

PF015.4c Construction Phase Plan – Ibis Reading Centre

Ibis Reading Centre
25A Friar Street
Reading
RG1 1DP

Issue	Date	Comments
First issue	29/11/21	For Client / PD comment
001	12/01/22	Revised in line with PD comments
002	11/02/22	Revised for Staff Updates
003	04/02/22	Revised in line with LPA Comments

Below is the amendment record for minor or non-material revisions or amendments that do not warrant a full re-issue of the document. All such amendments are marked by a vertical line within the left-hand margin.

Amendment No	Date	Amendment	Page/s

Prepared By:

M Lockwood
Project Manager
Everlast Waterproofing Ltd

11TH February 2022

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1.0 Introductory Statement

This Construction Phase Plan has been prepared from all available and relevant information relating to the project. It sets out the general framework for the management of health & safety for the duration of the project.

All of the work will be carried out under UK legislation i.e., the Construction (Design and Management) Regulations 2015 and Management of Health and Safety at Work Regulations 1999

This document will need to be developed, reviewed, and updated as the project progresses, further design work is completed, information from sub-contractors becomes available and unforeseen circumstances or variations arise.

In order to maintain high standards of health and safety all construction work will be monitored and controlled throughout the duration of the project.

The main objectives of this Construction Phase Plan are to achieve a safe working environment for all persons who may be affected by the work operations. Such objectives include:

- The elimination of all reportable accidents under the provisions of the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013.
- To actively manage safety and in doing so improve the safety awareness of all personnel involved with the site and to ensure safe working practises for all employees are established and adhered to.
- To encourage all employees to play an active part in improving the health and safety standards as detailed within this Construction Phase Plan.

This document details the various health and safety arrangements, which will be required during the progress of all construction work on the client's property.

This document will be completed in full where relevant and then developed as the project progresses; it will provide the basis for the Health & Safety File.

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2.0 Key Project Information

2.1 The Client for this project is:

Accor UK Economy Hotels Limited

10 Hammer Smith Grove
London
W6 7AP

Contact: Daniel Besse
Phone: 0777150 4908
Email: Daniel.BESSE@accorinvest.com

2.2 Managing Agent for the building is:

Accor UK Economy Hotels Limited

10 Hammer Smith Grove
London
W6 7AP

Contact: Daniel Besse
Phone: 0777150 4908
Email: Daniel.BESSE@accorinvest.com

2.3 The Principal Designer for the project is:

Bernard Sims Associates
Edgeborough House
Upper Edge Borough Road
Guildford
Surrey
GU1 2BJ

Contact: Darren Ghaffoori
Mobile: 07803 520 440
Email: Darren.g@bsims.co.uk

2.4 The Employers Agent for the project are:

Cumming Group
1 Fellmongers Path
London
SE1 3LY

Contact: Andrew Giblin
Mobile: 07548 859 268
Email: Andrew.gilbin@towereight.com

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2.5 The Project Manager for the project are:

Cumming Group
1 Fellmongers Path
London
SE1 3LY

Contact: George Stubbs
Mobile: 0742 764 8777
Email: george.stubbs@cumming-group.com

2.6 Quantity Surveyor for this project is:

Cumming Group
1 Fellmongers Path
London
SE1 3LY

Contact: Kyra Szalockzi
Mobile: 0741 562 6991
Email: kyra.szaloczi@cumming-group.com

2.7 Architect

LMA
100 West George Street
Glasgow
G2 1PP

Contact: Mark McHenry
Mobile: 0141 264 2991
Email: mark@l-m-a.co.uk

2.8 Building Control for this project is:

3rd Floor,
207 Regent Street,
London
W1B 3HH

Contact Dave Allen
Tel 07592 590298
Email dave.allen@brcs.co.uk

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2.9 Designer for this project is.

Blueprint
The Dog House
Lark Hill Road
Worcester
WR5 2EF

Contact Rod Palfrey
Tel 01905 767800
Email design@blueprintuk.net

2.10 Structural Engineer for this project is.

Simpson Associates Consulting Engineers.
8 Friday Street,
Henley-on-Thames,
Oxfordshire,
RG9 1AH.

Contact Aaron Blanchard
Tel 01491 576 221
Mob 07468 721 461
Email Aaron.Blanchard@simpsoneng.com

2.11 The Principal Contractor for the Project is:

Everlast Waterproofing Ltd
The School House
Parkfield Terrace
Pudsey
Leeds
LS28 6BS

Contact: Matt Lockwood
Mobile: 07526195945
Email: mlockwood@everlastgroup.co.uk

2.12 Site Location

Ibis Reading Centre
25A Friar Street
Reading
RG1 1DP

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2.13 Nature of Work

The establishment of site storage and welfare facilities, the erection of scaffold access systems with hoists to access elevations with cladding and spandrel panels.

Replacement of existing Proteus 10 cladding with a non-combustible Britfab rainscreen system, comprising of aluminium framing system, Siderise cavity barriers, Rockwool Duo slab insulation and a non-combustible 3mm A2 Aluminium cladding panel.

