

CDM Regulations 2015 - Construction Phase Plan

Project

Construction of a new build 3-Storey apartment block of 16 self-contained luxury apartments, including external works, pavement widening and new service connections

At

Royal Oak Apartments, 64 Breck Road,
Poulton Le Fylde, Lancs, FY6 7AQ

Construction Phase Plan prepared by
Bill Rogerson Safety Services Ltd in association with
Fylde Joinery & Building Services Ltd
5th February 2021
Revised: 11th February 2021

Section 1- Project Details	
1.1 Description of project	<p>The works proposed is a new build 3-Storey apartment block of 16 self-contained luxury apartments, including external works, pavement widening and new service connection at the site of the former Royal Oak Public House, Poulton Le Fylde.</p> <p>The development will be constructed using steel frame, with pre-cast concrete floors, and combination of pad foundations, strip footings and reinforced ground bearing concrete slab.</p> <p>The roof is proposed to be covered with Sandtoft Rivius</p> <p>The façade incorporates the use of a smooth red facing brick, feature stone and aluminium protruding bays.</p> <p>Aluminium windows have been proposed throughout the development.</p> <p>Detailed architectural, structural, mechanical, and electrical drawings have been provided.</p> <p>All works will be carried out following current COVID 19 safe working requirements</p>
1.2 Site location	<p>The site is located on a prominent corner along the edge of Poulton-le-Fylde’s conservation area and has been vacant and in need of development for a number of years.</p> <p>The site formerly housed Royal Oak public house/ hotel and its associated car park, which was demolished in June 2018. The site is now vacant.</p> <p>Along the southern boundary and part of the western boundary the high-level red brick wall remains in situ and adjacent to number 62 Breck Road the boundary is currently made up by a high-level brick wall and the remains of an adjoining outbuilding.</p> <p>To the south and west of the site are residential properties.</p> <p>To the east are the recently constructed extra care retirement apartments (Crocus Court) and to the North West is the Civic Centre and Wyre Council Offices and Lockwood Surgery.</p>
1.3 Existing structure	<p>The building that formerly occupied the site was demolished in June 2018 and the site has been vacant ever since.</p> <p>However, there may potentially be an area within the site that housed a historic basement.</p>

1.4 Project duration	<p>Start: 8th February 2021</p> <p>Duration: 18 months duration</p> <p>The Principal Designer has submitted Form F10 and a copy will be displayed on site for the duration of the project.</p>
1.5 Drawings, Reports, etc	<p>Designer drawings have been provided and shall be adhered to</p>
1.6 Communication	<p>Communication/liaison between client and other parties made through the Site Manager face to face (only when this cannot be avoided during COVID restrictions) and via telephone and emails.</p> <p>Weekly meetings will be arranged with all relevant parties (maintaining social distancing when required face to face)</p> <p>Weekly toolbox talk sessions will be carried out</p>
Section 2 - Project team	
2.1 Client	<p>Mr John Losi Amex Estates Ltd, 6 Bruce Grove, Tottenham, London, N17 6RA</p>
2.2. Principal Contractor	<p>Fylde Joinery & Building Services Ltd Unit 8 Sovereign Court; Wyrefields, Poulton Business Park; Poulton-Le-Fylde; FY6 8JX</p> <p>Contact: Sean O'Toole admin@fyldejoinery.co.uk</p>
2.3 Principal Designer	<p>Carters Building Consultancy Ltd The Big Shippon, Clifton Fields, Clifton, Preston, PR4 0XG Tel. 07863559745 Contact Name: Harry Carter</p> <p>The Principal Designer will also act as the CDM adviser</p>
2.4 Architectural Designers	<p>Carters Building Consultancy Ltd The Big Shippon, Clifton Fields, Clifton, Preston, PR4 0XG</p> <p>Tel. 07515031923 Contact Name: Harry Carter</p>

2.5 Others

Cost Managers and Cost Consultants
Saunders Quantity Surveyors
Studio A, Rayrigg Hall Farm, Rayrigg Road, Windermere, LA23
1BW
Telephone: 01539 444885
Contact: Kristian Chippendale

