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**Construction Phase
Safety, Health & Environmental Plan**

Project Construction Phase Plan

In compliance with the
Construction (Design and Management) Regulations 2015 Regulation 12(1)

Prepared for construction works at:

**L&G
Apex Plaza,
Part 5th & 6th floors,
Forbury Road,
Reading,
RG1 1AX**

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DOCUMENT CONTROL SHEET

Date	Rev No	Details	Initials
18.07.2022	1	Construction Phase Plan completed and issued	TS
16.08.2022	1	External hoarding removed (6.1). Temporary lighting added 6.14	TS
16.09.2022	2	Addition of Site rules and removal of Draft heading.	ES

This plan will be reviewed at regular intervals throughout the contract period and updated / revised if found necessary.

Update / revisions made to the plan must be re-issued to those persons identified within the original distribution.

The extent of such revision may include the following:

- Changes in site supervision, sub-contractors or site organisation
- Completion of further design development
- Alteration of means of escape, increased fire load, etc
- Unforeseen circumstances or variations

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1.0 SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT SYSTEM

This plan should be read in conjunction with Curve Workplaces:

- Quality Policy Statement
- Health and Safety Policy Statement
- Environment Policy Statement
- SHEQ Procedures & Standard Forms

Together, these documents provide the framework for Curve Workplaces Safety Health and Environmental Management System for all project sites.

1.1 Further Guidance and Reference

Copies of the CITB Construction Health and Safety Manual GE700 parts 1 and 2, CITB Construction Health and Safety CDM 2015 Industry Guidance (Clients, Contractors, Designers, Principal Designers, Principal Contractors, Contractors and Workers), Statutes, ACOPS, guidance notes, and general health and safety literature from the HSE and other recognised bodies relating to construction topics is available from Curve Workplaces health and safety consultant, Rubix Safety Ltd.

1.2 Project Health and Safety Goals

As the Principal Contractor we have established a health & safety strategy for the works with a target of zero accidents of all types, and in addition we will set up a benchmark standard for the monitoring of health and standards on this project by means of a system of monitoring of incident and accident frequency rates, using both active and reactive monitoring procedures prior to the commencement of works. All sub-contractors working on this project will be expected to achieve a similar standard and provide outline procedures for inspecting and auditing during the project.

The Principal Designer has stated the following HS&E objectives:

- No accidents or dangerous occurrences on site
- No occupational ill health arising from the project
- No near misses
- No environmental damage as a result of our works
- Least disruption to the local community
- Prevent, as far as reasonably practicable, access to site for any unauthorised persons, especially children
- Health, safety and welfare issues remain as a top priority

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2.0 CONTRACT DESCRIPTION

2.1 Description of Existing Site Environment

Site occupied or vacant	Vacant to works demise but the surrounding building is occupied.
Site clearance	Required as identified within the programme & scope of works.
Surrounding land use	Commercial office, retail with close proximity to major rail transport hub.
Existing drawings	Some available please refer to file.
Existing services	Yes
Existing Surveys	R&D survey required subject to full review of existing record information.
Overlap with clients use of site	Whilst the site demise will be closed off to other building users the remainder of the building will be occupied and operational.
Existing structures	N/A
Local issues	Access restrictions.
The works comprise the following (scope of works)	Strip out of existing fabric and mechanical and electrical services in line with the scope of works and contract proposal. Fit out and refurbishment of CAT A office space, including modifications to existing M&E infrastructure. Fabric works to the Atrium and east lift lobby.

Contract programme including key dates is as follows

Planned start of contract	22.08.2022
Planned completion	09.12.2022
Programme (weeks)	17 weeks

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2.2 Client's Health and Safety and Environmental Information - Existing

There are existing records, therefore the existing installation has been surveyed before commencing work to ensure that we have a full understanding of the installed services, arrangements and any associated difficulties which may be encountered in executing the works.

