

CONSTRUCTION PHASE PLAN

For

Queen Alexandra Hospital

Construction of Carpark



Ballast Nedam Parking

PROJECT INDEX

Project Details

Project Personnel/Health & Safety Structure Charts

Access to Site

Traffic Management

Temporary Accommodation

Storage of Materials

Existing Services

Method Statements & Risk Assessments

COSHH Assessments & Data Sheets

Design Changes During the Project

Co-ordination with the Local Environment

Temporary Works

Control of Noise

Site Code of Conduct

Site Rules – To be Displayed on Site

Use of Heat

First Aid & Accidents on Site (RIDDOR)

Site Safety Inspections

Health & Safety Information Exchange

Emergency & Evacuation Procedure

Assembly Point

Identified Hazards

Health & Safety File

Maintenance of Plant & Equipment

Liaison with Neighbouring Properties

Primary Subcontractors Appointed

General Statements

Record Drawings/information available

1. PROJECT DETAILS

Queen Alexandra Hospital

Site Address:

Queen Alexandra Hospital

Cosham

Portsmouth

P06 3LY

Start/completion date:

Duration:

24 Working Weeks.

Brief Description of Work:

- Erect steelwork
- Install of concrete planks
- Plank joint sealing

Working Hours:

Monday to Friday – 08:00am to 18:00pm

Saturday – 08:00 to 13:00 By discretion

2. PROJECT PERSONNEL

Principal Contractor:

Ballast Nedam Parking Limited
3rd Floor
70 Gracechurch Street
London
EC3V 0HR
Office contact: 02039 688 610

Contact: Russell Simmons – managing director

Tel: 07866 532 033 Email: r.simmons@bnparking.co.uk

Contact: Philip Andrews – Quantity Surveyor

Tel: 07782 146 881 Email: Philip.andrews@btconnect.com

Contact: Shane Last – Projects Manager

Tel: [07967 335 885](tel:07967335885) Email: s.last@bnparking.co.uk

Client:

Noviniti Limited
The Stables
Churchfield Farm Offices
Harley Way Near Oundle
Northamptonshire
PE8 5AU
Office contact: 01832 575983

Contract Administrator:

TBC

Principal Designer:

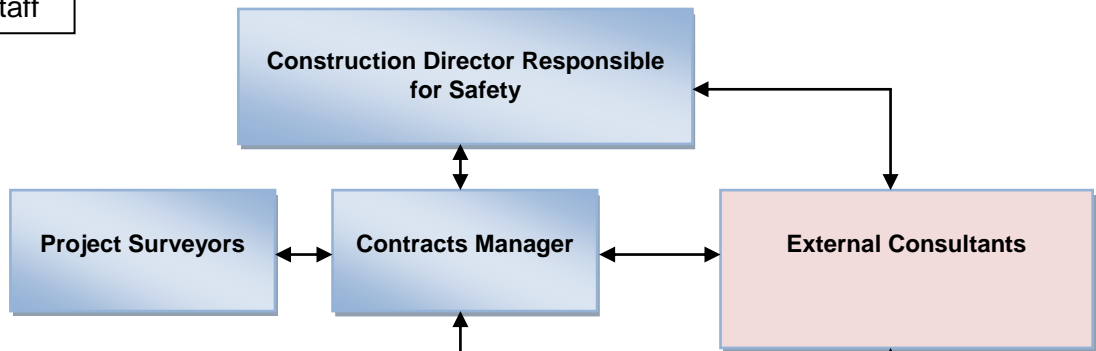
Stripe Consulting LTD
Bridge Farm
Meath Green Lane
Horley
Surry
RH6 8JA
Tel: [01298 850 794](tel:01298850794) Email office@stripeuk.com

Local Health and Safety Executive:

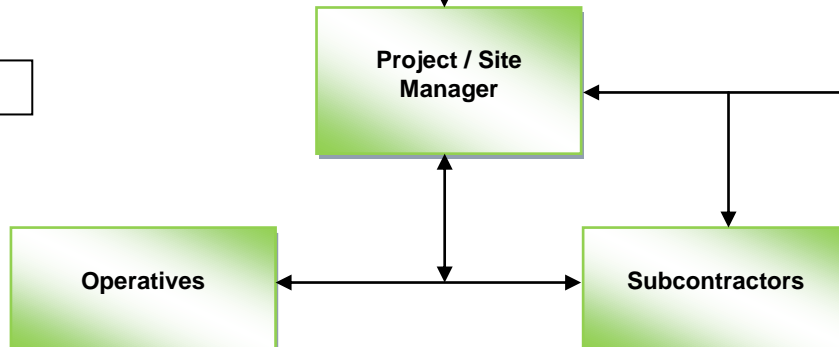
Rose court
2 Southwark Bridge
London
SE1 9HS