Structural & Civil Engineers
Hermolle Associates Ltd
Constellation House, Lockheed Court, Amy Johnson Way
Blackpool, FY4 2RN
Contact No: 01253 336740

Mechanical and Electrical Engineers
Gilmore + Stones Associates Limited
7b-11b Park Street, Lytham St Annes, FY8 5LU
Telephone: 07763 207880
Contact: Tim Gilmore

Civil and Drainage Engineers
Hamilton Technical Services
1 Chiltern Ave, Euxton, Chorley, PR7 6NU
Telephone: 07763 207880
Contact: Tim Gilmore

Landscape Architects
Reandscapes
New Media House, 8 Hardhorn Road, Poulton-le-Fylde, FY6 7SR
Telephone: 07743698685
Contact: Dean Blackhurst

Multi Service Providers
Connections 2 Energy
Suite 14a, Link 665, Business Centre, Todd Hall Road,
Haslingden, Lancashire, BB4 5HU
Contact: Charlotte Eves Major Projects Manager
T: 0161 359 5959
M: 07384 834 816
E: ceves@c2eltd.co.uk

Highway Service Installations
Ameon LTD
Unit 9-10 Olympic Court, Boardmans Way, Whitehills Business
Park, Blackpool, FY4 5GU
Tel: 01253 760 160
Email: info@ameon.co.uk

Local Authority
Wyre Council, Civic Centre, Breck Road, Poulton, FY6 7PU
Telephone: 01253 891000

	<p>Local Authority Building Control Stephen Mawby Senior Building Control Officer Wyre Council Stephen.Mawby@wyre.gov.uk 01253 887258 Civic Centre, Breck Road, Poulton-le-Fylde, Lancashire, FY6 7P</p>
<p>2.6 Contractors</p>	<p>TBC</p> <p>Contractors will work under the control and supervision of Fylde Joinery & Building Services Ltd and will supply RAMS for their works as applicable</p>
<p>Section 3 – Services</p>	
<p>3.1 Services information (e.g. Extent and location of existing records and plans relevant to health and safety on site, including information on existing structures when appropriate)</p>	<p>All information relating to existing services positions is based on a walkover inspection of the site and documentation obtained from each service provider.</p> <p>Fylde Joinery & Building Services Ltd shall verify existing service positions with the relevant public utilities companies before construction works commence on-site.</p> <p>The requirements of the HSE document HS (G) 47 "Avoiding Danger from Underground Services" will be adhered to.</p> <p>For any works adjacent to any overhead lines, then the requirements of the HSE document GS6 "Avoiding Danger from Overhead Lines" will be followed.</p> <p>The units adjacent to the site is served by mains, gas, electricity, water, and drainage.</p> <p>Underground services will be identified by the use of Cable Avoidance Tools (CAT) and safe digging techniques.</p> <p>From the recording and desktop survey, it has been identified that there is a high-pressure pipeline within 14.5 metres of the site managed by Cadent Gas. From further investigation and</p>

discussions with Cadent Gas, the proposed development does not appear to affect the high pressure pipeline, Land Use Planning Permission is required to be obtained from The Health and Safety Executive and site specific risk assessments produced by the contractor and approved by Cadent Gas prior to the commencement of any works.

HSE have requested to be notified

Any services that enter the site shall be identified prior to any excavation on site by a competent person with a CAT and GENY. This must be marked and avoided throughout the project. If services are in an excavation, then the use of a machine shall be avoided, and a hand dig considered.

Cable and pipe strikes should be reported to the relevant service provider and it is up to the Contractor to meet the costs incurred with the repairs.

A temporary electricity and water supply will be required.

Fylde Joinery & Buildings Services Ltd shall arrange for any existing service runs within the site demise to be marked out on site and where indicated the existing service cables, pipes etc. must be retained and protected from damage.

Operatives must take extreme care when carrying out any grubbing out works etc., particularly in areas close to the site boundaries. If any unmarked cables, ducts, pipes etc. are located then all works in the adjacent areas must stop and the status of the service must be verified before any further works commence. Any located unmarked service must be assumed to be live until proved otherwise. A record of any such service must be kept and forwarded to the Client for inclusion in the Health & Safety File.