2.3 Contacts

Appointment	Company Address	Contact Name	Telephone number	E-mail
Client	Paragon on behalf of L&G	Sam Lorimer	07990 146454	samlorimer@Paragonbc.co.uk
Principal Designer	Curve Workplaces	Scott Ellis	01344 528 048	admin@curveworkplaces.co.uk
Designer Architect	Curve Workplaces	Ryan Morgan	01344 528 048	rmorgan@curveworkplaces.co.uk
Designer Structural		TBA		
Designer Mechanical		TBA		
Designer Electrical		TBA		
Principal Contractor Project Manager	Curve Workplaces	Scott Ellis	01344 528 048	admin@curveworkplaces.co.uk
Site Manager	Curve Workplaces	Graham Coster	07751 219 565	Gcoster@curveworkplaces.co.uk
Principal Contractor CDM Advisor	Rubix Safety Ltd	Pete Brewster	07787 564836	pbrewster@curveworkplaces.co.uk

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3.0 SAFETY, HEALTH AND ENVIRONMENTAL RESPONSIBILITIES

HEAD OFFICE STAFF	
Project Manager is responsible for	Overseeing management of health and safety on the site
SITE MANAGEMENT STAFF	
Site Manager is responsible for	- Day to day management of health and safety on the site; - Completion of the Risk assessment schedule ensuring that all hazards identified in this plan are covered; - Compiling the Emergency Plan for the site; - Implementing Site Rules - Ensuring that risk assessments and safety method statements from contractors are on site, have been reviewed, before the contractors' operatives start work; - Liaison with contractors; - Ensuring site induction and toolbox talks (where required) have been carried out; - Promoting a positive health and safety culture on site; - Stopping unsafe working practices.
MOBILE STAFF	
SHE Advisor is responsible for	- Providing advice and assistance to all other persons who have any responsibility under this plan; - As and when deemed necessary undertake Site Investigations and report the findings to the management hierarchy

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4.0 LIAISON WITH SITE STAKEHOLDERS

4.1 Client

Following the Client Brief, regular site meetings will be held with the Client's representatives to discuss health and safety and environmental issues arising from the work and to anticipate any new health and safety and environmental issues that may have implications for the Client's interests.

4.2 Principal Designer

The Principal Designer will be given any information they require for inclusion in the Health and Safety File for the contract.

The following items are specifically required by the Principal Designer:

- Copies of all "as built" drawings. "Construction" issue drawings will not be sufficient unless the Principal Contractor confirms they are "as built". This includes drawings that show mechanical and electrical services and structural work undertaken.
- General details of construction methods and materials used e.g. the construction sequence of areas of the building, materials specification.
- Details of the structures' equipment and maintenance facilities.
- Hazardous areas of the building e.g. fragile roof, boiler room, confined spaces etc.
- Operating and maintenance manuals for all plant and equipment, which should include all commissioning certification.
- Copies of all survey work undertaken i.e. asbestos, timber and damp, drainage etc.
- Plant and equipment location schedules.
- Location of services, including incoming mains and underground drainage.
- Location and operation of all emergency systems e.g. fire alarms, security alarms.
- Confirmation that the building complies with Building Regulations.

If there is any change in design that could affect health and safety or if an unforeseen eventuality arises, the Principal Designer will be informed.

All relevant amendments to or issues of new drawings will be copied to the Principal Designer.

4.3 Designers

Although the main route of communication with designers will be through the Principal Designer, health, safety and environment will feature in all meetings Curve Workplaces has with members of the design team. If there are any design changes that have a potential to affect health, safety and environment during construction, these will be highlighted and discussed with the Principal Designer before any change is made. If required, this Plan will be amended and re-issued following Design changes that affect it for example:

- Handling of Design changes during the contract
- Exchange of Design Information between Client / Principal Designer / Designer/ Contractors

4.4 Contractors

Subcontractors are assessed through a questionnaire and on evaluation of their previous performance. The review includes submission of insurances, references from previous, similar work, Risk Assessments and Method Statements produced for other projects. Relevant sections of this Plan will be communicated to all contractors when an order is placed with them. The same sections of the Plan will be included in

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the pre-start meeting agenda. Any design change that could affect the health and safety of a contractor's workforce will be discussed with the contractor before it is implemented.

