

Construction phase plan – incorporating health, safety, quality and environment

Project name	ASDA BARRY	Project no	0034
Project address	Barry Water Front Development Barry CF62 – 5QR		
Client name	ASDA STORES Ltd		
Client address	Asda House, Great Wilson St, Leeds LS11 5AD		
Client contact no	01132 435435		

Authorised by	Title	Signature
Julian Bradshaw	ISG Senior Project Manager	
Stan Parkinson	ISG Project Manager	
Andrew Holden	ISG Health and safety department	
David Lumb	CDMC	

Revision	Date	Purpose	Amendment	Updated by	Initial
-	11.01.14	DRAFT			
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Important

Construction work shall not commence until the CDM co-ordinator and client are satisfied that this construction phase plan has been satisfactorily developed – and have advised us accordingly in writing.

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15	Subcontractor		
15	Subcontractor		

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1. Project details	
Brief description of project	
Project is a new build ASDA on a Brownfield Consisting of a new 40.000sft store PFS and Car park	
1.2 Project programme dates	
Planned commencement date	29.09.14
Planned completion date	27.03.15
Other key project dates – sectional handover	
Steel frame complete	13.12.14
Fit Out to Commence	15.12.14

2. Targets	
2.1 Common targets	
To complete the project works :-	
<ul style="list-style-type: none"> • on time • to specification • within budget • without reportable accidents or environmental incidents • to ensure that no persons, or the environment, is put at significant risk • to ensure that all relevant legislation is complied with • to achieve a considerate constructors score of 34 or over 	
2.2 Project specific targets (including health, safety, quality and environment)	
1	All targets as per ISG's Target Zero directive
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5	

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2.3 Project charter – benchmarking & KPI target setting process

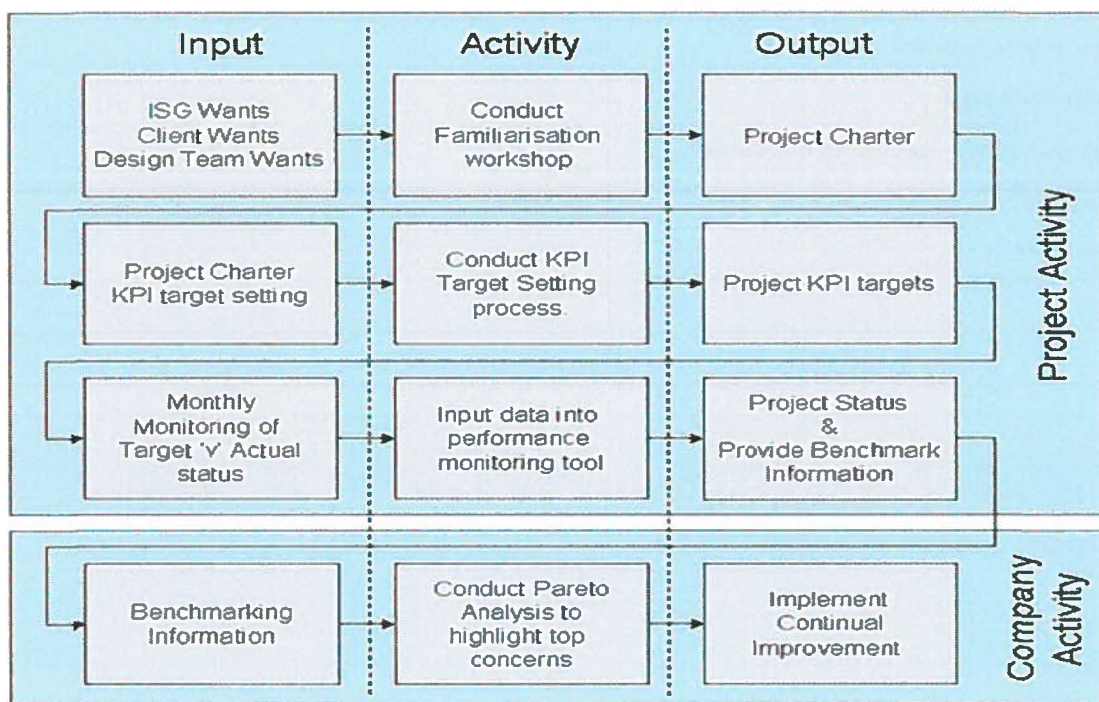
Producing the charter enables the project team to focus on the client's key project drivers.

