



2021

Construction Phase Plan  
1, 2, 3 Greensands, TN13 3FA

## CONSTRUCTION PHASE PLAN

Contract name: 1, 2 & 3 Greensand Place  
Contract reference: NA  
Revision number: 00



<b>Contract Title &amp; Address</b>	1, 2 & 3 Greensand Place, Woodside Road, TN13 3FA
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	<b>Name and Contact Details</b>	<b>Address</b>
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<b>Principal Designer / Architects</b>	Nigel Green, Lustedgreen Stuart Coleman, Coleman Anderson Architects	2 Sunspan, Long Ditton, KT6 5DY 0203 176 2770 4 Western Rd, Southborough, TN4 0HG 01892 537124
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<b>Quantity Surveyor</b>	Matt Wenham, Wenham O'Brien – QS Chris Burr – QS	
<b>Other Consultants</b>	Ben Tubb, Paul Molineaux Structural Engineers Hodel Consulting Engineers	Stable Offices, Lamberhurst 01892 538788 The Gatehouse, TN12 9QS 01732 617555
<b>Prepared By</b>	Simple Safety Advice Ltd on behalf of Olive Tree Building Services Ltd Tel: 01342 836314 Email: <a href="mailto:info@simplesafetyadvice.co.uk">info@simplesafetyadvice.co.uk</a>	Unit 9 Scandia-Hus Business Park, Felcourt Road, Felcourt, East Grinstead, RH19 2LP

***This Construction Phase Plan will be added to, reviewed and updated as the project develops, further design work is completed, information from subcontractors starting work becomes available, unforeseen circumstances or variations to planned circumstances arise or where the operations management team deem it is necessary. Design changes will need to be notified to the design team.***

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Date	Information	Ref. No.	Comments
22/03/21	Construction Phase Plan	00	Compiled for circulation to Client and Council to discharge condition 12 in Grant of Planning Permission

### RECORD OF REVIEW

When the contents to the Health and Safety Plan are added or items are removed, the person making the changes should complete this sheet and add comments as appropriate e.g. section where filed or other place where the document will be located.

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### INTRODUCTION

- a) This Construction Phase Health and Safety Plan had been prepared specifically for this project in accordance with the CDM 2015 Approved Code of Practice and the Olive Tree Building Services Ltd Health, Safety and Environmental Standards.
- b) The plan has been formulated by taking into consideration the pre-construction information provided by the client, Principal Designer, designers.
- c) The Olive Tree Building Services Ltd Health, Safety and Environmental (HS&E) Policy (appendix 1) contains the core arrangements for managing health and safety in all our operations. In addition, a management system has been compiled for assisting the project's operations management team in the planning, management of, recording and communicating of relevant health and safety information to provide a safe place of work, safe systems of work and to provide uniformity and consistency in the management of health and safety.
- d) Every project will have access to the Olive Tree Building Services Ltd Health, Safety and Environmental Standards, Systems and Policies.
- e) Olive Tree Building Services Ltd HS&E Policy details how the Olive Tree Building Services Ltd manages the CDM process and follows the guidance within the HSE publication, L135 – Managing Health and Safety in Construction (Construction (Design and Management) Regulations 2015).
- f) The aim of this Construction Health and Safety Plan is to provide clear, concise, and specific information required to manage the works and the arrangements for controlling significant project specific site risks. Other information this file makes reference to, but is not project specific, will be clearly identified with the location where it is available, if there is a need to review these documents they will be provided on request.
- g) We are committed to providing a safe place of work and continually review our HS&E Standards and systems to provide clear and relevant information through all stages of the project's life.
- h) The project team members responsible for the compilation, review and maintenance of this Construction Phase Health and Safety Plan are:

Olive Tree Building Services Ltd	Position	Name	Responsibility
	Project Manager	Dave Anstiss	Overall
	Site Manager	Matt Chapman – Senior Site Management	On site
	Office Coordinator	Imogen Fairweather	In office
Simple Safety Advice Ltd	Health and Safety Advisor	James Cumming	Available remotely

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### **SECTION 1 - DESCRIPTION OF PROJECT – including any special requirements**

#### 1.1 Location

- a) The site is located at 1, 2, 3 Greensands which are immediately located on the back of 2, 4, 6 Woodside Road. The site is located within the residential gardens of 2, 4, 6 Woodside Road.
- b) A site works location plan, site specific service plans and drawings will be provided and updated as the project proceeds – these have been provided by Lustedgreen architects and Coleman Anderson Architects for the respective properties each are overseeing (Coleman Anderson; 1 Greensands / Lustedgreen; 2 & 3 Greensands).
- c) Site access and egress will be controlled by Olive Tree Building Services Ltd management team.
- d) Other pre-construction information regarding the location provided for this project will be found within the H&S file kept onsite once works proceed.

#### 1.2 Scope of the Works

Erection of three detached new build dwellings to incorporate a new vehicular access

#### 1.3 Programme

A copy of the construction programme will be updated/reviewed throughout the works and copies provided once works underway.