The work of contractors will be co-ordinated by the Site Manager who will ensure that the activities of the individual contractors do not pose health and safety risks to other persons on site. This will be achieved by daily informal contact with contractor 's supervisors.

Regular and ad hoc site meetings will be held with contractor's management to:

- Report on performance including any adverse health and safety issues associated with their work or the behaviour of their workforce
- Discuss health and safety issues arising from their work
- Discuss any environmental issues arising from their work
- Anticipate any new health and safety problems and ensure that there are risk assessments and safety method statements to cover these
- Minutes of these meetings will be kept, and a copy filed on site.

4.5 Site Operatives

The Site Manager will ensure that all operatives receive a site induction briefing and are also taken through the risk assessments and safety method statements for the work that they are to undertake before they start work. There will also be day to day informal communication with the workforce on site, and toolbox talks on relevant health and safety and environment topics will be given monthly.

4.6 Workforce

During the site induction all persons will be told that they can approach the Site Manager at any time to raise concerns on any health and safety or environmental issues.

Further consultation will take place during site safety briefings. Feedback will be recorded on site.

4.7 Occupants

In the event that site areas are handed back to the client in phases, liaison with the client will be carried out on a daily basis by the Site Manager.

4.8 Site Information

Information relating to general health, safety and environmental matters, site specific information and statutory notices will be displayed on the site SHE notice board. This includes the following:

- Site Plan
- Current Key Risks and Information
- Health & Safety Law Poster;
- Designated Fire Marshal and First Aider (s)
- F10 (where applicably notified)
- Insurances
- Policy Statements
- Site Information

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4.9 The exchange of Health & Safety Information between Contractors

Contractors shall exchange Health and Safety Information on a regular basis that is applicable to the contract.

4.0 SITE TRAINING

4.1 Company and Site Inductions

Every person who works on or visits the site will be given Induction training. The induction training covers subjects such as First Aid arrangements, minimum PPE requirements and emergency evacuation instructions. Visitors shall be provided with a brief induction / information regarding potential risks, and the control measures and applicable site rules.

The inductees will sign a document to the effect that they have received the general site induction and have read the Site Rules. All induction records are retained and archived.

4.2 Risk Assessment and Method Statement Briefings

A separate briefing by the Site Manager will be given on the risk assessments and safety method statements for the specific work to be undertaken by the operatives.

4.3 Toolbox Talks

Curve Workplaces has a series of standard toolbox talks that will be delivered by the Site Manager to all operatives on the site where required.

4.4 On-site Training

During this Project various onsite training courses will be provided for all staff working for or on behalf of Curve Workplaces, such as:

- Dust control
- Site security
- Fire awareness
- Public segregation
- Safe working at height

5.0 SITE SET-UP

5.1 Permits and Authorisations

The Site Manager will make sure that all necessary permits and authorisations necessary have been obtained for the site works.

5.2 Restrictions

The Site Manager will make sure that all contractors working on the site are aware of any restrictions in terms of hours of work environmental and other matters. These will also be communicated to the workforce during site induction.

5.3 Site Neighbourhood

Construction activities will be segregated at all times.

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5.4 Site Access

Access and egress to the demise is via the front entrance where every operative & visitor will sign the 'Labour & Site Visitors Register (i.e. navy-blue folder). The site shall be kept secure at all times restricting access to authorised personnel only.

5.5 Access Around the Site

Safe zone walkways will be created by the Site Manager. These walkways are to be kept clear of contractor materials.

5.6 Site Compound Layout

A plan of the site layout will be located on the onsite notice board. It will identify the following as far as is possible at this stage in the contract:

- Emergency muster point
- Fire extinguisher locations
- First aid box location
- Welfare facilities

The Plan is as accurate as can be achieved at the present time. It will be drawn to the attention of contractors and their operatives during induction.

5.7 Site Security

Security within the building will be considered by Curve Workplaces at all times and will ensure that adequate resources are made available to supervise all site operatives.

