Construction Phase Plan

Number: FRSD019 Effective Date: 15/01/21 Revision No: 02 Author: Annemarie Clayton

Contract name:	72 Wensley Road Garages	**Contract number:**	2951
Contract address:	72 Wensley Road, Reading		

Issues and amendments

Date	Rev No	Details	Initials
		Received Pre-Information Pack from Principal Designer	JD
		Construction Phase Plan completed and issued to Client	JD

This Construction Phase Plan should be read in conjunction with	
Appendix A: Site Rules **Appendix B: Site Compound Layout Drawing** **Appendix C: Traffic Management Plan** **Appendix D: Site Logistics Plan**	**Appendix E: Fire Risk Assessment**

1. Safety, Health and Environment Management System

This plan should be read in conjunction with Glenman's;

- Health and Safety Policy Statement
- Environment Policy Statement
- Procedures and standard forms

Together, these documents provide the framework for Glenman's 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 held in the Safety Health, Environmental and Quality Department.

Safety, Health, Environmental & Quality advice will be available from the Health, Safety, Environmental Manager.

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 safety 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.

1.3 Client Health & Safety Goals

Everyone undertaking work for the client is expected to;

- **Look out for their own safety, as well as that of those around them.**
- **Speak out if they see a potential hazard or threat to the safety of themselves or others. DO NOT WALK BY!**
- **Have a questioning attitude. If an instruction does not seem to be correct, or there are safety concerns – STOP. Seek appropriate clarification before continuing.**
- **Be fit to undertake work – free from the influence of alcohol and drugs.**
- **Obey all signs, rules and instructions.**

- **Whenever working on a site under the control of a Principal Contractor you must always inform the contractor of your presence on site and seek a site induction even if you are not working for that contractor.**
- **Always comply with the Risk Assessment requirements regarding Personal Protective Equipment (PPE). Ensure you have all the required equipment and that it is in good, serviceable condition.**
- **You must obtain a permit to work (Hot works, permit to dig, confined space permit etc.) before commencing works on site. You must follow all of the precautionary measures as detailed on the permit.**
- **You must only operate plant that you are trained in, are authorised to use and hold an appropriate competency card for.**
- **Do not misuse or interfere with anything that is provided for Health and Safety.**
- **Always use the correct tools for the task at hand; Check the Risk Assessment and Method Statement – to ensure you have the appropriate tools and that they are in good working order before the commencement of any work.**
- **Wherever operatives are working, they must know the relevant local emergency procedures.**
- **keep all work areas tidy and dispose of waste appropriately in the correct designated facilities provided.**
- **Report ALL accidents, incidents and near misses.**
- **IF IN ANY DOUBT – ASK.**

Contract description

2.1 Description of Existing Site Environment

Site occupied or vacant	Occupied
Site clearance	Demolition of 29 garages
Surrounding land use	The site is located at 72 Wensley Road. Around the perimeter of the site are primarily two storey terraces and semi-detached houses.
Existing drawings	RBC-WLR_HTA-A_XX_00_DR_1110
Existing services	Live underground electricity cables, gas, water and telephone services, drains, sewers and the like may exist on the site. The Constructor is referred to the Pre Construction Health and Safety Information and survey drawings included in the Employers Requirements
Overlap with clients use of site	Provision of alternative access routes to all existing properties is to be maintained at all times. Liaise with owners and occupiers of adjacent properties Erect temporary signs directing pedestrians and traffic as necessary.
Existing structures	Garages

Local issues	**Local School and Hospital:** St Mary & All Saints Primary School and NHS/ Independent Hospitals are located on Wensley Road adjacent to the site. **Existing Play Areas:** There are the existing open grass amenity spaces adjacent to each of the towers, Within the site between the three tower blocks is a play space for 5-11yr old's, which is publicly accessible via pedestrian footpaths. **Tower Blocks Means of escape:** All towers have 2no exit doors at ground floor in addition to the main entrance. **Existing Substation:** Adjacent to the site **Local Bus stops:** There are bus stops located along Wensley Road and adjacent to the site. These are served by the '11 bronze' route to Reading Town Centre, which currently runs every 20 mins during working hours. **Existing Car parking courts and garages:** There are three parking courts serving the three towers, all of which are accessed directly from the Wensley Road loop and currently there are no vehicular routes across the loop. **Existing Pedestrian movements on site:** The site can be accessed by pedestrians from all sides, directly from Wensley Road or from footpaths through the neighbouring housing area. There are unsecured access gates around the perimeter of the site which link to footpaths to the play areas and entrances of the tower blocks. Sustrans cycle routes runs past the site, which leads to Southcote via a Railway underpass to the east towards Reading town centre.
The works comprise the following (scope of works)	The demolition of 13 garages and construction of 17 garages along with 13 parking bays. The works also includes site road, footpaths, fencing, screen walling, parking areas, landscaping, drainage, service connections and works detailed on the drawings.

Additional Surveys/Information required (Asbestos).	It has become evident after close examination of the historical maps and existing information on hand, that there is a high possibility that Glenman may encounter asbestos and asbestos containing products buried within the soil. As a result of this, further testing and/or a demolition survey is required once all demolition has been completed, as the current contamination and Geo-environmental assessments are non-conclusive in this respect. Once demolition work has been completed, all files relating to contamination and the presence of asbestos within the existing Neighbourhood Centre, must be passed on by the Demolition Contractor to Glenman, before any ground works may commence on site.

Client's Health, Safety and Environmental Information

Relevant health and safety information from previous health and safety files – N/A.

Location of the asbestos register for the property and arrangements for accessing it.

Location of the resident risk registers for the property and arrangements for accessing it – CM08

Relevant environmental information such as the location of protected trees – to the north and west of site and also enclosing all sides of the current Neighbourhood Centre.

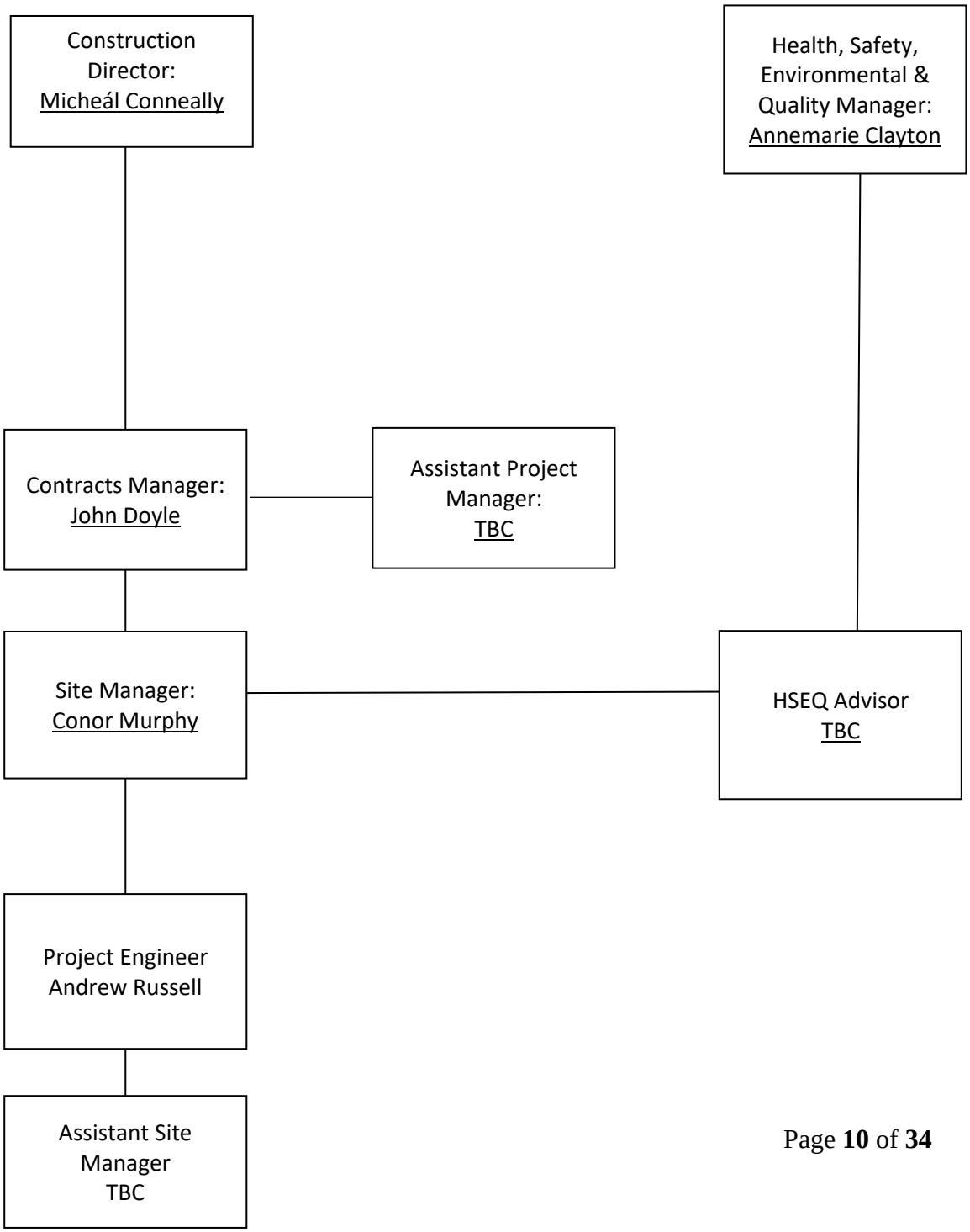
2.4 Contacts

Name and address	Contact name	Telephone number	E-mail
Client	Reading Borough Council	020 7527 8040	
Principal Designer	HTA Design LLP 78 Chamber Street, Aldgate East London, E1 8BL	020 7485 4555	
Designer	HTA Design LLP 78 Chamber Street, Aldgate East London, E1 8BL	020 7485 4555	
Health and Safety Executive	Priestley House, Priestley Road, Basingstoke, RG24 9NW	0300 003 1747	
Hospital (A&E)	Reading NHS Treatment Centre	01189028000	
Fire Service	140-128 Dee Rd, Reading RG30 4BN	999	
Police	Reading Town Police Station, Castle St, Reading RG1 7TH	101, 01865841148	
Gas	N/A	N/A	
Electricity	SSEN		
Water	Thames Water	0800 714 614 (Leak-line) 0845 9200 800 (Water supply)	

