



CONSTRUCTION MANAGEMENT PLAN

**Melyn Bach and Brynteg Place
Little Mill
Pontypool
NP4 0HP**

Demolition of existing block of 6 one bedroom flats. Construction of 6 units on Melyn Bach site. Construction of 2 one bedroom walk up flats in Brynteg Place site.

Prepared by: Stephen Venables
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Capsel Ltd.
Nant y Pia House
Mamhilad Technology Park
Mamhilad
Monmouthshire NP4 0JJ
Tel: 01495 767160
e-mail: stephen.venables@monmouthshirehousing.co.uk



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1. PROJECT DETAILS

1.1 Introduction

This Construction Management Plan has been produced by Capsel Ltd., the Principal Contractor on this project. The client for the project is Monmouthshire Housing Association (MHA). A JCT Design and Build Contract 2016 has been agreed between the parties for the construction works.

It has been prepared in accordance with the Construction (Design and Management) Regulations 2015 and refers to the Pre-Construction Information supplied by Construction Safety Planning limited in February 2020.

The project comprises the demolition of an existing block of 6 one bedroom flats on Melyn Bach Avenue and the construction of 4 one bedroom walk up flats and 2 two bedroom semi detached houses. The project also comprises of 1 one bedroom walk up flats at the top of Brynteg Place. All the associated external works of new parking areas, comprehensive landscaping scheme and construction of combined sustainable drainage systems.

- Demolition of existing block of flats at Melyn Bach Avenue
- Site preparation including reducing levels
- Excavation of foundations and service trenches
- Shallow strip foundations
- Substructure to dpc level with reinforced concrete ground floor slab
- Supply and erection of timber frame structures
- Integral external skin with render finish
- Roofing works including fascias, soffits and rainwater goods
- Windows and external doors
- Internal partitions with skim finish
- First and second fix joinery
- Plumbing installations to kitchens and bathrooms
- Installation of a sprinkler system for fire protection
- Full heating installation, air source heat pumps
- Full electrical installation including Solar PV systems
- Decorative finishes including wall tiling
- Flooring finishes
- External hard and soft landscaping
- Comprehensive foul and surface water drainage system to an adoptable standard



1.2 Site Location and Description

The site is in the ownership of Monmouthshire Housing Association and was formerly a block of 6 flats. It is located in Little Mill, Pontypool just off Melyn Bach Avenue. Monmouthshire Housing own a number of properties surrounding the development area. A small strip of land adjoining Ty Draw Lane has been purchased to complete the site.

Vehicular access to the site is along Greenmeadow Crescent towards Melyn Bach Avenue. Both the roads are in ownership of Monmouthshire County Council. The roads are used by resident of the surrounding area.

1.3 Management Structure

The main parties to the project are:

Description	Name	Contact
Client	Monmouthshire Housing Association	Leigh Price – 07738340478 leigh.price@monmouthshirehousing.co.uk
Principal Designer	RPA	Paul Griffiths – 07811 555286 Paul.griffiths@rpa.group.co.uk
Employer's Agent	RPA	Paul Griffiths – 07811 555286 Paul.griffiths@rpa.group.co.uk
Architect	Pentan	Jacob Tasker Jacob.tasker@pentan.co.uk
Principal Contractor	Capsel Ltd.	Stephen Venables – 07766367781 Stephen.venables@monmouthshirehousing.co.uk

1.4 Programme

Contract Commencement: 10th October 2022 (provisional)

Completion Date: 8th January (includes 2 week shutdown over Christmas/New Year 2022)



Contract Duration: 65 weeks

The site operating hours will be 8.00am – 4.00pm Monday to Friday. There will be no working at weekends or on public holidays unless due to exceptional circumstances and with prior permission.

1.5 Existing Records

This construction management plan was prepared taking into account the information provided from existing records, including:

- The Pre-Construction Information provided by CSP Ltd. – February 2020
- Architect's design drawings
- Structural Engineer's design drawings and calculations
- Specification of works
- Site reports on ground conditions and environmental considerations
- Party wall agreements with adjoining owners
- Records of existing services, rights of way and boundary ownership

1.6 Design Team

The design team will consist of:

Architect: William Rees – Pentan

Timber Frame: Sevenoaks Modular Ltd.

