan may need to be developed or amended in light of changing design, circumstances and standards achieved on site or as the construction work progresses. Details of any revisions or amendments will be recorded in the issue and reviews section.

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Section 1 – Description of project

1.1 Project description and programme details

Scope of Works:

The works at 386 Brighton Road comprises of the demolition of an existing two storey building and outbuildings which was previously used as a habitable dwelling. Then a new build construction of a four storey building containing 4 domestic flats.

Proposed start date: TBC

Proposed Finish date: TBC

1.2 Project Directory

Duty holders under CDM Regulations 2015

Client: .....

Name	Address	Contact Details
Farrell & Co Enterprises	339 Kingsway, Hove, East Sussex BN3 4PD	Email: [redacted] Mobile: Office:

Principle Designer:.....

Name	Address	Contact Details
Graham Cosham Greystone Associates	27 Mackie Avenue, Brighton East Sussex BN1 8RA	Email: [redacted] Mobile: Office:

Designer: .....

Name	Address	Contact Details
Rob Meynell JDRM Architecture	17 Coventry Street, Brighton, East Sussex, BN1 5PP	Email: [redacted] Mobile: Office:
Ian Waddingham QED Structural Engineers	Hove Manor,7, Hove Street, Hove, BN3 2DF	Email: [redacted] Mobile: Office:

Electrical: .....

Name	Address	Contact Details
Jack Forrest Empire Electrical	339 Kingsway, Hove East Sussex BN3 4PD	Email: [redacted] Mobile: Office:

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H&S Consultant: .....

Name	Address	Contact Details
Graham Cosham Greystone Associates Health & Safety Consultant	27 Mackie Avenue, Brighton East Sussex BN1 8RA	Email: Mobile: [redacted] Office:

Scaffolding:

Name	Address	Contact Details
TBC		

Plumbing & Heating

Name	Address	Contact Details
TBC	TBC	Email: Mobile: Office:

TBC

Name	Address	Contact Details
Underfloor Heating Engineer	TBC	Email: Mobile: Office:

TBC

Name	Address	Contact Details
Carpentry	TBC	Email: Mobile: Office:

TBC

Name	Address	Contact Details
Plastering / Rendering	TBC	Email: Mobile: Office:

Mechanical

Name	Address	Contact Details
	TBC	Email: Mobile: Office:

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Principle Contractor: .....

Name	Address	Contact Details
Empire Construction Group Ltd Director: Marcus Farrell PM: Leigh Sanders-Cash	339 Kingsway, Hove East Sussex BN3 4PD	Email: marcus@empireconstructiongroup.co.uk Email: leigh@empireconstructiongroup.co.uk Mobile: 07825 874605 Mobile: 07543 393071 Office: 01273 9349

1.3 Extent and Location of Existing records and plans

The existing plans, and drawings relevant to the contract are held by Alter & Company and Empire Construction Group Limited.

These documents will be brought to the attention of, and contents communicated to, all relevant persons on site.

1.5 Information about restrictions that may affect the work.

Applicable Y/N	Restrictions (Referred to in Section 3 Management of Construction Section)	Control Measures	Responsible Person
Y	Site Security / Access Control Unauthorised access, access & egress	Fully hoarded site kept locked at all times to prevent unauthorised access. All visitors to report to the site office prior to accessing the site. Bottom Lift of scaffold will be double boarded, and debris netted.	Site Supervisor
Y	Traffic Management Deliveries, segregation, access & egress	Vehicles to be parked in available bays. We will erect a heras fencing passage with chapter 8 hazard barriers and lighting to manage pedestrian traffic in a safe manner past the site. During deliveries this will be re-routed and a banksman present to ensure safety at all times. All deliveries will be programmed and staged due to the lack of storage within the constrained site.	Site Supervisor / Project Manager
Y	Waste Management Recycling arrangements, storage, security, specialist & removal, SWMP	Due to the site location and access restrictions all waste will be removed by our operatives in our vehicles and taken to the waste skip in our yard then removed by a registered waste carrier. This will be staged as we have only one main access to the front of the property.	Site Supervisor / Project Manager

