

BHOCW-F-10b Construction Phase Plan

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

Project name	Green Park, Reading	Phase	6
Site address	Green Park Village, Longwater Ave. Reading, Berkshire RG2 6GP		
Site telephone	01189 879000 (direct to head office-mobiles onsite)		

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
Shane Murray	Project Manager	<i>S. Murray</i>	6.11.18
Simon Batten	Construction Director	<i>S. Batten</i>	6.11.18
Kris Dower	Health and Safety Manager	<i>Kris Dower</i>	6.11.18
Tim Salt	Principal Designer		6.11.18

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	12.10.18	Initial issue for approval			
A		First revision			
B		Second revision			
C		Third revision			
D		Fourth revision			
E		Fifth revision			
F		Sixth revision			
G		Seventh revision			

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
Page	1 of 26	Implementation Date	01/07/2016

Contents

- 1.0 Introduction
- 2.0 Project team details
- 3.0 Health and safety objectives and standards for the project
- 4.0 Trade contractor selection procedures
- 5.0 Risk management
- 6.0 Coordination, communication and cooperation
- 7.0 Emergency procedures
- 8.0 Incident reporting
- 9.0 Welfare
- 10.0 Training and competence
- 11.0 Project specific site rules
- 12.0 Information for the project health and safety file
- 13.0 Arrangements for monitoring
- 14.0 Environmental management
- 15.0 Temporary works
- 16.0 Appendices
 - Appendix 1 Project team structure
 - Appendix 2 Project directory
 - Appendix 3 Project risk register
 - Appendix 4 Emergency response plan
 - Appendix 5 Project fire plan
 - Appendix 6 Traffic management / logistics plan
 - Appendix 7 Project specific site rules
 - Appendix 8 Construction programme
 - Appendix 9 Location of Temporary Services

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
Page	2 of 26	Implementation Date	01/07/2016

1.0 Introduction

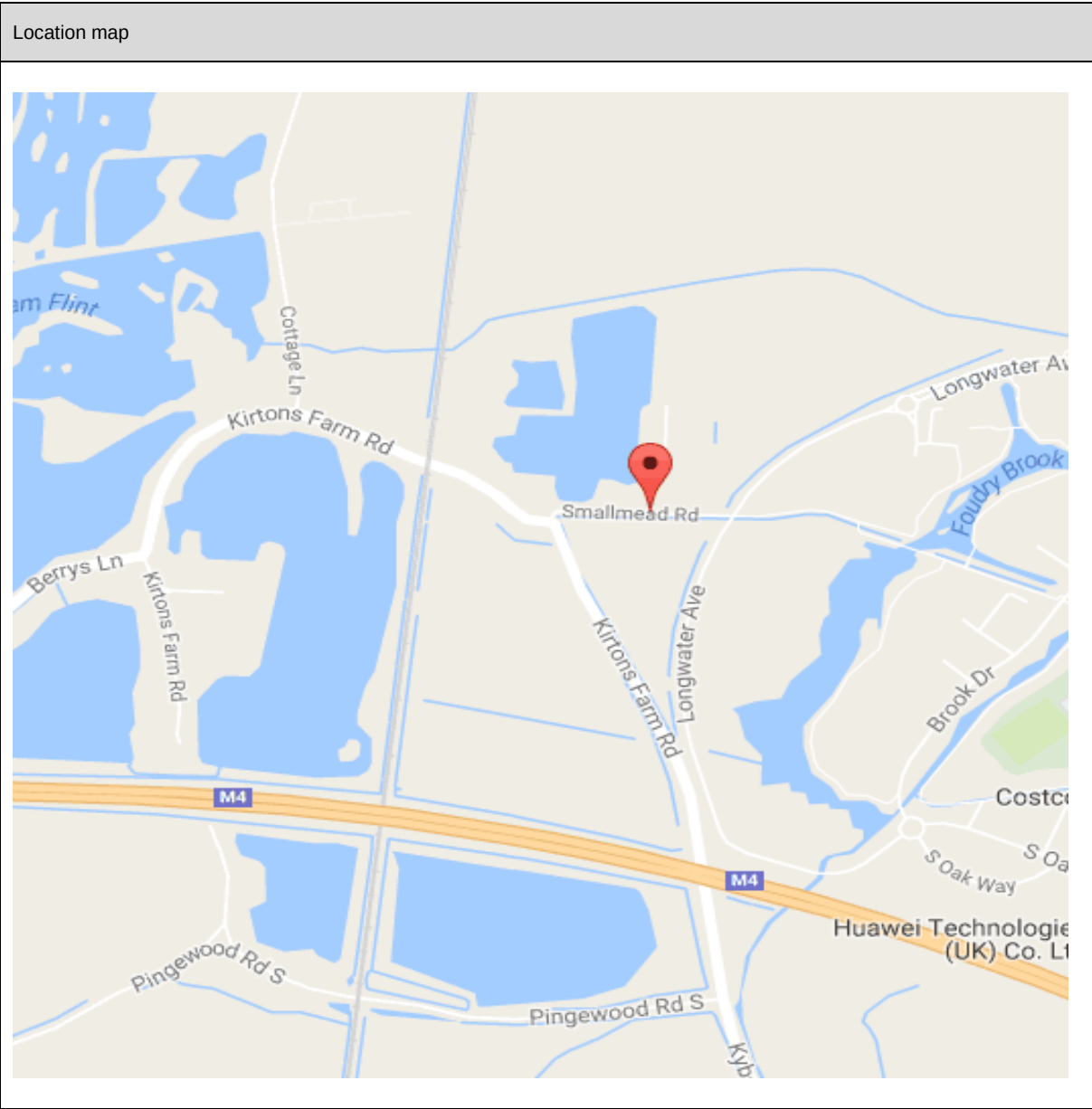
This Construction Phase Plan contains the arrangements that will be implemented to ensure the safe implementation of the construction work in compliance with the Construction (Design and Management) Regulations. It has been compiled from information obtained within the pre-construction information coordinated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