The project charter – benchmarking & KPI target setting process will deliver the following:-

- a project charter via a familiarisation workshop
- a set of project specific KPI targets
- a performance monitoring tool

The process to facilitate the creation of the project charter and the associated benchmarking & KPI targets should be as follows:-

Project Charter Process Map



Agreed project charter objectives	
1	
2	
3	
4	
5	

3. Project team details and organisation

3.1 Professional team

Client	Asda Stores Ltd
Name	Jani ishaq
Address	Asda House, Great Wilson St, Leeds, LS11 5AD

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Email	Jani.ishaq@asda.co.uk		
Contact no	Office 01132 435435	Fax 01132 419276	Mobile no 07779 700612
Project manager	Rose		
Name	Adrian Chapman		
Address	The Courtyard, Tewkesbury Business Park, Tewkesbury, Gloucestershire, GL20 8GD		
Email	ac@rpsl.com		
Contact no	Office 01684 857 550	Fax 01684 857 550	Mobile no 07968 547272
Architect	WCEC		
Name	Richard Else		
Address	Carrwood Court, Carrwood Road, Sheepbridge, Chesterfield S41 9QB		
Email	Richard.else@wcec.co.uk		
Contact no	Office 01246 260261	Fax 01246 260736	Mobile no 07970 998329
M&E consultant	DDA		
Name	Neil Phillips		
Address	Ahed House, Dewsbury Rd, Ossett, West Yorks, WF5 9ND		
Email	nphillips@ddaltd.co.uk		
Contact no	Office 01924 265757	Fax 01924 275117	Mobile no 07515 579517
Structural engineer	GD Partnership		
Name	Chee Meng		
Address	Cart Lodge, Lillingstone Lane, Eynsford, Kent DA4 0HZ		
Email	chee@gdteam.co.uk		
Contact no	Office 01322 868622	Fax 01322 861050	Mobile no 07876 245652
Quantity surveyors	Turner Townsend		
Name	Steve Voke		
Address			
Email	Steve.Voke@turntown.co.uk		
Contact no	Office	Fax	Mobile no
Other	CDMC Callidus Health & Safety Ltd		
Name	David Lumb		
Address	Brooklands Court, Tunstall Road, Leeds LS11 5HL.		
Email	david.lumb@wearecallidus.com		

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Contact no	Office 0113 385 2740	Fax 0113 385 2740	Mobile no 07881 092 833
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3.2 Principal Contractor: ISG Construction Ltd

Position	Retail Director		
Name	Steve Kelly		
Address	ISG Leeds, Engine House, Round Foundry Leeds LS11 5QP		
Contact no	Office 01132 186000	Fax	Mobile no

Position	Operations Manager		
Name	Richard Oldfield		
Address	ISG Leeds, Engine House, Round Foundry Leeds LS11 5QP		
Contact no	Office	Fax	Mobile no

Position	Senior Project Manager		
Name	Julian Bradshaw		
Address (project)	ISG Leeds, Engine House, Round Foundry Leeds LS11 5QP		
Contact no	Office 01132 186000	Fax	Mobile no 07837271733

Position	Project Manager		
Name	Stan Parkinson		
Address (project)	ISG Leeds, Engine House, Round Foundry Leeds LS11 5QP		
Contact no	Office	Fax	Mobile no 0727297691

Position	Building Services Manager		
Name	James May		
Address	ISG Leeds, Engine House, Round Foundry Leeds LS11 5QP		
Contact no	Office 01132 186000	Fax	Mobile no 07515 579522

Position	Quantity surveyor (QS)		
Name	Ryan Milton		
Address (project)	ISG Leeds, Engine House, Round Foundry Leeds LS11 5QP		
Contact no	Office	Fax	Mobile no 0750005914 3

Position	Construction Manager		
Name	Brian Amos		
Address (project)	ISG Leeds, Engine House, Round Foundry Leeds LS11 5QP		

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Contact no	Office	Fax	Mobile no 07500 111743
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Position	Document controller / Secretary (DC)		
Name	Laura Jones		
Address (project)	ISG Leeds, Engine House, Round Foundry Leeds LS11 5QP		
Contact no	Office 01132 186000	Fax	Mobile no

Position	Project health & safety supervisor / Co-ordinator (SSC)		
Name	Andrew Holden		
Address	Parklands, Hambrook Lane, Stoke Gifford, Bristol BS34 8QU		
Contact no	Office 01179 236500	Fax	Mobile no 07818 075265