Existing electrical services:

The Principal Contractor shall make the necessary consultations with the Principal Designer and Connection 2 Energy prior to commencing work on-site

Connections 2 Energy, Suite 14a, Link 665, Business Centre,
Todd Hall Road, Haslingden, Lancashire, BB4 5HU

Contact: Charlotte Eves Major Projects Manager

T: 0161 359 5959

M: 07384 834 816

E: ceves@c2eltd.co.uk

Fylde Joinery & Building Services Ltd shall plan, manage and supply the site with new adequate mains power facilities to accommodate the new apartment block.

- Excavate within the site and allow for compaction, reinstatement, and final on-site landscaping
- Install red 38mm duct from B to C at depth of 450mm prior to ENW commence work and inspection is required by Electricity North West prior to back filling any

	<p>excavation and ducting. Electricity North West main supply plans are provided. We have used a multi service provider who has already obtained quotations for the new incoming electrical Mains (see ENW Existing Mains Supply and ENW Ducting Requirements)</p> <p>Open reach: Fibre broadband is to be installed and the Principal Contractor will contact Connections 4 Energy to register the site. The Principal Contractor shall make the necessary consultations with the Principal Designer and Connection 2 Energy prior to commencing work on-site Fylde Joinery & Building Services Ltd shall plan, manage and supply the site with new fibre broadband to accommodate the new apartment block.</p> <ul style="list-style-type: none"> - excavate within the site and allow for compaction, reinstatement, and final on-site landscaping. Ducting requirements will be provided. <p>Existing gas services: Fylde Joinery & Building Services Ltd shall make the necessary consultations the Principal Designer and CADENT prior to commencing work on-site: Connections 2 Energy Contact: Charlotte Eves Major Projects Manager T: 0161 359 5959 M: 07384 834 816 E: ceves@c2eltd.co.uk</p> <p>The apparatus that has been identified as being in the vicinity of the proposed works is:</p> <ul style="list-style-type: none"> - High or Intermediate pressure (above 2 bar) Gas Pipelines and associated equipment - Low or Medium pressure (below 2 bar) gas pipes and associated equipment. (As a result, it is highly likely that there are gas services and associated apparatus in the vicinity) - <p>CADENT requirements</p> <ul style="list-style-type: none"> - Ensure that no works are undertaken in the vicinity of the gas pipelines and that no heavy plant, machinery or vehicles cross the route of the pipeline until detailed consultation has taken place - Principal contractor shall carefully read the requirements including the supplied guidance documents and maps showing the location of apparatus. - Contact the landowner and ensure any proposed works in private land do not infringe Cadent and/or National Grid's legal rights (i.e. easements or wayleaves). - If the works are in the road or footpath the relevant local authority should be contacted - Ensure that all persons, including direct labour and
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contractors, working on or near Cadent and/or National Grid's apparatus follow the requirements of the HSE Guidance Notes HSG47 - 'Avoiding Danger from Underground Services' and GS6 – 'Avoidance of danger from overhead electric power lines'.

- In line with the above guidance, verify and establish the actual position of mains, pipes, cables services and other apparatus on site before any activities are undertaken.

Existing water services:

Fylde Joinery & Building Services Ltd shall make the necessary consultations with the Principal Designer and United Utilities prior to commencing work on-site; contact details:

Connections 2 Energy

Contact: Charlotte Eves Major Projects Manager

T: 0161 359 5959

M: 07384 834 816

E: ceves@c2eltd.co.uk

Fylde Joinery & Building Services Ltd shall plan, manage and supply the site with new adequate mains water supply to accommodate the new building.

- Excavate within the site and install blue 38mm duct at depth of 450mm prior to UUNW commence work and inspection is required by UUNW prior to back filling any excavation and ducting.
- UUNW main supply plans are supplied
- Apply for a new main connection for the development. We have used a multi service provider who has already obtained quotations for the new incoming water mains (see UUNW Existing Mains Supply and UUNW Ducting requirements.