Contract Award Date	<b>22/03/2021</b>
Contract Commencement Date	<b>01/08/2021</b>
Contract Period	<b>60 weeks</b>
Site Start Date	<b>01/08/2021</b>
Planned Contract Completion	<b>01/09/2022</b>
Form F10 (Rev) Date Submitted (copy of F10 filed in Appendix 3)	<b>To be submitted during mobilisation period July '21</b>
Enabling works	<b>19/07/21-30/07/21</b>
Temporary works	<b>NA</b>
Demolition	<b>NA</b>

The normal hours of work are as follows:

Monday to Friday: 07:30-16:30 – no power tools before 08:00  
Saturday: 07:30-13:00 – with arrangement from Client and notice to be provided  
Sunday: No working permitted  
Public Holidays: No working permitted

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### 1.4 Reference Documents

List any documentation that has been provided by the Client as part of the Pre Construction information e.g. drawings of buried services, asbestos surveys, structural surveys, fire, cat scans, topographical survey, roof plan survey, elevations survey, building element survey, geotechnical survey, archaeological survey, air quality survey, environmental survey, mechanical and electrical survey, site dimension and level survey etc.

Document type	Ref No	Issue date
Architects Drawings	LG78_01-2 Greensand Place – Work in Progress Section Drawings	22/03/21
	LG78_01-2 Greensand Place – Work in progress Plan Drawings	
	LG78-01-3 Greensand Place – Work in progress Plan Drawings	
	LG78_01-03 Greensand Place – Work in progress section Drawings	
	Design & Access Statement	21/08/20
	LG78_01_02B	
	LG78_01_03B	
	LG78_01_04B	
	LG78_01_05C	
	LG78_01_06B	
	LG78_01_07B	
	LG78_01_08B	
	LG78_01_09B	
	LG78_01_10B	
	LG78_01_11B	
	LG78_01_12D	
	LG78_01_13C	
	LG78_01_14C	
	LG78_01_15C	
	LG78_01_19B	
LG78_01_20B		
LG78_01_21B		
LG78_01_22B		
LG78_01_13D	23/03/21	
LG78_01_14D		

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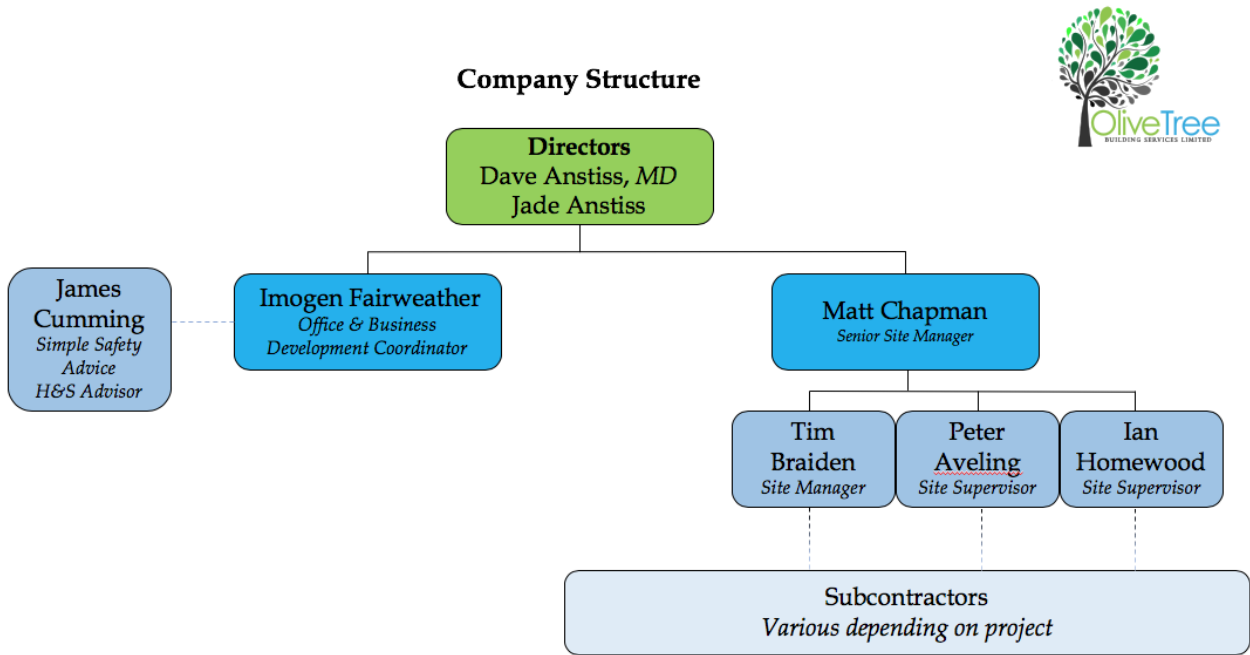
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## SECTION 2 - MANAGEMENT OF THE WORK

### 2.1 Management Structure and Responsibilities

- a) The general health and safety responsibilities are as laid out in the Olive Tree Building Services Ltd Health and Safety Policy. The competency of the operations management team are as identified on the Olive Tree Building Services Ltd competency matrix which can be found in the Olive Tree Building Services Ltd Health, Safety and Environmental Standards which will be located in the site office.