Health and safety Executive	Rose Court 2 Southwark Bridge London SE1 9HS	020 7556 2100	
Site Compound	As detailed within the site-specific logistics plan		
Principal Contractor	Glenman Corporation Ltd 8 Power Road Chiswick London W4 5PY	020 8995 4223	info@Glenman.co.uk
Glenman Construction Director	Micheál Conneally	07525 812835	MConneally@glenman.co.uk
Glenman Pre-Construction Director	Brendan Reynolds	07939 532250	Breynolds@glenman.co.uk
Glenman Contract Manager	John Doyle	07908 781192	JDoyle@glenman.co.uk
Assistant Project Manager	TBC		
Glenman Site Manager	Conor Murphy	07387 415 929	CMurphy@glenman.co.uk
Glenman Assistant Site Manager	TBC		
Glenman Project Engineer	Andrew Russell	07387 413734	arussell@glenman.co.uk
Glenman Health, Safety, Environmental & Quality Manager	Annemarie Clayton	07387 411803	AClayton@glenman.co.uk

Arboriculturist	Andrew Bigg	01483425714	a.bigg@acdenv.co.uk
Ecologist	Helen Butt - ECOSA	07425312743	helen@ecosa.co.uk

SAFETY, HEALTH, ENVIRONMENTAL & QUALITY ORGANOGRAM FOR THIS PROJECT



SAFETY, HEALTH, ENVIRONMENTAL & QUALITY RESPONSIBILITIES

HEAD OFFICE STAFF	
Construction Director is responsible for	• Actions of all staff Glenman: • Ensuring that access to current and up to date information is not hindered; • Providing suitable support in respect of all contract related issues. • Supporting staff in their day to day duties, in order that they are allowed to function correctly and efficiently. • Has overall responsibility for all operational aspects of health and safety
Estimator is responsible for	• Reviewing Pre-Construction information prior to preparing tender; • Allowing an adequate amount of money within the tender for the correct implementation of all SHEQ related procedures.
Quantity Surveyor is responsible for	• Placing contract orders in a timely fashion, in order that sufficient time is afforded for the preparation and consideration of Health, Safety, Environmental & Quality documentation.
Buyer is responsible for	• Placing purchase orders in a timely fashion, in order to ensure that materials are received on site in accordance with the site-specific Traffic Management Plan.
Contracts Manager is responsible for	• Compiling the Construction Phase Plan; • Defining the type of welfare facilities required for the site; • Obtaining risk assessments and safety method statements from contractors before they start work on site;

	• Ensuring that the risk assessments and safety method statements meet Glenman's requirements; • Delivering risk assessments and safety method statements to the site manager before the work to which they relate starts.
SITE MANAGEMENT STAFF	
Project Manager is responsible for	• Overseeing day to day management of Health, Safety, Environmental & Quality on the site.
Site Manager is responsible for	• Day to day management of Health, Safety, Environmental & Quality on the site; • Completion of the Risk assessment schedule ensuring that all hazards identified in this plan are covered; • Compiling the Traffic Management Plan for the site; • 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 waste contractors and subcontractors are licenced to transport and treat waste on our behalf; • Ensuring Site induction and toolbox talks have been carried out; • Promoting a positive health and safety culture on site; • Stopping unsafe working practices.
Assistant Site Manager is responsible for	• Assisting the Site Manager in the management of health and safety on the site; • Undertaking any health, safety, environmental and quality task allocated to them by the Site Manager as is appropriate to their knowledge and training.

MOBILE STAFF

Health, Safety, Environmental & Quality Manager is responsible for	• Providing advice and assistance to all other persons who have any responsibility under this Plan. • Support the Site Management Team • Carrying out Health, safety, Environmental and Quality audits • Encourage good communication links • Making the decision as to whether Incidents are RIDDOR Reportable and carrying out an investigation • Communication links between Directors

Liaison with Site Stakeholders

3.1 Client

Following the initial Client Brief, regular site meetings will be held with either Glenman (acting as the Client duty holder) or the Client's representatives to discuss health, safety, environmental and quality issues arising from the work and to anticipate any new issues that may have implications for the Client's interests.

Please Note: Minutes of meetings will be kept and a copy filed on site.

3.2 Principal Designer

The Principal Designer will be given any information they require for inclusion in the Health and Safety File for the contract. Where the Principal Designer's appointment finishes before the end of the project, Glenman have taken on the Principal Designer Duty Holder Role, then the Health and Safety File becomes the responsibility of Glenman.

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. Where the Principal Designer's appointment finishes before the end of the project or Glenman have taken on the Principal Designer Duty Holder Role, the person named as the Principal Designer should be notified.

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

3.3 Designers

Although the main route of communication with designers will be through the Principal Designer, health, safety and environment will feature in all meetings Glenman 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 discussed with the Principal Designer before any change is made.

If required, this Plan is to 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

3.4 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**. Subcontractor and supplier performance are evaluated monthly via the Supply Chain Monitoring Committee.** 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 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.

3.5 Site Operatives

The Site Manager will ensure that all operatives receive a site induction briefing (see below) and are also taken through the risk assessments and 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 SHEQ topics will be given monthly.

3.6 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.

3.7 Site Information

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

- Contract Name;
- Site Plan;
- Current Key Risks and Information;
- This Week's Topic;
- Health & Safety Law Poster;
- Designated Fire Marshal (s) and First Aider (s);

- F10;
- Insurances;
- Policy Statements;
- Site Information (Fire Alarm, Deliveries, Parking, Nearest Tube / Rail Station, Emergency (Medical), Environment, Police, HSE, whether the site / office has an Asbestos / Gas Register).
- Local Authority with name who has given the authority.
- Name of client.
- Name of the Principal contractor and contact details of the Site Manager.
- Emergency 24hr contact number.

3.8 The exchange of Health & Safety Information between Contractors

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

4. Site Training

4.1 Company and Site Inductions

Every person who works on or visits the site will be given a site induction. The induction 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 - Appendix A.

4.2 Risk Assessment and Method Statement Briefings

A separate briefing by the contractor's supervisor or the Site Manager will be given on the risk assessments and safety method statements for the specific work to be undertaken by the operatives. A copy of the record of each briefing will be maintained on site.

4.3 Toolbox Talks

Toolbox talks must be site specific and relevant to the current works on site. The toolbox talks shall be delivered by the Site Manager to all operatives on the site on a regular basis.

4.4 On-site Training

During this Project various on-site training courses will be provided for all staff working for or on behalf of Glenman. Dependant of the Contract and Scope of Works these will include: Asbestos Awareness, Safe Work at Height, Gas Safety Briefing and Scaffold and Work at Height update. Essential courses that must be undertaken are as follows;

- **Asbestos awareness.**
- **Working at height.**
- **Face-fit testing.**
- **Mental health awareness workshops**

5. Site Set-up

5.1 Permits and Authorisations

The Contracts Manager will make sure that all necessary permits and authorisations have been obtained for the site compound and the works, including any scaffold pavement licenses.

All confined space, hot works, digs, electrical works, flue will be covered under the Permits to Work Procedure.

5.2 Restrictions

The Contracts 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.

On this site these restrictions are:

- **Hours of work: 08.00 – 17.00 Monday to Friday.**
- **Any weekend working hours are to be agreed with the principle designer, CFST and the client.**
- **There will be no Noisy working outside of these hours (including weekends or public / bank holidays.) Work outside of these hours will only be considered where possession of the roads is necessary for access, or for reasons of safety and will be negotiated with Reading Borough Council.**

5.3 Site Neighbourhood

The Contracts Manager and the Site Manager will take the following factors into account when specifying the site compound layout and when writing the site traffic management plan:

- The site compound is situated near a nursery / primary / secondary school.

- There are local shops in the vicinity.
- There is a blind bend / major road junction / blind corner near the site entrance.
- There is a water course or other sensitive receptors.

5.4 Site Compound Access

The site compound is to be located within the Glenman site on the Coley Park Estate – within the loop of Wensley Road.

If necessary, to provide a safe access path into and around the compound, concrete slabs or wooden decking treated so as to be anti-slip, will be installed.