Existing foul & surface water drainage systems:

Fylde Joinery & Building Services Ltd shall make the necessary consultations with United Utilities prior to commencing work on-site; contact details:

United Utilities North West, Stephen's Way, Goose Green, Wigan, WN3 6PJ

Tel: 0870 751 0101

United Utilities main sewerage plans are provided

- Apply for a new main connection for the development.
- The new foul and surface water drainage is shown on Carters construction drawings as a preliminary layout. Detailed proposals have been provided by Geoff Hamilton at HAMILTON TECHNICAL SERVICES and included within the drawings and specification folder.

Section 4 – Management of the works	
4.2 Site Manager(s)	Dan Chislett
4.3 Site Supervisor	Dan Chislett
Section 5 – Induction	
5.1 All site personnel to receive the site induction provided by the Site Manager or designated representative	<p>Induction to include</p> <ul style="list-style-type: none"> - COVID 19 - Assembly point - Sound of the alarm - Location and type of fire extinguishers available - Accident reporting procedures - Management details - Names and locations of nominated first aiders - Details of nearest A & E Department - Welfare arrangements - Signing in/out requirements - Permits to work required - Site rules - Working hours - No smoking requirement <p>Induction register to be signed by all site personnel</p> <p>Induction process will include the strict requirement that smoking is prohibited at all times whilst on site</p>
Section 6 - Welfare & First Aid Arrangements	
6.1 Working hours	<p>General working hours will be Monday to Friday 8:00am – 6.00pm. Working on Saturdays’ 8.00am to 1.00pm may be undertaken.</p> <p>No works will be carried out on Sundays or Bank Holidays</p>
6.2 Welfare arrangements	<p>A mobile welfare and office unit will be on site for the duration of the works. It will be kept locked when not in use and is to be kept clean and tidy.</p> <p>Standard cleaning products will be provided for cleaning surfaces after use. All signage and notices are to be complied with.</p> <p>The hand washing register is to be completed daily as required.</p> <p>Hand sanitiser stations will be located on site.</p>

6.4 First aid provision	<p>Fylde Joinery & Building Services Ltd keep fully stocked first aid boxes which will be on site at all times during the working day. Eye wash kit will be kept with the first aid box.</p> <p>Operatives are to inform the Site Supervisor should they remove any items to ensure the first aid box can be replenished as soon as possible</p> <p>If any injury occurs which requires hospital treatment, the injured party will be taken to the nearest A&E, located at: <i>Blackpool Victoria Hospital, Whinney Heys Road, Blackpool</i></p>
6.5 Accident reporting	<p>The Accident book will be on site at all times during working hours.</p> <p>Accident forms are kept in the site safety file. These will be completed as applicable.</p> <p>Any accidents or near misses to be reported at the time of the accident / incident to the Site Manager and recorded in the accident book. The Site Manager will inform the client</p> <p>The Project Manager will report any reportable incidents/accidents to the HSE</p> <ul style="list-style-type: none"> - By telephone ASAP for fatal or specified injuries - By appropriate online form for other incidents
Section 7 - Significant hazards & controls	
7.1 Adjacent/surrounding area	<p>The site is located on the corner of a crossroads. Heading North East down Breck Road away from Poulton Town Centre. There is a 20mph speed limit.</p> <p>However, accessing the site from a North Westerly direction on Station Road and or heading in a South Westerly direction towards Poulton Town Centre, there is a speed restriction of 30mph speed limit.</p> <p>Due to the location of the site, there are double yellow markers around the perimeter of the road. It should also be noted that many of the surrounding residential streets only allow resident permit parking.</p> <p>Entrances to the site shall be maintained in a clean and safe condition, during the course of the works. The site supervisor will make daily checks.</p> <p>Site vehicles shall not obstruct any of the adjoining highways or access routes to the adjoining premises during the course of the contract.</p>