Replacement of the existing foam core spandrel with Britfab A2 Aluminium rockwool cored panel

2.14 Programme/Timings

On Site Start Date:	14th January 2022	
Durations:	Design and procurement period	8 weeks
	Site works duration following design	44 weeks

2.15 Site Hours

Monday – Friday	08:00-18.00
On-site (noisy works)	08:30 - 1800

It is not anticipated that weekend or out of hours work will be necessary however if required 48 hours' notice must be given and written permission received from the client representative.

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3.0 Health & Safety

3.1 Company Health & Safety Policy Statement

My commitment and that of the Board Members to Health and Safety is absolute and in reflecting this commitment the following objectives shall be implemented within the Company: -

The provision of adequate funding and resources to ensure a safe and healthy working environment, for all employees, external providers and those others affected by the company's activities.

Specific responsibilities are allotted to Directors and Managers, these are detailed within Job Descriptions and SQE Responsibility Statements. The responsibilities are designed to enable those individuals to develop suitable standards and procedures by which to meet the Safety Management System's requirements.

Ensuring that the Company goals of client satisfaction, ongoing business development and profit are not in conflict with good safety and industry best practice. A good safety record is of benefit to business, while a safe and healthy environment protects and encourages our staff, our most important asset.

Specifically, I will ensure that:

The Health and Safety at Work Act 1974, all other relevant legislation and client standards are seen as the minimum requirement and that these requirements will be fulfilled.

Objectives and targets are set annually by myself for my management team to drive continual improvement in health & safety performance

The prevention of injury and ill health and continual improvement in OH&S management and performance by the provision of safe and healthy working conditions.

A Competent Person is appointed to ensure full compliance with legislation providing professional Safety, Environmental, Training, Railway Safety advice and strategy to the Board on all related matters affecting the Company.

There is a structure in place to facilitate participation and consultation from the workforce at all levels

There is support for staff who abort work on grounds of safety and/or health.

Fire and security arrangements exist and are maintained to meet legal requirements, industry standards and to exercise loss control.

Arrangements exist and are applied to the identification of hazards, the assessment of risks associated with such hazards and the implementation of suitable control measures to reduce O H & S risks.

That First Aid facilities are provided and maintained.

Safety information, data and trends are reviewed and used for accident prevention and continuing improvement of the Safety Management System.

All Employees, including visitors and external providers are given sufficient information to carry out their duties with the minimum of risk.

Arrangements shall be put into place to identify hazards and evaluating risks connected with External Providers and evaluating whether those External Providers and their employees meet all of the requirements within the Safety Management System

Training needs are identified and met.

Managers demonstrate to staff our care for them, their safety, health, and welfare.

Plant and equipment owned or hired is of a safe design and properly maintained.

Suitable welfare facilities are provided for all staff at or near worksites, providing shelter and messing facilities.

Suitable Personal Protective Equipment is provided with training for all employees exposed to risks to their health and safety whilst at work.

A robust system of self-audit shall be instigated including audits, inspections, and safety tours

Commitment to complying with our client's standards whether mandated or advised.

A procurement policy to ensure compliance with the relevant statutory requirements, Client's Standards, and Industry Best Practise.

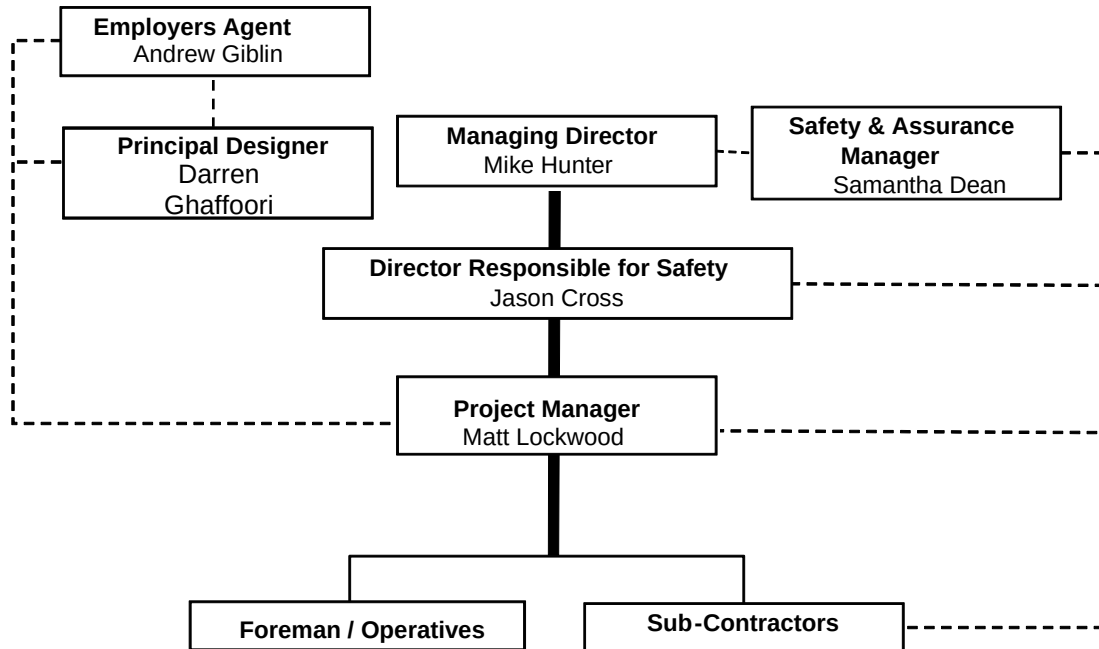
This policy is reviewed annually as a minimum.