Scope of works	• Block A consists of a six floors (ground floor + 5 residential floors above) reinforced concrete frame building with a façade comprised predominately of glazing. There are 40nr residential apartments with plant room, cycle store & bin store at Ground Floor, together with associated infrastructure and external works. • Block B consists of a six floors (ground floor + 5 residential floors above) reinforced concrete frame building with a façade comprised predominately of glazing. There are 40nr residential apartments with plant room, cycle store & bin store at Ground Floor, together with associated infrastructure and external works. • Block C consists of a six floors (ground floor + 5 residential floors above) reinforced concrete frame building with a façade comprised predominately of glazing. There are 40nr residential apartments with plant room, cycle store & bin store at Ground Floor, together with associated infrastructure and external works. • Block D consists of a eight floors (ground floor + 8 residential floors above) reinforced concrete frame building with a façade comprised predominately of glazing, cladding & brickwork. There are 68nr residential apartments with plant room, cycle store & bin store at Ground Floor, with underground parking between blocks under a podium slab, together with associated infrastructure and external works. • Block F consists of a nine floors (9 residential floors above a podium slab) reinforced concrete frame building with a façade comprised predominately of glazing, cladding & brickwork. There are 83nr residential apartments with plant room, cycle store & bin store at Ground Floor, with underground parking between blocks under a podium slab, together with associated infrastructure and external works. • Block G consists of a ten floors (10 residential floors above a podium slab) reinforced concrete frame building with a façade comprised predominately of glazing, cladding & brickwork. There are 112nr residential apartments with plant room, cycle store & bin store at Ground Floor, with underground parking between blocks under a podium slab, together with associated infrastructure and external works. • Block H consists of a ten floors (10 residential floors above a podium slab) reinforced concrete frame building with a façade comprised predominately of glazing, cladding & brickwork. There are 76nr residential apartments with plant room, cycle store & bin store at Ground Floor, with underground parking between blocks under a podium slab, together with associated infrastructure and external works
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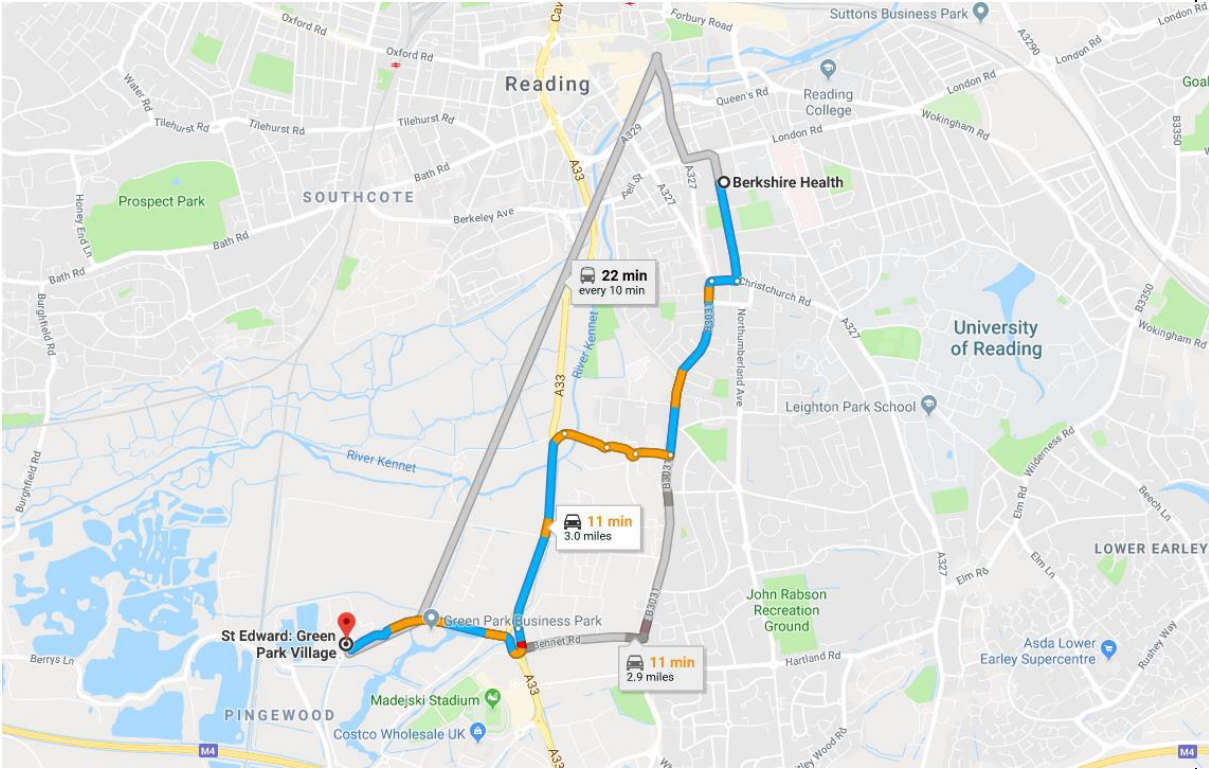
Document Title	Construction Phase Plan	Document Number	BHOCW-F-10b
Author	Safety Management Systems	Version number	1
Approved for Authorisation by	Safety Management Systems Manager	Approval Date	01/07/2016
Page	3 of 26	Implementation Date	01/07/2016