### 2.2 Health and Safety Goals for the Project

In addition to achieving the Olive Tree Building Services Ltd Health and Safety objectives, zero harm to all workers and recording all near miss potentials, Olive Tree Building Services Ltd will:

- Carry out weekly Health and Safety inspections internally
- Health, Safety and Environmental Reviews carried out at least once every 4 weeks
- Attend regular reviews of the project's health, safety and environmental performance with the Health, Safety and Environmental Advisor
- Ensure all contractors comply with current safety legislation
- Report any near miss occurrences to the main office within 24hrs
- Ensure minimal disruption to existing residents in the vicinity of the area
- Ensure all contractors conduct their works in line with legal requirements



Weekly Site  
Inspections

### 2.3 Health and Safety Monitoring

- a) Monitoring will be carried out on this project; the project manager or site manager should complete and record a weekly inspection
- b) Sub-contractors should arrange and complete their own audits



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- c) Copies of all Health and Safety Monitoring carried out on this site by the operations management team, the Olive Tree Building Services Ltd own management team, the Health, Safety and Environmental Advisor, HS&E Auditor or by a contractor's health and safety team/representative will be held in the onsite H&S file
- d) In addition to self-monitoring that will be carried out by members of the operations management team in accordance with the responsibilities allocated to them to meet legal statutory requirements and Olive Tree Building Services Ltd HS&E Standards, the site will be monitored by a professional and qualified Health, Safety and Environment (HS&E) Advisor who will produce a Site Safety and Environmental Review Form provided at each visit.
- e) The HS&E Advisor that has been appointed for this project is:
  - Name: Simple Safety Advice Ltd
  - Telephone No: 01342 836314
- f) Frequency of Visits: Monthly visits at the outset of the project with arranged visits to be agreed subject to the works on site and or number of contractors,
- g) Olive Tree Building Services Ltd have a retained agreement with Simple Safety Advice to attend site when requested or for SSA to conduct unplanned audits
- h) In addition to visiting site on a regular basis the HS&E Advisor will provide health and safety support as requested or deemed necessary.
- i) The HS&E Advisor will review the project's health and safety performance with the operations management team at each visit and produce a plan in conjunction with the team
- j) The project will be provided with up-to-date HS&E Standards and notified of any legal or system changes via communication from the Health, Safety and Environment Department to ensure current legislative and organisation requirements are continually updated.

### 2.4 Methods of Communication

- a) Olive Tree Building Services Ltd methods of communication that the project must comply with, as applicable, are clearly laid out in the Health and Safety Policy (located at HO).
- b) The project shall have a health and safety notice board displayed within the site office and welfare areas. This will include:
  - Health and Safety Law Poster
  - Olive Tree Building Services Ltd Health and Policy Statement
  - CPP Contacts Page
  - Photo of Site Manager
  - Site traffic management plan
  - Site rules
  - Any specific hazards contained within the site
  - Insurances
  - Emergency arrangements
  - Emergency contact details
  - F10

The specific methods of communication for this project are as follows:

#### *Project level:*

- *Safety committee*
- *10 minute briefings*
- *Trade Union appointed representative*
- *Workplace meetings*
- *Induction*

#### *Work Gang Level:*

- *Toolbox talks*
- *Risk assessment briefings*
- *Through one of more representatives*
- *Method statement briefings*
- *Hazard notice boards*



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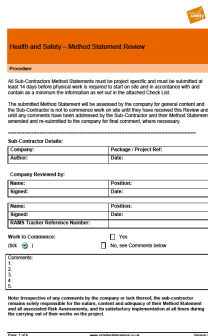


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Records of contractor evaluations can be located at head office where a spreadsheet of approved contractors is utilised and updated by the office support team.

All subcontractors must provide their own site-specific risk assessments, methods statements, COSHH assessments and all other relevant health and safety information and documentation which must be approved by the site management team prior to works starting. These are working documents and will be subject to regular review and communicated to the relevant work force.

The following processes can be utilised to check the works.



## 2.6 Site Security

The minimum standards for ensuring protection of the public and a secure site are to ensure that there is no direct interface between existing occupants of the building, members of the public and planned trade works. Works areas will be isolated as laid out in the site plan (appendix 2)

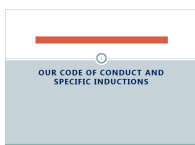
Greensands will form a new access road leading off from Woodside Road which is situated in a relatively busy traffic area in a residential area of Sevenoaks. The site will be enclosed within a site compound which will not be accessible to any members of the public due to the use of steel security gates set back from the main access off Woodside Road. The site will have a number of 'Site Entrance' notices and security warnings attached to the approaching fence and a CCTV camera unit will be installed behind these gates to enforce security and dissuade members of the public from accessing the site during hours of inactivity.

Site security will be monitored on a daily basis and any findings and actions will be recorded on the appropriate forms. The site will operate a signing in policy which will be managed by the Site Manager – no one will access site without first being inducted and signing in.

We have close working relationships with our suppliers and will provide delivery drivers with full details of how to access the site. There is no need for temporary traffic management on these works as the site is accessed via its own road therefore not impacting any other members of the public.

## 2.7 Site Inductions and on-Site Training

Project specific site inductions shall be carried out for all persons required to work on site, they shall be recorded using the Site Induction Record. The document embedded below will form part of the site induction.