5.5 Access Around the Site

The routes for accessing the site will be via Wensley road.

(See GCSK-002- 72 WENSLEY ROAD TRAFFIC MANAGEMENT PLAN)

5.6 Site Compound Layout

A plan of the site compound layout is contained in Appendix B and the site notice board. It identifies the following as far as is possible at this stage in the contract:

- Vehicle and pedestrian routes around sites.
- Vehicle wheel wash and inspection area.
- Emergency muster points.
- Fire extinguisher locations.
- First aid box locations.
- Welfare facilities.
- Waste areas.
- E-Cig and smoking areas.
- Safety signs.
- Location of foul and surface water drains.
- Fuel stores.
- Spill kits.
- Retained Trees

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.

Please note that this compound is not on the site of 72 Wensley Road but instead on the Glenman development within the Coley Park Estate.

5.7 Site Security

The proposed arrangements for site security are as follows:

- Hoarding or heras fencing will surround the perimeter of the site to prevent unauthorised access (Hoarding to be provided by Demolition crew and maintained and reconstructed where possible by Glenman Corporation Ltd).
- All access ladders from the ground to the first lift will be removed when the scaffold is not in use and will either be locked in a storage container or chained and padlocked to the foot of the scaffold. Other methods of making sure that ladders cannot be used outside normal working hours may be used, but scaffold boards laid and clipped or tied to the ladders will not be permitted unless there is no practical alternative.
- The access ways from one scaffold lift to another and to the roof will be fenced off when the scaffold is not in use.
- Security lighting will be provided in the site compound.

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 Glenman's Health, Safety and Environmental Policy Statements.

A Fire Risk Assessment will also be completed, see Appendix F and Young Person Risk Assessment or New & Expectant Mothers Risk Assessment as required.

6.1 Protection of the public and third parties

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

- **Banksman to be in place to direct deliveries and vehicles.**
- **Signage to be put in place to direct traffic away from pedestrian areas where possible.**
- **Adequate protection of surrounding public footpaths around the building.**
-
- **Segregation between pedestrians and vehicles wherever possible.**

- **Reversing of vehicles to be minimised and/or controlled.**
- **Delivery times to be scheduled 1 week in advance to avoid busy times, such as school opening / closing.**
- **Suppliers to be advised of traffic routes and restrictions.**
- **Isolate and secure vehicles and plant when not in use.**

a. Scaffold

If Scaffold is required – the following will be followed\;

- The scaffold will be provided with debris netting.
- Scaffold standards in public areas will be covered or boxed to prevent persons climbing them. (Block 2 and Block 1 at Sunnyside Gardens).
- Scaffold standards and scaffold clips in public areas will be highlighted by painting / with hazard tape and padded where there is a significant risk of persons walking into them.

Please Note: Where possible, alternative access equipment such as MEWP's, Mast Climbers and Cradles should be used in preference to scaffolding as they reduce the risk of unauthorised access.

6.3 Work in Public Areas

- No work will be permitted in public areas unless the proposed work area has been isolated by Heras fencing / low-level barrier fencing / cones and plastic chain link or tape AND signs indicating that work is being carried out have been posted at approaches to the respective areas.
- Public walkways WILL be kept clear at all times UNLESS permission has been given by the Client and other relevant authorities to temporarily close these.
- No debris, waste or tools 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. When assessing this, consideration WILL be given to the possible presence of children in the area.

6.4 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.

All welfare facilities will be cleaned regularly, maintained and left in a tidy condition.

A written record will be posted in each of the welfare facilities of the date and time when it was last cleaned and by whom.

The Site Manager will enforce the Glenman policy on smoking.

6.5 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.
- Waste skips will be removed from site when full.
- Site will be kept free from mud and waste accumulation.

6.6 Traffic Management

A traffic management plan is contained in Appendix C. It is as accurate as can be achieved at the present time. It will be updated by the Site Manager when the site is established. The Plan will be drawn to the attention of contractors and their operatives during induction.

Any site plant (e.g. fork lift truck, tele-handler, dumper, mini-excavator, etc.) used on the public highway will:

- Be registered with the DVLA and bear a licence plate (Form V55/5).
- Be taxed.
- Not exceed 9mph on the road.
- Only travel a maximum of 1000 yards from one destination to another.

It is a Glenman requirement that the operator of plant has:

- A recognised training qualification to drive the particular item of plant, and
- A full driving licence (where they drive it on the public highway).

The operator of any plant or other competent person will be required to complete a daily check of the plant and to sign a record to this effect.

6.7 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 Glenman will also be checked weekly and maintained as is necessary.

6.8 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 Glenman is deemed to be supplying subcontractors or indeed Glenman staff with materials that are classed as COSHH; then Site Management Team/Office Team must produce COSHH Sheets for the individual items. Upon drawing up the COSHH Specific Sheet the Material Safety Data Sheet (MSDS) must be sourced from the supplier. If the Site Management Team/Office Team is having difficulty drawing up the COSHH Sheets then advice should be sought from the safety, Health, Environmental & Quality Manager.

6.9 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.
- Storage on top of containers will not be permitted unless the materials can be put in place and retrieved safely. Standing on top of containers is not permitted unless there are suitable handrails and proper means of access.
- If it is necessary to store HFL's and LPG on site, then it must be stored externally in a suitably locked cage at least 10m away from the nearest building and in no circumstances closer than 4m, unless a boundary wall 2m high is provided for with a maximum of 30-minute fire resistance. Drums/Containers must be 1m below the top of wall.
- Storage and use of HFL's / LPG must be factored into the site fire risk assessment and sub-contractors risk assessments and method statements. Use of hot works permits should also be considered as appropriate.
- Acetylene storage and its use are not permitted on any Council contract without the prior written authorisation of the Client Principle Designer / CFST where applicable. The contractor must be able to demonstrate that all reasonably practicable alternatives have been considered before consent will be granted. Where permission is therefore given to use Acetylene, the contractor will remove all Acetylene cylinders from site, at the end of each working day.
- If it is necessary to store petrol for use as fuel for bumpa hoists, angle grinders and other small plant, it will be kept on site in 5 litre plastic containers conforming to the Petroleum Spirit (Plastic Containers) Regulations 1982 and marked "Petrol – Highly Flammable". Where large volumes (200 litres or more) of fuel are required for plant it will be stored in accordance with the Control of pollution (oil storage) Regulations 2001 on bunds in specified areas away from sensitive receptors. Drip trays and spill kits will be available at all times. A refuelling method will be followed at all times.
- COSHH products will be stored appropriately away from water courses, drains and other sensitive receptors at all times.
- 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 wheelbarrows or sack barrows or another mechanical aid. No loads will be carried up or down ladders.
- A self erecting tower crane will be used on this contract to lift tools / plant / materials to their working levels.

6.10 Temporary Service

Mains electricity services will be provided to the site compound as soon after the site possession as is possible and before they have to be occupied full time (three phase 110v TBC). A NICEIC certificate for the installation will be obtained from the contractor installing the supply. If the supply is in place for more than 12 months arrangements will be made for the installation to be re-tested.

If there is any delay in providing mains electricity supply, then alternative arrangements will be made to ensure that there is a source of electrical power, e.g. a generator.

Running water will be supplied to the site as soon as is possible after delivery of the site offices. If there is any delay, alternative arrangements will be made to ensure that there is a supply of drinking water and hot and cold or warm water for washing hands when the site compound is in use.

The Site Manager will test weekly any RCD trip provided on the electrical supply to the site containers. A written record of such tests will also be kept.

6.11 Statutory and Other Notices

This is to ensure compliance with current statutory health and safety requirements. A copy of each statutory notice will be posted in the Site Manager's office. Where possible, a second copy will be posted in the rest facilities.

6.12 Waste Management and Minimisation

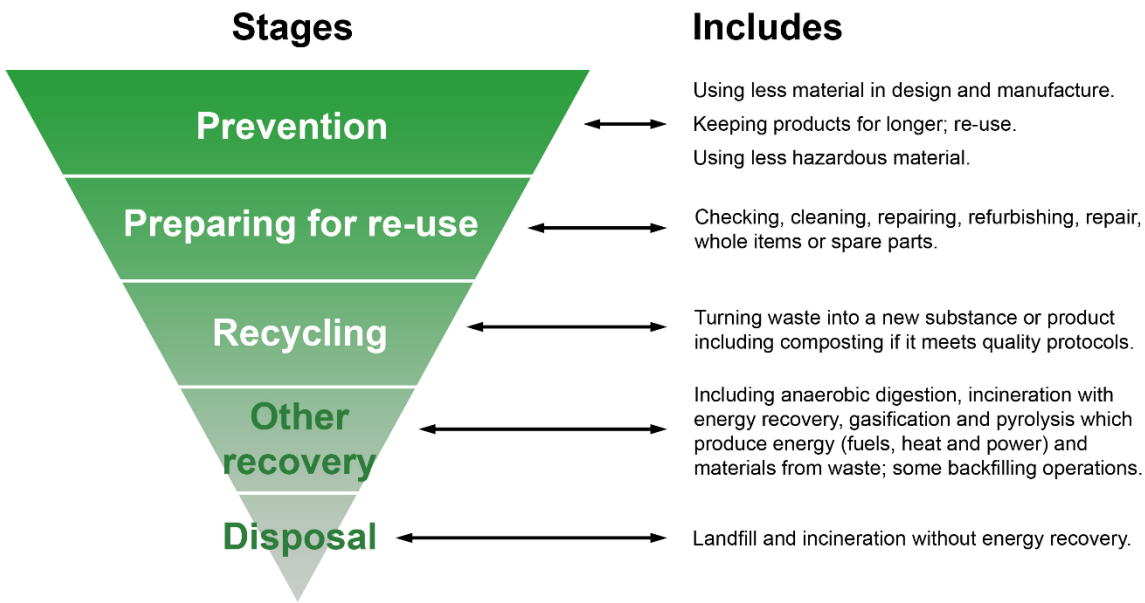
Glenman have committed to reduce waste generated on our projects and to prevent waste from being sent to landfill wherever possible. This will be achieved through the selection of appropriate waste contractors, Toolbox Talks and other training for subcontractors and staff, consideration of waste in procurement decisions and close monitoring of performance.

