

BHOCW-F-10b Construction Phase Plan

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

Project name	Kenavon Drive
Site address	Berkeley Homes (Western) Ltd Kenavon Drive READING Berkshire RG1 3DH
Site telephone	01189 879000 (direct number to head office)

Before setting up a construction site this plan will be reviewed by all persons listed below. When the Construction Phase Plan is considered sufficiently developed, construction works can be authorised. Site set up works or construction works should not commence unless this document has been fully authorised.

Print Name	Title	Signature	Date
Simon Batten	Construction Director		
Anthony Byrne	Project Director		
John Williams	Project Manager		
Tim Salt	Principal Designer		
Joe Crawley	Health and Safety Manager		

Following the first version of this document being authorised by the above persons, subsequent revisions should be authorised by the Project Manager or Construction Director.

Revision record

This document has been reviewed and where necessary updated as detailed below.

Revision	Date	Purpose	Reason for amendment	Updated by	Authorised by
0	07/12/18	Initial issue for approval	-	KD	SM
A	10/01/19	First revision	First full edition	KD	SM
B	01/02/19	Second revision	Changes based on site development and team updates	KD	SM
C	22/02/19	Third revision	General update	SM	
D	18/03/19	Fourth revision	New Management	JW	
E	20/03/19	Fifth revision	Introduction amended, Traffic management narrative added to diagram to maintain PROW, management regime added for maintaining access to Meridian House over BHW land Target Dates added.	KL/KD	
F	20/05/19	Sixth revision	Updated following Director's comments	AM	
G	28/05/19	Seventh revision	Section 2.1 & 6.2 updated to suit planning.	BB	CMA

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1.0 Introduction

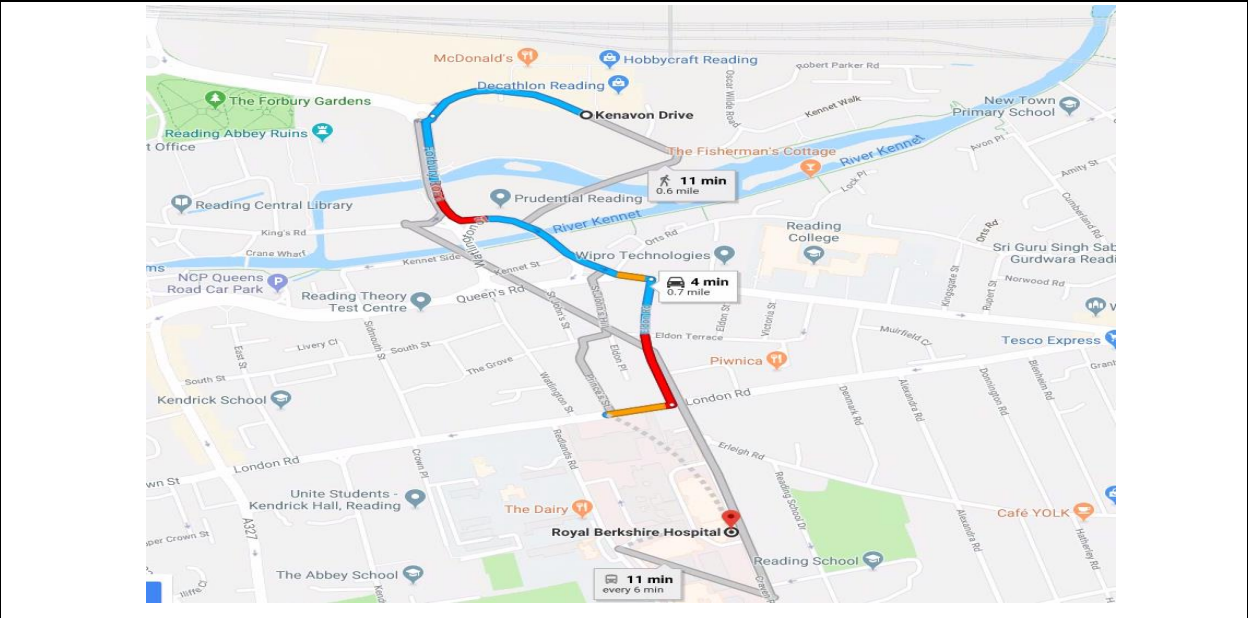
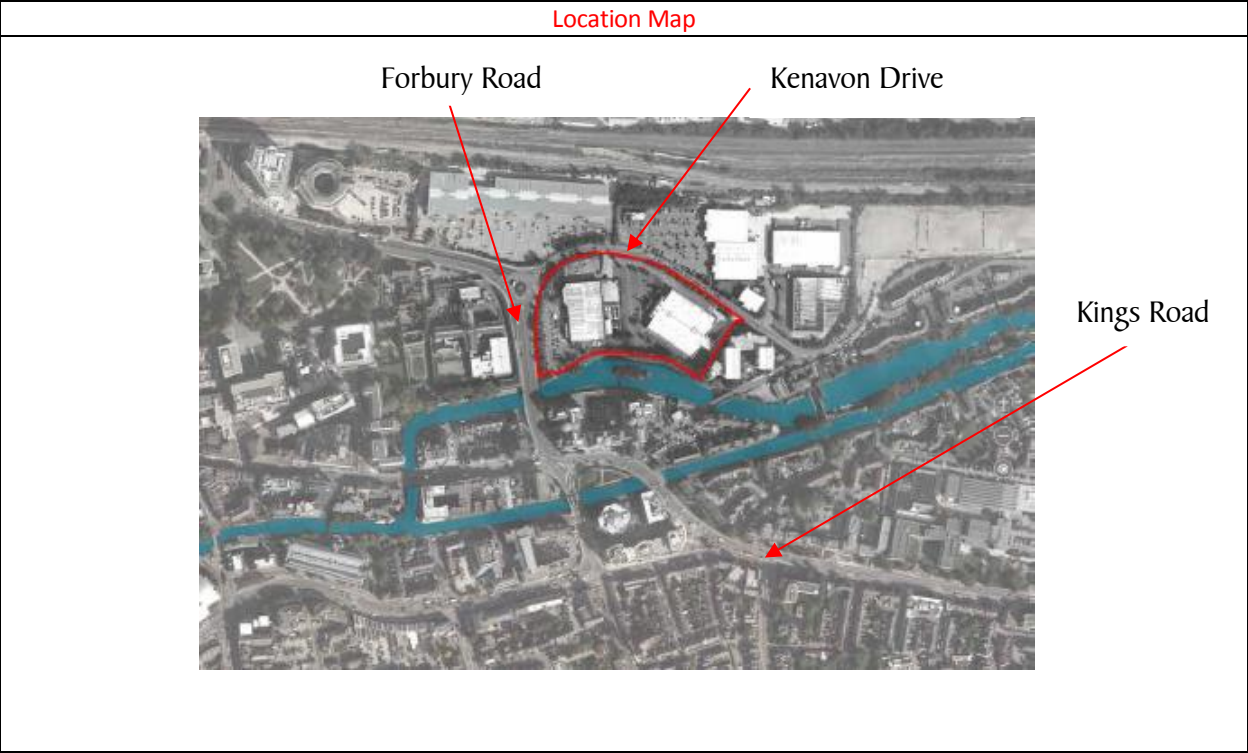
This Construction Phase Plan contains the arrangements that will be implemented to ensure the safe implementation of the construction work in compliance with the Construction (Design and Management) Regulations. It has been compiled from information obtained within the pre-construction information coordinated by the Principal Designer.