<p>7.2 Ground conditions</p>	<p>A full comprehensive report has been conducted by Worms Eye Ltd, the report has been supplied.</p> <p>To summarise, the boreholes showed similar conditions of having limited made ground sand, clay, brick, gravel, and cinders) overlying clay.</p> <p>Contamination tests mostly showed levels below thresholds appropriate for the development. Although arsenic was raised in one borehole, the average across the whole site and in the landscaping around the perimeter of the building, are below the threshold. Worms Eye suggested there is no risk to end-users and no further action is required at this point.</p> <p>The Principal Contractor will liaise with the Building Control Authority and CA to see if any special measures are required in relation to the new foundations or floors in respect of dangerous gases, methane, radon etc. Full structural layouts and foundations have been provided by Hermolle Associates Ltd and located within the drawings and specifications folder.</p> <p>A method statement shall be provided by the groundwork's contractor to cover all excavation works that will be conducted on site. The method statement must be submitted to the Principal Contractor prior to the commencement of groundwork's on-site. Any unforeseen problems occurring, or adverse ground conditions found during the excavation works must be reported to the duty holders.</p>
<p>7.3 Excavations</p>	<p>CAT will be used to locate buried services as required.</p> <p>Located services will be clearly marked out with spray paint and mobile plant shall not operate within 1m of marked out areas.</p>
<p>7.4 Asbestos</p>	<p>No asbestos containing materials are thought to be present as previous structures have been removed.</p> <p>Operatives shall remain vigilant and will follow the procedures should they uncover or suspect the presence of any ACMs:</p> <ul style="list-style-type: none"> - Cease work and make the area safe - Inform the Site Manager - Remove any contaminated clothing and double bag in clearly labelled waste sacks - Not –re-commence works to the area until it has been confirmed safe to do so <p>Sub-contractors shall provide proof of their asbestos awareness training prior to commencing works when applicable.</p>

<p>7.5 Work at height</p>	<p>All works at height are undertaken in full accordance with the Work at Height Regulations 2005 and relevant Guidance.</p> <p>Scaffolding will conform to and be erected by competent persons as per the requirements of the Work at Height Regulations 2005 and TG20 requirements. Lowest access ladder to scaffold will be removed or safely boarded over at the end each working day. No materials will be left on scaffold platform during non-working hours.</p> <p>Mobile tower, when required, will be erected by trained and authorised persons</p> <p>Stepladders will only be used for low level works at height of short duration and when more suitable means of access are not practicable</p> <p>Working at height will be controlled and managed by Fylde Joinery & Building Services Ltd.</p> <p>Regular provision of work at height toolbox talk throughout the project.</p> <p>Regular inspections will be carried out by Fylde Joinery & building Services Ltd H&S advisers and reports prepared.</p>
<p>7.6 Manual handling</p>	<p>Undertaken in accordance with the Manual Handling Operations Regulations 1992 (as amended)</p> <p>Operatives received manual handling training</p> <p>Regular provision of manual handling toolbox talk</p> <p>Mechanical means (e.g. trolley truck, wheelbarrow, etc) used to transport materials at ground level.</p> <p>Hoist used to raise materials up to height where practicable.</p>
<p>7.7 Permit to work</p>	<p>Any required permit to work shall be issued and signed off (daily as required) by the Authorised Person</p> <p>A 60 minute fire watch will be undertaken after any hot works</p>
<p>7.8 Traffic Management</p>	<p>Access and parking for neighbouring properties will not be impeded at any time.</p> <p>Very limited street parking is available around the area. All on street parking requirements will be adhered to.</p>

	<p>There is a pay and display car park close to the site. but it is noted that limited time is permitted for use.</p>
7.9 Access & Egress	<p>Access/egress routes will be kept clear at all times.</p> <p>Entrance to the site will be clearly marked</p> <p>Signage will be erected to the site perimeter hoarding to warn the public of the construction works being undertaken.</p> <p>Copy of the hoarding plan drawing is included in Appendix 1 of this CPP</p>
7.10 Deliveries of materials	<p>Delivery drivers shall report to the Site Manager or Supervisor on arrival.</p> <p>Deliveries will be arranged so as to avoid peak traffic times and normal School run times</p> <p>Deliveries of materials will be for the immediate works only so as to avoid a build up of materials</p> <p>Delivery vehicles will leave as soon as unloading operations are completed. A competent banksman will assist as required.</p>
7.11 Noise	<p>Noisy works will be undertaken at suitable times (within regular working hours)</p> <p>Mufflers fitted to equipment where required</p> <p>All electrical equipment shall have valid PAT test certificates.</p> <p>Hearing protection provided to site operatives and is to be worn when required.</p> <p>Plant and equipment will be maintained in good working order</p> <p>Plant and equipment will be switched off when not in use</p> <p>The Control of Noise at Work Regulations will be complied with.</p>
7.12 Vibration	<p>Regular task rotation when operating plant or other vibratory equipment.</p> <p>Personnel aware of the requirement to report signs of tingling or numbness of the hands or fingers</p> <p>Regular provision of vibration toolbox talk</p> <p>HSE vibration ready reckoner tool used to determine vibration levels when not known</p>