Mechanical and Electrical Services: SR Building Maintenance

Landscaping: Danielle Fry - Soltys Brewster

The design will comply with all conditions and obligations set out by both the planning authority and building control. No significant changes will be made to the approved design without the prior consent of the client and any statutory bodies as required.

The design will be subject to continuous assessment and improvement where possible throughout the project. The principal contractor will liaise with the client to ensure that all aspects of the design meets both existing and future obligations for safe occupation and maintenance of the buildings.



2. EMERGENCY ARRANGEMENTS

2.1 Emergency Contact Details

MHA Building Services Office: 01495 761100. Out of Hours 0345 677 2277

Stephen Venables : 07766367781

John Farkas (Site Manager): 07712 774513

County Hospital, Coed-y-Grid Road, Griffithstown, Pontypool, NP4 5YA:
01495 768768

Pontypool Police Station: 01633838111

Fire Service: 999

Gas Escape: 0800 111 999

Welsh Water: 01495 769281

2.2 First Aid

A first aid kit will be provided and maintained on site within the welfare facility. The Site Manager is a qualified First Aider and will ensure all operatives are aware of the location of the first aid kit.

All accidents, incidents and near misses will be recorded on a corporate Incident Report form, completed and signed by the Site Manager and then reported to the HR Department and the Head of Facilities and Compliance.

For any major injuries the emergency services will be contacted by dialling 999. A RIDDOR report will be prepared by the Site Manager and forwarded to the Head of Facilities and Compliance for submission to the HSE. Suitably trained staff working for Capsel or MHA may treat injuries of a minor nature.

2.3 Safety Advisor

The designated Safety Manager on site will be John Farkas



The contact telephone numbers are - Office: 01495 761100 Mobile: 07766 367782

Monmouthshire Housing Association and Capsel retain Thomas Carroll Ltd. as their professional advisors on all health and safety matters. The person with overall responsibility within the organisation is the Managing Director with management responsibility delegated to the Head of Facilities and Compliance, Sue Kidd (contact 07734 885060).

2.4 Accident and Incident Procedures

Any accident, incidents and near misses, however minor, must be recorded on the standard Incident Report form by the Principal Contractor. In addition, Capsel operates a standard procedure for immediately reporting back to the head office any relevant incidents and all staff have received appropriate training.

There are further requirements in the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR). The Health and Safety Executive (HSE) have to be informed by telephone within 24 hours of major injuries and dangerous occurrences and be notified within 10 days of reportable accidents where more than seven days are lost. This will be reported via the HSE web portal, and the client notified accordingly.

All accidents and incidents must therefore be brought to the attention of the Contracts Manager who will carry out the necessary notifications to the HSE and Client. The Contract Administrator will also be informed of any incidents on site. All accidents, incidents and near misses shall be investigated to identify the causes and any action required to prevent re-occurrence.

2.5 Fire Plan

All staff and visitors to the site will be advised of the fire plan. A notice in the welfare unit will confirm the name of the designated Fire Marshall, the evacuation procedures and the location of the assembly point.

A fire extinguisher will be provided in the welfare unit, which is regularly serviced and records maintained. A designated fire extinguisher and alarm unit will be located within the dwellings under construction and additional arrangements will be put in place to comply with the regulations relating to



timber-framed structures. Secondary extinguishers are provided on all company vehicles and can be utilised on site if required. Where hot works are taking place a designated extinguisher will be located in close proximity to the working area at all times.