Scope of works	The land mass acquired is 6.99 acres, 2.83 ha A concrete framed superstructure is proposed for all buildings - ranging from two to eleven storeys. Residential Mix: 704 no. apartments, 55 no duplexes & 6 no. houses Giving a total of 765 homes – Application submitted to provide a further 30 units Commercial Uses • A convenience store 420.7 m² • A nursery 326.3 m² • A Restaurant 359 m² • Café 170.4 m² • Yoga Studio 202.1m² Further Items: - Landscaped podium slabs - CHP - Public realm - River frontage
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This Construction Phase Plan follows procedures and guidance contained within the Berkeley Home Counties Safety Management System and reference to these documents will be made throughout this plan.

1.1 Site location



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1.2 Site constraints and consideration

The following existing restrictions have been identified from the pre-construction information and supporting information, such as designers risk assessments and site visits. These will be taken into account throughout the works, Specific risk controls in accordance with Regulation 12⁽²⁾ CDM 2015:

Existing hazard/consideration / restriction		Notes / Risk control method
Hours of working	Monday to Friday	0800hrs to 1800hrs
	Saturday	0800hrs to 1300hrs (pre-agreed only with management)
	Sunday and Bank Holidays	Closed
Adjacent buildings or structures e.g. shops, highways, offices, schools, public buildings, etc.		The site is bounded by Kenavon Drive to the north, the A329 Forbury Way to the west, the River Kennet to the south and the Meridian which is a recently constructed residential development to the east.
Noise restrictions		None
Access restrictions		Two existing crossovers in place, with three additional required. The development has no through access requirement. Fire Tender routes considered through Planning Consultation. Shared access and rights to pass for Meridian House.
Existing land use and party wall issues		Mixed use site consisting of retail and parking space. No party wall issues.
Special ground conditions		Omnia Consultants report dated March 2019 – trace levels of asbestos founding inkeeping with typical brownfield site conditions.
Design Changes		The design will evolve throughout the development phase. There are two forms in operation • Change request form and the • Change enquiry form The process of design change is that where a design requires changing the design enquiry form is completed and owned by the originator and managed through the relevant departments Once the enquiry is agreed a design change form is submitted together with the approved design enquiry form and associated drawings
Demolition activities		Demolition of the two existing retail (Homebase and former Toys R Us) structures. No cellars or pits declared, but back filled voids assumed from factory use within the made ground. Low probability of contamination migration from adjoining land.
Asbestos Removal		Asbestos removal undertaken by Wooldridge Demolition.
Fragile Roof?		None.

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Contamination	Please see above 'special ground conditions'
Radon	No radon issues in this area .
Environmental conditions e.g. ground water protection zones	No restrictions highlighted in the pre-construction surveys.
Existing services e.g. underground / overhead	Gas The site is served from a 125mm polyethene (PE) connection from the 200mm DI main. Within the site the gas connection reduces to a 90mm PE pipe. Electricity There is an existing high voltage cable in the northern footway of Kenavon Drive. Water A 150mm diameter trunk water main circumvents the roundabout to the west of the development site. This trunk main then splits into two 150mm diameter distribution mains that provides supplies to both sides of Kenavon Drive. Telephone, cable and network Foul Present on site. Drainage Present (Mains) Stormwater Present (Mains) Copies provided to site available electronically REFERENCE TO ONSITE STATUTORY DIAGRAM IS ESSENTIAL.
Traffic systems	Direct access to the site is available from the adopted highway. The Traffic Management Plan details the site traffic that comes onto site between blocks E and M, with an exit between blocks M and W, giving a oneway system through the site with pedestrian/vehicle segregation managed accordingly.
Lifting operations	Tower cranes will be the principle method of lifting on site. The cranes will be fed by forklifts primarily utilised for loading and unloading. Other lifting operations will include: • 360 machines involved in groundworks. • Mobile cranes used when required via a contract lift. • Material and passenger hoists on each block • Dumper trucks being used to carry out 'fill' works
Site security	24 hour site security inplace
Working Near High Voltage Power Lines	N/A
Working near water	To the south of the site there will be a perimeter fence that limits access to the waters edge (river Kennet) so in general terms there will be no working near to or on the water, however, there are sections of the works for example making