Access to the site will be via the entrance on the front of the building

All existing buildings and temporary accommodation will be secured at the end of each shift and the site enclosed using Herras type fencing or similar.

6.0 SITE MANAGEMENT OF KEY RISKS

As part of our Health and Safety & Environmental Management Systems we have established objectives and targets and an improvement program with responsibilities and planned dates for achieving these targets. Our objectives and targets are consistent with Curve Workplaces Health and Safety and Environmental Policy Statements.

A Site Wide Risk Assessment will be carried out. Once the key risks have been identified corresponding risk assessments will be drawn up or obtained from the sub-contractors, a Fire Risk Assessment will also be completed.

6.1 Protection of the public and third parties

The proposed arrangements for the protection of the public are as follows:

- Banksman to supervise ALL deliveries and waste collection
- Restricted times for above and making sure that we do not impact on the general public

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6.2 Work in Public Areas

No work will be permitted in public / client areas unless the proposed work area has been suitably segregated.

- Publicly accessible areas WILL be kept clear at all times UNLESS permission has been given by the client.
- No debris, waste, tools or equipment will be left unattended in areas accessible to the public UNLESS these are in such a position or in such a condition that they pose no significant health and safety risk.

6.3 Welfare Arrangements

The size of sanitary conveniences, washing facilities, changing rooms, and rest facilities will be sufficient to meet the needs of the maximum number of persons likely to work on site at any one time. Suitable and sufficient welfare facilities will be established on site before construction work starts.

The site office and welfare facilities will be to the side of the site within the site compound on the 1st floor. A First Aid box will be located in the site office.

Mess facilities and supply of clean drinking water will also be located on the site.

Toilet facilities will be available on the site floor and are to be kept clean.

All welfare facilities will be kept clean and maintained in a tidy condition.

The Site Manager will enforce the Curve Workplaces policy on smoking.

6.4 Housekeeping

The following actions will be implemented to reduce the risk of injury on site:

- As far as is practicable, all loose waste materials will be removed from all areas of the site at the end of the working day.

6.5 Plant and Equipment

All plant and equipment used on site will be subject to statutory examination and test. Contractors will be expected to produce proof of regular testing of portable electrical appliances and also to carry out weekly visual checks of plant and equipment and to record these checks in writing. Contractors will also be expected to arrange the routine maintenance of their plant and equipment. Any plant and equipment supplied by Curve Workplaces will also be checked weekly and maintained as is necessary.

6.6 COSHH

Contractors will be expected to produce written assessments for all materials that they use on site and submit appropriate COSHH Specific Assessments as part of their safe system of work to the Site Manager for scrutiny prior to starting works on site. If Curve Workplaces is deemed to be supplying subcontractors or indeed Curve Workplaces staff with materials that are classed as COSHH; then Site Management must produce COSHH Sheets for the individual items. Upon drawing up the COSHH Specific Assessment the Material Safety Data Sheet (MSDS) must be sourced from the supplier.

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6.7 Storage and Distribution of Materials, Plant and Tools

The following actions will be implemented to reduce the risk of injury, damage of materials and damage to the environment:

- Materials, plant and tools will NOT be stored in the site office or any of the welfare facilities
- COSHH products will be stored appropriately away from drains and other sensitive receptors
- All materials will be stored to minimise the risk of wastage as a result of damage
- When establishing the site, consideration will be given to the manual handling operations that are likely to take place on the site and these will be taken account when specifying site storage facilities and the provision of lifting equipment. These will be arranged to minimise the manual handling operations that have to take place. Manual handling operations posing a significant risk of injury will be subject to risk assessment. Wherever practicable, loads weighing over 25 kgs will be moved around site using wheeled trolleys or another mechanical aid.

6.8 Waste Management and Minimisation

All waste is managed in line with environmental legislation. All waste produced by Curve Workplaces as part of the contract is taken onto the highway by a licensed waste carrier under a waste transfer note and disposed of at a licensed facility.