Staff are trained in the use of fire extinguishers, the procedure in case of a fire on site will be:

- In order to minimise the risk of fire it is essential that all working on this project comply with the requirements of this plan. Good housekeeping controls must be maintained.
- Fire escape routes must never be obstructed and shall remain available at all times.
- On discovering the fire, raise the alarm to alert all staff and visitors.
- Only if the fire is of a minor nature should the staff member attempt to tackle it using the extinguisher or fire blanket available.
- For any significant fires the Site Manager or another member of staff should immediately alert the emergency services by dialling 999 (or 112 from a mobile phone).
- All staff and visitors should immediately evacuate the site and assemble at the designated location. It is very important that nobody leaves the vicinity of the site at this stage.
- The Site Manager will use the Site Attendance Book to check that all those registered as being on site are accounted for.
- If there is anyone not accounted for, under no circumstances should any member of staff re-enter the building to search for them. This is the job of the professional emergency services.
- Only when the fire has been fully extinguished and the emergency services have confirmed that it is safe will staff and visitors be allowed to re-enter the site.
- The Site Manager will then determine whether it is safe and practical to continue working on the site and advise accordingly.
- A full incident report will be prepared by the Site Manager and submitted in accordance with the requirements of Capsel and Monmouthshire Housing. The Client and Contract Administrator will be advised as soon as practical.

The main construction method for the dwellings is timber frame so additional measures will be implemented to ensure compliance with the standards as published in:

HSG 168 – Fire Safety in Construction (2nd edition)



UKTFA - 16 Steps to Fire Safety on Timber Frame Construction Sites

The measures will be regularly monitored by the Site Manager and recorded. Audits will be carried out by the Compliance Team to ensure that fire safety is maintained at all times during the construction period when the timber frame is exposed.

3. SITE ARRANGEMENTS

3.1 Traffic Management Plan

The site is located in a suburban area with a mixture of mainly residential properties with some commercial premises within a mile distance. The access roads to the site are relatively narrow with car parking on the roads, so comprehensive management of all traffic visiting the site is essential for the safety of all neighbours, the public, visitors and staff.

Direct access to the site is off Greenmeadow Crescent and this is shared with some of the adjoining properties for both vehicular and pedestrian use. These will be maintained as much as possible during the construction works although they may have to be closed for periods to ensure safety.

Deliveries to the site will be directed from the entrance of Greenmeadow Crescent and will be directed via banksman to ensure the health and safety of the local residents.

The following rules and precautions will be taken to maximise safety during vehicle movements both to/from the site and within the working area:

- All deliveries to site will be strictly controlled by the Site Manager. When placing orders with suppliers explicit instructions will be provided to contact the Site Manager in advance of all deliveries.
- The suppliers of any large deliveries, such as the timber frame and skips, will be required to visit the site beforehand and confirm that they are able to access the site safely and without any significant disturbance to the surrounding roads. All vehicles reversing on to or off the site will require a Banksman to be present.
- All staff parking will be contained within the site. The number of vehicles will be kept to an operating minimum through sharing. Visitors will be encouraged to park on site wherever practical.



- Full access will be maintained at all times for public access and for emergency services along all public roads adjacent to the site.
- Capsel and Monmouthshire Housing Association are registered with the Considerate Constructors Scheme and all staff have been trained in the use of their vehicles in a responsible, safe and considerate manner.
- Pedestrian walkways on the site will be separated from the vehicle areas and clearly defined.
- Arrangements will be made to reduce the amount of soil, dust and other debris being taken from site on the wheels of vehicles to the surrounding streets. A wheel washing facility will be maintained on site with drivers leaving the site required to check the condition of their vehicle and washing down as required. In addition, a specialist contractor will be appointed to carry out cleaning of the surrounding roads at specific times when substantial amounts of waste are being generated, most notably during the groundworks period of the programme.

The Site Manager will have responsibility for monitoring the situation and ensuring that the amount of soil and other waste that is spread onto surrounding streets is kept to a minimum. Weather conditions will also be monitored so that periods of hot weather do not result in increased dust and, conversely, periods of wet weather do not result in waste runoff into the drainage system.

3.2 Security

The site will be maintained in a secure state at all times to prevent unauthorised access. Heras fencing with lockable gates will be erected within the working area of the site and as required to the side boundaries. Fixed hoarding of timber posts with ply sheeting, minimum 2m in height, will be erected along the existing footpath to the school and also on the boundary with the school grounds.