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



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
Page	4 of 26	Implementation Date	01/07/2016



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
Page	5 of 26	Implementation Date	01/07/2016

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	7.30am to 5.30pm
	Saturday	7.30am to 1.00pm (pre-agreed only with management)
	Sunday and Bank Holidays	Closed
Adjacent buildings or structures e.g. shops, highways, offices, schools, public buildings, etc.		A33 dual carriageway, Madjeski Stadium, Office Complex, Industrial Units, Farm Land
Noise restrictions		None applied
Access restrictions		No construction traffic permitted via Longwater Ave but all vehicles must use the Smallmead Road/Kybes Lane, Pingewood route off the A33 passed the Mere oak Park and Ride and follow the signage to the site entrance.
Existing land use		Mixed use site consisting of farm land and small industrial units plus former farm houses used as offices. The buildings are demolished and the site is made ground bringing the new level 1m higher than the original.
Special ground conditions		Newly laid made ground only and on top of the original farmland levels to reduce the risk of flooding. There is some asbestos contamination in the ground but this will be remediated to ensure clean ground at fill level is achieved.
Design Changes		An application to change the application from commercial units to blocks of flats has been authorised
Demolition activities		All cleared prior to occupation and no more demolition activities required.
Asbestos Removal		None
Fragile Roofs		Not applicable
Contamination		Hydrocarbons in hot spots identified but all remediated and site now clear. No methane gas issues either.
Radon		No radon issues in this area
Environmental conditions e.g. ground water protection zones		No restrictions highlighted in the pre-construction surveys but one lake is to be retained to provide additional flood defence if needed for the development.
Existing services e.g. underground / overhead		HV cable found within the phase 6 area – shown as Appendix

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
Page	6 of 26	Implementation Date	01/07/2016

Traffic systems	No construction traffic permitted via Longwater Ave but all vehicles must use the Smallmead Road, Pingewood route off the A33, passed the Mere oak Park and Ride and follow the signage to the site entrance – shown as Appendix 6 - Traffic management / logistics plan
Lifting operations	Forklifts for loading and unloading. 360 machines involved in groundworks. Mobile cranes used when required via a contract lift. Material and passenger hoist at the Extra Care Unit. Dumper trucks being used to carry out 'fill' works
Site security	24 hour site security. Security based at the site entrance and site cabins at weekends. Patrols occur around the site out of hours and is monitored. Dareks placed around Wooldridge Contractors cabins within site compound.
Working Near High Voltage Power Lines	Not applicable
Working near water	One lake One shallow ditch at the site perimeter. Rescue boats will be required on the lake/s when the site reaches the body of water subject to RAMS within the RAMS for each activity will verify the control measures for working adjacent to water
Excavations	Excavations up to 2.5m for drainage and utilities running through the site. Deep drainage up to 7.0m
Confined Spaces	Excavation works
Working in Caissons/Compressed air atmosphere	Not applicable on this project
Dismantling of heavy steel or other prefabrications	Not applicable
Other	Any other items are addressed in monthly Risk Review Meetings and also logged in the sites Risk Register.
Other	Working near railway lines – frequent coordination with Network rail will be made and all requests for information will be actioned with close liaison

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
Page	7 of 26	Implementation Date	01/07/2016

2.0 Project team details

2.1 Professional team

Client				
Company name	Address	E-mail	Contact details	
St Edward Homes	Ergon House, Horseferry Road, London, SW1P 2AL		Office	020 7118 0303
			Mobile	
			Emergency	