6.9 Removing waste from Work Areas

Site Management will brief operatives to regularly clear their work areas and surrounding areas to remove trip / slip hazards. We will have a designated waste area which when a collection is arranged will be moved to the ground floor as above.

6.10 Pollution Prevention and Water Management

The site **does not** require the storage of fuel. The following measures will be taken to prevent pollution:

- Toolbox talks on pollution prevention
- All potentially polluting products are stored securely, upright and in appropriate containers at all times

6.11 Risk Assessment and Method Statement Production

All sub-contractors will be required to submit site specific risk assessments and method statements at least 48 hours prior to commencing works on site. These will be reviewed by the Site Manager using the Curve Workplaces SHE Documentation Review form.

Curve Workplaces Risk Assessments will be produced and kept updated by the Site Manager.

6.12 Dust, Noise & Vibration

Dust, Noise & Vibration will be controlled at all times.

6.13 Unstable Structures

Where we identify the possibility of an unstable structure, work will be stopped immediately and the Site Manager. We will ensure the structure is made safe in accordance with the engineer's recommendations prior to re-commencing the works.

The potential for unstable structures will be considered in sub-contractor risk assessments and method statements where applicable.

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6.14 Lighting

Temporary general and emergency lighting will be provided to the internal part 5th & 6th floors. Final design via electrical design partner. Temporary lighting to be energy efficient LED and where practicable PIR activated.

7.0 INCIDENTS AND EMERGENCIES

An Emergency Plan for the site will be produced. The plan will be drawn to the attention of contractors and their operatives during site induction training and relevant sections will be discussed. A copy will be filed on site and copies will be posted in the Site Manager's Office area and the canteen.

7.1 Fire

The Site Manager will act as the 'Responsible Person' for fire safety and will ensure the ongoing assessment of fire risk and implementation of SHE procedures.

The plan will be drawn to the attention of contractors and their operatives during induction.

A copy will be filed on site and copies will be posted in the Site Manager's Office area and the canteen.

All persons working on the site will be informed of its contents during site induction training.

All sites are no smoking sites.

7.2 Incidents

Contractors will be required to report all incidents, whether they involve personal injury or not, to the Site Manager. If the incident is reportable under RIDDOR, then Curve Workplaces will make sure that the contractor responsible informs the HSE as required by the Regulations. If the incident involves a Curve Workplaces employee, a person under Curve Workplaces' direct control or a self-employed person who is not working under the control of a contractor, then the Curve Workplaces will report the incident.

The Curve Workplaces Incident Reporting Form will be completed for all incidents no matter how small. All incidents shall then be held for future reference. The Incident Report shall then be reviewed by Curve Workplaces Safety Advisor and appropriate action taken dependant on the nature of the incident.

Once a RIDDOR has been confirmed on site ADF Support Services Ltd shall be deployed to undertake an on-site investigation.

Any incident that is reported that is not a RIDDOR but involves a member of the public or had the potential for significant loss will also be investigated.