Due to the layout of the development and the existing access arrangements a degree of flexibility will be required throughout the contract and security fencing will be located according to the operations being carried out to ensure safety at all times.

When staff are present on site the access gates will remain open for deliveries. At all other times the gates will be locked. Both the office and the storage unit on the site will be locked when not in use and when staff are not on site. The welfare unit will remain open during normal working hours.

Once the structure is erected it will be secured as soon as possible with the doors and windows to prevent unauthorised access. All access to the



scaffolding will be secured outside working hours, with ladders removed or blanked.

Warning signs will be erected on the security fencing to advise the general public, and children in particular, that building sites are dangerous and should not be entered.

3.4 Site Rules

The site rules will be advised to all staff and visitors during the induction process. They will also be prominently displayed in the welfare unit. The rules will include

- Safety boots, hard hats and high-vis vests to be worn at all times. Exceptions may be made when working in restricted areas only with the prior approval of the Site Manager
- Other PPE including face masks, eye protection, gloves and ear defenders to be worn when advised by the Site Manager and when carrying out tasks which present relevant hazards.
- All trades operatives working on the site must have a valid CSCS card.
- No smoking on the site at any time.
- No drugs or alcohol to be permitted on site, anyone suspected to be under the influence of such to be refused entry.
- The use of radios and other portable music devices is prohibited
- All staff and visitors must sign in the Site Registration when entering the site and sign out when leaving, even if only for a short period.
- Do not deface or damage facilities
- The site is to be kept clean and tidy at all times. Rubbish to be removed to skips daily. If unavailable then rubbish to be cleared and stored on site securely at the end of the working day.
- No burning of waste
- Do not keep valuables in the cabins
- Only qualified operatives to operate plant
- Staff are not to trespass on any part of the adjoining properties



- Parking off-site is only allowed under special circumstances and due consideration should be given to the arrangements of the adjoining properties.
- The situation with regard to COVID-19 will be monitored constantly and procedures will be implemented to meet the current guidance from both the Welsh Government and the UK Government. This will be implemented by the Compliance Team and monitored to ensure that all staff, visitors and the public are protected from the spread of the virus.

3.5 Welfare Facilities

Temporary facilities will be provided via a welfare cabin in accordance with the Health, Safety and Welfare Regulations 1996. This unit will be maintained in a clean and tidy condition by all staff and visitors to the site, the toilets will be regularly cleaned and replenished.

Depending on the current guidelines relating to COVID-19 special measures may be put in place in relation to the use of the welfare facilities, taking breaks and the consumption of refreshments. This will be reviewed regularly to maintain hygiene across all staff and subcontractors.

3.6 Deliveries and Storage

For details of the delivery of materials and plant to site see the Traffic Management Plan under item 3.1.

A secure storage container will be located on site. This will be available for the storage of smaller materials and those with a high value. The container must be kept in a clean and tidy condition at all times with materials stored safely.

All materials delivered to site must be checked and signed for. A copy of the delivery note is to be retained in the site file with the original forward to the head office. Any discrepancies or breakages should be reported immediately, materials must be clearly marked and stored for ease of identification and access.

Any materials which require special storage due to COSHH restrictions are strictly under the control of the Site Manager and will be stored in a locked facility.



Bulk materials which cannot be stored in the container will be placed in specified areas away from the main circulation routes, clearly delineated and protected where necessary. The movement of these materials around the site will be organised and monitored by the Site Manager.

3.7 Plant and Equipment

All plant and equipment used during the works will be properly selected, used by trained operatives and adequately maintained. All plant and equipment owned or leased by Capsel/Monmouthshire Housing is recorded on the Asset Register and is subject to regular inspection. A hard copy of the register will be kept on site.

Access equipment is tagged and formally inspected on a three monthly basis, but each operative is required to check them prior to each use and report any defects to the Site Manager. All electrical equipment is PAT tested on a regular basis, normally three-monthly for tools that are used on a daily basis.