Ballast Nedam Parking SAFETY MANAGEMENT ORGANISATION (INFORMATION BETWEEN Ballast Nedham & SUBCONTRACTORS/OPERATIVES)

Office Based Staff



Site Based Staff



3. ACCESS TO THE SITE

The site will be accessed via Nightingale Road. We will ensure that the roads are not unnecessarily blocked during the duration of the project. All local traffic restrictions will be observed during the duration of the project.

All persons entering the site under our control will be subject to a specific site induction which will be carried out by the Site Manager or a competent person. Access and egress will form part of the induction process.

The site will be restricted to those working on the site; visitors will be requested to report to the Site Manager on their arrival and will be accompanied whilst on the site. All visitors will be requested to wear the site mandatory personal protective equipment as directed by the Site Manager or competent person.

Signage will be erected and maintained at the access point to the site, indicating access/egress routes to be used for site staff/operatives and the procedure for entering the site, namely the wearing of safety hats, safety boots, high visibility clothing.

As the site is very restrictive with regards to access, it is intended that the following measures are utilised in respect of traffic management.

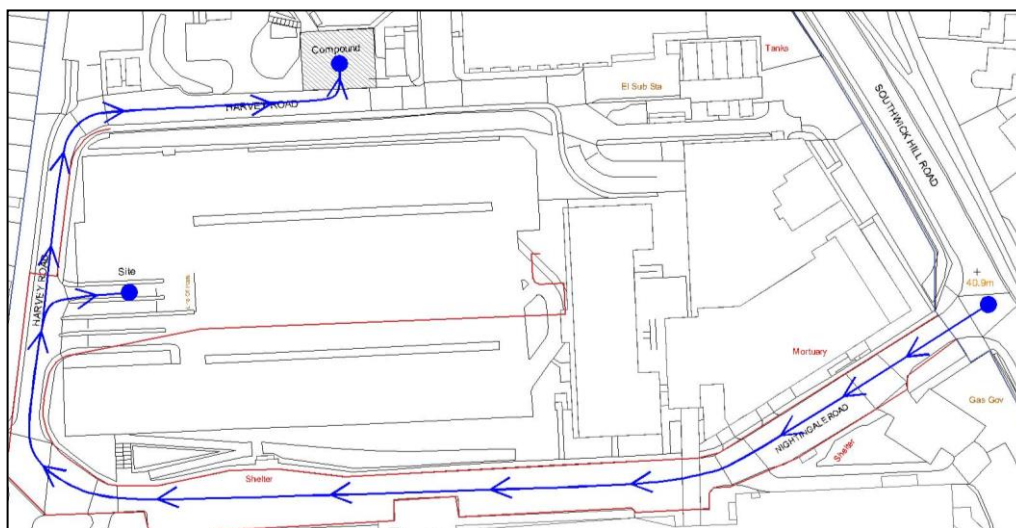
Site Operative Parking

An onsite parking will be available for use of all staff and sub-contractors, there is no parking on Nightingale Road or other areas.