6.12.1 Waste Hierarchy

All materials onsite will be treated in line with the Waste Hierarchy. All efforts will be made to ensure Materials do not become a waste. Materials that retain value will be reused either onsite or by a licenced contractor.

Any materials that cannot be used reused will be collected by an approved waste contractor that will have been audited by a member of our internal Environmental team or an approved broker. Only waste contractors with competitive diversion rates in a given geographical area will be selected.

Low quality materials that cannot be recycled will in most cases be used in energy recovery ensuring only a very small amount of waste is sent to landfill.



6.12.2 Duty of Care

Waste contractors will need to go through an approval process prior to servicing the contract. This will ensure compliance with requirements pertaining to the waste carriers licence, waste transfer notes, consignment notes and environmental exemptions or permits.

Other contractors transporting waste will have their compliance with relevant legislation checked by the site manager prior to any waste being collected from the project.

6.13 Pollution Prevention and Water Management

The site will require the storage of fuel. The following measures will be taken to prevent pollution:

- A refuelling area will be set up within the site working area.
- The spill kit will be located in the refuelling area and inside the COSHH storage area.

Please note: Tool box talks on pollution prevention shall be carried out on a regular basis.

Other potentially polluting materials include COSHH products, brush washing, silts and soils and concrete wash out. These are managed as follows:

- Paint brushes are either bagged or fume boxes are used. A 'safety clean' solvent cleaning unit will be available at the site compound, if and when needed.
- All potentially polluting products are stored securely, upright and in appropriate containers at all times.
- Concrete washout shall be completed into controlled designated areas e.g.: a wash out pit to prevent it from entering drains, watercourses or groundwater systems.

Please Note: Consents are obtained from sewage providers where trade effluents need to be removed from site.

6.14 Risk Assessment and Method Statement Production

All Sub-Contractors will be required to submit site specific Risk Assessments and Method Statements at least 7 days prior to commencing works on site. These will be reviewed by the Site Manager using the Glenman Risk and method statement review form.

Glenman Risk Assessments will be produced and kept updated by the Site/Contracts Manager.

6.15 Corporate SHE Risk Register

Glenman has a Corporate Risk Register in place which highlights all the company's key Health and Safety hazards/risks and Environmental aspects/impacts. This register is kept regularly up to date with control measures introduced.

6.16 Dust, Noise & Vibration

Dust, Noise & Vibration will be controlled with our SHEQ procedures. The relevant section 61's will be obtained by the Site Manager should levels exceed limits outlined in the procedures.

Dust will be controlled at source with on tool extraction. Where this is not technically feasible i.e. moving soil around water suppression will be used. Acoustic barriers will be used to reduce sound emissions, and percussion tools will be sourced where possible instead of vibration tools.

6.17 Asbestos

An Asbestos Refurbishment and Demolition survey will need to be undertaken to identify asbestos containing materials. Any asbestos that is found will be removed by a Licensed Asbestos Contractor. Hazardous will be removed from site as per hazardous waste regulations and all hazardous waste movements will be recorded on a Site Waste Management Plan (SWMP). The SWMP and consignment notes will form part of the health and safety file at the end of the project. All Sub-Contractor operatives who will be undertaking the demolition of the remaining garage structures will have been asbestos awareness trained.

6.18 UV Protection

The welfare facilities will be furnished with DEB hygiene products. Operatives are advised of the dangers of UV at the initial site induction and at subsequent tool box talks. All operatives are encouraged to use sun barrier cream provided.

6.19 Gas & Electric

Gas & Electric works will be covered by our SHEQ procedures.

6.20 Unstable Structures

Where we identify the possibility of an unstable structure, we will stop work immediately and inform the Temporary Works Coordinator and Principal Designer. We will ensure the structure

is made safe in accordance with the engineers' recommendations prior to re-commencing the works.

6.22 Local Residents

We will ensure that clear access and egress is maintained at all times to all surrounding blocks for residents and the emergency services.

7. Fire

The Site Manager will act as the Person Responsible for Fire Safety. They will ensure the ongoing assessment of fire risk and implementation of SHEQ procedures.

A Fire Risk Assessment, see Appendix E, has been carried out and will be updated as work progresses.

A 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 and the canteen / mess-room.

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

All sites are **No Smoking** sites.

7.1 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 Glenman will make sure that the contractor responsible informs the HSE as required by the Regulations. If the incident involves a Glenman employee, a person under Glenman's direct control or a self-employed person who is not working under the control of a contractor, then the Health, Safety, Environmental & Quality (HSEQ) Manager will report the incident.

If the Glenman HSEQ Manager feels that the submitted incident report has the potential to be RIDDOR Reportable then the Directors shall be sent a confirmation email. The client will also be advised of any incidents/accidents occurring on site.

Once a RIDDOR has been confirmed on site, an assigned person shall be deployed to undertake an investigation.

Please Note: All reportable incidents that are not classed as RIDDOR but involve a member of the public or essentially have the potential for significant loss, will also be investigated.

7.2 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.

8. Monitoring of Site Activities

In addition to the monitoring requirements given in the SHEQ Procedures, the following requirements apply:

Construction Director will;

- Undertake occasional inspections of sites across the business.
- Liaise with the HSEQ Manager on how health and safety is being managed on site.

Safety, Health, Environmental and Quality Manager will:

- Carry out monthly site audits.
- Discuss any incidents during site visits to see if any trends are evident.

Contracts Manager will:

- Undertake inspections of sites.
- Review the inspection reports of the Site Manager and Safety, Health, Environmental & Quality Manager 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).

All persons will:

- Undertake daily informal monitoring.

Subcontractors 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 subcontractor 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 Glenman's general satisfaction regarding safe working practices, then a non-conformance notice will be raised. The status of the contractor will be reviewed with the possibility that they will be excluded in future from working for Glenman.

8.2 COVID-19 Pandemic

Under current Government Guidance, construction sites can remain open as long as the site procedures issued by the Construction Leadership Council are followed. The site operating procedures are now at revision 7, and the Government have also issued guidance, "Working safety During COVID-19 in construction and other outdoor work."

Glenman are taking all precautions as outlined within the procedures and also following NHS and Government Guidelines in relation to self-isolation and social distancing.

COVID-19 Risk Assessments & Method Statements

Glenman have a company risk assessment for managing COVID-19 in our offices and on sites, which has been briefed to all staff. This is reviewed regularly in line with government guidance as it is updated, and information received from the Construction Leadership Council.

Sub-Contractors are required to regularly update their risk assessments and method statements to incorporate any updates in government guidance. Amendments will be required before commencing or continuing works. The risk assessments and method statements will be reviewed by site management in conjunction with the HSEQ Manager. Site management will ensure that works are closely monitored to ensure that the control measures are being consistently implemented on site.

New Personnel and Visitors to Site

When new persons arrive on site whether it be Sub-Contractor operatives, agency workers or visitors, they will be required to wash their hands before entering site and will be asked the following questions before being permitted on site:

1. Have you been in close contact with anyone who has tested positive for COVID-19 and been notified by either the infected person or by the NHS Track and Trace System?
2.Do you live in the same household as someone who has symptoms of COVID-19 or tested positive within the last 14 days?
3. Do you have any of the following typical COVID-19 symptoms;

- Fever;
- High temperature;
- Persistent coughing or;
- Breathing difficulties / shortness of breath.
- Loss of taste or smell

4. Are you defined in public health guidance as extremely vulnerable and at very high risk of severe illness from COVID-19 because of an underlying health condition?
5. Have you recently travelled back from abroad? Please provide details so this can be checked as to whether that country is within the travel corridor list

If someone falls ill

If someone falls ill and is experiencing a high temperature or persistent cough etc, they will be advised to self-isolate immediately for 10 days and to leave site. They will also be advised that all other persons in their household will need to self-isolate for 10 days, even though they may not be experiencing symptoms. Persons who are experiencing symptoms of COVID-19 will be required to arrange a COVID-19 test within the first 8 days of experiencing symptoms. If their test results are negative, they will no longer need to self-isolate, and as long as they feel well enough, they may return to work. If someone tests positive for COVID-19 but has not experienced symptoms, they will

be required to self-isolate for 10 days from the day they tested positive. All other persons they have been in close contact with according to government guidance will be required to self-isolate for 10 days, as well as any other persons who live in the same household of the person who tested positive. All Sub-Contractors will be required to notify Glenman if any of their operatives test positive who have been working on site. They will be required to notify persons they have been in close contact with via NHS Track and Trace.