Site specific training requirements i.e. toolbox talks will be recorded on Record of HS&E Briefing. A copy of the site specific induction for this project and the records of induction and site specific training carried out will be stored on site in the site H&S file once works are underway. These records will be maintained securely as part of the project's data protection policy.

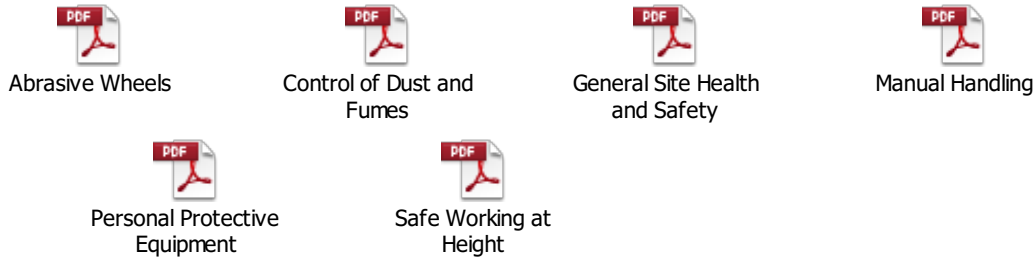
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The competency levels of persons will be identified prior to the commencement of the Project and persons provided with the appropriate training to the tasks to be undertaken. Where additional training is identified during health and safety planning or individual's performance development reviews this will be arranged in conjunction with the Olive Tree Building Services Ltd Human Resources Department.

Operatives will be provided with onsite training for specific activities and safety aspects of all operations will be discussed prior to commencing the activity via method statement briefings or toolbox talks. As a minimum the following talks will be conducted on all site throughout the works



The competency levels for personnel operating equipment, plant etc whilst working on the site will be checked by the operations management team, identified on the site induction form and copies of any formal training certificates will be kept on site until the work is completed, they can be located in Appendix 8.

We are committed to achieving a fully qualified workforce (CSCS) in addition the competency levels for persons on this project are in line with industry standards

Additional support trades will have relevant industry qualifications specific to their industry eg Gas Safe, NICEIC.

Sub-Contractors wishing to conduct on site task / job specific training, or other should agree arrangements with the Construction Manager. Site Management will assess ongoing training against site activities and resource competency and provide training as necessary.

The minimum standards of competency required are identified below. Where the work activity requires additional / specialist skills then the RAMS should identify how competence is demonstrated.

Sub-Contractors are to ensure that for any activity on site they have the appropriate level of supervision / management.

The minimum level of competence required to work on site is as follows:

Construction Skills Certification Scheme (CSCS) card or a card from schemes affiliated to CSCS, see below for the Affiliated Skills cards acceptable on site:

Occupation Covered	Scheme
Demolition workers	CCDO
Scaffolders	CISRS
Cards issued in Northern Ireland	CSR



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Engineering construction workers	ACE
Electricians	ECS
Electricians in Scotland	ECS
Utility industries operated by Energy & Utility Skills.	EUSR
Plumbers in England & Wales	JIB-PMES
HVAC	SkillCard
Plumbers in Scotland & Northern Ireland	SNIJIB
Plant operators – recognised but not affiliated	CPCS

In addition to the CSCS card the following will be required, where applicable:

- Tower scaffold erection and use (PASMA)
- MEWP and Plant Operators (IPAF – PAL, CPA, NPORS)
- Fork lift operators (RTITB, AITT, NPORS)
- Lifting equipment testing, examination and maintenance. (LEEA)
- Rope Access (IRATA)
- Safety Netting (FASET)
  
- The level of CSCS card should be appropriate to the position held by the individual: Supervisors / Management / Visitors etc.
- All site personnel must carry with them at all times their CSCS card or a card from an affiliated scheme
- Site Management will be required to have successfully attended CITB SMSTS or equivalent.
- Supervisors will be required to have successfully attended CITB SSSTS or equivalent.
- Project Specific Competency - In addition to the above, individuals must be Site Inducted and have an 'Approved' RAMS for the works

The above are the minimum standards of competency required, where the work activity requires additional / specialist skills then the Method Statement should identify how competence is demonstrated.

Sub-Contractors are to ensure that for any activity on site they have the appropriate level of management. Where the work is minimal this may be a working Supervisor, otherwise it will be a Supervisor managing the works and acting as the single point of contact with Olive Tree Building Services Ltd. If work is left unsupervised at any time Olive Tree Building Services Ltd Site Management will suspend the work or may appoint appropriate supervision at the Sub-Contractors cost.

All Contractors are expected at the Pre-Commencement Meeting to have completed a competency matrix and supply evidence of competency including CSCS cards etc.

### 2.8 Welfare Facilities and First Aid

#### Welfare

Welfare facilities will be based inside the area marked as Site Compound at Appendix 2. We will make provisions for parking of subcontractors behind this compound and request that vehicles are shared as much as possible

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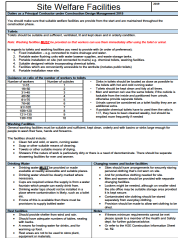


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to limit the amount of vehicular traffic on site. The welfare facilities will be in compliance with CDM Regulations 2015.

The minimum standards to be complied with are included in Olive Tree Building Services Ltd Health, Safety and Environment Standards Welfare and First Aid.

A Welfare checklist will be used to record compliance.