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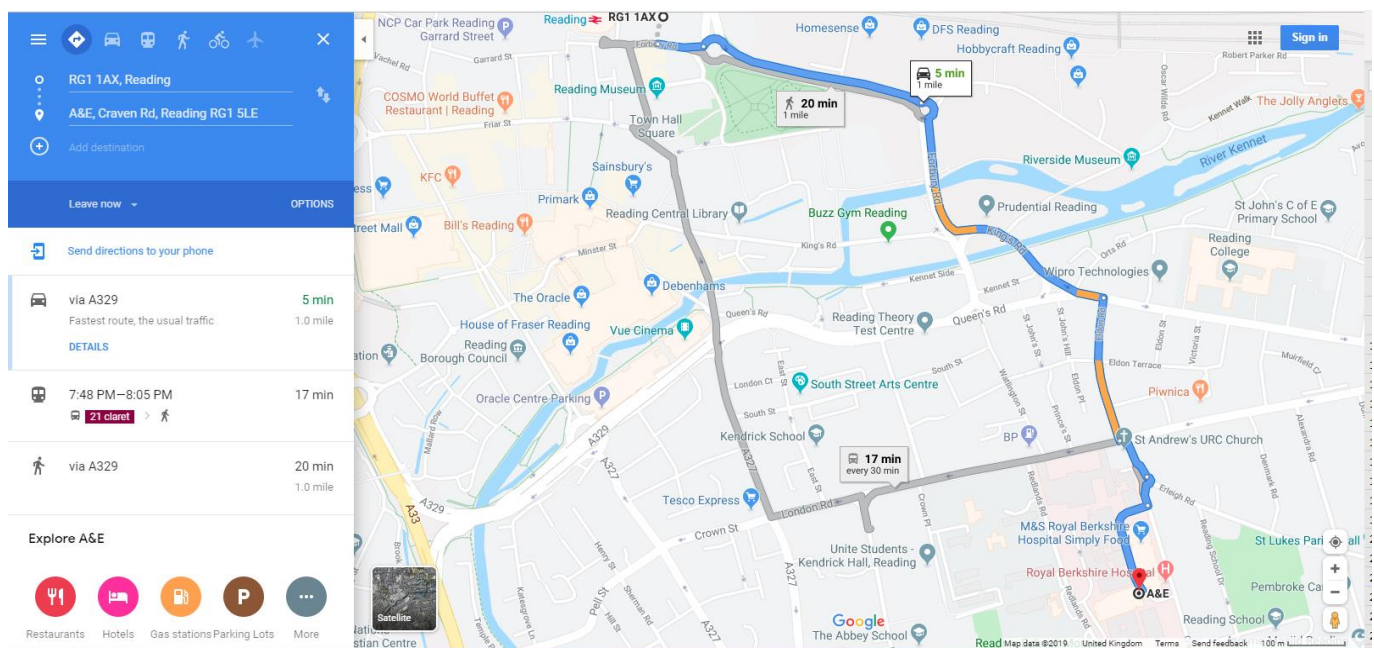
7.3 First Aid

The Site Manager for this Contract is First Aid Trained. A fully stocked and in date First Aid Box will be sited in the Site Office.

In the event of hospital attendance being required, nearest A&E is at:

Royal Berkshire Hospital

Craven Rd,
Reading
RG1 5LE
Tel: 0118 322 5111



8.0 MONITORING OF SITE ACTIVITIES

In addition to the monitoring requirements given in the SHE Procedures the following requirements apply.

Managing Director will:

- Undertake occasional inspections of the site

SHE Advisor will:

- Undertake occasional inspections of sites

Project Manager will:

- Undertake inspections of sites
- Review the inspection reports of the Site Manager and SHE Advisor at site meetings
- Review the Construction Phase Plan when they visit site

Site Manager will:

- Undertake a weekly health and safety inspection of the site
- Carry out weekly checks on hoists, other lifting plant/gear, and scaffolds, as is necessary
- Evaluate subcontractor's safe systems of Work (Risk Assessments and Method Statements)

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All persons

- Daily informal monitoring

Sub-contractors will:

- Produce Safe Systems of Work (Risk Assessments and Method Statements) for their work activities. These Safe Systems of work shall be reviewed by Site Management and only once approved by Site Management shall the sub-contractor be permitted to undertake the specific works on site

8.1 Contractor Monitoring

If a contractor fails to perform on site as required by this plan or to Curve Workplaces general satisfaction regarding safe working practices, then the status of the contractor will be reviewed with the possibility that they will be excluded in future from working for Curve Workplaces.

9.0 REVIEWING

9.1 Construction Phase H&S Plan

The SHE Advisor's inspection reports will be left with the Site Manager.

All Management personnel will be expected to regularly review the plan particularly with regard to the following in order to ensure that the Plan can still be successfully implemented:

- Number and suitability of Site Management Personnel
- External contacts
- Access areas around the site
- Additional risk assessments
- Emergency and Fire Plans

An entry will be made on page 2 of this Plan should any revision be made. The person making the revision will give a general description of the topic of the revision, the date it was made, and will print their name.