Any plant or equipment hired in for the contract will be operated strictly in accordance with the instructions provided by the hire company.

All scaffolding will be erected and dismantled in accordance with HSE Regulations and ACOP by a qualified subcontractor. Scaffolding will be inspected daily by the Site Manager and recorded as necessary on form F91. Scaffold platforms will be kept clear and free from unnecessary obstruction. Access to scaffold platforms will be prevented at the end of each working day by the removal of ladders, or blanked off.

3.8 Existing Services

- 3.8.1 **Electricity** – the electricity cables have been capped off before construction by Western Power
- 3.8.2 **Water** – The existing water main to the site has been capped off by Welsh Water to the stop tap in Melyn Bach Avenue.
- 3.8.3 **Gas** – there is no mains gas in the vicinity of the site and it is not planned to bring a new supply to the development. The Scout Hall has an existing supply which will be maintained.
- 3.8.4 **Communications** – there is no existing telegraph poles on site. The property benefits from Openreach cables and specialist disabled Alarm cord connected to the telegraph



pole. These have been disconnected and will be removed prior to demolition.

3.8.5 **Drainage** – existing drainage system will be used which feeds into Melyn Bach Avenue.

• Service	• Company	• Emergency Contact Tel. No.
• Electricity	• Western Power Distribution	• 0800 052 0400
• Water	• Welsh Water	• 0800 085 3968
• Sewerage	• Welsh Water	• 0800 085 3968
• Telephone	• Openreach	• 151

3.9 Subcontractors

Specialist approved sub-contractors will be employed for:

- Demolition of existing block of flats
- Groundworks and services, including the new drainage system
- Foundations and floor slab
- Scaffolding
- Timber frame supply and erection
- Roofing finishes
- External render finish
- Internal drylining and skim finish
- Floor finishes.
- Hard and soft landscaping

All subcontractors must be fully competent and have proven track records for the safety of themselves and others. They will be required to complete a health and safety questionnaire to confirm they have their own operating safety policy and be registered with Constructionline, although this requirement can be waived in special circumstances for small companies.

The selection of a subcontractor for the project will be made from the Approved List of Contractors operated by Capsel Ltd. and Monmouthshire Housing Association, which is reviewed annually or according to performance as appropriate.

The performance of all subcontractors on site will be regularly monitored by the Site Manager and any concerns will be raised immediately. If there are repeated breaches of standards then formal action will be taken to either ensure an improvement in performance or to remove the subcontractor from site.



3.10 Waste

Capsel Ltd. has achieved the ISO 14001 environmental accreditation and operates a comprehensive policy to ensure the correct segregation and disposal of all waste on site to meet the strict targets for recycling and reduction of landfill.

The site will have a system in place for the segregation of waste at source and the removal of all waste from site will be monitored and recorded.

A regular environmental audit will be undertaken by Monmouthshire Housing Association throughout the contract with a formal report to the Site Manager.

Waste will be segregated on site and all material that can be recycled will be stored in a number of allocated bags according to type. This will be collected on a regular basis by Capsel/MHA and taken to a dedicated waste recycling facility.

Rubbish and demolition of material may be removed from site by designated vehicles. While this process is carried out the public will have priority to move along any pavement or footpath, and no removal will be carried out if persons are close to the point of disposal.

Skips will be utilised throughout the contract and will be located in a designated location on the site. They will not be allowed to become overfilled nor should be left overnight without adequate protection. Skips will be moved immediately after they are fully loaded.

Waste transfer notes for both hazardous and non-hazardous waste will be completed for all consignments leaving the site. These will be maintained on site for the duration of the contract and thereafter stored at HQ.

Debris shall be moved from site at the end of each working day. Debris should not, in any circumstances, be left in such a way as to cause nuisance or danger to either staff, visitors and the general public.

There will be no burning of any waste on site

4. HEALTH AND SAFETY

4.1 Health and Safety Arrangements

Capsel Ltd. has achieved accreditation under BS OHSAS 18001 and operates a comprehensive health and safety management system. The Chief Executive



has overall responsibility for the health and safety arrangements of the whole organisation, this is delegated to the Director of Property Services for all matters relating to the construction, repair and maintenance operation.