Position	Fire safety co-ordinator (FSC)		
Name	Sean Adams		
Address (project)	ISG Leeds, Engine House, Round Foundry Leeds LS11 5QP		
Contact no	Office	Fax	Mobile no 07544260711

Position			
Name			
Address (project)			
Contact no	Office	Fax	Mobile no

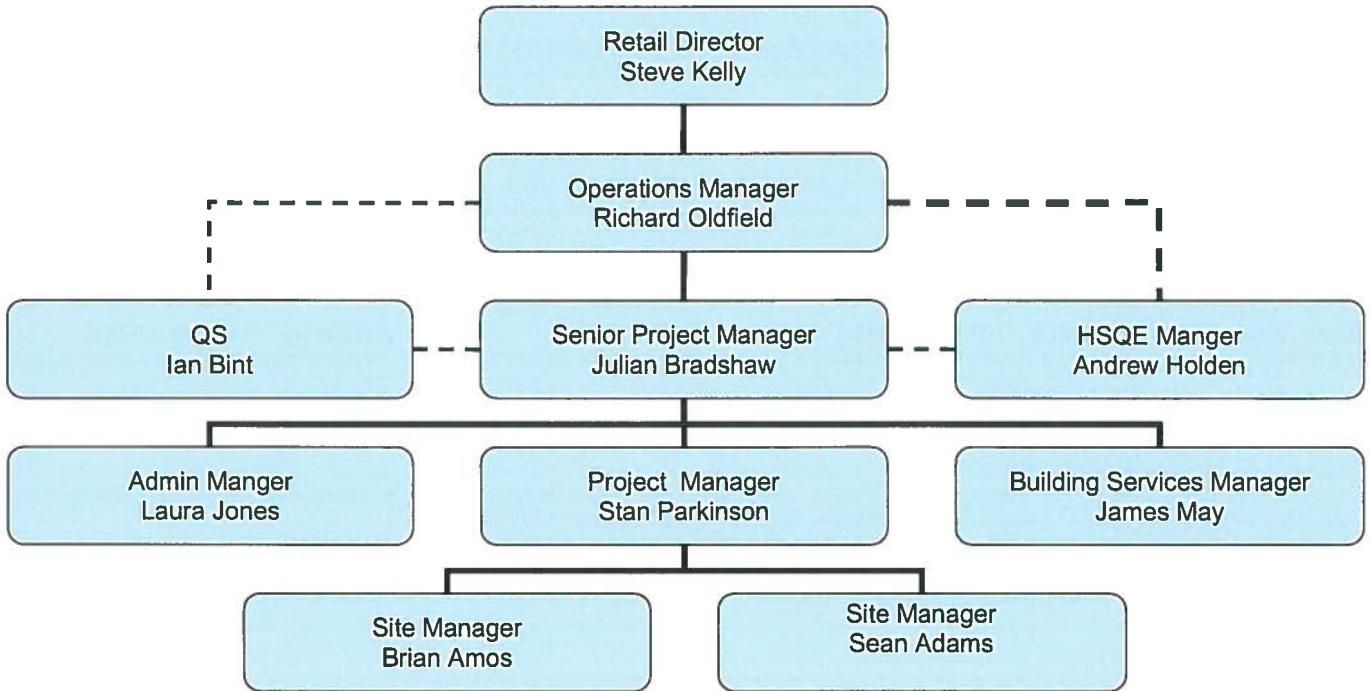
Position	COSHH co-ordinator (CC)		
Name	Sean adams		
Address (project)			
Contact no	Office	Fax	Mobile no

Position	Health, Safety, Quality & Environmental Advisor (HSQEA)		
Name	Peter Cresse		
Address (project)	Parklands, Hambrook Lane, Stoke Gifford, Bristol BS34 8QU		
Contact no	Office 01179 236500	Fax	Mobile no 07727297691

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4. Project structure



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4.1 Roles and responsibilities of the ISG project team

This must be used as a check list throughout the various stages of the project.