Y	Storage Facilities What, where, & How	Due to the confined nature of the site materials will only be delivered if and or when needed as there is a lack of storage areas. Tools will be kept in operatives' vehicles when not in use. The area which will be the new rear garden will be used to store any surplus materials until needed.	Site Supervisor
Y	Environmental controls Control of Noise, dust, Spillage, control lighting nuisance	Noisy works will only take place between the hours of 08:30 – 16:00. Water suppression will be used for all cutting to minimise the dust created and during the demolition which will be undertaken manually by hand to avoid unnecessary dust egress. The road directly outside the site will be cleaned after every work shift. If generators are to be used a spill kit containing sand or cat litter will be in place to absorb any spilled contaminants and will be immediately reported to the Site Supervisor in charge for the day.	Site Supervisor
Y	House Keeping General Arrangements, responsibilities	All operatives will be responsible for keeping their work area tidy at all times to prevent slips, trips and falls. The Site Supervisor will be responsible for monitoring this at all times and ensuring that all operatives adhere to this rule.	Site Supervisor
Y	Working at height Ref: Safety Programme and Event Log	All works to be completed as per Working at height Guidance	Site Supervisor / Project Manager
Y	PPE Detail requirements and specification	As detailed in site Specific Risk Assessment, method statement.	Site Supervisor / Project Manager
Y	Tools & Work Equipment Relevant maintenance and inspection records	All testing equipment must have in date calibration certificates.	Site Supervisor
Y	Permit Systems What of permit required, arrangements for issuing	All permits to be issued as per **Empire Construction Group's** Permit to Work Procedure.	Site Supervisor
N	Lifting Operations Who is in control, plan and execute operations. Lifting Plan	All lifting operations to be carried out as per **Empire Construction Group's** management of lifting Operations procedure.	Site Supervisor

Y	Working Hours	Normal working hours are between 07:30 – 16:30. Weekend work has to be authorised and a fully trained Supervisor must be present.	Site Supervisor / Project Manager
Y	Location of nearest A&E	The nearest A&E department is located in Worthing. A map showing the quickest route is displayed on the notice board in the welfare unit.	Site Supervisor / Project Manager
Y	Fire Evacuation Plan	The fire evacuation plan is displayed on the notice board in the welfare unit and all visitors and operatives must read this carefully. This will be discussed during the Site Induction and fire evacuation routes will be clearly displayed on site.	Site Supervisor / Project Manager

This is not an exhaustive list; please add any additional headings relevant to the project

1.5 Design Information

Where information is relevant to the work and it will be available within the site office / welfare unit located in Brighton Road 10 yards from the site and further information is always available on request from the Project Manager from the office server. Please refer to the Site Set Up Plan for details of the location.

Design information is in agreement with Client specification

Section 2 – Managing and organising the project

2.1 Management

We are required under the Construction (Design and Management) Regulations 2015 to manage and control all matters of health and safety on site. The Project Manager has the overall day-to-day responsibility for the management of health and safety matters on this project.

Before commencing on site, we will produce site specific RAMS detailing all the tasks to be carried out and the controls that we are to put in place to minimise as reasonably practicable the risks involved.

Please refer to the annotated traffic management plan that is attached which highlights the safe segregation of the public during the construction phase plan.

In event of absence of the Project Manager the following representative/s will take control of the site and will be expected to report and deficiencies in safety or health matters immediately to the responsible director.

Nominated Representative

Organisation for the project: Site Supervisor's – Matt Adamski / Mark Baker / Jack Forrest

Contracts Manager: N/a

Project Manager: Leigh Sanders-Cash

QHSE Manager: Graham Cosham

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2.2 Standard Setting

All works are to be undertaken in accordance with the **Health and Safety at Work, Act 1974** and all relevant regulations made under it.

All **of our** employees are to undertake their work in accordance with **our** Health and Safety Policy, this includes any sub-contractors .