Principal Designer				
Company name	Address	E-mail	Contact details	
Berkeley Homes Western Ltd.	200 Longwater Ave, Green Park, Reading, RG2 6GB	tim.salt@berkeleygroup.co.uk	Office	0118 987 9000
			Mobile	07825 104502
			Emergency	07825 104502

Principal Contractor				
Company name	Address	E-mail	Contact details	
Berkeley Homes Western Ltd.	200 Longwater Ave, Green Park, Reading, RG2 6GB	Simon.batten@berkeleygroup.co.uk	Office	0118 987 9000
			Mobile	
			Emergency	07876 650208

Architect				
Company name	Address	E-mail	Contact details	
Architect: Brookes Architects Limited, Tel: 0208 487 1223. Contact: Tim Lane.	7 Torriano Mews, Torriano Avenue, London NW5 2RZ.	tim.lane@brookesarchitects.co.uk	Office	
			Mobile	
			Emergency	
Structural Engineer Gravity Consulting Engineers Tel: 0118 907 1533 Contact: Mark Ryan	St Paul's Clockhouse Reading Road Wokingham Berkshire, RG41 1E	Mark.Ryan@gravity-ce.co.uk	Office	
			Mobile	
			Emergency	
Civil Engineer GTA Civils Ltd, Tel: 01444 871444 Contact: Martin Roberts	66a Church Walk, Burgess Hill, West Sussex, RH15 9AS	mroberts@gtacivils.co.uk	Office	
			Mobile	
			Emergency	

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
Page	8 of 26	Implementation Date	01/07/2016

<u>Mechanical and Electrical Engineer</u> The Associates Building Services Consulting Engineers Ltd Tel: 0161 486 0429 Contact: James Massey	Portland House, Oak Green, Earl Road, Stockport, SK8 6QL	j.massey@tace.co.uk		
<u>Landscape Architect</u> MacFarlane & Associates Ltd 64 Great Suffolk Street London SE1 0BL Tel: 0207 960 2540 Contact: Lorna Gribbon	64 Great Suffolk Street London SE1 0BL	lorna@macfarlaneassoc.com		
<u>Fire Consultant</u> BB7 Fire Ltd Tel: 0203 603 5535 Contact: Gary Marlow	23 Star Hill, Rochester, Kent, ME1 1XF	garymarlow@bbseven.com		

Quantity Surveyors

Company name	Address	E-mail	Contact details	
Berkeley Homes Western Ltd.	200 Longwater Ave, Green Park, Reading, RG2 6GB	Christopher.adams@berkeleygroup.co.uk Peter.pellett@berkeleygroup.co.uk	Office	0118 987 9000
			Mobile	07342 066459
			Emergency	07342 066459

Technical Manager

Company name	Address	E-mail	Contact details	
Berkeley Homes Western Ltd.	200 Longwater Ave, Green Park, Reading, RG2 6GB	tim.salt@berkeleygroup.co.uk	Office	0118 987 9000
			Mobile	07585 992340
			Emergency	07585 992340

Mechanical and electrical consultant

Company name	Address	E-mail	Contact details	
The Associates Building Services Consulting Engineers Ltd	Portland House, Oak Green, Earl Road, Stockport, SK8 6QL	j.massey@tace.co.uk	Office	0161 486 0429
			Mobile	
			Emergency	

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
Page	9 of 26	Implementation Date	01/07/2016

Structural consultants				
Company name	Address	E-mail	Contact details	
Gravity Consulting Engineers Contact: Mark Ryan	St Paul's Clockhouse Reading Road Wokingham Berkshire, RG41 1E	Mark.Ryan@gravity-ce.co.uk	Office	0118 907 1533
			Mobile	
			Emergency	

Civils consultants				
Company name	Address	E-mail	Contact details	
GTA Civils Ltd, Contact: Martin Roberts	66a Church Walk, Burgess Hill, West Sussex, RH15 9AS	mroberts@gtacivils.co.uk	Office	01444 871444
			Mobile	
			Emergency	

Temporary works co-ordinator				
Company name	Address	E-mail	Contact details	
Berkeley Homes (western)	Green Park Village, Longwater Ave. Reading, Berkshire RG2 6GP	Osama.Salih@berkeleygroup.co.uk	Office	01189 879000 (direct to head office-mobiles onsite)
			Mobile	
			Emergency	07966809484

Health and Safety Manager				
Company name	Address	E-mail	Contact details	
Berkeley Homes (western)	200 Longwater Ave, Green Park, Reading, RG2 6GB	kristopher.dower@berkeleygroup.co.uk	Office	0118 987 9000
			Mobile	
			Emergency	07980970399

Other				
Company name	Address	E-mail	Contact details	
			Office	
			Mobile	
			Emergency	

A project team structure can be found in Appendix 1.

2.2 Trade contractors

Details of the trade contractors working on this project will be maintained in a project directory. A copy can be found in Appendix 2 which will be updated as new trade contractors or staff members join the team.