Responsibilities – General	Role
Read and comply with the ISG Health and Safety policy and Company management system.	All members of the project team

Actions / responsibilities – Pre construction	Role
Organise / chair project start up meeting	PM
Obtain any tender Health & Safety information such as pre-construction information pack. Prepare and maintain the Construction phase plan.	PM
Identify significant hazards and read the relevant sections within the Company management system. Obtain from the HSQ&E advisor guidance and advice as required.	PM
Once complete, issue the Construction phase plan to project team and all contractors.	PM / QS
Prepare a site logistics plan and transport and traffic management plan	PM / SM
Obtain and display a copy of the F10 addition notification from the CDM Coordinator / notify other authorities as required	PM
Hazardous waste notification to Environmental Agency	PM / SM / QS
Obtain and display a copy of the Health and Safety policy statement	PM / SM
Obtain and display the current insurance certificate	PM / SM
Contact the service authorities and establish the location of existing services	PM / SM
Prepare a project directory.	PM / SM / DC
Notify third parties e.g. adjacent projects, neighbouring houses, schools, businesses, etc. where necessary.	SM
Plan and arrange site welfare facilities	PM / CM
Plan and arrange temporary services and electrics	PM / CM
Check that the temporary site building(s) comply with the requirements of the code of practice for fire prevention on construction sites.	PM / CM
Ensure a comprehensive fire risk assessment is carried out.	PM / CM / QS
If the project is over £3m, ensure a fire detection system is installed within the project offices	PM / CM / QS
Review and complete project environmental aspects and impacts form	PM
Complete environmental checklist	PM
Complete a site waste management plan	PM

Actions / responsibilities – Procurement	Role
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Actions / responsibilities – Procurement	Role
Ensure that all subcontractors that are put onto the tender list are competent, they have a good Health and Safety record and have passed the pre-qualification procedure and that they have carried out similar work to this project	PM / QS
Review subcontractors Health and Safety questionnaire that was issued with the tender enquiry	HSQEA
Arrange post-tender meetings with all potential subcontractors to discuss Health and Safety considerations	PM / QS
Ensure Health and Safety compliance forms part of the successful subcontractors contract	PM / QS
Conduct all subcontract pre-start meetings	PM / QS
Supply the appointed subcontractors with a copy of the project Construction phase plan, site rules, meeting agenda's and schedule of meeting dates	PM

Actions / responsibilities – Health & safety planning	Role
Obtain Designers risk assessments were appropriate and issue to the subcontractors	PM
Display emergency telephone numbers on the site notice boards.	CM
Ensure subcontractors have produced method statements and risk assessments prior to any work starting	PM / CM
Ensure all subcontractor method statements and risk assessments are reviewed before work starts and any lifting requirements are passed onto the Appointed Person for review.	PM / CM
Ensure all operatives, staff and members of the professional team attend the project inductions	CM
Ensure all subcontractors have identified hazardous substances and issued the associated COSHH assessment and material data sheets	CM / CC
Review all COSHH assessments	CM / CC
Ensure areas have been allocated for material storage and that precautions and measures are in place for the storage of any hazardous materials	CM / CC / Ganger
Ensure adequate PPE is available for visitors	PM / CM
Ensure major incident plan has been communicated to staff and preventive actions implemented	PM
Ensure transport and traffic management plan implemented and communicated to staff	PM
Ensure lifting operations are planned, controlled & supervised at all times. That a project lifting procedure is compiled maintained and reviewed.	PM / AP
Ensure that daily co-ordination and weekly review lifting team meetings are held and recorded.	PM / AP
Maintain construction programme and ensure subcontractors are working to the latest programme	PM / CM

Actions / responsibilities – supervision and co-ordination	Role
Ensure all risk assessments, method statements and COSHH assessments are communicated by the subcontractors to their operatives.	CM
Issue requirements for weekly tool box talks to subcontractors	CM
Implement red, yellow and green card system	PM / CM
Implement and maintain monthly subcontractor performance league table	PM
Organise, attend and manage the following meetings as detailed in Section 9.2 of this Construction	PM / CM

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Actions / responsibilities – supervision and co-ordination	Role
phase plan.	
Carry out daily inspections and review subcontract compliance with method statements and risk assessments	Project team / subcontractors
Where necessary, issue improvement / prohibition notices to subcontractors.	All site staff