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	good/adaptation of existing river wall that will be subject to review and a specific MSoW prior to commencement. For the above works, operatives will require appropriate training, an emergency response plan will be developed, and signage/segregation etc put in place. Impact on River Kennet • Liase with Environmental Agency • Agree reduction of river walk or potential closure • Agree Programme works • Agree Licences Arrangements for the above works will have all the necessary working on or near water arrangements such as buoyancy aids, rescue plans, rescue boats will all be required on the river when the works reach the body of water subject to RAMS within the RAMS for each activity will verify the control measures for working adjacent to water. Training for BHW site management is in the process of being organised
Excavations	Excavations up to 2.5m for drainage and utilities running through the site. Deep drainage up to 7.0m
Confined Spaces	Previously sewer diversion works, and more expected as the works progress.
Working in Caissons/Compressed air atmosphere	Not applicable on this project.
Dismantling of heavy steel or other prefabrications	Partial site clearance still required of 2no partial buildings (most removed – just part of the southern elevation of Toys r Us and part of the northern elevation of the Homebase building as both sections of the respective buildings have live electrics that are yet to be disconnected).
Other	Any other items are addressed in monthly Risk Review Meetings and also logged in the sites Risk Register. Project risk Risk review will be undertaken on a monthly basis with a representative from each trade.

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2.0 Project team details

The project team listed below includes the group of individuals who are working together on Kenavon Drive. It comprises of management staff, lead consultants and other team members who are not directly involved with management but are an important contact to Kenavon Drive.

2.1 Professional team

Client				
Company name	Address	E-mail	Contact details	
Berkeley Homes (Western) Ltd	200 Longwater Avenue, Green Park, Reading, RG2 6GB	John.Williams@berkeleygroup.co.uk	Office	01189879000
			Mobile	N/A
			Emergency	07980 772302 (John Williams)

Principal Designer				
Company name	Address	E-mail	Contact details	
Berkeley Homes (Western) Ltd	200 Longwater Avenue, Green Park, Reading, RG2 6GB	Tim.Salt@berkeleygroup.co.uk	Office	01189879000
			Mobile	N/A
			Emergency	07585 992340 (Tim Salt)

Principal Contractor				
Company name	Address	E-mail	Contact details	
Berkeley Homes (Western) Ltd	200 Longwater Avenue, Green Park, Reading, RG2 6GB	John.Williams@berkeleygroup.co.uk	Office	01189879000
			Mobile	N/A
			Emergency	07980 772302 (John Williams)

Architect				
Company name	Address	E-mail	Contact details	
PRP Ltd	10 Lindsey Street, London EC1A 9HP	R.Squibb@prp-co.uk	Office	020 7653 3421
			Mobile	
			Emergency	

Health and Safety Manager				
Company name	Address	E-mail	Contact details	
Berkeley Homes (Western)	200 Longwater Avenue, Green Park, Reading, RG2 6GB	Joe.crawley@berkeleygroup.co.uk	Office	01189879000
			Mobile	N/A
			Emergency	07971 767824 (Joe Crawley)

Sustainability Manager				
Company name	Address	E-mail	Contact details	
Berkeley Homes (Western)	200 Longwater Avenue, Green Park, Reading, RG2 6GB	tbc	Office	01189879000
			Mobile	N/A
			Emergency	tbc

Arboricultural Consultants				
Company name	Address	E-mail	Contact details	
Tree Fabrik	Lenten House 16 Lenten Street, Alton, Hampshire, GU34 1HG	alan@treefabrik.com	Office	01420 593260
			Mobile	07905 304248
			Emergency	tbc

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2.2 Trade contractors

Details of the trade contractors working on this project will be maintained in a project directory. A copy can be produced on request by the security company.

3.0 Health and safety objectives and standards for the project

3.1 Project goals

Whilst undertaking these works it is our policy to:

- Prevent accidents and ill health to our employees, trade contractors, third parties and members of the public;
- Ensure all works are carried out in accordance with all relevant legislation, codes of practice and Berkeley Home Counties procedures;
- Promote a positive health and safety culture and ensure that health and safety is our highest priority;
- Consult and communicate with all those involved in the project on a regular basis;
- Recognise those who make a positive contribution towards health and safety best practice;
- Monitor health and safety performance on site through weekly director/senior manager health and safety tours, monthly site inspections by the health and safety department;
- Achieve a minimum Considerate Constructors Scheme score of 44 out of 50;
- Cause minimal environmental impact and damage.

4.0 Trade contractor selection procedures

4.1 Trade contractor selection

Tender lists will be prepared of potential trade contractors utilising the Berkeley Group Call Off Contract database. Potential trade contractors will be sent tender documentation, including drawings and specification, a copy of the pre-construction information and associated health and safety information.

During the tendering process the requirements for operation and maintenance manuals, as built drawings and technical supporting information for materials and components will be provided to each trade contractor to ensure that they have allocated enough resources for these items within their tender bid. Checks will be made at the post tender/pre-start meeting to ensure that this is the case.

In line with BHC-P-06.1 Procurement procedure, tendering contractors past safety performance will be considered within the selection process. Each contractor must complete BHC-F-06a CAQ Stage 2 form to demonstrate suitable competence and previous experience of similar works before the tender recommendation is authorised in line with the requirements of BHC-P-06.1.

The exchange of information between Berkeley and its contractors will be via various routes, including;

- Weekly supervisor meetings
- Monthly project meetings
- Monthly health and safety meetings
- Design change process

5.0 Risk management

5.1 Project specific health and safety risks

In line with BHC-P-05.1 Risk Management procedure, the Project Manager must ensure that any specific risks on the project are identified within the Project Risk Register throughout the construction phase and until project completion. The Project Risk Register can be found in Appendix 2.