The Head of Facilities and Compliance is responsible for the day-to-day management of health and safety, reporting to the Director of Property Services and the Health and Safety Steering Group.

In respect of this project, health and safety will be the overall responsibility of the Site Manager to ensure that all operations are undertaken in a safe manner, all legislation and working practices are met, and all staff and visitors are fully inducted in the health and safety procedures of the site.

4.2 Training and Qualifications

All operatives working on the site will be required to hold a valid CSCS card as a minimum.

All operatives will be suitably trained, and qualified where required, to undertake the tasks that are allocated. Capsel Ltd. operates a comprehensive training programme with core subjects that apply to all directly-employed staff, including the following:

- IOSH Working Safely
- Manual Handling
- Working at Height
- COSHH
- Asbestos Awareness
- Driver Awareness
- Customer Care

Additional training is provided as required to carry out specific tasks and the majority of staff have achieved a trade qualification to NVQ level 3.

The Site Manager and all other Managers who will be involved in the project have completed the Site Manager Safety Training Scheme (SMSTS).

All subcontractors on the project will be required to demonstrate that they have the required level of training and experience to undertake the tasks allocated. The scaffolding subcontractor in particular will be required to provide full documentation on the training of their operatives prior to the erection of any scaffolding.



4.3 Risk Assessments and Method Statements

Capsel Ltd. has developed a suite of generic risk assessments and method statements to cover the full range of tasks that are normally undertaken. Copies of those relevant to this project will be maintained in the site folder and available to all staff and visitors at all times. In addition, each directly-employed operative has an individual folder containing copies.

The risk assessments and method statements will be reviewed and updated according to the schedule of works and associated tasks. If any additional tasks arise during the project that are not covered by an existing risk assessment then there is a Dynamic Risk Assessment template which can be completed by the Site Manager for any unforeseen circumstances.

All subcontractors will be required to submit their own risk assessments and method statements for checking and approval prior to commencing work.

4.4 Permit to Work

The use of hot works on this project will be kept to a minimum, the majority of the plumbing and heating installations will be made in push-fit plastic piping so soldering work will be minimised. Copper piping will be required for the mains supplies to the boilers. A hot works permit system will be operated by the Site Manager and no hot work will be permitted without the issue of a permit prior to commencing the work.

Soldering will be carried out with adequate ventilation using lead free solder. Flux to be used sparingly consistent with good soldering technique. Associated propane/gas canisters are to be returned to the suppliers for refilling. An appropriate fire extinguisher will be available in the working area both during and after the task.

Fire resistant mats shall be used to protect background combustible materials when using blow lamps. After hot works are completed a minimum of one hour safety watch should be completed where all external and internal areas are checked for smouldering materials or signs of fire. The permit must then be signed off by the Site Manager.



4.5 COSHH

All materials ordered and delivered to site will be assessed to determine whether they are classed as hazardous under the Control of Substances Hazardous to Health Regulations 2002. Any that fall under this heading will be subject to a COSHH risk assessment backed up the Safety Data Sheet from the manufacturer of the product.

The COSHH Register, relevant risk assessments and safety sheets will be maintained in the site folder. Prior to using any hazardous materials operatives must read suppliers and manufacturers warning labels and wear any personal protective equipment recommended. If they are in doubt they must contact the Site Manager who will provide the correct information from the Monmouthshire Housing suite of COSHH Risk Assessments.

Where there is a new or complex task involving the use of a hazardous material the Site Manager will provide specific information and training on the safe use and disposal of the substance, ensuring that the correct PPE is available.

4.6 Health Surveillance

All directly employed trade staff are subject to annual health surveillance checks by professional consultants to assess any effects on:

- Hand arm vibration syndrome (HAVS)
- Breathing
- Hearing
- Skin conditions, primarily dermatitis

Where a condition has been diagnosed specific measures are put in place to ensure that the operative is not exposed to levels that could make it worse. This applies equally to all staff and visitors on site but where there is a known condition the Site Manager will monitor the conditions and work tasks.