All Glenman staff will be requested to go onto the NHS website and obtain an isolation note if they are required to self-isolate. Glenman staff will be required to remain in contact with their Line Manager during their self-isolation period to provide updates on their symptoms and well-being. Sub-Contractors will also be required to notify us if any of their operatives who have been on site have had to self-isolate, and the date the isolation commenced.
If someone has been notified by the NHS Track and Trace App that they have been in contact with someone who tested positive for COVID-19, they will be required to self-isolate for 10 days and must notify their Line Manager. If within that period they develop symptoms, they must organise a test within the first 8 days. If positive, they will need to start a 10 day self-isolation period from the day they first experienced symptoms.

Travel to site
Persons coming to site will be advised to use their own vehicles if possible to avoid using public transport. Site will provide parking if possible on site. Persons will be encouraged to use other means such as cycling if feasible. The use of buses should take preference over using the underground so that social distancing can be applied. If required to use the underground, persons will be encouraged where possible to take tubes outside of peak times, and wait for the next tube. As per government guidance, a face mask or face covering is to be worn when using public transport. All persons will be required to wash their hands upon arriving to site before proceeding to any other areas of site.

Access to site
All non-essential visitors to site will be requested not to attend site unless it is critical. The use of Skype Conference Calls, Zoom, Microsoft Teams etc are to be utilised. Sub-Contractors will be requested to stagger their arrival times to ensure that social distancing can be maintained. All persons will be required to wash their hands upon arriving to site and before leaving site. A space of two metres is to be maintained at all times between people waiting to enter site. All gates to site will be regularly cleaned. Site inductions will be kept to a minimum of two persons at a time whilst maintaining 2 metre distance or held outside wherever possible. One way systems will be implemented with signage in place. This will be clearly communicated to all operatives and visitors on site, and is to be followed at all times.
The site will have the NHS QR Code displayed at the site entrance and at the site signing in point. Glenman encourage all persons on site to download the app, and to scan upon their arrival to site.

Deliveries to site
All drivers are to remain in their vehicles if they are able to unload in this manner. Drivers will be required to wash or clean their hands before unloading goods and materials. If they are required to get out of their vehicle to unload, site management are to ensure that all other persons are kept out of this area.

Hand Washing
Glenman will ensure that there is an adequate supply of hot water and soap on site to ensure they can wash their hands on a regular basis. Hand sanitiser stations are located on site in prominent locations. All persons on site are to wash their hands before using the welfare facilities, entering site and before eating, drinking or smoking. They must also ensure that they wash their hands afterwards.

Canteen and Eating Arrangements
Microwaves and kettles will be cleaned on a regular basis. in the first instance, operatives and site management will be requested to bring food in from home. Persons on site will be encouraged to bring their food in with them when they first arrive on site so that they do not need to leave site after they have arrived. Break times will be staggered to ensure that the canteen does not become overcrowded and social distancing of two metres can be maintained. Persons on site will be informed that they must wash their hands before and after eating. Persons on site will also be asked to bring refillable water bottles to site. Tables and chairs in the canteens will be regularly wiped down during the day. Signage will be in place restricting access to the welfare to 2 persons at a time, and seating will be re-configured to ensure that that 2 metre distance is maintained.

Changing facilities and drying rooms
Persons who require changing on site will be informed that the drying room is to be used by a minimum of two persons at a time as long as a distance of 2 metres can be maintained and signage will be in place. If this cannot be achieved then it will be used by one person at a time.

Avoiding Close Working
There will inevitably be situations where it is not possible or safe for workers to distance themselves by two metres. The following principles must be followed:

- Non-essential physical work that requires close contact between workers should not be carried out
- Work which requires skin to skin contact is not to be carried out
- Works are to be planned to minimise contact between workers
- Each individual must wear their own PPE, no sharing of PPE
- Windows will be opened when working inside buildings to increase ventilation
- Plant and equipment to used solely by one person to minimise cross contact. Where this is not possible, plant and equipment must be thoroughly cleaned down before used by another person

Site Meetings
Site tool box talks will still be undertaken but these will be undertaken in the open air. They will be done in sessions depending on how many people are on site, and each person will be 2 metres apart. No meetings with Sub-Contractors or Clients will take place. Meetings will now be undertaken using Skype, Zoom etc

Cleaning

Communal areas such as door handles, handrails, taps and washing facilities, toilet flush and seats, canteen and other office equipment will be cleaned regularly throughout the day. Rubbish bins will be emptied on a regular basis throughout each working day.

Signage on site

Signage will be displayed on hoarding fencing and site welfare facilities in relation to COVID-19 site safety, social distancing and virus control.

9. Reviewing

9.1 Construction Phase H&S Plan

The HSEQ Manager's audits will be left with the Site Manager.

Also, 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 the sheet at the back of the 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 Contracts Manager and the HSEQ Manager will review the overall performance for each contractor who is working on site and in turn feed this information back into the contractor selection process.

At the end of the project there will be a formal project meeting to discuss any health and safety issues that arose during the contract. Any issues that could have implications for future contracts will be considered, and any changes to Glenman's policies, procedures, standards or guidance will be made as appropriate.

9.3 Health and Safety File

The Principal Designer must prepare the file, and review, update and revise it as the project progresses. If their appointment continues to the end of the project they must also pass the completed file to the client to keep. If the principal designer's appointment finishes before the end of the project, the file must be passed to the principal contractor for the remainder of the project. The principal contractor must then take responsibility for reviewing, updating and revising it and passing it to the client when the project finishes.

In the event that the Principal Designer's appointment finishes before the end of the project, then the Site Manager will collate the H&S file; the information will be collated as the project progresses by the site manager, who will ensure that the information is kept safe and secure either at Head Office or on site.

Format and layout of the H&S File will have been agreed with the Principal Designer prior to being prepared. The H&S File will be a separate document from the Operations Manuals for each trade that will also be produced.

Please Note: The H&S File will be given to the client in electronic copy, 1 week before handover, for review.

9.3.1 General H&S File Content

The CDM Regulations approved code of practice states that the Health and Safety File should include information about all the following topics, where this may be relevant to the health and safety of any future construction work. The level of detail should be proportionate to the risks likely to be involved in such work:

1. A brief description of the work carried out.
2. Residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos, contaminated land, water bearing strata buried services).
3. Key structural principles incorporated in the design of the structure (e.g. Bracing) sources of substantial stored energy- including pre or post tensioned members) and safe working loads for floors and roofs particularly where these may preclude placing scaffold or heavy machinery there:
4. Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burnt off.
5. Information regarding the removal or dismantling of installed plant and equipment (for example lifting arrangements)
6. Health and safety information about equipment provided for cleaning or maintaining the structure, including any residual risks.
7. The nature location and markings of significant services including fire-fighting services.
8. Information and the Designers "as built" drawings of the structure, its plant and equipment (e.g. the means of safe access to and from voids, fire doors and compartmentation).

CPSHE Review Sign off

Month	Date	Reviewed by: Name	Comments / Amendment
1			
2			
3			
4			
5			
6			
7			
8			

9			
10			
11			
12			
13			
14			
15			

This plan will be reviewed at regular intervals (as a minimum once per quarter) throughout the contract period and updated/revised if found necessary.

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

The extent of such revision to the Construction Phase Plan may include the following:

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

Site Rules

You Must:

1. You must sign in when arriving on site and sign out when leaving at the end of the working day.

2. The consumption of drugs and alcohol or non-prescribed drugs is strictly prohibited on site. Anyone found to be under the influence of drugs or alcohol on site will be immediately removed from site, and will not be permitted to work on any Frencon projects.

3. You must read and understand your risk and method statement before commencing works on site, and sign and date to confirm you have read and understood them.

4. You must wear appropriate PPE e.g. hard hat, safety footwear, gloves, face masks, eye and ear protection as detailed in your risk and method statement and COSHH assessments.

5. You must obtain a permit to work (hot works, permit to dig, confined space permit etc) before commencing works on site. You must follow all the precautionary measures as detailed on the permit.

6. Only operative plant that you are trained in, are authorised to use and hold an appropriate competency card for.

7. Ensure that plant and equipment being used is tested and inspected before use, and well maintained.

8. Understand the emergency evacuation procedure.

9. Understand the accident and incident reporting procedure.

10. Ensure that you are aware of the fire procedure, who the fire marshals are and where the muster point is.

11. Be aware of your surroundings and potential hazards.

12. Report anything you have concerns over whether it affects you, another operative on site, a resident or a member of the public.

13. Keep the site and your work area secure and in a clean and tidy order.

14. Dispose of all waste as instructed.

15. Arrange deliveries with the Site Manager to ensure that timing does not conflict with any restrictions.

16. Operatives are not to use a mobile phone on site unless it is work related or an emergency.

17. Operatives are not to play music on site

18. Site tools to be 110v or less.

19. No fooling around tolerated on site.

Do Not:

16. **Do not** use foul or abusive language, wolf whistle or employ any other form of unsocial behaviour.

17. **Do not** take risks of shortcuts.

18 **Do not** ignore any dangerous activity being carried out.

19. **Do not** leave plant or tools unattended unless isolated and secure.