Mike Hunter
Managing Director
Everlast Group

August 2021

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3.2 Company Health & Safety Management Structure for the Project



Reporting Lines —————

Advice & Guidance - - - - -

1. Mr Mike Hunter is the Managing Director.
2. Mr Jason Cross (Director Responsible for Safety and Contracts Director) has overall responsibility for the company's health & safety performance.
3. Mrs Samantha Dean Company's Safety & Assurance manager will make site inspections, when requested, reporting directly to the Director Responsible for Safety.
4. Projects Manager (Matt Lockwood) has the responsibility for overseeing the management of health & safety.
5. The Site Manager (John Wait) will have day to day responsibility for the site. In the event that the Site Manager cannot be present on site the Everlast Waterproofing Ltd Projects Manager overseeing the works will nominate another suitably competent Site Foreman to take his place.

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3.3 Procedures for Communicating Health & Safety Information on Site

This Construction Phase Plan is based on information agreed at the project planning phase and will be issued to the Site Manager prior to commencement of works.

A site induction briefing will be held by the Project Manager or site Manager before work commences, to ensure that the operatives are aware of all basic health & safety practices, site rules and security.

The Safety & Assurance Consultant will attend the initial site meeting to ensure he is satisfied with the safety of the site set up.

There will be regular site meetings involving Everlast Waterproofing Ltd and the Client representatives where Health & Safety will be an agenda item. The Principal Designer may be requested to attend if necessary.

These meetings will further be augmented by on-going site inductions of any new operatives and “toolbox” talks by the Contracts / project Managers and Site Manager as necessary.

The entire workforce will be requested to sign for any induction, site safety briefing or toolbox talk to confirm attendance and their understanding of the content of the briefing/toolbox talk.

Communication will generally be between Everlast Waterproofing Ltd, the Principal Designer and the Client Agent although more localised liaison may be established with relevant members of the client staff as the project progresses.

Should client staff or its appointed service delivery partners require access to the work site by prior arrangement Everlast Waterproofing Ltd will ensure any relevant hazard and risk information is communicated.

A contact list containing emergency contact details for site management team, the Client contacts and the Principal Designer will be displayed in the site cabin and contained in the site file.

3.4 Emergency Procedures

The site emergency procedures will be followed at all times these will be briefed to all Operatives during the induction training. The Emergency Plan for the site compound and work areas is attached as an appendix and will be developed further by the Contracts Co-ordinator and Project Manager on commencement of the works and displayed in the site office.

Everlast Waterproofing Ltd.’s accident & emergency arrangements will also be displayed alongside the above.

The means of communication to the work area will be by mobile telephone.

3.5 Notification to the HSE

Cumming Group has been instructed by the Client to notify HSE will be notified of the works taking place and an F10 has been submitted due to the nature and timescale of the works.

The local HSE office for the project is:

Health and Safety Executive –
Priestley House
Priestley Road
Basingstoke
RG24 9NW

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3.6 Monitoring Health & Safety Standards

The Site Manager will carry out a daily site walk-round to ensure the site is in safe condition for work to start and all risk control measures in the risk assessments have been put in place.

Regular visits will be made by representatives from Everlast Waterproofing Ltd including the Safety & Assurance manager who, will carry out inspections and prepare reports, drawing any non-compliance to the project Manager's immediate attention. The Client will be made aware of the results of the Inspections during the Project Management Meetings and copies of all inspection reports will be retained in the site file. Any serious situations or continuing non-compliance will immediately be reported to the Principal Designer and the client.

In the case of serious non-compliance to Health, Safety and Environmental procedures work will cease immediately until the issue/s have been resolved and in certain cases disciplinary action may be taken against the offender/s.

3.7 Unplanned Events

The project Manager shall inform, by telephone immediately and subsequently confirm in writing, any of the following to the Client, Principal Designer, and the Safety & Assurance Consultant:

1. Any incident/accident required under UK legislation to be reported to the HSE under the RIDDOR 2013 Regulations
2. Any enforcement action by any enforcement body or client's representative, whether in relation to H&S matters or otherwise.
3. Any major change of the design and/or to the resources required to complete the work, which may involve amendment to the Construction Phase Plan.

3.8 The Health & Safety File/Building Manual

An existing Health and Safety File for the building is available on site in hard copy from the client and all available relevant information has been scanned and included in the Principal Designers Pre-Construction Information Pack

All relevant documentation as detailed within the prelim documents will be handed over to the Principal Designer at the end of the project for incorporation into the Project Health & Safety File.

All alterations to the "original design proposals" will be recorded by the contractor/sub-contractor concerned and incorporated within this Construction Phase Plan in order that they can be included within the Health & Safety File.

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4.0 Existing Site Information

4.1 The Surrounding Environment

The site plans showing the building, scaffold, welfare / compound areas and traffic routes.