The type of power tools used and the task duration is monitored against a vibration matrix to ensure that the Exposure Action Value for individuals is not exceeded. All power tools are selected to reduce the vibration rating as much as practically possible.

The production of dust is kept to a minimum by the management of processes and dust suppression is implemented as required. All operatives are issued with FFP2 face masks as a minimum, a higher grade mask will be supplied where required.



Noise on site is kept to a minimum and ear defenders are available to all operatives. Potential skin conditions are managed by the correct handling and use of materials, such as cement, together with the appropriate PPE.

The same procedures will apply to all subcontractor operatives on site, although it is the responsibility of each company to manage the health of their staff.

4.7 Personal Protective Equipment (PPE)

All staff and visitors to the site will be required to wear the following PPE as a minimum:

- Safety boots or shoes
- High-vis-vest or jacket
- Hard hat

In addition, operatives will be issued with PPE as required according to the tasks to be carried out, including:

- FFP2 dust mask, or higher rating if required
- Safety glasses
- Ear defenders
- Gloves appropriate to the task
- Disposable coverall
- Wet weather protection

It is the responsibility of each person to check the suitability, fit and condition of the PPE issued and to inform the Site Manager if it is not sufficient for the purpose.

In addition, sun cream will be issued where operatives are working externally during hot or clear weather. All staff are advised to cover up as much as possible during such conditions, the wearing of shorts is permissible subject to the assessment of the tasks being undertaken and the approval of the Site Manager

Drinking water will be supplied to the site and all staff are advised to ensure that they maintain the correct hydration levels.

4.8 Working at Height



All working at heights will be strictly monitored and managed by the Site Manager. This will include working off trestles, hop-ups, stepladders, ladders, and fixed scaffolding. All directly-employed trade staff of Capsel Ltd. And Monmouthshire Housing Association have received formal training in working at heights and any subcontractor appointed for the project will be required to confirm similar qualifications where appropriate. It is not anticipated that the use of cherry-pickers, scissor lifts or other powered access equipment will be required for the construction.

Fixed scaffolding will be erected and maintained by a suitably qualified and experienced subcontractor to comply with all current legislation and best practice. The scaffold will be tagged and signed off as complete by the subcontractor, a copy of which will be held in the site file. The scaffold will be subject to weekly formal checks, to be recorded and filed. Should any member of staff or visitor have concerns about the safety of the scaffolding this should be reported to the Site Manager immediately.

The fixed scaffold will envelope the external faces of the building. Once the internal first floor has been installed then additional measures will be taken to protect against falls.

All openings will have secure guardrails fixed, particularly around the stairwell, to ensure the safety of all staff and visitors during the construction phase. This will be monitored constantly by the Site Manager and adjusted as required to maintain a safe working environment.

4.9 Manual Handling

All directly-employed staff of Capsel Ltd. and Monmouthshire Housing Association have received manual handling training and all subcontractors are required to confirm that their employees have completed similar training.

A manual handling risk assessment and safe working method statement are included in the site file and staff also have access to these documents through their PDA. Where there is a specific identified hazard involving the lifting, carrying or moving of plant and materials the Site Manager will be responsible for assessing the risk and taking measures to either avoid the task, reduce it to an acceptable level or implement safeguards. Additional lifting equipment, such as sack trucks or a Bumpa elevator, will be available to assist in specific lifting operations and staff will be trained in their use.



4.10 Gas and Electricity

There is no mains gas supply to the housing development but the existing Scout Hall does have a gas supply and a new heating system will be installed by Gas Safe registered engineers. The heating system installed to the new dwellings will be an air-source heat pump (ASHP) powered by electricity. The installation of ASHP systems will be carried out only by engineers who have been trained to carry out the work by the manufacturer of the chosen system. The manufacturer will be required to design the installations and to undertake site inspections to confirm that the works have been carried out in accordance with their specification,

All electrical installation, commissioning and testing is to be carried out by a suitably qualified and registered NICEIC engineer. Monmouthshire Housing Association is a registered NICEIC contractor and all engineers are directly-employed staff.