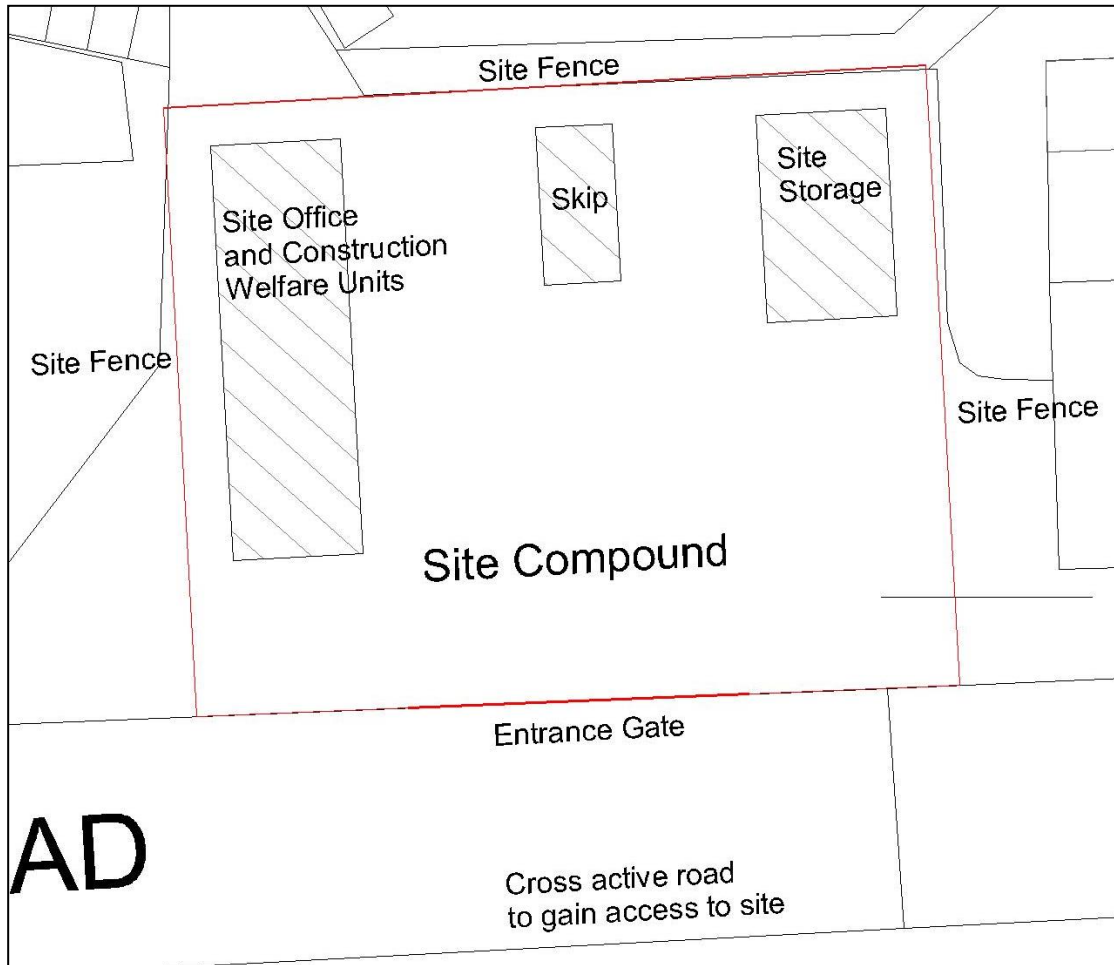
Access for Site Deliveries of Materials

All deliveries will be via Nightingale Road through the main site entrance, all delivery drivers must report directly to the site office.

Deliveries will be timed to fall within the site operating hours, 8:30 – 5:30 any deliveries outside of these times may be turned away, unless otherwise informed, in the case of break down or traffic delays. Large lorries will need to be banked into their unloading position.



Site Compound Layout



4. TRAFFIC MANAGEMENT

A traffic management plan will be drawn up to show all routes on site, to include access and egress. An unloading area will be marked up to keep unloading easy for the forklift and to keep a clear area. Storage for most areas will be within the compound, other than large items, that may be stored on site. The carpark area will be marked on this drawing and showing direct access to the site office for signing in and arrangement of materials.

This plan will also show traffic and pedestrian segregation.

As per the Construction Leadership Council Version 07, site workers to travel independently to reduce risk of COVID spreading among workers. This guidance will remain, revised, removed within current guidance at the time of the works.

The contractor will be responsible for keeping the existing paths and adjacent roads used for access to the site as clean as possible. The site manager is to maintain a daily walkabout to survey the routes and the effect of the construction related vehicles leaving site and the impact on the existing surfaces. Should remedial work be necessary the contractor shall provide a wheel washing facility to the site entrance to ensure the movement of construction vehicles does not introduce mud, debris or any other construction related contamination onto the existing paths and roads.

5. TEMPORARY ACCOMMODATION

Welfare Facilities: By

The site office, canteen facilities, drying room and toilets will be located within the compound area and office set up on site.

All facilities provided will meet current legislation and be kept to a high standard of cleanliness and maintenance.

6. STORAGE OF MATERIALS

All materials will be stored in conjunction with best site practice to avoid unnecessary damage and double handling. At no time will material storage be allowed to interfere with fire exit routes or main distribution routes in and out of the building. Off-loading of material components, will as so far as possible, be by mechanical means, when unloading or distributing manually, due consideration will be made to 'manual handling' issues. With appropriate assessments/training carried out before the operation commences.