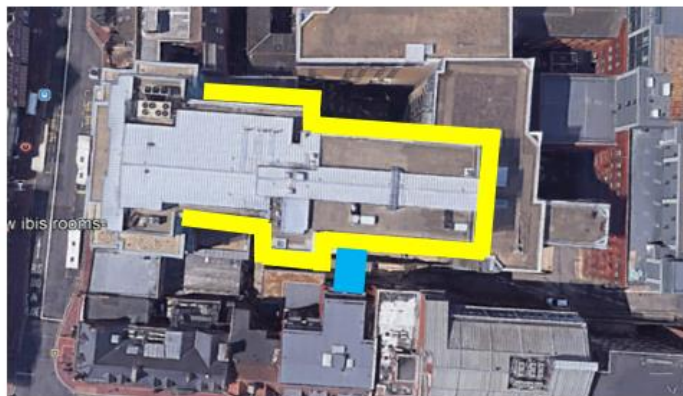
No works will be carried out on the Friar Street Elevation as per the below plan.

As no works will be carried out to Friar Street Footpath / Road Closures will not be required.

All Works are to take place on Private Land.

Compound and Storage area will be within the Underground Private and Secure Car Park of the Hotels.

Scaffold locations



KEY:



- Scaffold Access



- Scaffold Tower and Hoist

Traffic plan



Access to the courtyard area will be to suit the hotel deliveries and avoid busy times
All deliveries to be under banksmen control at all times



In and out Bound Traffic

All Everlast Deliveries will be agreed for Timed Deliveries only in and around the current Hotel arrangements so not to cause a further build of the traffic conditions. The Delivery Vehicles will be asked to arrive via Station Hill, Turn onto Greyfriars Road before turning onto Garrard Street and using the rear of the Hotel Novotel Access Road. The Delivery Vehicles will then return via the route above so no vehicles will enter Friar Gate.

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Due consideration will be given to the local security requirements and arrangements. The Haki stair tower will be protected at the base with solid heras panels and a lockable gate.

The fencing to the compound and welfare areas located in the below ground Secure Hotel Car Park will be open mesh Heras panels to minimise the potential of hideaway areas for the general public and for a less intrusive appearance for the tenants.

No Site Perimeter fencing is required due to the Site being on Private Land and behind current secure perimeter.

Where the scaffold is grounded the bottom lift will be a protected gantry with all supports protected with foam, this is to allow access to the fire escapes. The area within the courtyard will have a scaffold monitored alarm to prevent any unauthorised access.

Although not anticipated temporary lighting will be provided if there are any dark areas of concern when the scaffold is complete.

The surrounding area is predominantly residential, and retail and every care will be taken to minimise disruption during the working hours.

4.2 Services

All existing services will be worked around where possible any local services will be set aside and refitted as required

The lightning protection tapes will carefully be unclipped from the cladding and refitted to the new rain screen system as required. The protection will be tested on completion of the works.

All other services including water, data and electricity supplies to the building will remain live during the works and will not be disturbed during the works.

Should this change, this plan, associated method statements and risk assessments will be amended to reflect this, and the client updated accordingly.

4.3 Site Conditions

Access to the working areas will be via pedestrian routes, pavement areas and gated entrances between the site welfare and scaffold access points.

The site office will be located within the allotted bays within the carpark with storage area and separate welfare facility

The welfare and storage areas will be securely segregated from the public via heras fencing and all materials stacked in a safe manner.

Materials will be transferred around site using mechanical means where possible with 4 wheeled trollies and pallet trucks to the hoist and scaffold access.

The materials will be moved up the scaffold levels via the site hoist with secure compounds to the base.

Access and emergency escape routes for the building must be kept clear at all times and priority must be given to the staff and visitors.

All deliveries must be planned to minimise disruption, and all materials must be moved immediately to the storage or working area.

The site will remain under the control of the Client control except the scaffold and compound areas. All staff will receive a briefing on site conditions and delivery programme on a regular basis from

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Everlast Site Supervisor/ Manager. However, the working area and site compound will be handed over to Everlast Waterproofing Ltd for the duration of the project.

Communication with the Hotel will be initially by the client Agent.

There will be additional liaison through Everlast site manager and the hotels concierge team on a daily basis.

4.4 Building/Structures

The site manager is to ensure the working and loading areas are kept clean and tidy at all times, and all roof structure loadings are kept within the design parameters.

Any concerns regarding the working area, etc. should be discussed with the Everlast Waterproofing Ltd Project Manager, the Designer or Principal Designer.

4.5 Existing Drawings

The existing drawings can be found in the accompanying pre-tender information pack located within the file on Everlast Waterproofing electronic files.

4.6 Asbestos

As the building was constructed in 2006 and should be no Asbestos used within the construction process.

However, in any unforeseen event all operatives will be asbestos awareness trained and should any suspicious materials be encountered works will stop pending a laboratory test of the sample by a competent person and the Client Representative and Everlast Waterproofing Ltd Contracts Manager informed.

5.0 Design

It is recognised that construction works of any nature create risks; those risks for this project that have not been designed out will be addressed within this Construction Phase Plan, Associated Method Statements and Risk Assessments.