Actions / responsibilities – inspections / records / audits	Role
Ensure welfare facilities are maintained to the required standard.	CM
Obtain and maintain up to date plant registers from all subcontractors	CM
Maintain an up-to-date register of operative training certificates	CM
Maintain and keep up-to-date the construction phase plan, transport plan, traffic management and major incident plan	PM
Maintain an up-to-date accident book	CM
Complete the company accident report form(s) in the event of a reportable incident.	PM / CM
Investigate reportable accidents/incidents.	HSQEA / PM / CM
Ensure an F2508 is completed and submitted to the HSE for all reportable accidents/incidents.	PM / CM / SA
Notify the HSQ&E department of all reportable accidents/incidents and near misses	PM / CM
Carry out daily inspections of the site boundary and hoardings	CM / Ganger
Carry out daily inspections of all work areas	CM / Ganger
Carry out weekly fire safety checks and inspections	QS
Ensure inspections are carried out on scaffolding: <ul style="list-style-type: none"> • every 7 days • before use • after any modification / alteration • after any event that could have affected its stability 	PM / NM / CM / SC

Actions / responsibilities – Inspections / records / audits (cont)	Role
Ensure all mobile towers have a 'Scaff Tag' , recorded on a plant register and that they are inspected: <ul style="list-style-type: none"> • every 7 days • before use, including after and adjustment. • after any event that could have affected stability 	CM / SC
Ensure all hoists and lifts are recorded on a plant register and inspected: <ul style="list-style-type: none"> • before first use and visual daily check • weekly by operator • every 6 months by manufacturer / installer • in accordance with manufacturers recommendations 	CM / SC
Ensure that all lifting equipment is identified and recorded onto the project lifting plan and that inspections are carried out on all lifting equipment and accessories i.e. cranes, slings, chains, eye bolts etc	PM / AP

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<ul style="list-style-type: none"> in line with the lifting procedure and project lifting plan 	
Carry out and record weekly site safety inspections	SC
Carry out inspections on excavations daily prior to work, and after any event that could have affected stability	SC
Inspect confined spaces prior to any works*	Subcontractor
<ul style="list-style-type: none"> ensure all plant is recorded onto a plant register and that it is inspected before use and: in accordance with manufacturers recommendations and planned maintenance schedule 	CM / SC
Ensure all electrical equipment is PAT tested and inspected before use and: <ul style="list-style-type: none"> every 3 months 	Subcontractors/CM
Carry out safety inspections/system checks on the site conditions	HSQE Advisor
Carry out Health and Safety system audits on the implementation of the Company management system	HSQE Advisor
Report Health & Safety performance to the client within the project reports and client meetings	PM
Provide the CDM Coordinator with the relevant documentation required for the H&S file.	PM
Chair the project four weekly Health, Safety & Environmental review meeting	PM / CM
Attend the project four weekly Health, Safety & Environment review meeting	Project team

Roles and responsibilities of the Client

Throughout the project the client will be responsible for:

- ensuring that suitable arrangements are made to manage the project safely
- ensuring that suitable welfare arrangements are in place prior to and during construction
- ensuring that suitable arrangements are made to protect the health and safety of users of any structure designed as a workplace, as well as of construction workers, cleaners and maintenance workers
- ensuring that designers and contractors are promptly supplied with information relevant to their purposes
- ensuring that contractors (Principal Contractors on notifiable projects) are informed of the minimum time to be allowed for planning and preparation before construction commences
- on notifiable projects appointing a CDM Co-ordinator and a principal contractor, otherwise he will himself be deemed responsible for the duties assigned to those roles
- on notifiable projects ensuring that construction does not commence before a construction phase plan is in place

Roles and responsibilities of the design team

The design team will be responsible for:

- not commencing work on a project unless the client is aware of his duties
- avoiding risk to construction workers, cleaners, maintenance workers, and anyone affected by their activities, together with anyone using the structure if it is designed as a workplace
- eliminating hazards, and reducing the risk from remaining hazards, giving priority to collective measures
- providing sufficient information regarding the design to assist the client, the CDM Co-ordinator, other designers and contractors
- not carrying out design (other than initial design) for a notifiable project unless a CDM co-ordinator has been appointed
- providing information regarding a notifiable design promptly so that the health and safety file may be prepared and issued on completion of the project
- ensuring that the design takes into account the requirements of the Workplace Health, Safety Welfare Regulation

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Roles and responsibilities of CDM coordinator

The CDM coordinator is responsible for:

- on notifiable projects advising and assist the client and co-ordinating and liaising with both the designers and the principal contractor.
- ensuring that the information required from the client is obtained and issued. However, the co-ordinator will not be required to prepare a formal pre-construction health and safety plan. Information required from the client, designers and others must be included in the package issued to the principal contractor (pre-construction information pack)
- preparing the health and safety file and passing it on to the client at the end of the construction phase.