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
Page	10 of 26	Implementation Date	01/07/2016

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 but not limited to:

- Weekly supervisor meetings
- Monthly project 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 3.

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

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
Page	11 of 26	Implementation Date	01/07/2016

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.

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 technical team via completed change request forms. Contractor specific requests for information are managed to be appointed surveyor.

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
Page	12 of 26	Implementation Date	01/07/2016

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
Location	Site Welfare
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.

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.

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
Page	13 of 26	Implementation Date	01/07/2016

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. The plan is attached in Appendix 4.

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 Fire prevention

A project Fire Plan has been developed, and shall be maintained by Berkeley site management. The plan is attached in Appendix 5.

7.4 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.

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
Page	14 of 26	Implementation Date	01/07/2016

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.

9.0 Welfare

9.1 Welfare facilities

All welfare facilities provided will be in accordance with the CDM Regulations. The following welfare facilities are provided by Berkeley Homes:

Facility	Location
Main Project Office	Ground Floor- Canteen, drying room, 1no. ladies, 1no. disables, 1no. mens, induction room. First floor office layout, 2no. ladies toilets, 2no. urinals and 2no. mens toilets and kitchen.

Locations of the site welfare facilities can be seen on the Traffic Management/ Logistics Plan which can be found in Appendix 6.

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 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

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
Page	15 of 26	Implementation Date	01/07/2016

Task	Training Required
Demolition	CCDO or equivalent level of training
Operations involving harness use	Harness use and inspection training
List other training requirements	

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 7.

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.

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
Page	16 of 26	Implementation Date	01/07/2016

15.0 Temporary works

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

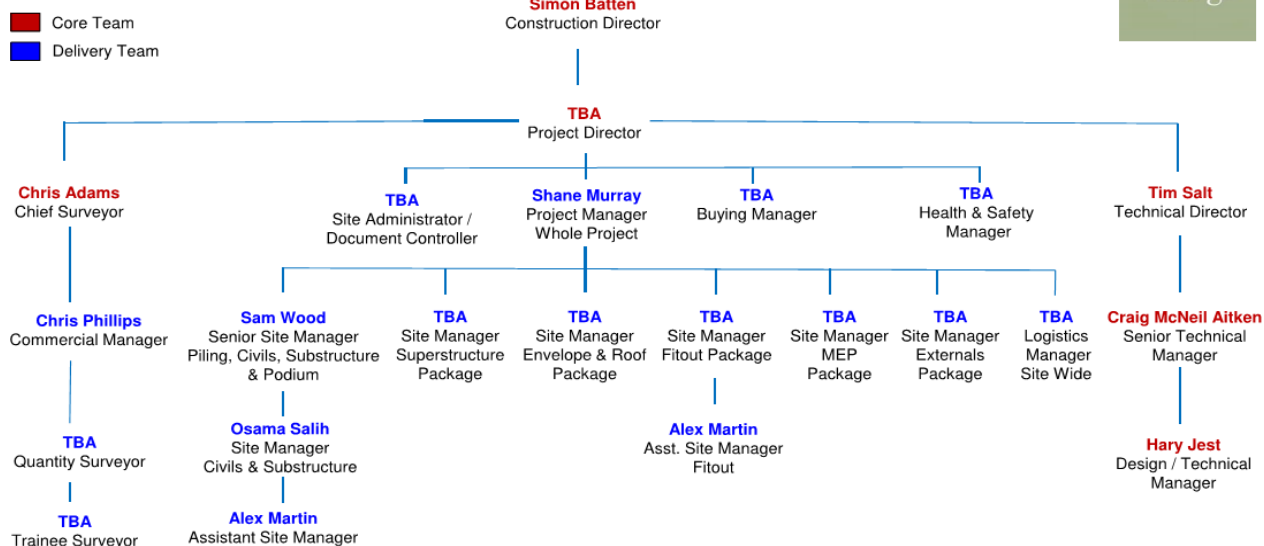
16.0 Appendices

Appendix 1	Project team structure
Appendix 2	Project directory
Appendix 3	Project risk register
Appendix 4	Emergency response plan
Appendix 5	Project fire plan
Appendix 6	Traffic management / logistics plan
Appendix 7	Project specific site rules
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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
Page	17 of 26	Implementation Date	01/07/2016

Appendix 1 **Project team structure**
St Edward
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BERKELEY HOMES (WESTERN)
GREEN PARK VILLAGE - PHASE 6
Site Wide & Block A

 green
 park
 village


30.08.18

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
Page	18 of 26	Implementation Date	01/07/2016