2.3 Management of design change

Details proposed design changes must be submitted to the Principle Designer to ensure compliance with the CDM regs. 2015

The health and safety implications of any design changes will be examined by the principle designer and all necessary changes to documentation and systems of work will be made and communicated to relevant personnel through site meetings/briefings.

2.4 Accident Reporting

All accidents, incidents and near misses must be reported immediately to the Project Management team. The Project or Site Manager will then inform the HSE. As per reportable event procedure. All accidents and incidents will be investigated in accordance with the accident and incident reporting and recording procedure.

2.5 Documentation

Before work commences all staff are to ensure that appropriate risk assessments together with method statement outlining the safe systems of work have been read and signed.

Site management are responsible for ensuring that all operatives on site are aware of the relevant associated documents and will ensure that the finding of COSHH, noise, and risk assessments together with relevant details from safe systems of work are passed to all operatives on site that may be affected by the work and the safe delivery of the work.

2.6 Training

We will be verifying that all operatives working on the project have been trained and instructed to understand the safety procedures which will relevant to their work. In compliance with Reg 8 of CDM2015

2.7 Communicated and Consultation

A site induction will be provided for all personnel on site, before they commence work, these will be provide the means to communicate all relevant information contained in this plan. The site inductions will be recorded.

Toolbox talks will be held as determined by changing site conditions. Talks will be arranged by the site manager and details of attendance recorded.

2.8 Arrangements for monitoring

The Project Manager is responsible for the day to day monitoring of Health and safety on site. Inspections will be recorded at suitable frequencies. The contracts manager will review inspections to assess the suitability of any actions taken by the contract supervisor where risks to health and safety have been identified.

2.9 Site Rules

Based on clients requirements and agreed during quotation process. Site Rules have been taken from the management system. The manager/supervisor is responsible for ensuring that site rules are communicated to all site operatives prior to their commencement work and enforced throughout the project. The Site Rules are displayed in the welfare unit on the notice board and also on site.

2.10 Asbestos Management

Management of asbestos is to be carried out in accordance with the Asbestos Management regulation 2012. The project manager/ site supervisor is responsible person for managing the asbestos information. The location of the asbestos register is located within the site file and communicated on site at induction. During the enabling works some low grade asbestos sheeting were discovered, Empire Construction Group Ltd appointed Crucial Environmental (a registered license asbestos removal company) to remove and dispose of these to ensure the site was as reasonably practicably possible free of contaminants.

Section 3 – Management of Construction

3.1 Activities with Risks

The company risk assessment procedure will be used to identify hazards throughout the construction phase.

Risk assessments undertaken are held in the site office and further copies in the office of Empire Construction Group Ltd.

The resultant control measures and systems of work will be communicated to relevant personnel prior to work commencing.

Safe systems of Work(Method statements) will be developed by management, as applicable, where risk assessment has identified high risk/significant activities.

3.2 Emergency Procedures

Detail the emergency arrangements (As detailed on noticeboards and signage located with the welfare) for dealing with and minimum effects of injuries, fire, bomb alert, and other dangerous occurrences. Also remember to detail any rescue procedures that maybe necessary i.e. recover from safety harness or safety net or rescue from scaffolding or a MEWP.

3.3 Welfare

Detail the arrangements for the provision and maintenance of welfare facilities including.

- Toilets – Located in the compound in Brighton Road adjacent to the Welfare Unit.
- Rest Facilities – Seating in the Welfare Unit
- Changing facilities / PPE Storage – Drying Room and hangers in the Welfare Unit
- Storage – Limited Site storage but some available within the Welfare Unit
- Wash Facilities – Welfare Unit
- First Aid provisions – First Aid box, Eye Wash Station and Barrier cream located in the Welfare Unit; further First Aid boxes are located on site. The nominated First Aider's name will be detailed and displayed in the Welfare Unit.

Section 4 - End of Project

Ensure that the place of work is left in a safe manner and that any changes to systems documented within the O&M Manuals available on site.

Site Hoarding
Welfare Unit
WC
Pedestrian Walkway