9.2 Project Review

The Project Manager and the SHE advisor will review the overall performance for each contractor who is working on site and feedback this information into the contractor selection process.

At the end of the project health and safety issues that arose during the contract will be discussed. Any of these that could have implications for future contracts will be considered, and any changes to Curve Workplaces policies, procedures, standards or guidance will be made as appropriate.

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9.3 Health and Safety File

The Principal Designer is responsible for ensuring that a Health and Safety File for the project is produced and handed to the Client at the completion of the contract works.

The Principal Contractor, Designer and the M&E Contractors are therefore required to provide to the Principal Designer, the following information:

- Copies of all “as built” drawings. “Construction” issue drawings will not be sufficient unless the Principal Contractor confirms they are “as built”. This includes drawings that show mechanical and electrical services and structural work undertaken
- General details of construction methods and materials used e.g. the construction sequence of areas of the building, materials specification
- Details of the structures’ equipment and maintenance facilities
- Hazardous areas of the building e.g. fragile roof, boiler room, confined spaces etc
- Operating and maintenance manuals for all plant and equipment, which should include all commissioning certification
- Copies of all survey work undertaken i.e. asbestos, timber and damp, drainage etc
- Plant and equipment location schedules
- Location of services, including incoming mains and underground drainage
- Location and operation of all emergency systems e.g. sprinkler systems, fire alarms, security alarms
- Evidence that building occupiers have received on-site training in relation to the building and the M&E installations
- Evidence that any lifting equipment has undergone a thorough examination by a competent person.
- Confirmation that the building complies with Building Regulations.

The following register will be completed as a record to show that sub-contractors working on the site have read and understood the requirements of the Project Construction Phase Plan

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SITE RULES

General Rules:

1. No smoking on site. Including outside the front of the unit.
2. No personal stereos and/or MP3's.
3. 110v only to be used.
4. All Electrical Equipment must be complaint with Portable Appliance Testing (PAT) tested.
5. Emergency Access/egress to remain clear and unobstructed at ALL times.
6. All tools to be stored in designated area
7. Mandatory PPE must be worn at all times on site.- Protective footwear, Hard Hats, High Visibility vest
8. PPE to be removed when leaving the unit.
9. All accidents/incidents must be reported to site manager and Curve head office.
10. Induction to be completed on arrival detailing First Aid, site rules, evac points and fire station.
11. All operatives must present valid CSCS card on arrival.
12. All operatives must have Asbestos Awareness Cert.
13. No step ladders or scaffold tower without a permit from the Site Manager.
14. No foul or abusive language.
15. All operatives are responsible for their own tools, equipment and belongings.
16. All PPE, power tools and access equipment is subject to checks. Any items failing the checks must not be used on site.
17. No alcohol or drugs are permitted on site. Anybody smelling of alcohol or appears to be under the influence of alcohol or drugs will not be permitted entry to site and/or asked to leave site.

Sub-Contractors:

It's a condition of contract that all sub-contractors must fully comply with the rules and conditions dictated by Curve Workspaces Ltd. Failure to comply can result in removal from site and being banned from future sites.

Whilst on site you must comply with your Company Health & Safety Policy as well as the Curve Health & Safety Handbook.

All operatives and sub-contractors must make the site manager aware of their works and where that work will take place. A general permit must be completed on arrival before commencing with any works. No Hot Works must be undertaken without prior knowledge or permission and the completion of a permit from site manager. A permit is required for all hot works.

No overhead works must be undertaken without prior knowledge or permission from site manager. A permit is required for overhead works.

No step ladders or towers to be used without prior knowledge or permission. A permit must be completed for step ladders or towers.

No lone working to be undertaken without prior knowledge and permission from the Site manager. A permit must be completed.

Should you identify any Health & Safety risk to you or others, please report immediately to Site Manager.

Employees and Sub-contractors must operate a clean as you go policy and are responsible for removing their own generated waste and debris.

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CPSHE Plan Review Sign off

Ser	Date	Reviewed by: Name	Signature
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