Material distribution to each working area will be carried out by competent individuals with due care and attention to avoid damage. Waste materials will be taken away from site on a regular basis. A 12 or 8yrd skip and will be surrounded with Heras fencing when the site is unoccupied. Waste as so far as practicable wood, brick and plastics segregated in line with our Site Waste Management Plan with all hazardous waste being removed in conjunction with the Waste Management Regulations 2006.

7. EXISTING SERVICES

All existing power will be inspected, isolated and made safe prior to any digging, strip out or demolition. Temporary site power will be supplied to the compound area, all other areas of the site will use task related power i.e. small generator. All electrical plant and equipment will be 110v. Under no circumstances will 240v plant and equipment be used on site.

8. METHOD STATEMENTS AND RISK ASSESSMENTS

RAMS will be requested from the various subcontractors in a timely manner in order that they can be reviewed and signed off using the Ballast Nedam Method Statement Evaluation form. The Evaluation form is to be completed by the Project Manager and filed in the site files along with the Method Statements.

Method Statements are to be reviewed at weekly internal team meetings along with the programme to ensure RAMS are requested and received in a timely manner in order to allow sufficient time to review and comment as necessary.

9. COSHH ASSESSMENTS AND DATA SHEETS

COSHH Assessments and Data sheets will be requested along with the RAMS and will be reviewed alongside the RAMS using the Evaluation sheet. COSHH Assessments and Data sheets will be forwarded to the Client in an ad hoc manner.

10. DESIGN CHANGES DURING THE PROJECT

The Construction Phase Health and Safety Plan is a 'live' document and will be subject to change if the project has design modifications. All design changes will be assessed as to their implication in terms of risk to site health and safety issues and to the future maintenance of the completed project. Major changes will be notified to the Principal Designer with appropriate method statements and amendments detailed within the as built drawings issued with the Health and Safety File. The Plan will be reviewed on a monthly basis by the Site Manager and Contracts Manager as indicated on the 'Review Form' at the front of the Health Safety & Environmental File.

11. CO-ORDINATION WITH THE LOCAL ENVIRONMENT

Before construction activities commence on site, the respective Site / Project Manager will be introduced to the construction team at the pre-contract meeting.

A certain degree of inconvenience is unavoidable during construction projects. The level of disruption likely to be experienced by the local environment will depend upon a variety of factors such as the scale and type of building operations being carried out, their proximity to the neighbouring facilities, the time at which the works are carried out, and the constraints of the site.

The following examples are the most common disruptions which we anticipate will affect the adjacent areas:

- ***Dust and dirt:*** *Apart from being particularly uncomfortable, airborne dust and dirt can give rise to medical complaints and infections. During the works all areas will be regularly cleaned and damped down to avoid dust dispersion by foot traffic and vehicles.*
- ***Noise:*** *Health and Safety regulations ensure that noise levels will not be hazardous to health, but they may still be extremely distracting. Where construction works are in close proximity to the adjacent environment, we will ensure that subsequent noise is screened as much as practicably possible to prevent nuisance.*
- ***Disruption from increased foot traffic:*** *In order to avoid continuing disruption we will ensure that site activities are appropriately screened and work areas appropriately protected.*

Ballast Nedam appreciate that there will be a slight increased pressure on the local environment in terms of dealing with the disruption associated with the proposed works. It is imperative that clear communication links are established from the start of the project. It is our intention to ensure that communication channels are always open and we will be receptive to the requests of the local environment to ensure they are able to perform their function during the work.

12. TEMPORARY WORKS

Temporary works will be designed where required. Designs and calculations will be available before commencing operations on site. The Site / Project Manager will ensure complete compliance with the designed scheme.

13. CONTROL OF NOISE

We appreciate that construction activities do create nuisance noise and therefore can be an annoyance for the surrounding environment. It is our intention to work with the local environment to ensure that the least disruption takes place during the duration of the project.

Ballast Nedam will adhere to the following hours of working:

Monday to Friday 8:00 am to 6:00 pm

Ballast Nedam will use the best practicable means to minimise noise on the site. The following measures will be implemented during the course of the project although this list is by no means exhaustive and may be added to if necessary.