Roles and responsibilities of the principal contractor

- for notifiable projects, contractors must not commence work unless they have been provided with the names of the co-ordinator and principal contractor
- principal contractors must ensure that every contractor is informed of the minimum time provided for planning and preparing before they commence construction works.
- the principal contractor must ensure that every construction worker is provided with suitable site induction training
- the principal contractor must ensure that his employees have been provided with the necessary information and training, and that other contractors have complied with a similar duty
- the principal contractor is responsible for planning, managing and monitoring the construction works, and for ensuring that the other contractors carry out their duties.
- the principal contractor is responsible for giving access to the relevant parts of the construction phase plan to the other contractors, and for consulting with those contractors before finalising the relevant parts of the plan
- the principal contractor is required to identify to each contractor the information required for the health and safety file, and to ensure that the information is promptly provided to the co-ordinator

5. Project establishment – project offices, welfare and storage

The following project office, welfare and storage arrangements will be provided (size and number of units):

Project office(s)	1 (For 2 managers)
Security/Induction	Induction Room for 10 persons
Meeting room	1 for 10 persons
Canteen	Sufficient size for site personnel numbers
Drying room	1no.
Toilets / washing	Sufficient for site personnel numbers
Heating food	Part of canteen facilities
Electric supplies	Temp supply
Water supplies	Temp supply and waste

Note: All temporary electrical supplies to project accommodation are to be checked on a three-monthly basis.

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Project Layout (access roads, walkways & traffic management plan).

A project layout plan marked up with traffic routes and key installations is produced and displayed – see **Appendix A**. It is regularly reviewed and forms part of the induction process. The layout will be well presented and easily understood by any person. If necessary, the information may be depicted on more than one layout.

Arrangements that have been considered

1. Separate pedestrians and construction vehicle traffic at or before the project entrance
2. Provide "pedestrians only" areas
3. Provide "construction vehicles only" area where only designated personnel can enter
4. Provide where necessary a trained 'banksman'
5. Provide safe pedestrian routes to and from work locations
6. Provide safe construction vehicle routes around the project
7. Project address and date
8. Location of cabins, welfare etc
9. Provide a plan / drawing of access and egress to the project
10. Show local routes/road systems including one way schemes, car parking etc
11. Specify areas where the project will need to provide traffic control
12. Detail speed limits / height and width restrictions
13. Parking restrictions
14. Other local traffic characteristics: rail crossing, trams, vehicular and pedestrian flow
15. Mobilising / demobilising of plant
16. Deliveries to project / loading / storage areas.
17. Vehicle route / area / turning / reversing.
18. Signage.
19. Overhead / underground services, identified and marked
20. Temporary lighting.
21. Vehicle maintenance / refuelling areas (with appropriate emergency / environmental considerations)

6. Project security

Security assessment and arrangements

The security needs are considered for the project at the planning stage and reviewed throughout the contract. Special attention is made to deter access by children and to protect the members of the public. All visitors are directed to the project office from where access into the construction area is controlled.

Project security arrangements

Security arrangements for the project boundary are

Solid panel fencing / hording surrounding site boundary secured against inclement weather and robust enough to prevent unauthorised access and protection from injuries. All keys to be controlled by security and all areas to be locked when not occupied.

Security arrangements for compound, offices, stores are

As above

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Security arrangements for the plant and equipment are

Keys held with security and only to be released to authorised personnel. All plant to be secured in compound when not in use.

Security arrangements for the building/project during construction are

24/7 security presence for site compound. Existing security arrangements for store and additional security as required.

The security systems and devices in place are

Electronic swipe card system for site access/egress. Lockable areas for plant, equipment and materials. ID card system implemented for all personnel.

Measures to protect children/public are

Areas to be fully hoarded Controlled access to authorised personnel only. Information at Induction. Banksmen to be used for all plant, equipment and material deliveries, collections and movements.

Comments and security problems

Non known

Control measures for access

The control measures for security/access to the project during working hours are

ID/Swipe access and egress system. Issue on completion of Site Induction.

Subcontractors' security responsibilities

Subcontractors to be briefed on responsibilities during Site Induction and updated via Toolbox talks as project progresses.

7. Arrangements for controlling significant project risk

Refer to Risk Assessment and Method Statement Programme (attached as **Appendix B**) and the Pre Construction information for details of the significant risks and the planned controls.