<p>7.13 Waste</p>	<p>Removal and safe disposal of waste generated will be done in the correct manner.</p> <p>Waste transfer notices shall be retained in the site safety file</p> <p>Skip will be fenced off with Chapter 8 barriers</p> <p>Skip will be removed when full by skip hire company and replaced with an empty one</p>
<p>7.14 Lifting operations</p>	<p>Works will be planned and carried out in accordance with current legislation and B.S 7121</p> <p>The Lift Supervisor shall be made known to all site personnel involved in the lifting operation. Communications between Slinger and Crane Operator will be by either recognised hand signals or in the case of obstructed vision by two-way radios.</p> <p>NOTE: Under no circumstances shall the crane be moved for lifting purposes without the Lift Supervisor being in attendance.</p> <p><u>LIFTING TACKLE</u></p> <p>If there is a requirement for specialised equipment then this will be supplied. Any additional lifting equipment supplied will have current test and inspection certificates available for inspection by the lift supervisor before any lifting operations take place.</p> <p>A lifting operations Method Statement will be prepared and is to be adhered to</p> <p>A lifting plan will be prepared as required.</p>

Section 8 – Fire Management	
8.1 Fire Management	<p>Signing in/out register in operation to ensure the exact number of personnel and authorised site visitors are known at all times</p> <p>Smoking and naked flames prohibited on the site.</p> <p>Fire extinguishers will be on site for the duration of the works</p> <p>Hot works carried out under a Permit to Work issued by the Authorised person. A 1 hour fire watch will be undertaken after any hot works.</p>
8.2 Emergency Procedures	<p>Any person who discovers a fire must raise the alarm by sounding the air horn and shouting FIRE, FIRE</p> <p>On hearing the fire alarm all personnel must:</p> <ul style="list-style-type: none"> - Switch off plant, machinery and equipment if safe to do so - Immediately leave the working area (not stopping to collect any personal belongings) and go to the emergency assembly point - Report to the Fire Warden - Remain at the emergency assembly point until authorised to return to the site by the Site Manager
Section 9 - Health and Safety File	
<p>A Health and Safety File is required on all projects involving more than one contractor as per Appendix 4 of CDM 2015.</p> <p>If a Health and Safety File exists for a structure involved in a project with only one contractor, this file will still need to be updated.</p> <p>The health and safety file should contain the information needed to allow future construction work, including cleaning, maintenance, alterations refurbishment and demolition to be carried out safely.</p>	
9.1 Layout and format	One pdf electronic copy and/or one hard copy as required by the Client.
9.2 Information required	<p>A brief description of the work carried out.</p> <p>Full contact details of all consultants and sub-contractors used, and the work performed.</p> <p>Full contact details of all suppliers including materials used.</p> <p>COSHH details provided where hazardous substances are used.</p>

	<p>Information and as-built drawings that relate to the site and any associated structures, equipment etc.</p> <p>The nature, location and markings of significant services, including underground cables, pipes & ducts, fire-fighting services etc.</p> <p>Key principles and details relating to the structures and materials showing, where appropriate, methods of construction, fixings, finishes etc. together with safe working loads, particularly where these may preclude placing scaffolding or heavy machinery there.</p> <p>Details relating to health and safety that may affect future demolition, dismantling or decommissioning works.</p> <p>Details relating to health and safety that may affect cleaning and maintenance works, including operation & maintenance manuals and instructions.</p> <p>Technical specifications of materials, plant and equipment.</p> <p>All relevant test and commissioning certificates, guarantees etc.</p> <p>Any residual hazards which remain and how they have been dealt with i.e. surveys or other information concerning contaminated land, water bearing strata, buried services etc.</p>
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Section 10 – COVID 19 Safe working requirements

Do not attend site and stay at home if you have a fever or develop a new continuous cough, have a high temperature or have a loss of or change to the sense of smell or taste. Telephone your manager and then follow the isolation requirements.