20. **Do not** play radios or other audio equipment.

21. **Do not** smoke unless in a designated area.

22. **Do not** discriminate anyone on the grounds of their age, disability, gender re-assignment, pregnancy, race, religion or belief, sex, sexual orientation, marriage or civil partnership.

23. **Do not** remove safety barriers and devices.

24. **Do not** ignore safety signage.

25. **Do not** store materials or tools on access and egress routes or block exits.

26. **Do not** leave welfare facilities unclean or untidy.

27. D**o not** bully or harass anyone.

SITE COMPOUND FOR MAIN DEVELOPMENT, 51-65 and 72 WENSLEY ROAD

Drawing Legend:

Site Hoarding

Scaffolding Outline

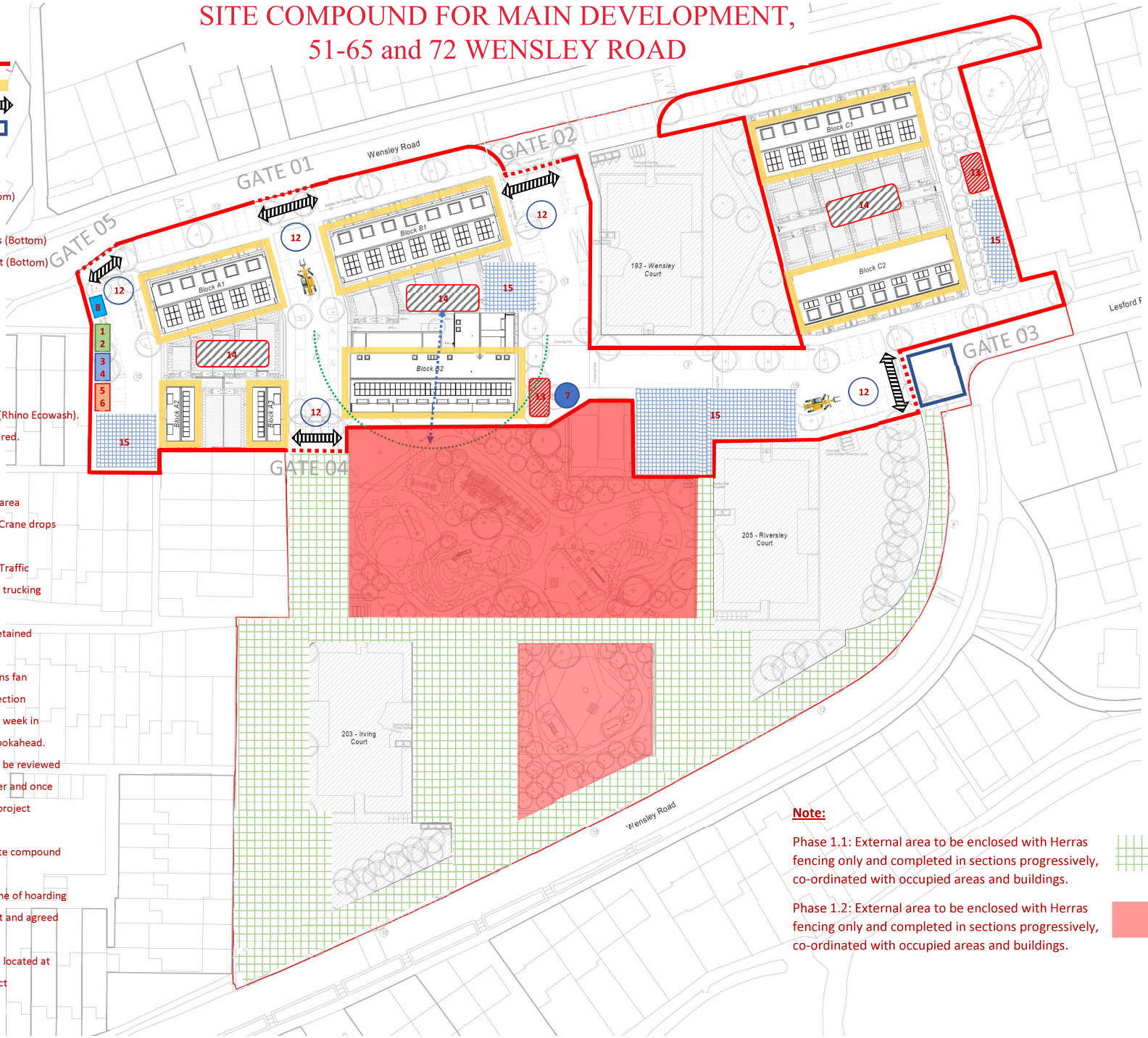
Pedestrian Crossing

Road Junction

1. Site office (Top)
2. Meeting & Prayer room (Bottom)
3. Canteen (Top)
4. Male & Female WC & Showers (Bottom)
5. Storage Container: Divided out (Bottom)
6. Drying Room (Top)
7. Mortar Silo
8. Segregated Skip Areas
9. COSSH Bin
10. LPG/Gas segregation
11. Bootwash
12. Truck stage, inspect & clean (Rhino Ecowash). To be relocated to gates as required.
13. Bricklayers Station
14. Mobile Crane Location
15. Temporary laydown storage area
16. Scaffolding Loading Bays for Crane drops

Notes:

- To be read in conjunction with Traffic Management Plan for deliveries, trucking etc.
- Access to road junction to be retained throughout construction.
- All scaffolding to egress locations fan protection and loading bay protection
- All deliveries to be coordinated week in advance with Weekly Delivery Lookahead.
- Any changes to Site Logistics to be reviewed on site by Frencon HSEQ Manager and once approved, communicated to all project stakeholders.
- All trucks to be checked in at site compound and cleared.
- Hoarding line indicative only, line of hoarding to be surveyed on site with client and agreed prior to erection
- Health and Safety Notice board located at pedestrian access gate. All project information



Note:

Phase 1.1: External area to be enclosed with Herras fencing only and completed in sections progressively, co-ordinated with occupied areas and buildings.

Phase 1.2: External area to be enclosed with Herras fencing only and completed in sections progressively, co-ordinated with occupied areas and buildings.

GCSK-002: 72 WENSLEY ROAD TRAFFIC MANAGEMENT PLAN

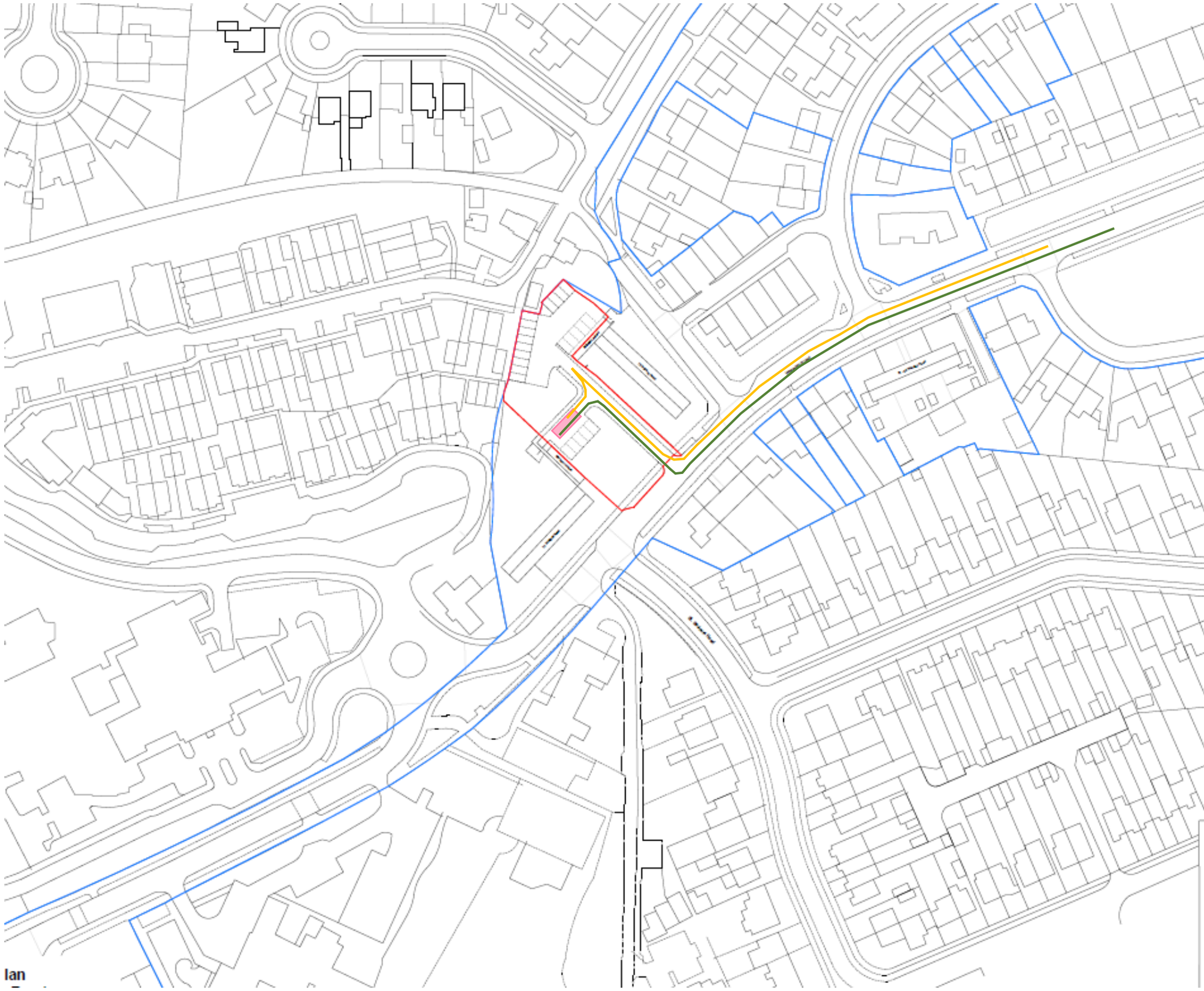
Stage-1 Approach:
Construction traffic for deliveries will be via Wensley Road into the site through gates. The Access/egress will be controlled by the banksman at all times.