Appendix 2 **Project directory**

NAME	POSITION	LANDLINE	MOBILE
ANDREW BEASLEY	Senior Site Manager	0118 987 9000	07825 174646
MAREK PIENIAK	Project Manager	0118 987 9000	07966 809684
BRAIN HAMMOND	Senior Site Manager	0118 987 9000	07795 252382
RICHARD WALKER	Senior Site Manager	0118 987 9000	07825 174646
SAM WOOD	Build Manager	0118 987 9000	07769 742078
MICHAEL WUZCKE	Site Manager	0118 987 9000	07833 435036
SHANE MURRAY	Project Manager	0118 987 9000	07970 236225
ALEX MARTIN	Trainee Assistant Site Manager	0118 987 9000	07467 442063
GARY BRIDGES	Finishing Manager	0118 987 9000	07748 932209
ALI HESARAKI	Site Manager	0118 987 9000	07785 607846
OSAMA SALIH	Site Manager	0118 987 9000	07966 809484
John Williams	Senior Site Manager	0118 987 9000	07970 236227
JAMES MCNIFFE	Assistant Site Manager	0118 987 9000	07767 606851
KARTA DEOORA	Assistant Site Manager	0118 987 9000	07508 449178
DANNY HALSTEAD	Trainee Assistant Site Manager	0118 987 9000	07487 630057
FRAN VICKERY	Site Administrator	0118 987 9000	07342 076773
SIMON BATTEN	Construction Director	0118 987 9000	07825 104502
TIM SALT	Head of Technical	0118 987 9000	07585 992340
CHRISTIANNE WOTHERSPOON	Head of H&S	01753 784400	07733 225576
KRIS DOWER	Regional H&S Manager	0118 987 9000	07980 970399
AMANDA BARTLETT	H&S Coordinator	01753 784400	N/A

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
Page	19 of 26	Implementation Date	01/07/2016

Appendix 3 Project Risk Register

Berkeley Homes Oxford & Chiltern and Western Safety Form


 Berkeley
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BHOCW-F-05g Project Risk Register and High Risk Review

Section 1 – Review Meeting

Project:	Green Park Village	Date	
Meeting for period: (meeting should be held prior to month start)			
BHC Attendees:	Company	Position	
Other Attendees:	Company	Position	
Apologies	Company	Position	

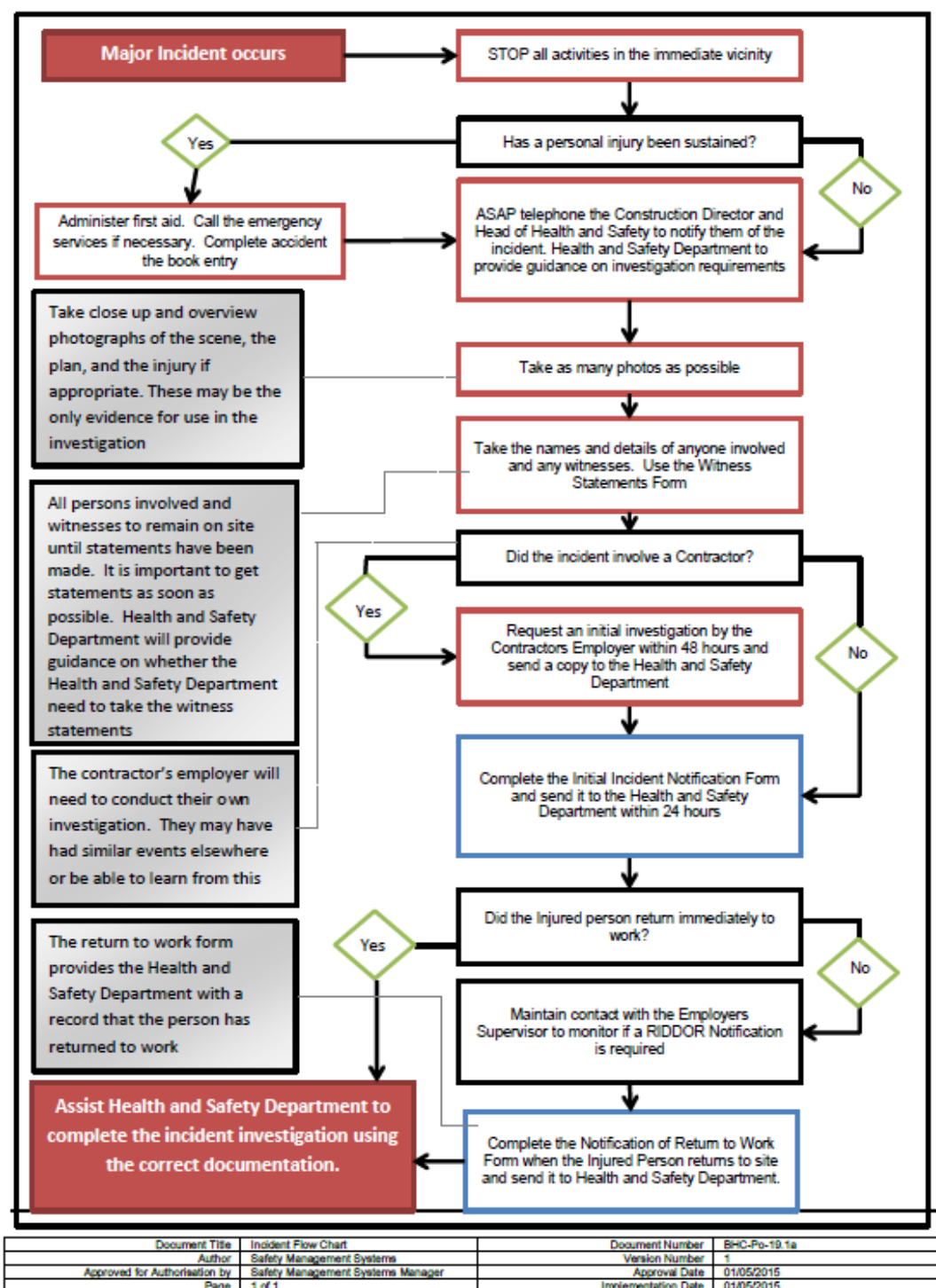
This document has been completed by:	
Date:	
I confirm that I have reviewed the appropriate information and discussed it in the Risk Review Meeting (signed):	