5.1 Anticipated Significant Hazards

The following significant hazards or work sequences, which cannot be avoided or designed out, have been identified:

- a. Working at Height
- b. Site Set up
- c. Interface with Clients staff, visitors, and general public
- d. Hoist and Plant
- e. Existing Services including live cables
- f. Traffic Management
- g. Manual Handling
- h. Waste Disposal
- i. Security & Work Site Trespass
- j. Hazardous substances
- k. Adverse weather and wind
- l. Hot works

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- m. Slips Trips and falls
- n. The site Emergency Arrangements and Rules
- o. Covid 19 virus control

5.2 Method Statements

Method Statements addressing the aforementioned hazards and detailing the Safe Systems of Work will be prepared before the commencement of any of the operations. These will be included within Appendix 2 of this Construction Phase Plan.

5.3 Risk Assessments

In preparing the Method Statements, the above-mentioned hazards will be addressed and are included within Appendix 1 of this document. However, should further risk assessments be necessary these will be carried out by the Project Manager with assistance from the Contracts Director and others if necessary.

Method Statements incorporating risk assessments will be required from any sub-contractors as the project progresses but before their commencement on site and included within Appendix 1.

Everlast Waterproofing Ltd shall co-ordinate the preparation of method statements where the activities and risk relate to more than one sub-contractor.

6.0 Construction Materials

6.1 Materials

In general, the materials to be used in this project are commonly used in the construction industry and their handling and use will be strictly in accordance with the manufacturer's instructions, recommendations, and good practice. All new panels will be A2-s1-d0 rated or better, All insulation will be A1 non-combustible and installed in line with manufacturers guidance.

6.2 COSHH

Any materials or substances, which fall under the Control of Substances Hazardous to Health Regulations 2002 as amended; the manufacturer's health & safety data sheets will be obtained and a COSHH Assessment prepared before any such material is brought to site.

This information will be made available on site and all operatives are instructed to refer to the COSHH assessments before handling, storing, or using the material.

All sub-contractors will be required to carry out their own COSHH assessments on any materials, which they intend to use and these together with the manufacturer's safety data sheets will be submitted to the Site Supervisor for approval before the materials are brought to site.

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Substances required for the project will be carefully considered to ensure less hazardous alternatives are used where possible within the constraints of the client's requirements and specification.

The COSHH assessments will be contained in Appendix 1 of this Construction Phase Plan.

6.3 Lifting & Manual Handling

All materials and tools for the project will be transferred around site using mechanical means, where possible. The tools and materials will be lifted to the work area using the site hoists. Where the building is inaccessible from the hoist, the materials have been designed to be easily handled with one or two people.

The Projects Manager and Site manager will discuss this as part of the site induction.

All operatives will be trained in manual handling and weights lifted will be at a comfortable level to the operative. If the operative feels the weight cannot be lifted comfortably, planned team lifts will be used.

All operatives will be given familiarisation instruction on hoist operation and the site manager/supervisor will monitor the operatives for compliance and competence.

6.4 Storage of Materials

All materials will be stored securely and in accordance with their COSHH assessment and manufacturer's recommendations within the compound area. Locked containers with signage will be utilised for flammable materials.

6.5 Personal Protective Equipment

Throughout the duration of the project, the correct PPE as mandated by the Risk Assessment, COSHH assessment, Method Statement and the client's requirements will be worn. In the case of damage or concern regarding the effectiveness of the PPE, it should be replaced immediately. No task requiring the use of PPE should be carried out with faulty or missing equipment unless a competent person has assessed the risk and given written authorisation. This authorisation should only be used in extreme circumstances.

7.0 Site Wide Elements

7.1 Traffic Systems and Restrictions

Access and egress to and from site will be via the local access roads. These will be used in full compliance with the Highway Code.

Parking will be within the off-site car parks located in close proximity to the site.

(Parking charges will apply)

Deliveries will be planned to cause minimal disruption to local traffic and site activities.

All vehicle movements will be under the control of a banksman at all times whilst within the site boundaries.

Given the nature of the works (Cladding Removal and Replacement), the possibility of mud or debris generated from the works is minimal with no additional risk of debris than that of a Hotel linen delivery vehicle.

7.2 Compound/ Access Areas

Compound and access point areas have been identified and will be detailed in the accompanying

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site layout drawing and traffic management plan.

7.3 Welfare Facilities

Welfare facilities will be located in the carpark allotted area under the building
The Welfare Facilities will consist of:

1. A heated and ventilated mess room for site personnel
2. Additional cabin to act as site office
3. Facilities to heat food
4. A hot water supply for hand washing
5. A facility to boil water
6. An adequate supply of drinking water
7. Toilet and hand washing facilities
8. Provision will be made for changing out of wet clothing and for drying wet clothing.
9. An appointed first aider and adequate first aid during normal working hours.
10. Accident reporting forms will be kept in a prominent position in the site office at all times.
11. All accidents must be reported to the Principal Designer and the Contracts Manager & then reported back to the company office.
12. Access to and egress from all site accommodation and welfare facilities will be kept in a safe, clean, and tidy condition.
13. All site accommodation and welfare facilities will be cleaned regularly and kept in a clean, tidy, and hygienic condition.
14. Suitable fire extinguishers for welfare accommodation and site works.

7.4 Fire and Explosion/Hot working/Emergency Arrangements

The fire and emergency plan for the site can be found as an appendage and incorporates the local emergency arrangements. If necessary, this plan will be developed further during the project.

All Operatives will be made aware of the local fire and emergency arrangements and the location of the designated assembly point where everybody must register their presence in the event of a fire.