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Any specific risks on this project shall be identified and communicated in the site specific induction.

5.2 Monthly risk review meetings

Formal risk review meetings will be held each month during the construction phase. These meetings must be attended by senior representatives of the construction and health and safety teams, as a minimum, to ensure that all required control measures in the Project Risk Register are put in place and account is taken of the designers risk assessment.

5.3 Risk assessments and method statements (RAMS)

RAMS must be produced covering all work activities where a significant health and safety risk is identified and control measures must be put in place. Appointed contractors will submit RAMS for review to the relevant Berkeley manager wherever possible, at least seven days before their work begins.

Where Berkeley has direct responsibility for the works, RAMS must be developed by the manager responsible in consultation with the health and safety department.

All contractor RAMS will be reviewed by a Berkeley manager to make sure they reflect the works being carried out, using the BHC-F-05b RAMS Review form.

Each trade contractor shall be required to communicate the contents of all their RAMS to their operatives. Evidence of this must be provided to Berkeley site management prior to works starting and all operatives are required to sign confirmation that they have read and understood their employers RAMS for that job.

For ongoing works, the RAMS will be reviewed at least every three months or following a significant change.

For minor deviations from existing RAMS, a point of work risk assessment must be carried out by the contractor's supervisor for review by Berkeley site management before works start.

6.0 Coordination, communication and cooperation

6.1 Project meetings

In line with BHC-P-04.1 Consultation with the Workforce procedure, a project meeting schedule shall be maintained to assist co-ordination, communication and co-operation between all parties involved. This schedule shall be issued to all relevant third parties. As a minimum the following project meetings must be held:

- Weekly supervisor meeting;
- Monthly risk review meeting;
- Regular health and safety committee meeting (where above 40 persons on site).

6.2 Information from designers

All designers risk assessments prepared will be reviewed and issued to the appropriate trade contractor to take into account the risks and control measures identified when planning their works.

A register of all drawings prepared by the design consultants, and the trade contractors will be maintained on site, via the document control system. All drawings and specifications will be reviewed and issued to the relevant trade contractor associated with the works, or who may be affected by the works.

Changes to design will be managed by the Berkeley Homes Western technical team. Contractor specific requests information are also managed by the Berkeley Homes Western technical team. Any changes to design that may require planning approval will be discussed & submitted via application to Reading Borough Council for agreement in writing against relevant planning conditions where applicable.

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6.3 Inductions and toolbox talks

All personnel (including visitors) wishing to access and work on this project must attend the site safety induction conducted by a member of the permanent site management team. There will be 3 types of induction, these are:

Full site induction: must be completed by everybody wishing to work on site and the BHC-F-03b Induction Record completed.

Specific for full site inductions on this project are:	
Timings	Monday – Friday 8am, or to suit site requirements.
Location	Site Welfare facilities
Method of delivery (flip chart, power point, TV, etc.)	Flip chart and power point
Persons conducting induction	Site Mangers
Additional requirements	Subcontractors to bring relevant health and safety documentation and competency evidence to the induction, i.e. RAMS (briefing records), training certificates, plant/equipment examination records, and mandatory PPE. Additional briefings for supervisors to be recorded in BHC-F-03c.

Visitor's induction: A member of the site team must complete a briefing with all visitors to site who are not completing any work and the BHC-F-03d Visitors Induction Record completed. Those who have only completed the visitor's induction must be escorted at all times.

Driver's induction: any delivery driver attending site must read and sign the driver's site rules as detailed in BHOCW-F-03f Delivery Driver Rules and BHC-F-09b Gateman Vehicle Checks. We are looking to introduce datascope (delivery management system).

Each trade contractor on site will be required to carry out tool box talks to their operatives at least monthly to communicate and reinforce health and safety issues, and the requirements of RAMS plus any changes that are required due to design or material changes. All tool box talk records will be maintained within the project offices.

6.4 Project health and safety committee meeting

Once there are more than 40 people employed on site, a project health and safety committee will be set up to provide effective communication on health and safety matters to all site operatives. The committee shall include a voluntary representative from each of the main contractors on site and will be chaired jointly by the Project Manager and the Health and Safety Manager.

The committee shall meet at regular intervals and give the representatives the opportunity to raise concerns and give feedback to the Berkeley project team on health and safety matters.

6.5 Worker involvement and engagement

In order to engage with the workforce and get people involved, the Project Manager will encourage the use of observation cards and will prominently display a 'You Said. We Did!' board. Details of observations raised and action taken will be kept updated.

The Project Manager will also encourage people to report unsafe acts, unsafe conditions and near misses using observation cards.

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Contractor forums will be arranged and used as a means of communicating new requirements, legislative changes and the latest innovation. This will be an opportunity for the workforce to network, feedback their experiences and to be kept informed.

6.6 Health and safety information posters and notice boards

A site health and safety notice board will be set up in line with BHC-P-09.1, Site Set Up procedure. Health and safety posters will be displayed on site to raise awareness of health and safety issues. Statutory posters will also be displayed in the site office and in canteen/ welfare areas.

Relevant safety alerts, safety bulletins, safety policies, management information, site rules and specific safety instructions will be displayed on the noticeboards to support Berkeley health and safety campaigns and initiatives such as 'good order, good work and good health'.

6.7 Third party and client considerations

The project is registered with the Considerate Constructors Scheme. In line with the aims of the scheme, lines of regular communication with the key third party stakeholders such as residents will be maintained.

7.0 Emergency procedures

7.1 First Aid

First aid requirements on site shall be assessed in accordance with the First Aid procedure (BHC-P-15.3).