Document Title	Project Risk Register and High Risk Review	Document Number	BHOCW-F-05g
Author	BHOCW HPS	Version number	3b
Approved for Authorisation by	BHOCW HPS	Approval Date	14/10/2016
Page	Page 1 of 5	Implementation Date	14/10/2016

Document Title	Construction Phase Plan	Document Number	BHOCW-F-10b
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Page	20 of 26	Implementation Date	01/07/2016

Appendix 4 Emergency Response Plan

Berkeley Home Counties Safety Poster

Berkeley
 Designed for life
BHC-Po-19.1a Incident Flow Chart

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
Page	21 of 26	Implementation Date	01/07/2016

Appendix 5 Project Fire Plan



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
Page	22 of 26	Implementation Date	01/07/2016

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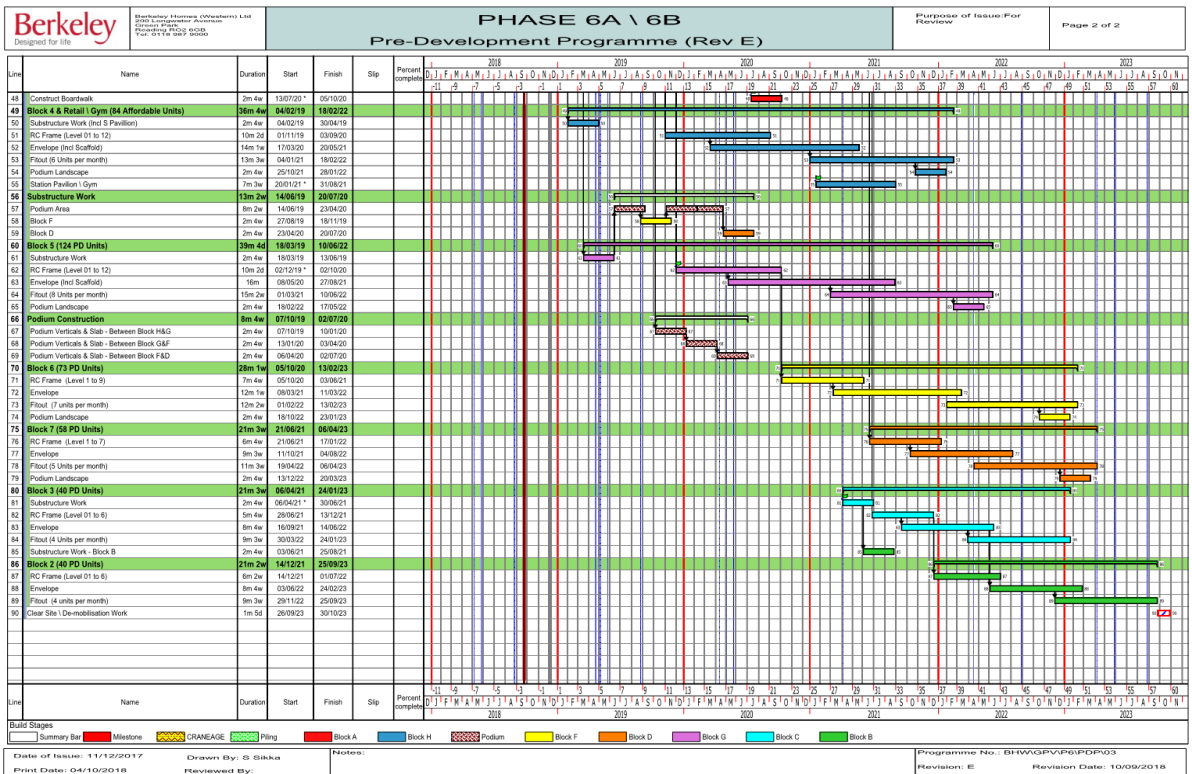
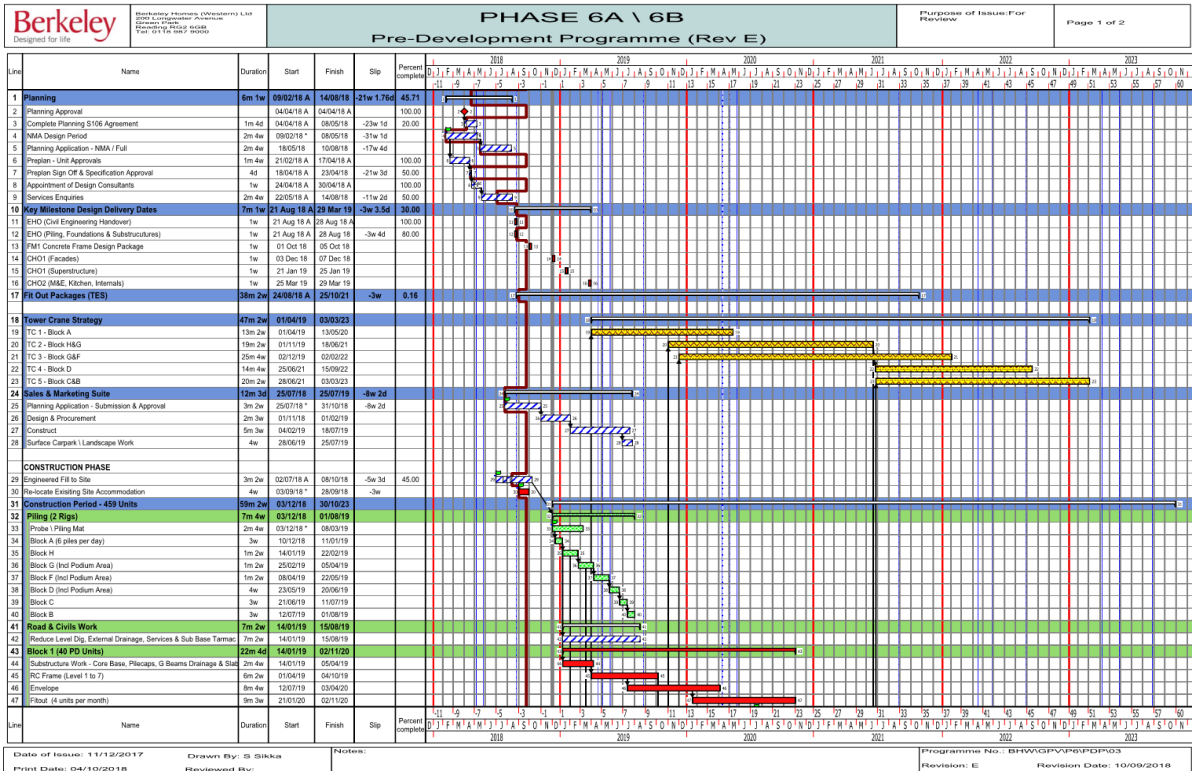
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Author	Safety Management Systems	Version number	1
Approved for Authorisation by	Safety Management Systems Manager	Approval Date	01/07/2016
Page	23 of 26	Implementation Date	01/07/2016

Appendix 7 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' 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.	Audio equipment such as radios are permitted provided that noise levels are acceptable and do not prevent ease of communication or cause a nuisance to third parties e.g. members of the public. MP3 players (personal audio equipment) etc., shall not be permitted on this site.
12.	No adjustments or alterations to any scaffolding except by a qualified scaffolder.
13.	Only trained personnel to operate plant.