- The quietest plant and machinery available will be used.
- All equipment will be properly maintained, so that no unnecessary noise is caused.
- Stationary noise sources will be sited, whenever possible, away from noise sensitive areas

14. SITE CODE OF CONDUCT

Site operatives will be advised before commencing works on site that they will be required to wear and maintain clothing befitting of the local environment. This is in addition to the statutory Personal Protective Equipment that they will be requested to wear. Clothing with offensive wording will not be acceptable, operatives who refuse to abide by these requirements will be requested to leave site immediately and will not be allowed to return.

15. SITE RULES - TO BE DISPLAYED ON SITE

A site induction will be carried out for all persons visiting or working on the site.

Hard hats will be worn at all times.

Safety footwear will be worn at all times.

Safety glasses and gloves Will be worn as RAMS dictate.

Protective clothing will be provided where there is a foreseeable risk of injury in accordance with The Personnel Protective Equipment Regulations 1992.

All visitors to the site must report to the Site / Project Manager or competent person.

All employees will ensure that they have received adequate training and instruction for the work that they intend to carry out.

There will be no smoking on site, there will be a designated area within the site compound.

The use of un-prescribed drugs and the drinking of alcohol are strictly prohibited.

The following will be displayed on site:

- Construction Phase Plan and Health, Safety & Welfare Policy
- Copy of Employers Liability Insurance Certificate
- Health & Safety Law Poster
- Electric Shock Poster
- HSE Notification (F10)
- Traffic management plan
- Daily hazard board
- A copy of these site rules

The following will be available on site:

- Accident/Inspection Record Book
- Construction Phase Health & Safety Plan
- Visitors book
- First Aid Box

16. USE OF HEAT

There may be the need to carry out hot works on site; permits must be obtained from the Site / Project Manager or competent person who will obtain a hot work permit from the Facilities team. The following precautions are to be taken each time any of the following are used on site:

- Electric, oxy-acetylene or similar welding or cutting equipment.
- Cutting or grinding equipment using abrasive discs or wheels.
- Blow lamp, blow torch, hot air gun or hot air stripper.
- Asphalt, bitumen, tar or pitch heater.

Before starting work:

A responsible person must be appointed for fire safety to ensure the following precautions are taken:

- Identification of hot work area.
- Inspection carried out for any combustible materials within the hot work area.
- Inspection carried out for any flammable liquids within the hot work area or in close proximity.
- Combustible materials or flammable liquids removed or suitably protected.
- Gas pipes or other services isolated or protected,
- Identification of fire alarm system and how to use.
- A suitable number of fire extinguishers are available.
- Inform all other contractors on site that hot works are in progress.

While work is in progress:

- Heat equipment must not be lit until immediately before use, left lit, switched on or hot and unattended.
- All equipment must be extinguished immediately after use.
- Cylinders must not be changed while the equipment is hot.
- Cylinders not in use should be stored in a secure area at least 15m from the burner.
- Paraffin or petrol-powered equipment must be filled or refilled in the open air.
- Paraffin or petrol-powered equipment must not be filled or refilled while hot.

- Asphalt, bitumen, tar or pitch must be only heated in the open and in a container designed for that purpose placed on a non-combustible surface at ground level.

On Completion of Works:

- Hot waste materials must be removed and safely disposed of.
- A fire safety check must be carried out by a trained person not directly involved in the work during the works and for a minimum of 60 minutes on completion of the works.

17. FIRST AID AND ACCIDENTS ON SITE (RIDDOR)

First aid equipment will be available on site and be kept in a correctly marked box. This will be kept in the site office and all persons on the site will be made aware of its location during their site induction.

A suitable trained and competent person holding a valid first aid certificate will be appointed to administer first aid. All Site Managers / Project Managers have attended and successfully passed the four day first aid in the work place course and are deemed to be competent.

Should an accident occur on site the following procedures should be followed:

- The site accident form should be completed immediately and forwarded to the Construction Director.
- The Construction Director will then record the information and notify the HSE if appropriate. If necessary, a Safety Group will be asked to investigate and prepare a report.

Any fatalities, major injuries, injuries resulting in incapacity for more than 7 days, specified diseases and dangerous occurrences will be dealt with as defined in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) incorporating amendments made in 2012.

18. SITE SAFETY INSPECTIONS

The Site Manager or competent person will be responsible for all everyday Health and Safety issues on the site.

The Construction Director will regularly visit to ensure that Health and Safety on the site is carried out and monitored in accordance with the Company's Health and Safety Policy.