Stage-2 Site Access:
The trucks will come straight towards the staging area and then reversed into the site for exiting by the gatesman to ensure all pedestrians on street as well as on site are clear and safe.

Stage- 3 Truck Staging Area
The truck is located on the site and the gatesman closes the site gates to avoid crossing over or unauthorised access with pedestrians. The truck is unloaded in the onsite truck unloading areas (marked in pink). It is then inspected before leaving the site.

Stage- 4 Site Departure:
The trucks be reversed within the site compound by the gatesman and will be directed back towards the Wensley Rd via the Exit gate.

Site Boundary
Site Access route
Site Departure route
Truck Staging Area



GCSK-001: 72 WENSLEY ROAD SITE LOGISTICS PLAN

Drawing Legend:

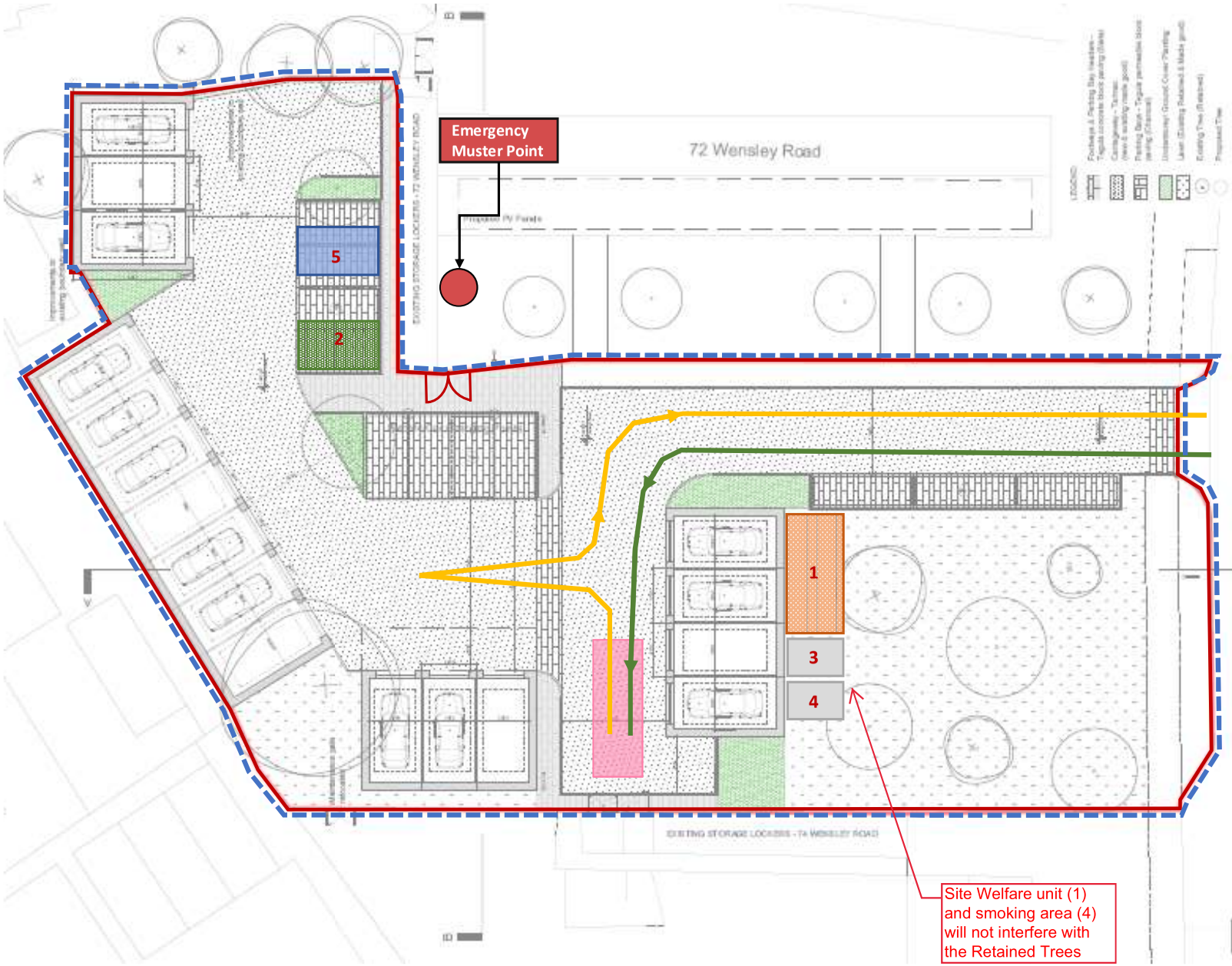
Site Boundary

Heras Fencing

1. Self-contained site welfare unit
2. Segregated Skip Areas
3. eCig Smoking Area
4. Smoking area
5. Storage Area
6. Truck stage & inspect

Notes:

- To be read in conjunction with Traffic Management Plan for deliveries, trucking etc.
- All deliveries to be coordinated week in advance with Weekly Delivery Lookahead.
- Any changes to Site Logistics to be reviewed on site by Glenman HSEQ Manager and once approved, communicated to all project stakeholders.
- All trucks to be checked in at site compound and cleared.
- Hoarding line indicative only, line of hoarding to be surveyed on site with client and agreed prior to erection
- Health and Safety Notice board located at pedestrian access gate. All project information provided.



Project Name:	**Wensley Road, Reading**	Project Number:	**2951**
Address of site:	72 **Wensley Road, Reading, RG1 6AE**		

(NB:- An individual assessment must be completed for both the temporary site accommodation and the construction activity)

Description of works:	Demolition of 29 garages and development of 46 new dwelling units, including the provision of affordable homes, provided in a mixture of houses and apartments (1 bed / 2 bed / 3 bed / 4 bed) in blocks of between 2.5 to 4 storeys, and the provision of bicycle parking spaces, car parking spaces and public realm works.		
Project value: (Circle as appropriate)	< 2.5m	2.5m - 20m	> 20m
Date of assessment:			
Name of assessor:	**Annemarie Clayton**		
Signature:			
Name of person responsible for fire safety on site:			
Signature:			
Out of hours contact details:			

GUIDANCE

Additional documents

- The CDM Regulations 2015
- The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation – 9th Edition – (JCOP)
- 16 Steps to Fire Safety on Timber Frame Construction Sites (UK Timber Frame Association)

STEP 1 - IDENTIFY FIRE HAZARDS			
POTENTIAL IGNITION SOURCES			
Hazard	Yes/No /N/A	H.M.L. risk?	Proposed action to eliminate or reduce the hazard
Is smoking permitted?	**Y**	**M**	**Only in designated smoking areas**
Does work involve a source of heat? E.g. welding, incineration or cooking?			
Have alternatives to hot working been explored?			
Are light bulbs or fittings near to combustible materials?			
Is there any faulty or misused electrical equipment (include wiring on machinery and the use of multi-point adapters)?			**All tools will be required to be PAT tested every 3 months and visual checks carried out before each use. Any defective equipment is to be taken out of use immediately**
Has Portable Appliance Testing been carried out?			
Has the temporary electrical supply been tested? (every 3 months)			
Is there a risk of static electricity?			
Is the heating system in a satisfactory condition and maintained?			
Are portable/radiant heaters used?			
Is there a potential for arson?	**Y**		**All combustible materials are to be in a lockable skip and flammable materials stored as per COSHH assessments**
Are there mechanically generated sparks or friction?			
Are there hot surfaces present?			

Other ignition sources?			

COMBUSTIBLE MATERIALS			
Hazard	Yes/No/ N/A	H.M.L. risk?	Proposed action to eliminate or reduce the hazard
Are there highly flammable materials used or stored in the workplace (paints, thinners, adhesives, etc.)	**Y**	**M**	**Flammable materials are to be kept in their original containers and not decanted. To be stored in COSHH store according to their COSHH Assessments and away from sources of ignition**
Are there highly flammable gases such as LPG and or acetylene?			
Do walls/ceilings have combustible coverings? (I.e. decorations/displays made of hardboard, plastic tiles and flock wallpaper).			
Is any monoflex sheeting or debris netting to be used on site; If so is it fire retardant?			(NB: The requirement for these materials to be fire retardant is detailed in section 10 of the JCOP 9th Edition)
Are flammable substances stored in appropriate containers?	**Y**	**M**	**They are not to be decanted under any cirucmstances**
Is combustible waste correctly managed? (Paper, dust, off cuts, etc.)	**Y**	**M**	**Segregated skips will be used where space permits and dust will be controlled at source by on tool extraction**
Are there any sources of oxygen present? (I.e. oxygen cylinders or oxidizing chemicals).			
Is vehicle parking at least 10m away from the actual construction activity?			