14.	Horseplay or practical joking will not be tolerated on site.
15.	All electrical tools and equipment will be 110 volt and proof of testing is required.
16.	Anyone suspected of being under the influence of drugs or alcohol will be sent off site.
17.	No HGV reversing on site unless under the direction of a Banksman or in a designated reversing area.
18.	All drivers will ensure their wheels are clean before leaving the site.
19.	Clear rubbish from their workplace as the work progresses.
20.	Report any defects or safety hazards noticed to the supervisor immediately.
21.	Be polite to members of the public at all times. Any inquiries must be directed to Berkeley Homes.
22.	Maintain safe access to your workplace at all times.
23.	Smoking only in designated areas.
24.	Eating is only permitted in designated areas.
25.	All incidents and near misses must be reported to trade supervisors and Principal Contractor on the day of the incident.
26.	Hard hats need not be worn by operatives working inside plots where there is no risk of items falling on them or of them hitting their heads and following completion of a specific risk assessment.

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
Page	24 of 26	Implementation Date	01/07/2016

Appendix 8 **Construction programme**

Document Title	Construction Phase Plan	Document Number	BHOCW-F-10b
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Approved for Authorisation by	Safety Management Systems Manager	Approval Date	01/07/2016
Page	25 of 26	Implementation Date	01/07/2016

Appendix 9 Location of Temporary Services



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
Page	26 of 26	Implementation Date	01/07/2016