An independent Safety Advise group may be employed by Ballast Nedam and would visit on a regular basis and carry out a site inspection, as required. A written report would be given to the responsible person on site and a copy sent to Head Office.

All Ballast Nedam Parking employees who visit any sites have a responsibility to report any breaches of Health and Safety.

19. HEALTH & SAFETY INFORMATION EXCHANGE

On sites with 25 plus operatives, we will set up a safety committee made up of contractors who are working on the project. Information exchange will consist of a site-specific induction before works commence. Toolbox talks during the duration of the project will be required once a month

and all sub-contractors will be expected to carry these out with their operatives. Ballast Nedam Parking Site Manager will also carry out TBT with direct staff and / or as required for the site operatives.

20. EMERGENCY & EVACUATION PROCEDURES

Any person discovering a fire or other emergency should inform all persons that may be at danger.

The person who has discovered the fire (if fire cannot be contained using a fire extinguisher) will inform the site / project manager, who will then dial 999 and request assistance from the Fire Service.

The Fire Assembly Point will be as indicated below.

On hearing the alarm all persons on the site must immediately leave and meet at the designated Fire Assembly Point.

The Site Manager will act as the Fire Marshall.

The Fire Marshall on hearing the alarm will ensure that all persons have left the site and will check such areas as toilets and welfare facilities.

On arrival at the Assembly Point, the Fire Marshall will do a head count and consult with the signing-in book to ensure that everybody has been accounted for.

21. ASSEMBLY POINT

**Outside of site on the other side of the road.
as indicated on the site drawing below**



The nearest Accident and Emergency Facility is at:

Queen Alexandra Hospital

The Accident and Emergency department (A&E), sometimes called Casualty or the Emergency Room, has its own dedicated entrance. The department is open all year round, 24 hours day. Use the A & E entrance/s and follow the signs to Accident and Emergency

Other Useful Telephone Numbers:

Southern Water

British Gas 0800 111 999

Electricity 0800 7 838 838

H.S.E. 0845 300 9923

Safety Group

22. IDENTIFIED HAZARDS

Vehicular movement on site – ensure pedestrian and vehicular traffic is segregated at all times and deliveries of materials coordinated with site activities. Banksman to be present should vehicles have a requirement to reverse.

Falls from height – ensure that all access and working platforms are erected and maintained by trained competent persons and meet with current guidelines and regulations.

Working with existing services – Only competent authorised individuals will be allowed to work on the existing services.

Protection of the general public and building occupiers – ensure that the site is secure and barriers (where appropriate) are erected to a good standard and maintained throughout the duration of the project.

Adjacent neighbours – All areas of the site will be secured and warning signage to prevent unauthorised access.

Temporary Scaffolding – All scaffolding to be erected and maintained by a competent scaffolding contractor. No modifications are to be carried out by unqualified operatives.

Slips, Trips & Falls – All leads and equipment will be safely laid out and taped to the floor or placed at high level to avoid a tripping hazard. All equipment will be cleared to a safe area when not being used.

Temporary Works – All temporary works to be designed and monitored by the Temporary Works Coordinator.

Lifting Ops – Lifting operations undertaken with the aid of mechanical lifting equipment to be undertaken in accordance with LOLER (Lifting Operations and Lifting Equipment Regulations 1998). Where lifting operations are to be undertaken by crane, a detailed lifting plan should be prepared and submitted to the client and Principal Designer for comment prior to commencement.

Works to compressed Air Systems – Before any pressurised components are dismantled, they should be effectively isolated from all pressure sources and completely vented to atmosphere. Precautions should also be taken to guard against the possibility of injury through sudden release of trapped springs.

Working with CO₂ systems – The area of works is to be well ventilated whilst working with a CO₂ system. If a release of CO₂ is encountered the emergency evacuation procedure noted in the CPH&S Plan is to be adopted.

Asbestos – The client has stated that there is no Asbestos present.

On site Helipad – The client has stated that there is a Helipad on site adjacent to the site, special measures to be implemented between construction team and Hospital Air team.

Evacuation Route – It is highlighted that the evacuation route from the New Ward first floor is over the proposed bridge and through stair core one, this will be in use while the remaining of the works will be undertaken.

Existing Oxygen Supply – North of the site houses the exposed oxygen tanks, fenced off but open. Suitable protection needs to be provided.