The names of designated first aiders in each work area will be clearly displayed on site and must be communicated to all new workers during induction.

The first aid boxes and emergency eye wash are located in the project office. A copy of all first aid certificates will be maintained within the project office.

7.2 Emergency response

An Emergency Response Plan (ERP) has been developed, and shall be maintained by Berkeley site management. Please see appendix 3.

The ERP identifies the emergency contact details, location of the nearest hospital(s) and lists the trained first aider(s) on the project. All of this information will be prominently displayed on site notice boards, and will be included within the site induction process.

7.3 Environmental procedures

For actions in case of a spillage, accident or other pollution incident refer to the Site Pollution Incident Response Plan.

8.0 Incident reporting

All incidents, including those that occur to trade contractor personnel or visitors must be reported to the Project Manager at the time of the incident. Following any incident, accident, near miss or emergency, BHC-P-19.1 Incident Reporting and Investigation procedure must be complied with.

All accidents must be recorded in the Berkeley Accident Book which is held in the project office. Trade contractors must co-operate with incident investigations, provide all requested information and ensure that incidents are reported to the appropriate authorities, following a reportable incident or dangerous occurrence.

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9.0 Welfare

9.1 Welfare facilities

All welfare facilities provided will be in accordance with the CDM Regulations.

10.0 Training and competence

All trade contractors shall comply with BHC-P-03.1 Training, Competence and Induction procedure. All operatives must be trained and competent to carry out their tasks.

The learning management system is utilised by all Berkeley staff, this system is tool to manage training / competence requirements of all roles that Berkeley Homes staff

The following tasks have been identified as requiring specific training, which must be up to date:

Task	Training Required
Working on site	Relevant CSCS card, site induction, RAMS briefing, Toolbox Talks
Supervising work	CITB SSSTS or SMSTS or specified equivalent. See BHC-P-03.1 Appendix 3
Acting as Appointed Person Lifting Operations	CPCS Appointed Person
Plant operation	CPCS/ NPORS (relevant to plant in use)
Erecting, altering or dismantling scaffold	CISRS
Erecting, altering or dismantling aluminium towers	PASMA
Changing wheels on abrasive wheel tools	Abrasive wheel training
Operating mobile elevated work platforms/ boom aerial platform	IPAF
Demolition	CCDO or equivalent level of training
Operations involving harness use	Harness use and inspection training
List other training requirements	To suit the requirements of the site at any given time – to be agreed with subcontractors during the procurement stage.

All relevant RAMS must be communicated to operatives carrying out the work.

A copy of this Construction Phase Plan, together with the project specific site safety rules shall be formally issued to each trade contractor prior to their start on site.

11.0 Project specific site rules

The project specific site rules are identified in Appendix 5.

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12.0 Information for the project health and safety file

The Principal Designer will establish what information is required for the health and safety file at the early stages of the project. This will be communicated to the Project Manager who must ensure, where practical, that each Trade Contractor is made aware of the requirements as soon as they are appointed.

The Principal Designer shall be provided with the information requested in line with the guidance provided within Appendix 3 of the BHC-P-10.2 Principal Designer Coordination procedure.

13.0 Monitoring arrangements

The following monitoring arrangements will be in place on all projects where construction activities are being carried out:

- Group assessment inspection/focused audits on a 6 weekly basis;
- Operating company directors will conduct weekly health and safety site visits;
- Regional health and safety team will carry out monthly health and safety inspections;
- Project management team will conduct an informal inspection of all areas of the site daily with a formal recorded inspection being undertaken on a weekly basis;
- Trade contractor supervisors are to conduct an informal daily inspection of the workplace;
- Trade contractor management/supervisors to carry out a formal recorded inspection each week;
- Trade contractor health and safety representative to carry out a formal recorded inspection each month.

The Project Manager must ensure that the monitoring/inspection regime is being carried out.

14.0 Environmental management

For details refer to the Project Environmental Management Plan, Site Waste Management Plan and Site Pollution Incident Response Plan.