The welfare facilities provided on this site will be shared by the subcontractors.

The project specific welfare facilities provided for this project

Maximum number of persons on site	18
Number and type of toilets	2 – to start at 1 as enabling team are on site for first week
Number of mess rooms	1
Number of drying rooms	1
Type of water supply	Mains fed
Equipment for heating food	Microwave x2
Equipment for drinks	20litre urn
Method of heating	Electric
Type of lighting	Electric
Housekeeping arrangements	Dedicated labourer to have as part of daily routine
Provision of catering facilities	NA

### First Aider

The number of appointed first aiders/appointed persons for this project is decided on a number of factors including:

- Number of operatives on site
- Is there shift works
- What types of works are being undertaken? Is it high risk? WAH, confined spaces, railways, etc
- Geographical location of the site. Is it next to a hospital? Is it 6 hours drive from a hospital?

Name	Location	Contact
Matt Chapman		07871 053803
Tim Braiden		07707 994445
Joshua Aylward		07724 902419

### First Aid Provisions

The first aid requirements for this project have been specifically risk assessed for the type of work and numbers of persons. Factors taken into consideration are similar to the considerations when appointing first aiders.

Provision	Location
1-20 first aid kit	Site Office
Eye wash station & bottles	Site Office

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The first aid boxes and equipment will be re-filled after each use, visibly checked each week during the weekly inspections and monthly checks carried out and recorded by the person identified on the site responsibility checklist. First aid kits are supplied in accordance with BS8599.

### 2.9 Accident Procedure, Reporting, Recording and Investigation

Olive Tree Building Services Ltd will display hospital routes and emergency arrangements on the inductions and site notice boards

The accident reporting, recording and investigation will be in line with the requirements outlined in the Olive Tree Building Services Ltd Health and Safety Policy. All incidents, including environmental incidents, will be recorded on appropriate incident reporting form as appropriate and held confidentially in the site manager's office.

All incidents will be investigated, the person undertaking the investigation and the type of investigation will depend upon the severity or potential severity. The operations management team will report any potential RIDDOR injuries immediately to the project's HS&E Advisor who will provide the level of support and assistance as appropriate to the incident.

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 and 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 and Safety Executive the project's operations management team will report it directly to the Health and 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 Olive Tree Building Services Ltd

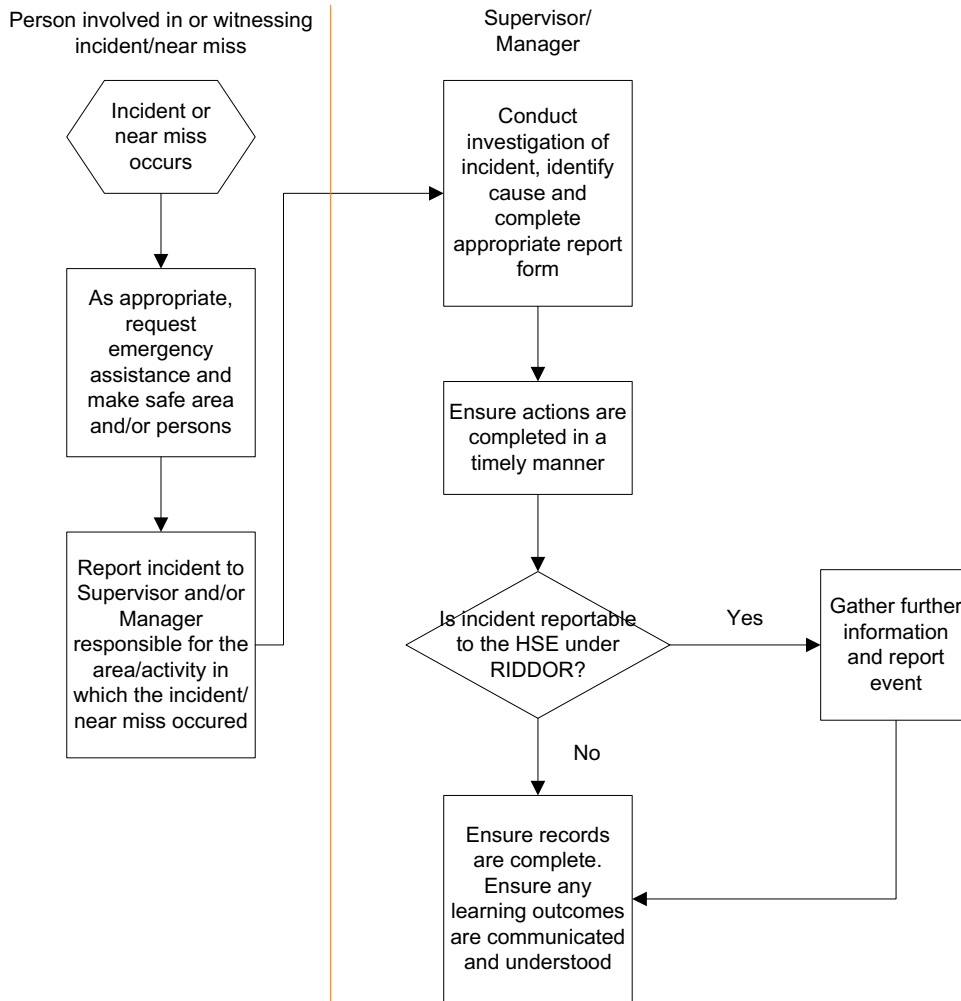
Significant near misses will be treated in the same manner as an accident with appropriate investigations undertaken.