23. HEALTH & SAFETY FILE

The Health and Safety File will be managed on site and relevant information collated as works proceeds in line with the pre-tender Health and Safety Plan. It will form part of the hand over documentation on completion of the project.

24. MAINTENANCE OF PLANT & EQUIPMENT



All plant and equipment whether hired or owned will be checked to ensure that PAT testing has been carried out on a three monthly basis. On arrival to site all equipment supplied by subcontractors will be checked by the Site Manager to ensure that it has been appropriately tested. The Electricity at Work Regulations place a legal responsibility on employers, employees and self-employed persons to comply with the provisions of the regulations and take reasonably practicable steps to ensure that no danger results from the use of such equipment. All major plant supplied by subcontractors will be checked for appropriate documentation and recorded within the plant register.

25. LIAISON WITH NEIGHBOURING PROPERTIES

We will make every effort to prevent unnecessary noise and nuisance dust and will ensure that site operation conform with the Control of Pollution Act 1974 and the Environmental Protection Act 1990.

26. PRIMARY SUB CONTRACTORS APPOINTED

Groundworks Contractor	TBA
Steel works Contractor	TBA
Concrete plank Contractor	TBA
Electrical Designer/Contractor	TBA
landscape Designer/Contractor	TBA

27. GENERAL STATEMENTS

Health & Safety:

Ballast Nedam Parking believes that everyone who walks on to our construction sites has the right to a healthy, safe and clean environment. We will provide decent welfare facilities which will be maintained to a high standard throughout the project. We will rigorously police standards of Personal Protective Equipment and uphold a 'zero tolerance' towards individuals who flout with our site rules.

We will only engage subcontractors from our approved supply chain, the majority who are now 100% CSCS compliant. We maintain a high standard of site induction; we believe that sitting people down in front of a health and safety DVD is not sufficient; we want to engage with our staff and subcontractors. Therefore, all inductions/re-inductions will be delivered personally and will be specific to this project.

All elements of the project will be subject to risk assessments and method statements which will be assessed and agreed before any works take place.

We encourage an 'open door' policy with all our staff and subcontractors and encourage individuals to report any unsafe act or situation to the Site Manager or to our Director responsible for Health and Safety, without recrimination or blame culture. Our policy is clear, '**Don't Walk By**'.

Emergency Procedures:

During the duration of the project we will set up a 'Fire Plan' which will indicate emergency evacuation routes from the site in case of fire. This will form part of the site induction process along with the other site specific issues. We will establish fire points throughout the building which will be maintained by appointed Fire Marshalls. We will also establish emergency contact numbers in case we need to be contacted during periods when the site is not occupied.

Asbestos:

Ballast Nedam will ensure that all work taking place in others premises will have an Asbestos Management Plan in place. This will identify and the recording of all the asbestos containing materials found in, on or under the premises and state the controls that are in place to ensure that employees and others are not exposed to asbestos fibres.

Any employee finding what is believed to be exposed asbestos containing material will immediately leave the area, warn others to prevent entry, report to the Project Manager/Site Supervisor and await further instructions. The Project Manager/Site Supervisor will take immediate action to secure the area and advise the Directors.

Training:

Ballast Nedam minimum training for Site Managerial and Supervision Staff is:

SMSTS

First aid at work

Appropriate CSCS Card

UKATA Accredited Asbestos Awareness Course (where site require this)

Face Fit Testing (where required)

Clients Permit to Work: (not applicable in this instance)

Ballast Nedam Parking runs a permit to work system to include:

- Excavation works
- Works in confined spaces
- Hot Works (Works requiring the use of naked flames, heat or sparks)
- Working on electrical systems

Permits will only be issued to contractors that have supplied the appropriate documentation in advance of the proposed works commencing.

The issue if the permit does not indicate that the conditions are safe, rather that the task or area in which the work is to be undertaken is hazardous and additional controls are required. These controls must be identified on the permit. Permits will only be granted on receipt of satisfactory risk assessments and method statements.

Permits to work are valid for a specified time period only, should the work not be completed in the specified time period the works area must be cleared, all personnel must leave the area and request a further permit to be issued.

It is the responsibility of the contractor to obtain the relevant permit to works from the site manager for all necessary permitted works carried out on the site. The conditions of the permit are to be communicated to the operatives prior to the works commencing.

28. RECORD DRAWINGS/INFORMATION AVAILABLE

REV01

10-02-21

Draft Copy