15.0 Temporary works

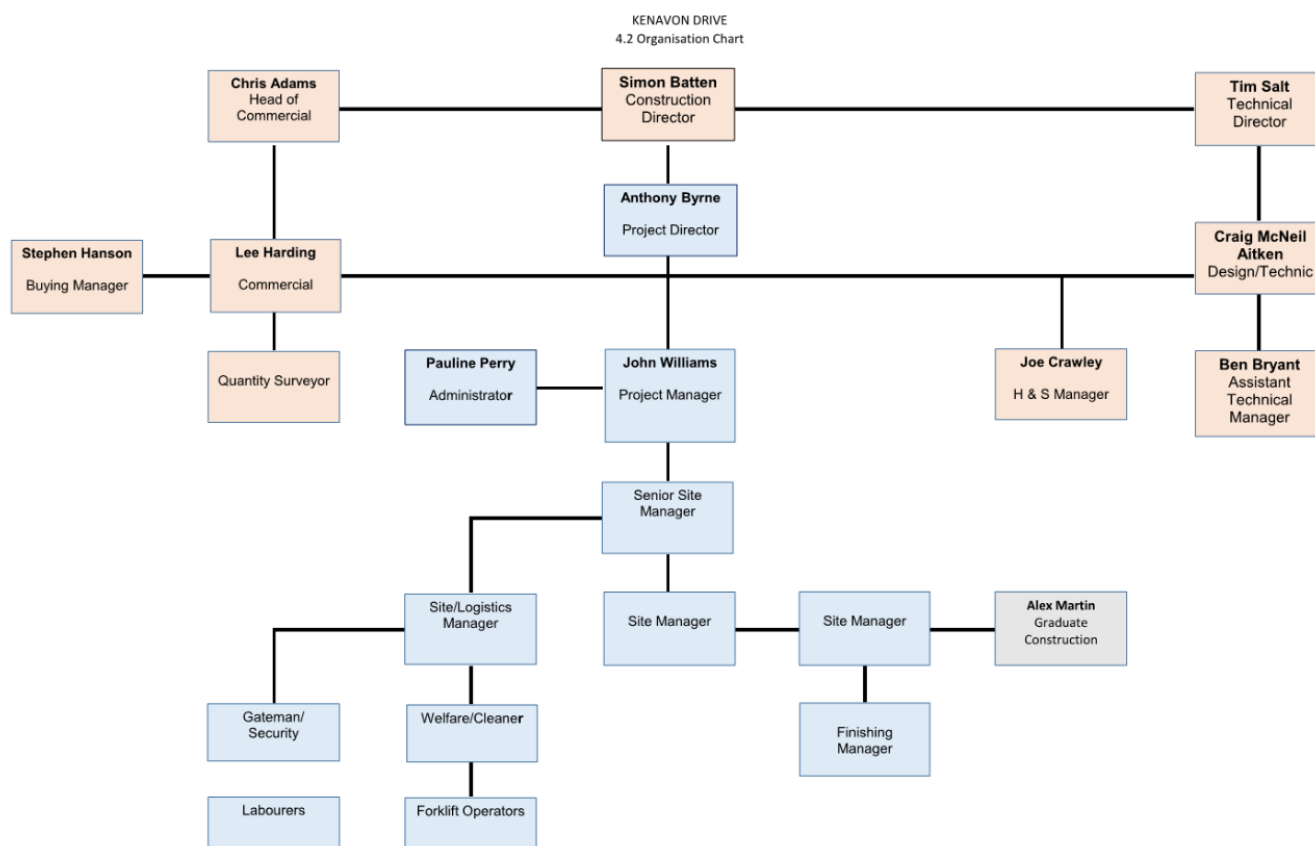
All temporary works to be conducted on site shall be in compliance with BHC-P-11.1 Temporary Works procedure.

16.0 Appendices

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Appendix 1 - Project Team Structure



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Appendix 2 - Project Risk Register

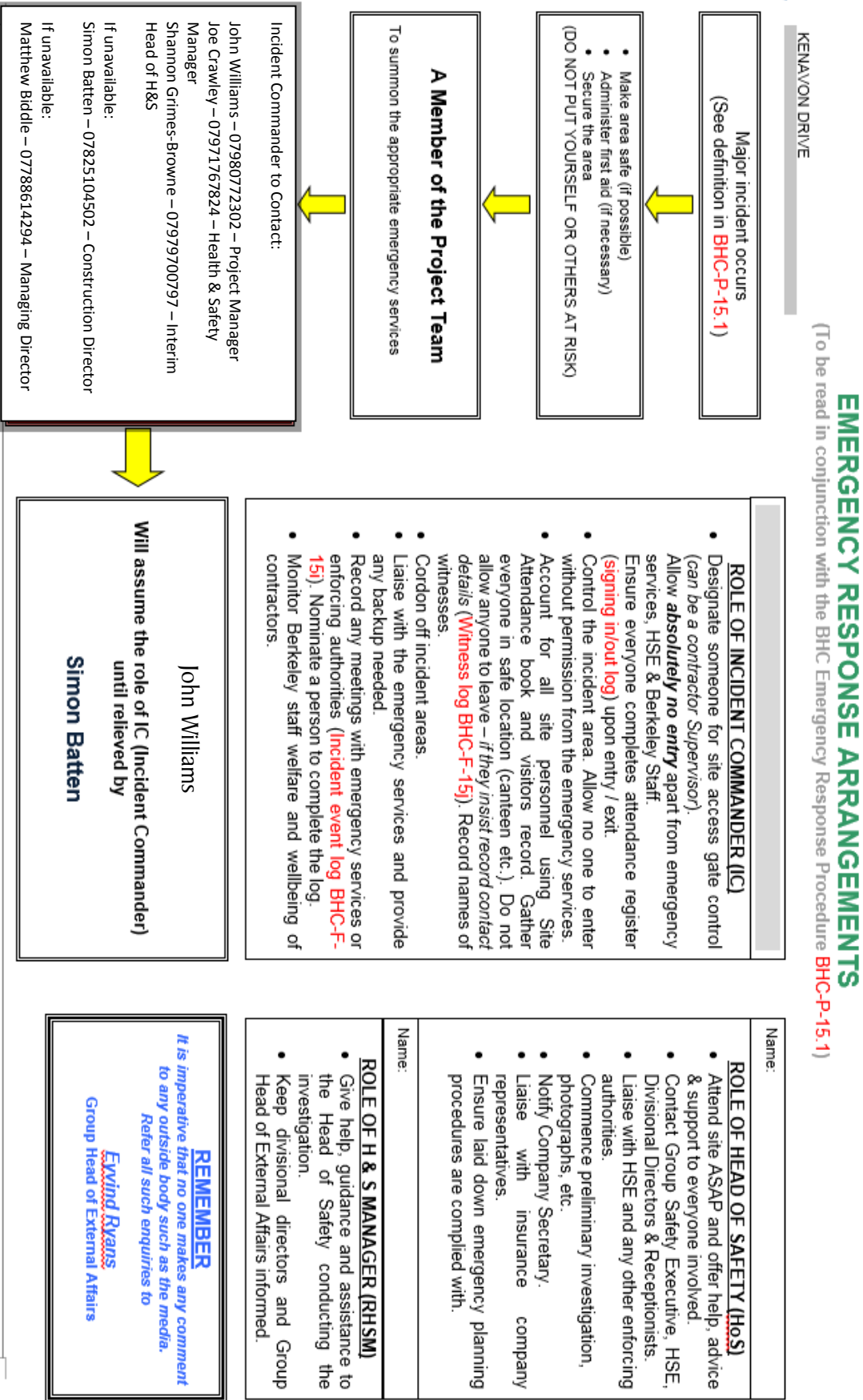
Please see risk register found in following folder:

Z:\SJ\SJD\SJD-LowerEarley\F367 Kenavon Drive, Reading\1. Construction\Site Folder\22. CDM Documents

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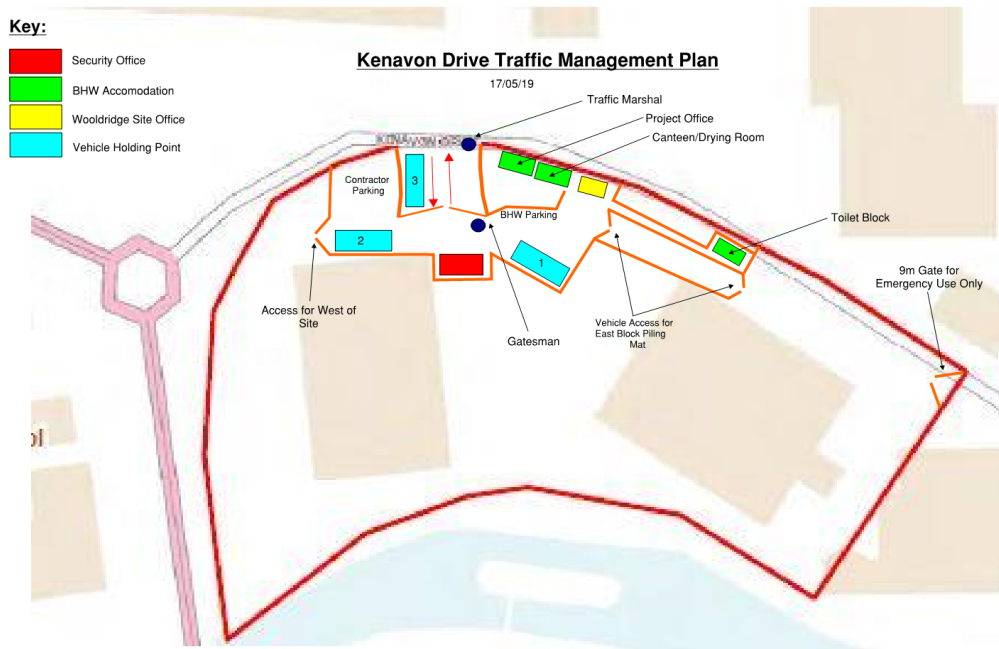
Appendix 3 - Emergency Response Plan

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Appendix 4 - Traffic Management & Driver Rules



Berkeley Homes Oxford & Chiltern and Western Safety Form


 Berkeley
Designed for life

BHOCW-F-03f Delivery Driver Rules

Project		Date	
Drivers name		Driver company	
Delivery location		Site contact	
			Tick (✓)
I agree to adhere to the maximum site speed limit (e.g. 5 mph) and to obey Traffic Marshal instructions.			
I have the necessary PPE (hard hat, high visibility vest, boots & gloves) and this will be worn when I am out of the cab. I will not wear shorts on site.			
I have read and understood my company's safe system of work for the delivery and loading/unloading of materials.			
I understand that materials are to be unloaded in designated areas only.			
I agree not to use my mobile phone (including hands free), until I am stationary and then only while in the cab.			
I will wear my seatbelt at all times and shall display an orange flashing beacon(s) or hazard lights while driving my vehicle.			
I understand that I must not reverse my vehicle unless a Banksman is present and it is safe to do so.			
When getting in/out of my cab I will always use 3-points of contact and will never 'jump down'.			
I understand that I must not access the bed of my vehicle to unload, untie or distribute materials unless a safe method to do so is in place (e.g. physical barriers, harness and lanyard, soft landing system).			
I understand that keys must not be left in unattended vehicles at any time.			
When leaving site I will exit as directed by any relevant signage (e.g. turn left only).			
I understand that no animals, children or unauthorised passengers are allowed on site.			
I understand that I must not cause an inconvenience or otherwise disturb members of the public in the vicinity of the site (e.g. parking on roads/pavements, using horn, etc.).			
Driver signature:			