The specific method of near miss reporting for this project is to report to site management whom will collate this information and when required involve management and safety advisors.

Incident information and records of investigations shall be taken and filed securely for data protection of any individual's who may be named. Incident report forms and incident investigations shall not be released to any third party without formal permission from the Olive Tree Building Services Ltd senior management team.

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## 2.10 Risk Assessments and Safe Systems of Work

Risk Assessments will be provided for the workplace and for individual operations involved in the project. Method statements and permit to work systems will be introduced as applicable, these will be mandatory for high risk activities. Olive Tree Building Services Ltd Health, Safety and Environmental Policy include the systems to be used for identifying hazards and for recording risks assessments. These shall be completed for risks identified on the project undertaken by our employees.

A log of all contractors and risk assessments/method statements required can be found in the health and safety file, this will be updated as contractors are appointed through the lifetime of the project. The project's operations 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.

Where contractors are used to undertake the works, the operations management team will review the risk assessments and method statements they produce, where the work is identified as high risk additional support will be provided by the HS&E Advisor. Contractors will not be allowed to work on this project until they have provided a relevant risk assessment/method statement as appropriate and received a positive review back from the operations management team. Method statements and risk assessment reviews will be attached to the document reviewed.

The requirements for other risk assessments required by specific legislation are also identified in Olive Tree Building Services Ltd HS&E Standards and where risks are identified they shall be used.



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A member/members of the operations management team have been appointed for the issue of permits, these persons are identified on the site responsibility form located and displayed on the project's health and safety notice board.

A "permit to work" shall be issued by the appointed person, 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.

### 2.11 Site Rules

A copy of site rules will be issued to all contractors at the pre-start meeting and will be brought to the attention of every person working on site during the site induction.

A copy of the site rules will be displayed on the project's health and safety notice board; these will be reviewed throughout the project's duration.

Employees who breach health and safety site rules will be subjected to the disciplinary procedures as laid down in the Olive Tree Building Services Ltd staff handbook. Where contractors breach site rules they will be issued an oral warning and if they fail to comply, they will be issued a written warning and removed from site.

### 2.12 Drugs and Alcohol

Olive Tree Building Services Ltd has a Drugs and Alcohol Policy displayed on the HS&E Notice Board and contractors/visitors are advised prior to appointment or at induction that the Policy applies to all persons working or visiting this project.

### 2.13 Mobile Phone Use

The use of mobile phones is restricted to safe areas only – persons should not answer or take calls when involved in any work operations.

### 2.14 Fire & Emergency Procedures

The requirements detailed in Olive Tree Building Services Ltd, Standards Fire Prevention and Health and Safety Emergency Preparation and Response will be complied with and made specific to the project.

The Construction Site Fire Safety Plan will identify access for emergency vehicles to site, fire assembly point, persons appointed as fire wardens, firefighting equipment requirements, means of raising the alarm, the position of highly flammable material stores areas etc and detail the specific risks and controls appropriate to this project. The Fire Safety Plan shall be reviewed at regular intervals throughout the project's duration or following any incident. Regular workplace fire inspections will be carried out using the workplace fire inspection log and stored within the onsite H&S file. This will be completed prior to starting on site once the details of works are fully specified.

The Emergency Notice for this Project will be displayed on the site notice board and the details shall be communicated to all personnel during their site induction.

Task specific emergency/rescue plans will be produced prior to:

- Working at height using Harness, Safety Nets, rope climbing etc roof works
- Confined Space Work
- Working on "Live" electrical systems installing temp supply or connecting site supplies
- Cranes or specialist power plant lifting boiler units

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### 2.15 Inspection and Test Frequencies (Statutory, Client, Safety, Others)