The building emergency procedures will not be affected by the construction works.

Should the fire alarm sound then operatives must proceed safely to the fire muster point located to the rear of the building just outside the carpark adjacent to the building where the Site foreman will use the daily signing-in register to ensure all operatives are present and accounted for. The Site foreman will also liaise with client representatives to ensure the Site Fire and Emergency plan is co-ordinated with the client fire and emergency arrangements.

It is not anticipated that any hot working will be carried out during the project to limit the number of possible ignition sources, however a hot works permit system will be complied with should any unforeseen hot working be required. If any hot works are required, then these where possible will only be carried out at ground level.

The project Manager should liaise with the Client Representative to determine any specific requirements he may have regarding methods of working, equipment, or materials to be used during the works.

All site accommodation will be fitted with suitable fire extinguishers and all site personnel will be made aware of the correct use in case of emergency.

All materials and substances must be stored in accordance with the manufacturer's instructions and the information contained in the COSHH assessments and safety data sheets.

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All flammable materials will be kept in a separate flameproof lockable container fitted with suitable extinguishing media. This type of material will be stored in strict accordance with the following:

HSE: HSE(G)3, HS(G)34, HS(G)51, CS4 and CS6.

It is not anticipated that any significant amounts of flammable materials will be stored on site during the project.

FIRE PRECAUTIONS -

The following measures have been introduced:

- Fire extinguishers will be made available in the work area
- Wireless fire alarm system in work area's and at access/ egress points
- Wireless fire alarm system issued to concierge/Site security



- Means of raising alarm in the event of fire is by means of mobile call points which include Wireless battery powered alarm call systems located within each immediate work area including one within the welfare cabin, one at each scaffold access / egress point. A mobile call procedure between the construction / building management teams will be implemented. This has been identified as a potential issue on Ibis Leeds due to the location of the building management offices within the building.

Emergency fire precautions and means of escape are communicated to all site operatives by means of Induction Training Sessions when they arrive on site.

First Aid

The Method Statements will include the names of any First Aiders/Appointed Persons and the locations of first aid equipment.

All first aiders are training in making the injured person safe and comfortable and in directing the emergency service if required up the scaffold. All scaffolds have Haki stair towers and a material hoist which if required can all be used by emergency services in the event of an injured person.

Emergency Contacts

Name	Role/Organisation	Tel
Jason Cross	Director Responsible for Safety	07740 724 996
Richard Wattam	Senior Project Manger	07921 396 705
Matt Lockwood	Projects Manager	07526 195 945
John Wait	Site Manager	07542 028 001

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Darren Ghaffoori

Principal Designer

07803 520 440

Emergency Services

Royal Berkshire Hospital

999

Royal Berkshire Hospital

A&E Services

0118 322 5111

7.5 Waste Disposal & Environmental Considerations

Rubbish, debris, redundant materials etc., will be collected regularly from the work area placed into the storage area at ground level via the site hoist.

All waste will be loaded into skips provided in the Everlast compound on a regular basis/ and as a minimum at the end of each shift as the waste arises.

All materials will be stored in a lockable skip in the compound to minimise the fire risk.

Arrangements have been made with a locally licensed Waste Disposal Contractor who will collect the skips regularly for disposal at an appropriately licensed disposal station.

Waste Transfer Notes and if applicable Consignment Notes will be retained in the site file and returned to the Everlast Waterproofing Ltd office as soon as possible.

7.6 Control of Noise and Vibration

It is envisaged that noise and vibration will be an issue for this project and all necessary steps will be taken to reduce noise levels from plant, machinery, and work activities in accordance with the Noise at Work Regulations 2005. Where reasonably practicable, noise levels will be reduced at source to their lowest reasonable level & PPE must only be employed as the last resort. It is recognised that the works are to be undertaken on a live hotel, therefore measures to reduce the impact of the works will be taken such as only allowing activities which could reasonably be identified as disruptive or causing significant noise to commence after 08:30. Everlast, have located the site welfare facilities and compound within the hotel car park reducing the potential for noise disruption to either residents in close proximity or hotel guests. Advance notification of the works has been provided to the resident's liaison officer in the residential building and letters issued to the residents with contact details for Everlast to allow any concerns to be addressed.

7.7 Control of Dust

All operations that may create dust will include a type of dust suppression technique ideally mechanical dust extraction.

It is anticipated that limited dust will be created during the project, but all operatives will have a face fit mask available if an instance of dust arises, mainly on cleaning of the site areas and drilling of the concrete structure. As the works involve removal and replacement of the existing cladding and insulation it is not anticipated that significant levels of dust will be created from the works, while Everlast are removing the existing insulation all skill and care which could reasonably be expected from a competent design and build contractor will be taken to prevent the insulation from blowing away. Netting will also be provided to the work areas abutting the residential properties to reduce the potential for any dust or debris to enter their balconies.

7.8 Children/Trespass

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It will always be assumed that there will be children living near the site. Therefore, all work operations will be carried out in accordance with HSE Guidance Note GS7 “Accidents to Children on Construction Sites” and HSE publication “Protecting the Public – Your Next Move”.

7.9 Site Security

Everlast Waterproofing Ltd will assume responsibility for the security of the work area and will take reasonable measures to prevent unauthorised access.