The following existing restrictions have been identified from the pre-construction information pack and supporting information, such as designers risk assessments and project visits.

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Existing hazards / considerations / restrictions	Notes / controls
Hours of working	Site open 07.00 – 19.00 for duration of the project
Adjacent buildings – schools offices, shops etc	Premier inn hotel , small shop , railway station , homes
Noise restrictions	Non
Access restrictions	All access is via gate A as per TMP
Present land use and ground conditions	Brown field site , clean stone capping
Environmental considerations such as watercourses	The site is based on an old quay and is tidal There is known asbestos in the ground and a full report and discovery plan is in place (see Appendices)
Existing services – underground and overhead	Full services drawing to be consulted and overhead services to be assessed prior to any works being carried out.
Traffic systems / management	Banksman and marshalling of traffic to be employed. Safe pedestrian walkways to be maintained at all times.
Client restrictions especially when working in an occupied building	na
Consider delivery and removal materials (waste)	Planned, controlled with provisions made for any hazardous waste All deliveries to be planned in 24 hours in advance
Dealing with– water, electricity and gas, including overhead power lines and temporary electrical installations	Consult existing service drawings. Ensure safe working with isolations/access etc. Consult relevant organisations if in doubt.
Adjacent land	Continuous liaison with adjacent sites and relevant 3rd parties to co-ordinate projects.
Stability of structure	No hazards currently noted however consideration to be given before any drilling, cutting or coring ops carried out.
Preventing falls	Consideration of WAH method. Ensure fall appropriate fall protection in place and used by competent persons only.
Works with or near fragile materials	na
Control of lifting of operations	As per lifting plans, current guidelines

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Existing hazards / considerations / restrictions	Notes / controls
Maintenance of plant and equipment	Regular inspection and maintenance routines carried out, recorded and any faults rectified immediately
Excavations	Any excavations to be preceded by full subsurface survey And in line with the asbestos procedures set out
Work on wells, underground earth works and tunnels	N/A
Works on or near water	N/A
Works involving diving	N/A
Work in a caisson or compressed air working	N/A
Work involving explosives	N/A
Traffic routes and segregation of vehicles and pedestrians	As per traffic management plan (To be reviewed and amended as required throughout project)
Storage of materials (particularly hazardous materials) and work equipments	IAW COSHH regs and offsite if possible. All materials to be stored in safe and secure area and not compromise safe access/egress of site/store
Any other significant safety risks Demolition	Danger of deep water in excavations Pumps to be on site during all excavation works

7.1 Project specific health risks	
Existing risks / considerations / restrictions	Notes / controls
Removal of asbestos	Survey conducted by DTS 12.3.13. Executive summary/conclusions were areas of contamination consisting of blue and white asbestos, sections of rope and flock These items were removed by the developer and the capped using a heavy gauge membrane and a 300mm clean stone cap
Dealing with contaminated land	Refer to appendices on asbestos and discovery plan
Manual handling	IAW RAMS and current guidelines
Use of hazardous substances	IAW RAMS/current COSHH regs
Reducing noise and vibrations	IAW RAMS and current guidelines
Working with ionising radiation	N/A
Exposure to UV radiation (from the sun)	Sun block to be made available to all opps
Any other significant health risk	Vigilance for sharps externally