#### Statutory Requirements

Type of Plant/ Equipment for Task	Examinations			Inspections		
	Thorough Examination	Carried out by	Recorded on	Inspections	Carried out by	Recorded on
Scaffolding	*	*	*	Weekly or after severe weather conditions	Competent person (e.g. Scaffolder)	Olive Tree Building Services Ltd own Register
Excavations Earthworks Trenches Shafts Tunnels	Weekly or more often if part has been affected e.g. collapse or explosives	Competent person (e.g. Supervisor)	Olive Tree Building Services Ltd own Register	Daily - before shift starts	Competent person (e.g. Supervisor)	Olive Tree Building Services Ltd own Register
Cofferdams and Caissons	Before men are employed therein and at least weekly	Competent person (e.g. Supervisor)	Olive Tree Building Services Ltd own Register	Daily and before men are employed therein	Competent person	Olive Tree Building Services Ltd own Register
Lifting equipment used to lift people e.g. mobile elevating work platforms, scissor lifts, man riding baskets and passenger lifts.	Before first use unless accompanied by certificate of conformity. Every 6 months and after substantial repair/alteration	Competent person e.g. Insurance Engineer, Manufacturer	Olive Tree Building Services Ltd own register	Weekly	Competent person (e.g. Crane Driver)	Olive Tree Building Services Ltd own register
Lifting equipment used to lift goods e.g. cranes, vehicle hoists, goods lifts, gin wheels, ropes used for access, fork lift trucks, lorry loaders (HIABs) and goods lifts.	Before first use unless accompanied by certificate of conformity. Every 12 months and after substantial repair/alteration	Competent person e.g. Insurance Engineer, Manufacturer	Olive Tree Building Services Ltd own register	Weekly	Competent person (e.g. Crane Driver)	Olive Tree Building Services Ltd own register
Lifting accessories e.g. chains, ropes, slings, components for attaching loads for lifting e.g. hooks, eyebolts, lifting beams or frames etc	Before first use unless accompanied by certificate of conformity. Every 6 months and after substantial repair/alteration	Competent person e.g. Insurance Engineer, Manufacturer	Olive Tree Building Services Ltd own register	Weekly	Competent person	Olive Tree Building Services Ltd own register
"Installed" lifting equipment e.g. hoists, tower cranes or gantry cranes	After each installation After exposure to weather conditions likely to affect stability and every 12 months, and after substantial repair/alteration	Competent person e.g. Insurance Engineer, Manufacturer	Olive Tree Building Services Ltd own register	Weekly	Competent person (e.g. Crane Driver)	Olive Tree Building Services Ltd own register

Note: any lifting equipment which normally undergoes 12 monthly inspection, e.g. a mobile crane, needs a six monthly inspection if the use is changed to lift people, e.g. with a man riding basket

#### Client

Activity/Stage	Method	Record	Inspected by

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*Safety - Project specific HS&E audit requirements or frequencies agreed for HS&E audits with independent auditors is as follows*

Key stage/Activity	Method	Record	Inspected by
Site setup, including welfare	Visual	Site set up checklist	
Excavations			
Brickwork			
Scaffolding			
Roof work			
Internal works completion			
External works completion			
Overall completion			
Handover			

### *Other - Electrical Equipment*

Equipment / Application	Voltage	User Check	Formal / Visual Inspection	Combined Inspection & Test
Battery-operated power tools and torches	Less than 25v	No	No	No
25v portable hand lamps (confined or damp situations)	25v secondary winding from transformer	No	No	No
50v portable hand lamps	Secondary winding centre tapped to earth (25v)	No	No	Yearly
110v portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear	Secondary winding centre tapped to earth (55v)	Weekly	Monthly	Before first use on site and then 3 monthly
240v portable and hand-held tools, extension leads and portable floodlighting	230v mains supply through 30mA RCD	Daily/Every shift	Weekly	Before first use on site and then monthly
230v equipment such as lifts, hoists and fixed floodlighting	230v supply fuses or MCR's	Weekly	Monthly	Before first use on site and then 3 monthly
RCD's (Fixed)		Daily/every shift	Weekly	Before first use then 3 monthly
RCD's (Portable)		Daily/Every shift	Weekly	Before first use then monthly
Equipment in site offices	230v office equipment	Monthly	Monthly	Before first use on site and then yearly
Fixed Electrical Plant	415v	N/A	Formal - Weekly	Annually

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### **SECTION 3 – ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS**

All works carried out will be in accordance with the relevant health and safety legislation, primarily the requirements set out in the Health and Safety at Work Act, giving particular regard to providing safe places of work, safe plant and equipment, the provision of competent persons, provision of information, instruction and training and The Management of Health and Safety at Work Regulations which requires risk assessments to be carried out in order that significant risks are identified and suitable and sufficient control measures are utilised.

The general controls to be employed for controlling significant risks are those identified in the Olive Tree Building Services Ltd Health, Safety and Environmental Standards i.e. planning and implementing management systems. The specific significant site risks for this Project can be found in Appendix 10 with a copy of the workplace generic risk assessments. Site specific assessments will be completed by all contractors.

#### **3.1 Pre-Construction Information**

Pre-construction information will be issued by the client in the form of contract documents and drawings

#### **3.2 Delivery and Removal of Materials (including Waste)**

Materials will be delivered directly to the compound by our suppliers and delivery drivers. These will be scheduled in advance in line with the local council noise restrictions timings. We would expect deliveries to be arriving from Hitchin Hatch Lane off the A225 but will have arrangements in place for every delivery to have full contact details for our Site Manager on site to deal with immediate delivery concerns.

All material left lying unattended out of the storage areas will be treated as redundant and will be removed, particularly those materials which are blocking access routes and emergency escape routes.

No vehicle shall move around site or conduct any reversing operations unless attended by a banksman. The vehicle shall have fitted a working reversing alarm and flashing beacon.

General waste will be removed by a licensed waste contractor. Where possible segregation will be used and separate skips will be sent away for recycling. We are aware of issues and costs concerning land fill and will try to recycle where possible. Plaster waste will be removed in designated bags/skips.

There will be provision for a wheel wash within the boundary of the drive to the site so that there will be minimal mud transferred from site to the road.

#### **3.3 Services and Overhead and Underground Services**

All service records to be supplied by the Client. Underground services to be checked using suitable cable location devices prior to mechanical excavation. There is an existing gas pipe attached to the exterior of the property on the side we are working against. All operatives to be made aware of its presence in induction.