Document Title	Delivery Driver Rules	Document Number	BHOCW-F-03f
Author	Head of Health and Safety	Version Number	1
Approved for Authorisation by	Head of Health and Safety	Approval Date	20/07/2016
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Document Title	Construction Phase Plan	Document Number	BHOCW-F-10b
Author	Safety Management Systems	Version number	1
Approved for Authorisation by	Safety Management Systems Manager	Approval Date	01/07/2016
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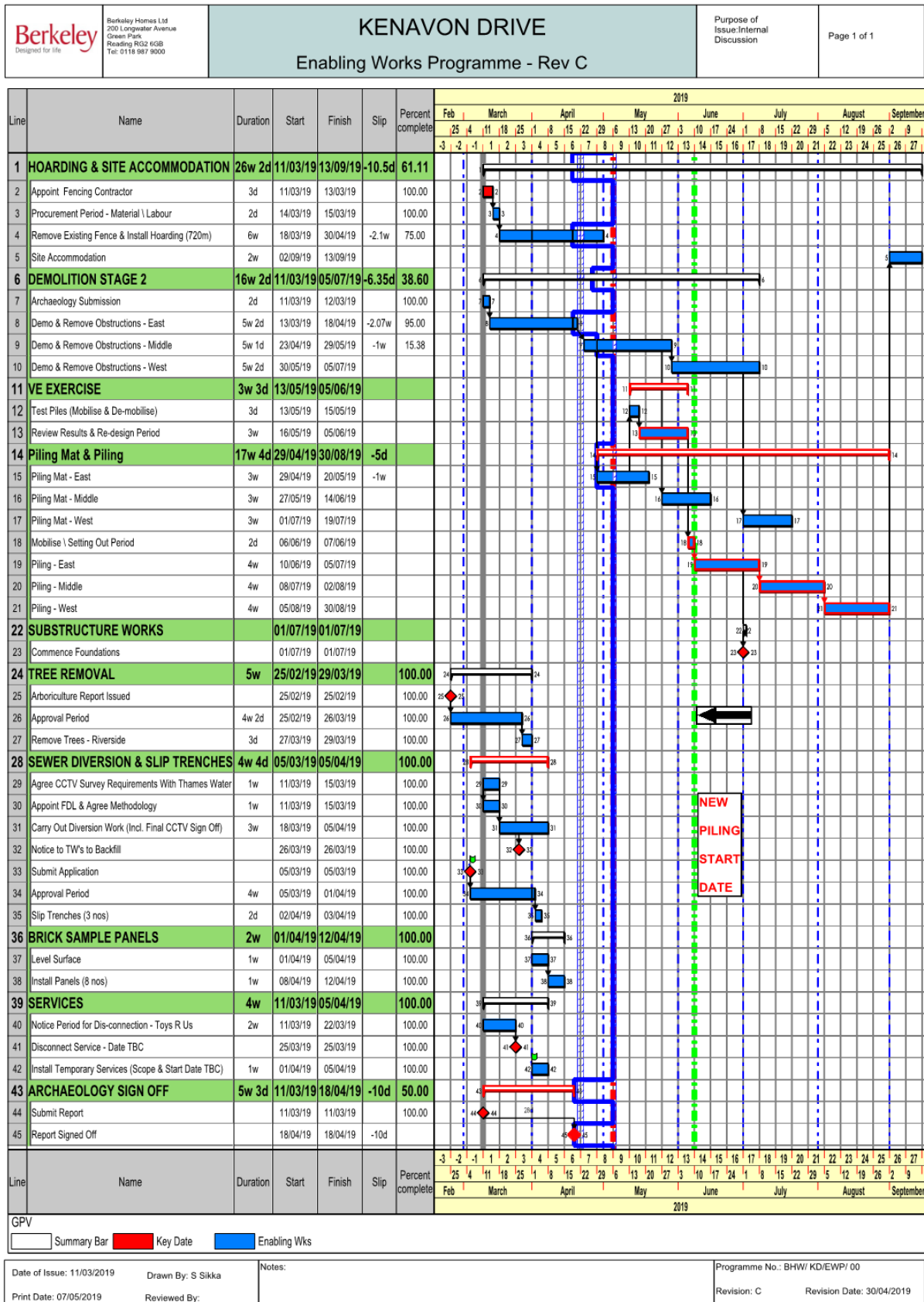
Appendix 5 - Project specific site rules

The following project specific site rules shall be implemented on this project. They shall be communicated and given to all operatives and personnel at the site induction. The lists below are not exhaustive and can be supplemented as required:

Site rules	
1.	All Staff, personnel, operatives and visitors to this site shall be required to wear - Safety helmets to BS EN397 (<i>'Bump Caps' are not acceptable</i>); - Safety footwear with reinforced toe caps to BS EN 345; - High visibility vests; and - Suitable hand protection at all times. Additional PPE identified in task specific Risk Assessments must also be worn.
2.	All trade contractors, supervisors and operatives are to support and fully participate in the Good Order, Good Work, Good Health campaigns.
3.	All operatives shall be briefed on the relevant risk assessments and method statements and must be fully aware of the hazards associated with their work.
4.	Plant, tools and equipment must only be used for the purpose for which it was designed. Equipment must be checked before use and faulty equipment must not be used.
5.	All work is to be conducted in line with the risk assessment and method statement for the activity. Deviations from the agreed method of work are not permitted.
6.	If a person is likely to be exposed to a noise level above 80 dB (A) or more during work, a noise assessment shall be made by a competent person (typically the Trade Contractors Health and Safety Advisor). Records of such assessments shall be maintained.
7.	All Permits to work required as a control measure shall be issued prior to works commencing.
8.	All personnel must comply with site health and safety signage.
9.	Operatives are not to deviate from agreed access routes. Any exclusion zones must be observed.
10.	Operatives must not undertake tasks for which they are not trained and competent.
11.	No adjustments or alterations to any scaffolding except by a qualified scaffolder.
12.	Only trained personnel to operate plant.
13.	Horseplay or practical joking will not be tolerated on site.
14.	All electrical tools and equipment will be 110 volt and proof of testing is required (every 3 months).
15.	Anyone suspected of being under the influence of drugs or alcohol will be subject to testing
16.	No HGV reversing on site unless under the direction of a Banksman or in a designated reversing area.
17.	All drivers will ensure their wheels are clean before leaving the site.
18.	Clear rubbish from their workplace as the work progresses.
19.	Report any defects or safety hazards noticed to the supervisor immediately.
20.	Be polite to members of the public at all times. Any inquiries must be directed to Berkeley Homes.
21.	Maintain safe access to your workplace at all times.
22.	Smoking only in designated areas.
23.	Eating is only permitted in designated areas.
24.	All incidents and near misses must be reported to trade supervisors and Principal Contractor on the day of the incident.
25.	Hard hats need not be worn by operatives working inside plots which have received a CML.

Document Title	Construction Phase Plan	Document Number	BHOCW-F-10b
Author	Safety Management Systems	Version number	1
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Appendix 6 - Construction Programme



Document Title	Construction Phase Plan	Document Number	BHOCW-F-10b
Author	Safety Management Systems	Version number	1
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