All hand held portable electrical equipment must be either battery powered or 110 volt (transformer secondary winding centre tapped to earth), or protected with a residual current device (RCD) fitted at socket.

4.11 Asbestos

All management and trades staff employed by Capsel Ltd. and Monmouthshire Housing Association have completed an accredited Asbestos Awareness training course. If any materials are identified which could contain asbestos then work in the area will cease immediately and the location made safe pending further investigation by a qualified Asbestos Surveyor.

Should sampling confirm that the material does contain asbestos then arrangements will be made for the safe removal and disposal by a suitably qualified contractor.

The Site Manager will notify the Client and the Contract Administrator immediately in writing of any incident involving suspected asbestos material.

4.12 Contaminated Land

The Site Investigation report prepared by Integral Geotechnique in January 2020 indicates that there is some evidence of hydrocarbon contamination on the site. Further testing following demolition of the garages has confirmed the presence of hydrocarbons in a specific location on the site as well as some



asbestos containing material (ACM) at ground level, linked to the removal of the garage roofs. Measures will be implemented for removal of the ACMs by a licensed contractor and the area of ground affected by the hydrocarbons will be excavated to a depth of 0.5m and the spoil taken off site to a licensed disposal facility.

During the excavation and groundworks, should any evidence of additional contamination be uncovered then the Site Manager will be responsible for determining the nature and extent of the material and the procedure for the safe containment and removal. All directly-employed staff of Capsel Ltd. and Monmouthshire Housing Association have received training in environmental management, including asbestos awareness.

Any contamination caused by the construction process will be contained and managed using a spillage kit. The affected land will be removed to the satisfaction of the Contract Administrator and disposed of in the appropriate manner. An environmental incident report will be completed by the Site Manager and submitted to the Client and their representatives.

During the site investigation no Radon was detected and it is recommended that no radon protection measures are required in the new development.

4.13 Site Induction and Toolbox Talks

All directly-employed staff and subcontractors will complete a site induction prior to commencing work on the site. The induction will be carried out by the Site Manager and each person will be required to sign confirmation that they have received and understood the briefing.

The induction will include a brief overview of the project, the site rules, health and safety arrangements, and the emergency procedures.

Regular toolbox talks will be held for the duration of the contract with the timing and frequency to be determined by the Site Manager. These will provide the opportunity for the staff and subcontractors to be updated with progress reports, targets, quality management, health and safety issues, environmental performance and other associated topics. It will also provide the operatives with a forum for feedback, concerns and queries relating to the project.

4.14 Temporary Works

It is anticipated that the use of temporary works on this project will be limited to:



- Site security – Fixed hoarding and Heras fencing around the site boundary and access gates
- Foundations and drainage works – excavation at significant depths is not anticipated. A retaining wall is to be constructed close to the boundary with the school grounds, some shoring may be required.
- Scaffolding – to be erected, maintained and dismantled by an approved subcontractor
- Scout Hall – removal of part of the structure, temporary support and rebuilding of the gable wall on new foundations.

All temporary works will be monitored and recorded by the Site Manager in accordance with the recommendations of BS 5975. Where a specific risk assessment and method statement is required this will be distributed to the Principal Designer and Contract Administrator for approval prior to the work commencing

5 OPERATION AND MAINTENANCE MANUALS

Project information will be collated throughout the contract for inclusion in the Operation and Maintenance Manuals. These will be completed by the Principal Contractor and handed over to the Client as soon as possible after practical completion of the construction work. The manuals will include the following:

- A brief description of the project and the scope of works carried out.
- Any residual hazards and the measures taken to reduce and control them
- Key structural principles of the building design
- Any hazards associated with materials used in the construction
- Instruction relating to any removal or dismantling of the building
- Health and safety information relating to the maintenance of the building
- The nature, location and identification of services
- Commissioning certificates and user instructions
- A complete set of as-built drawings
- Tenant Information Pack