#### **3.4 Accommodating Adjacent Land Use**

There is no adjacent land to be used – the site will be bordered off with severe hoarding as detailed in section 2.6

#### **3.5 Temporary Structures / Unstable Structures identified**

Scaffolding will be supplied and designed by Fixit Scaffolding. Hoarding will be erected in accordance with safety guidelines and windload will be considered as we are to be operating through the winter months.

#### **3.6 Preventing Falls / Working with or near Fragile Materials**

All works at height will be conducted using the hierarchy of controls. All those who work at height will be suitably trained.

#### **3.7 Control of Lifting Operations**

All lifts are to be properly planned, managed and executed.

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Spreader pads and use of legs will also be required for all deliveries by Hiab, site manager will check competency of HIAB drivers. Specific lifting plans and related inspections will be held in the onsite H&S file

### 3.8 Maintenance of Plant and Equipment

All plant and equipment shall be fit for purpose and inspected and maintained in accordance with the manufacturer's instructions. All plant and equipment shall meet statutory requirements and have the required registration, license or certification where required.

Equipment must be selected so that it provides the minimal impact to the user from hand, arm vibration and noise levels. The safe working period must be established taking into account the exposure limits.

Plant check sheets will be completed for all plant and all certification will be in compliance with LOLER and PUWER will be kept within site files and records.

### 3.9 Excavations/Poor Ground Condition Management/Wells/Underground Earthwork/Tunnels

None are identified at present. Reference pre-works information as provided by the Client. If excavation works are identified then the works must be assessed by a competent person. All excavation works will have a specific method statement and risk assessment identifying the appropriate control measures and permits required.

### 3.10 Work on or Near Water /– other risks of drowning

No existing water courses, ponds or lakes identified. There is a swimming pool at the end of No 2 Woodside Road which will be bordered off for the duration of works.

### 3.11 Traffic Routes / Segregation

A traffic management plan specific for the project will be available on the site H&S notice board, drawings etc and detailed signage etc that will be required, speed limits, and information to contractors. As detailed in section 3.2 all deliveries are expected to come from Hitchen Hatch lane as the main direction of travel. Deliveries will be sequenced to not arrive more than one at a time to avoid traffic build up or disruption to Woodside Road. This will be managed by the Site Manager and Office in conjunction when ordering materials. There is to be a 5mph limit on the approach to the site which will be signposted on entrance to the site.



### 3.12 Storage of Materials and Management

Site manager will develop as the site is set up a working drawing - include in site drawing areas where materials will be stored, the specific flammable materials / hazardous materials management and identification. Most materials will be brought into the location or use of existing.

### 3.13 Scaffold design and checking

Scaffolding to be erected by approved scaffold contractor who is to provide handover certification. Additional checks to scaffolding to be made on a regular basis and recorded by competent person.

### 3.14 Asbestos /Lead or hazardous material

No current buildings are on site requiring an asbestos R&D test to be carried out prior to works. Should any be found during excavations work will immediately halt and our asbestos guidance will take precedence.

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### 3.15 **Mechanical Plant**

Excavator dumper and site forklift / Telehandler. Additional plant such as mixers compressors generators and access equipment such as MEWPS will also be required

### 3.16 **Specialist tools /Plant**

As required by specific tasks.

### 3.17 **Pumping and discharge**

Check discharge license is applicable.

### 3.18 **Road Works /including services connections**

We are enabling utilities at the outset of the project but the main road is not likely to be affected as the water connections can be done from the site side of Woodside Road. There are to be no planned works to Woodside Road so no disruption is expected and no need for traffic lighting or pedestrian controls. .

### 3.19 **Slopes and batters**

There are no slopes in place on site

### 3.20 **Noise and vibration**

This will be kept to a minimum.

### 3.21 **Environmental issues**

Waste Management plan will be held in the H&S file onsite

### 3.22 **Health Risks Including:**

Manual handling; will be addressed by manual handling assessments being completed  
COSHH / handling of hazardous materials generic assessments already in place  
Noise and vibration – will be recorded as the site develops all staff will wear relevant PPE  
All cutting with a disc cutter will be wet cutting where possible and FFP3 Masks will be worn

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### **SECTION 4 – ARRANGEMENT FOR COMPILING HEALTH AND SAFETY FILES**

The information provided will include any material which will be of relevance to the health and safety of anyone working on, amending, maintaining, cleaning, or demolishing the structure in the future,

Additional information will be added to this working document as the site develops, this is a live document and should be used as such.

Please see appendices which form part of this document. Information includes:

- Record or 'as built' drawings and plans used
- Details of asbestos materials that have been removed from site
- Details and location of asbestos materials discovered that have been left in place on site;
- Post asbestos clearance air test certification
- General details of the construction methods and materials used including Material Safety Data sheets for all articles and substances incorporated into the project
- Proof of structural integrity of materials left on site
- Details of equipment and maintenance facilities remaining on site
- Maintenance procedures and requirements for the structure
- Manuals produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for equipment installed as part of the structure
- Details on the location and nature of utilities and services, including emergency and fire fighting systems remaining on site
- Test certification of systems installed
- Any other information that may have a bearing upon the health and safety of anyone maintaining, cleaning, amending or demolishing the structures in the future.