Travel alone to work if possible. if vehicle sharing cannot be avoided, try to:

- Share with the same individuals and with the minimum number of people (up to a maximum of 6) at any one time
- Keep the windows open
- Travel side by side or behind other people, rather than facing them, where seating arrangements allow
- Maximise the distance between people
- Wear a face covering
- The vehicle should be cleaned between journeys, especially touch points, using gloves and standard cleaning products.

Undertake temperature check on arrival.

Adhere to start and finish times for the forthcoming week given by the site manager.

Workers should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable. Adhere to the hierarchy of controls for avoiding close working when required

Regularly wash your hands with running water and soap for approximately 20 seconds at a time

Throw away any used tissues (e.g. after sneezing) and don't place in a pocket or bag

Remove protective work clothing before going home and wash before re-use

Use/wear all PPE provided for your protection. Dispose of disposable PPE in accordance with the site requirements.

Adhere to requirements covering break and lunch times as they may be staggered

NOTE 1: A copy of the current CLC site Operating Procedures will be available on site at all times throughout the project

NOTE 2: The CITB COVID 19 toolbox talk will be regularly provided to site operatives to maintain awareness at all times.

SITE RULES

- ❑ The Principal Contractor will take reasonable steps to ensure that only authorised persons are allowed into any area where construction work is taking place. A booking in system will be adopted.
- ❑ COVID 19 safe working requirements shall be adhered to
- ❑ All operatives shall be suitably trained and competent
- ❑ All personnel will undertake Site Induction and any relevant Toolbox Talk
- ❑ All personnel must report any accidents or near misses
- ❑ The Site Manager will ensure that adequate personal protective equipment is worn by all operatives (and visitors to the site when appropriate)
- ❑ Access and egress routes will be kept clear at all times
- ❑ Smoking is prohibited on site
- ❑ Dangerous or hazardous equipment will be stored in secure storage facilities when not in use.
- ❑ No hot work will be carried out during the final hour of the working day
- ❑ The work site will be kept clean and tidy, and free of debris as much as is reasonably practicable
- ❑ No overreaching from ladders or low working platforms. Ladders or platforms to be moved to next location as required
- ❑ Hazardous or flammable materials will be removed from the premises at the end of each working day
- ❑ Materials safely and securely stacked whilst awaiting use
- ❑ Any spillage will be made good immediately
- ❑ Alcohol and drugs (other than tablets prescribed by a doctor) are strictly prohibited. Any operative found to be under the influence of either substance shall be instantly dismissed from the site.
- ❑ No photography or video equipment is to be brought onto the site or working areas without first attaining written authority from the Client
- ❑ Operatives will take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions
- ❑ Operatives will report any issues which may affect health and safety of themselves or other

- ❑ Site operatives will not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare
- ❑ All tools and equipment will be subject to regular inspection and examination schedules
- ❑ All operators of machinery and tools will be competent, fully trained and able to carry out the job properly without risks to health and safety.
- ❑ Electrical equipment will display a current test tag or certificate and will be used in accordance with manufacturer's instructions by trained operatives, be properly guarded and maintained where necessary, and transformed to 110 volts
- ❑ All portable electrical equipment will be isolated and securely stored when not in use
- ❑ Residual current devices (RCDs) will be used on mains powered equipment where required
- ❑ Burning of rubbish will not be permitted at any time

RECEIPT / COMPLIANCE REGISTER

I confirm that I have received all relevant information contained in this Construction Phase Plan, including emergency arrangements, safe working practices and site rules, and I shall comply with all requirements. I am aware that persistent non-compliance may result in removal from site and possible disciplinary action.

Name	Date

Appendix 1 – Hoarding plan