STRUCTURAL FEATURES			
Hazard	Yes/No /N/A	H.M.L. risk?	Proposed action to eliminate or reduce the hazard
Does the workplace include any features that could promote the rapid spread, of fire, heat or smoke?	**N**		**As the building is constructed, fire protection will be installed and photographed**
Would these features affect the escape routes?			
In the case of temporary accommodation, have they been constructed using materials that do not significantly contribute the spread of fire, smoke or toxic / corrosive fumes?			(NB: The requirement for these materials to be fire retardant is detailed in section 13 of the JCOP 9th Edition)
Are there any adjacent premises or facilities that may have a significant fire risk?			
Are procedures in place to control any changes or the introduction of additional hazards in the workplace?			
Has a strategy for installing temporary fire stops been developed in conjunction with the Designer?			(NB: The requirement for these materials to be fire retardant is detailed in section 9 of the JCOP 9th Edition)
Has a strategy for the early compartmentalisation of the building been developed in conjunction with the Frencon Planner?			
If the building is of High Rise construction, have steps been taken to ensure that the integrity of the existing fire protection remains in place throughout the duration of the project? (i.e. integrity of fire doors etc?) If it cannot what steps have been taken to ensure that adequate alternatives are in place and have they been agreed with both the Client and the Fire Authority?	**Y**	**M**	**Fire stopping, fire doors etc will be installed as soon as is reasonably practicable**

STEP 2 - PEOPLE AT RISK			
Hazard	Yes/No /N/A	H.M.L. risk?	Proposed action to eliminate or reduce the hazard
Do employees work in areas of high fire risk?	**N**		
Can all employees react quickly to a fire or an alarm?	**Y**		**Fire drill will be carried out every 6 months or more frequently if there is a sudden rise in labour on site or more hot works being carried out**
Do employees work alone or in remote areas?	**N/A**		
Are all persons made aware of the emergency procedures? (i.e. visitors)	**N/A**		**All visitors to site will receive an induction, and the emergency procedures will be briefed to them**
Can large numbers of people who are unfamiliar with the site (i.e. visitors / tenants) be present?	**Y**		**All visitors will be escorted by a member of site management at all times**
Are any employees particularly at risk from the task they carry out? (i.e. hot works)	**N**		**All hot works will be undertaken under a hot works permit. 1 hour after hot works have ceased, the area is to be checked to ensure there is no residual fire risk and the permit can then be cancelled**
Are any persons with special needs at risk? (i.e. disabled, elderly)			
Is provision made for those persons sleeping in the premises?			

STEP 3 - EVALUATE FIRE MEASURES REQUIRED			
FIRE DETECTION AND WARNING			
System	Yes/No /N/A	H.M.L. risk?	Proposed action
Are arrangements in place for detecting a fire?			(NB:- Detection systems are a requirement of the CDM Regulations 2015 and the Joint Code of Practice 9th Edition)
Are arrangements in place for giving warning in case of fire?			(NB:- Alarm systems are a requirement of the CDM Regulations 2015 and the Joint Code of Practice 9th Edition)
Will the detection give sufficient early warning for people to escape?			(NB:- Fire Service Engineers will review this with you during their initial Fire Survey SF–HS–127)
Is automatic fire detection provided where people sleep on the premises?			
Is automatic fire detection provided where fires may develop unnoticed?			
Where existing fire detection and alarm systems are in place have we checked that our works will not affect their continued safe operation?			

MEANS OF ESCAPE			
System	Yes/No /N/A	H.M.L. risk?	Proposed action
Do escape routes lead to a place of safety and is the travel distance acceptable			(NB:- refer to the documents listed in the guidance section to determine distance parameters)
Are there sufficient exits for the number of people present in the workplace?			
Are escape routes free of combustible items and obstructions?	**Y**		**All waste is to be removed to the designated skips on site throughout the working day. this will be managed by site management**
Can all fire safety signs and fire exit signs be clearly seen?	**Y**		
Where necessary do fire exit doors open in the direction of escape?	**Y**		**Fire doors will be installed as per Building Regulations Approved Document B**
Are all internal fire doors clearly labelled / signed?	**Y**		**As per Building Regulations Approved Document B**
Are corridors/staircases protected where necessary?	**Y**		**As per Building Regulations Approved Document B**
Are escape routes of adequate width?	**Y**		**As per Building Regulations Approved Document B**

Are fire doors and their self-closing devices maintained and in working order?	**Y**		**These will be checked weekly once installed to ensure they are not damaged or defective**
Taking account of reaction time, can all people get to a place of safety in two or three minutes?			

MEANS OF ESCAPE continued

System	Yes/No/ N/A	H.M.L. risk?	Proposed action
Taking account of reaction time, can people in a high-risk area or with only one escape route, reach a place of safety or a point where more than one route is available, in about one minute?			(NB:- refer to the documents listed in the guidance section to determine distance parameters)
Can the alarm be raised without anyone being placed at risk?	**Y**		**Fire alarms will be positioned at exit points throughout the construction area**
Are door fastenings simple to open without the need for a key?	**Y**		**As per specfication**
Where necessary do fire doors self-close?	**Y**		**Will be checked during the construction phase**
Are escape routes adequately signed using pictograms?	**Y**		**Will be installed**
Are escape routes normally adequately lit?	**Y**		**Will be installed**
Where necessary is escape/emergency lighting sufficient?	**Y**		**Temporary lighting will be installed during the construction phase until the permanent lighting is installed**
Have adequate escape provisions been made for people with special needs			

If the project involves the use of timber frame have shorter travel distances and additional escape routes been provided?			(NB for further guidance please refer to UKTFA 16 Steps)
If the project is High Rise are checks in place to ensure that the protected stairwells and escape routes are not compromised by work?			

PROVISION OF FIRE-FIGHTING EQUIPMENT			
Equipment	Yes/No/ N/A	H.M.L. risk?	Proposed action
Is there suitable and sufficient fire-fighting equipment of the correct type?	**Y**		**Fire fighting equipment will be located throughout the construction area and will be checked weekly on the fire register**
Are portable fire extinguishers, fire blankets suitably located?	**Y**		**As above**
Where reasonably practicable does all ride on plant have a suitable fire extinguisher on board?	**Y**		**Will be provided**
Is there fire-fighting equipment sited on exit routes or adjacent to exits?	**Y**		**In all exit areas and escape routes**
Are sufficient numbers of employees competent in the use of fire-fighting equipment?	**Y**		**Site team will be fire marshal trained**
Is fire-fighting equipment clearly visible and are fire instructions clearly displayed?	**Y**		**Will be checked weekly**
Has all fire safety equipment been regularly checked and maintained in accordance with manufacturer's recommendations?	**Y**		**Will be serviced when required**

STEP 4 - RECORDS AND EMERGENCY PLAN			
FIRE EMERGENCY PLAN AND TRAINING			
Emergency plan content	Yes/No/ N/A	H.M.L. risk?	Proposed action
Are there sufficient arrangements in place for calling the fire brigade?	**Y**		**Will be the responsibility of the site team so that they give the correct address**
Are there suitable evacuation procedures for all staff?	**Y**		**Signs will be displayed**
Are there suitable evacuation procedures for the disabled?	**N/A**		
Has liaison with emergency services taken place / on going?	**Y**		**Local fire officer will be contacted before and during the construction phase**
Has information been provided to the emergency services regarding rescue and fire fighting (in respect of any special risks involved in the workplace)?	**Y**		**As above**
Has training been carried out regarding the fire emergency plan?	**Y**		**Fire drills will be carried out on site and the emergency plan practiced**
Have Evacuation Muster points been established and sign posted?	**Y**		**Will be highlighted on site plan and signs in place and highlighted during induction**
Have specific persons been detailed to ensure buildings/sites are clear?	**Y**		**Site team to ensure buildings are clear**
Have specific persons been detailed to ensure a roll call is taken at the muster point?	**Y**		**Responsibility of site management**

Person detailed to take visitor's book (if applicable)?	**Y**		**Site management**

FIRE EMERGENCY PLAN AND TRAINING continued			
Emergency plan content	Yes/No/ N/A	H.M.L. risk?	Proposed action
Has a diagram(s) of the site / welfare units been completed showing: 1. Essential structural features.	**Y**		**Will be highlighted on site plan**
2. The location of the Fire Fighting Equipment.	**Y**		**Will be highlighted on site plan**
3. The locations of the Fire alarm points.	**Y**		**Will be highlighted on site plan**
4. The location of the control valves for sprinkler systems.	**Y**		**Will be highlighted on as built drawings**
5. The location of the main services shut-off valves, isolation points	**Y**		**Will be highlighted on as built drawings**
6. Designated escape routes and signs.	**Y**		

STEP 5 - REVIEW ASSESSMENT			
Monthly Review:- THIS DOCUMENT MUST BE REVIEWED MONTHLY			
Month	**Date**	**Reviewed by: Name**	**Comments / Amendment**
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