The compound area must be locked at all times and plant and equipment secured whenever unattended with any keys or control boxes removed when not in use

All site compound fencing will be checked on regularly throughout the day and at the end of each shift to ensure all areas are secure.

The lower lifts of the scaffold will have a CCTV and alarm with monitor to alert the hotel and Everlast Staff to any trespass.

7.10 Scaffolding & Hoardings

Only competent scaffolders are permitted to erect, dismantle, or modify scaffold. Scaffolders to be NASC approved. Scaffolding contractor Burflex to provide site specific RAM's.

All high-risk areas within the work site and compound area will be made safe at the end of each working day. The work areas will be secured using Herras fence panels or similar robust hoarding. Suitable warning signs and notices will be affixed to the hoardings.

7.11 Fragile Surfaces

No fragile services have been found or anticipated during the works. If any fragile surface is discovered the site management will be informed and works will cease in the area until a suitable safe system has been installed. All site operatives will be briefed on the system of work and RAMS updated accordingly.

7.12 Adverse Weather

Drinking water for hot weather and foul weather PPE will be made available to operatives free of charge.

In the event of adverse weather works may be suspended at the discretion of the Site Manager if he deems the conditions unsafe.

The Site manager will have an anemometer on site and will monitor wind speeds regularly. All works will cease should wind speeds exceed 26mph or gusts of 40mph.

8.0 Sub-contractor Information

8.1 Sub-contractors

It is anticipated that a small number of sub-contractors will be required for the project. All will be selected from the Everlast Waterproofing Ltd Approved Sub-contractors list having had their competency and ability to work safely verified.

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8.2 Information for Sub-contractors – Notification of Risks

All sub-contractors will be given a copy of the Construction Phase Plan or relevant sections, Everlast Waterproofing Ltd Safety Policy Statement and a copy of the risk log and will be required to confirm their agreement to comply with these documents before a contract is placed.

8.3 Selection Procedures

Everlast Waterproofing Ltd will ensure the competence and resources of all Sub-contractors including those used previously.

Sub-contractors will be required to submit their Company Health & Safety Policy, safe systems of work, COSHH/Risk Assessments, and specific method statements before commencing work on site. These documents will be checked by the Safety & Assurance Consultant and copies of relevant information forwarded to site for inclusion into this Health and Safety Plan.

8.4 Co-ordination

The Project Manager will be responsible for the co-ordination of the works carried out by Everlast Waterproofing Ltd and sub-contractors ensuring full compliance to this Plan.

The Project Manager will also ensure that all operators of plant possess the requisite training and certification with copies retained for inclusion into this Construction Phase Plan.

8.5 Checklist

The checklist PF14.2 will be completed before a Sub-contractor commences work on site.

8.6 Agenda for Site Induction Meetings

The Client's Representative will ensure that all the relevant information relating to the site rules and operating conditions are briefed to the Contracts Manager before it is cascaded throughout the workforce. The Site Manager will ensure that all sub-contractors are briefed on the risk assessments and method statements.

8.7 Non-compliance

In the event of any sub-contractor failing to comply with the Health, Safety & Environmental legislation or site rules and continuing to do so following a verbal warning will be formally notified in writing.

9.0 Overlap with the Client's Undertakings

It is the essence of the entire workforce and all Sub-contractors appointed that they make and maintain clear and effective arrangements to ensure that the construction activities do not put at risk the health and safety of the site, particularly residents, staff, and visitors to the site.

These arrangements are to be made clear to all contractors via the site induction process.

All work activities will be from within fenced compounds to prevent any unauthorised access to the work areas.

10.0 Site Procedures

10.1 Site Rules

The following site rules shall be copied and displayed in the site office and mess rooms in order that all operatives will have the opportunity to make themselves aware of them.

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All Site Staff, Operatives and Sub-Contractors whilst on Site will comply with the following Do's and Do not's:

Before you go on site

- | | | |
|--------|---|--|
| Do | - | Sign into the site register within the compound. |
| Do | - | Comply with all site instructions, method statements and risk/COSHH assessments |
| Do | - | Wear clean reflective jacket (Hi Vis). |
| | | Hard Hat |
| | | Safety Boots. |
| | | Any other safety equipment you need, gloves, goggles, etc. |
| Do | - | Act in a responsible manner at all times. |
| Do | - | Follow safety instructions issued by Supervisors or Client's representative. |
| Do | - | Obey the site traffic management plan & road user rules |
| Do | - | Report any accident you may have on site to the Client or his representative as well as using the company's reporting procedure. |
| Do | - | Ensure plant equipment or materials are securely stored. |
| Do | - | Use ear defenders in areas above 80 decibels (Guide - If you have to shout to be heard at one metre). |
| Do | - | Keep your work area tidy. |
| Do | - | Obey any local fire precautions. |
| Do | - | Be aware of any change in the site security status. |
| Do | - | Report anything suspicious to the building / Everlast site security personnel |
| Do | - | Obey any local security requirements from the buildings Security staff |
| Do not | - | Obstruct access/exit points or emergency routes. |
| Do not | - | Enter any area you have not been briefed to do so. |
| Do not | - | Operate plant and machinery unless you have a certificate of competency. |
| Do not | - | Wear Walkman radios, iPod, etc |
| Do not | - | Smoke on site other than in client designated areas. |
| Do not | - | Pollute drains or watercourses with liquids such as solvents, etc. |
| Never | - | Report for duty under the influence of drugs or alcohol. |
| | | Consume drugs or alcohol whilst on duty. |
| | | Take unauthorised persons, children, or pets on site. |
| | | Place yourself or others in danger by your act or omission |

Leaving Site

- | | | |
|----|---|--|
| Do | - | Remove rubbish and surplus material immediately and at the end of every shift. |
| Do | - | Sign out in the site register within the compound. |
| Do | - | Leave the site secure, clean, and tidy. |

Remember, Safety is Everyone's Responsibility

Should you have any problems regarding safety on site then report immediately to your supervisor and the Client's representative.

Think before you act!!

If you do not know or are not sure - ask!!

10.2 Training and Information

All personnel on site will receive the appropriate induction before they start working and personnel will also receive periodic "toolbox" talks from the Site Manager and/ or Project Manager. These will include the implementation of safe working practises, the proper use of personal protective equipment (PPE) and general conduct.

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Operators of plant, machinery and portable electrical equipment will be trained in accordance with relevant legislation before being authorised to use these items on site.

All personnel on site will have already received, or will be given, suitable training to ensure their health and safety and that of others so far as reasonably practicable as required by the Management of Health & Safety Regulations 1999. Training falls into three categories:

- General Training
- Trade Training
- Site Specific

General Training

Employees will be given information on the risks to their health & safety. Training is linked to capabilities to ensure that anyone given a specific task is capable of carrying this out in the prescribed manner.

In addition, employees and sub-contractors will be provided with adequate health and safety training through induction briefings prior to commencement and “Toolbox” talks aimed to make employees aware of the risks and necessary controls prior to commencing an operation.

Trade Specific

Most of this training is covered by organisations such as CSCS and the Project Manager will ensure that only properly trained persons holding a current training certificate undertake the required work during the duration of the project.

Site Specific

All personnel employed on the site will receive a Site-Specific Induction before commencing work on site.

10.3 Site Liaison

Regular site meetings will be held with all Operatives, the Client Representatives and Project Management Team, at which the company will present the following information in relation to health and safety:

- A report on any accident along with any comments, lessons learnt and a copy of the accident report.
- Notes of any meeting between the client/local managers/police/emergency services.

Arrangements for co-operation and co-ordination between the on-site Operatives and the client will be discussed and methods agreed for ensuring that all health and safety decisions will be passed between all parties and to the site operatives.

Meetings to discuss health and safety will be held as and when required either by the Principal Designer, the Client's Representative or Everlast Waterproofing Ltd.

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Any unforeseen eventualities during the execution of the works, which could have implications on health and safety, will be brought to the attention of the Principal Designer, the Projects Manager, and Everlast Waterproofing's Safety & Assurance Consultant immediately.

Any of the following events will be reported to the: Principal Designer, the Client, and Everlast Waterproofing's Director Responsible for Safety immediately.

- Accident/incident/Near Miss
- Visit to site by any Enforcement Agency.
- Improvement or Prohibition Notices issued by an Enforcement Agency
- Any formal warning issued to Operatives

This document will be reviewed and developed throughout the duration of the project to incorporate any procedures occurring later in the programme, which may not have been detailed in the issue of the Health and Safety Plan.

Procedures for considering the health and safety implications of design elements of Everlast Waterproofing Ltd packages.

Where a change in design is required then Everlast Waterproofing Ltd will consult with the Client to consider safety implications of possible design changes, for example:

- What new hazards arise from the design changes?
- How these hazards can be designed out or minimised and any additional safety measures that may be required.

Procedures for dealing with unforeseen eventualities during the project execution (resulting in substantial design change and which may affect resources).

Everlast Waterproofing Ltd will consult with the Client to consider:

- Safety implications of the proposed design changes
- What new hazards arise from the proposed design changes?
- How these hazards can be designed out or minimised and any additional safety measures that may be required.

Liaison with any Sub-contractor who may be involved or possibly manufacturers/supplier may be necessary during consultations, but in all cases the Contract Administrator/Principal Designer will be advised on the outcome and the effect upon this Construction Phase Plan.

Appendix 1

Site Specific Risk Assessment

Safety Data Sheets

EWL COSHH Assessments

Construction Site Fire Risk Assessment

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Site Plan

Appendix Two

Method Statements

Specification/Schedule of Works

Permits to Work

Accident and Emergency Procedures

Route & Directions to Hospital

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Appendix Three

Record of Site Briefings/Audits

Waste Transfer Licence

Insurance Documents

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Appendix 3B Record of Site Audits/Inspections

Type	Date	Auditor/ Inspector	Remarks	Report No.

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Appendix Four

Scaffolding Register

Plant Register

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Appendix 4A

Scaffolding Register

Description of Scaffold, Etc	Date of Inspection	Result of Inspection State Whether In Good Order	Signature of Person Who Made The Inspection

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Appendix 4B

Plant Register

Type of Plant	Company	Register. No	Date of Last Inspection	Type of Inspection	Next Inspection Date

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Appendix Five

Programme of Works

Register of Drawings

Record of Sketches