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8. Subcontract management
8.1 Contractor selection
Contractors will be selected in accordance with ISG's Company management system procedures. Adherence to these procedures will ensure all subcontractors are competent to carry out the particular works based on the information available at time of placing order.
8.2 Contractor co-ordination
Works involving all contractors on site will be incorporated into the contract and short-term programmes. Requirements for interface and segregation of contractors will be identified through risk assessments and incorporated into method statements. Risk assessments/ method statements must be produced by the contractors and reviewed by the project team before the works commence on site. This information will be communicated by means of regular co-ordination meetings on site and during their progress meetings.
8.3 Contractor control
Control will be implemented through risk assessments and method statements. Risk Assessments and Method Statements must be prepared and reviewed prior to the activity being undertaken on site. Refer to Appendix B - Risk Assessment and Method Statement Programme Operatives must be briefed on their risk assessments and method statements before commencement of the respective tasks. A record is to be kept of the briefing activity.
8.4 Inductions
All personnel (including visitors or the client's professional team) wishing to access and work on this project must attend the project HS&E induction. On this project there will be 4 types of Induction: <ul style="list-style-type: none"> • full project specific induction – which everyone shall attend • project supervisors induction – which the subcontractors foreman and project managers shall attend • lifting team induction which all members of the project lifting team shall attend. • visitors induction – which all visitors shall attend The full project induction will be given on the following days at 8.00am: 7 days a week The full project specific induction informs all operatives, staff and management of the specific risks associated with this project together with the arrangements in place for Health, Safety and Welfare. The supervisors' induction is specifically addressed to the project management and foreman and is to complement the full project induction. This communicates to the subcontractors project management and foreman what we expect from them, how we expect them to behave and set a good example to others. The project visitor's induction will be given to every visitor that comes on to this project, including our own staff (no matter how senior), any HSE inspectors, any person from the client's team etc. This induction highlights specific risks to any visitor's health and safety whilst they are on this project. The visitor's project induction will be handed to each visitor as they sign in at the security / signing in point. Note: All visitors to the project will need to be accompanied at all times when they are not in a clearly designated safe route or area.
9. Co-ordination, communication and co-operation
9.1 Construction programme
All works will be carried out in accordance with the construction programme(s) ref: BIPW 001 (programme reference numbers, current revision and date of issue) If this programme is updated, then the programme(s) will be re-issued to all subcontractors and parties involved in this project under an instruction. The construction programme sets a sequence to which all design and works are to be undertaken in a safe and logical approach.

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To assist the design team in prioritising the release of design information and associated designers risk assessments, an information required schedule will be produced. This will link the release of design information to the construction programme and subcontractor package procurement. The designers will be required to follow this schedule in order that each subcontract package obtains all the relevant information, including the relevant designers risk assessments at the required time.

9.2 Project meetings

To assist in the smooth running of this project the following project meetings have been implemented to assist in co-ordination, communication and co-operation between all parties involved.

Meeting	Purpose	Parties Involved	Frequency
Design team meetings	Co-ordinate design Resolve design issues Monitor information release	Architect	To be agreed with lead consultant or Project leader / nominated manager
		M & E consultant	
		Client and others	
		ISG	
Client project meetings	Gives client an overall picture of the project, including Health and Safety	Client	Monthly
		Project Leader / Nominated mgrs	
		Design consultants	
		CDM co-ordinator	
		Quantity surveyor	
		ISG	
Subcontractor directors meetings	Review project HSQ&E, progress, and financial issues with the subcontractors directors.	ISG	Monthly
		Subcontractors	
Subcontractor progress meetings	Review progress against programme Resolve co-ordination issues Discuss key issues including HSQ&E	ISG Subcontractors	Weekly
Subcontractor	Review all aspects of Health and Safety		Weekly

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Meeting	Purpose	Parties Involved	Frequency
Health and Safety Meetings	on project with all subcontractors supervisors	ISG Subcontractors	Two weekly
Four weekly Health and Safety review meetings	Internal review of the Health and Safety performance and issues over the past month.	ISG Project Team	Monthly
Lifting team weekly review meeting	To ensure co-ordination, communication and update of the project lifting plan.	Project lifting team members	Weekly
Lifting team daily co-ordination meeting	To ensure co-ordination of contractors using lifting equipment on the project	Project lifting team members/ subcontractors' representatives.	Daily
Foreman's walk round	To monitor co-ordination, housekeeping and material storage	ISG Subcontractors	Daily

9.3 Tool box talks

To reinforce project Health, Safety and Environmental issues and the requirements of the Method Statements / Risk Assessments, each subcontractor will be required to carry out Tool box talks. The Project Leader / Nominated Manager will agree a programme for Tool box talks with each subcontractor and monitor their compliance.

All Tool box talk records will be maintained within the project office.

9.4 Third party and client considerations

Co-operation and communication with third parties and the Client will be maintained at all times throughout this project. The following third party and Client considerations will be taken into consideration:

Issue	Comment
Noise	Ongoing monitoring
Access	Security and safety to be maintained at all times
Occupied building hazards	Store personnel briefed daily on work plan and associated risks

10. Handling design changes during the project

The following arrangements will be implemented to ensure effective exchange of design information

Contractor's design – permanent - The following design activity is to be managed by ISG Construction
Updates to drawings, scope and programme to be discussed and implemented with relevant personnel

Contractor's design – temporary - The following design activity is to be managed by ISG Construction
Any temp works designs to be submitted to and approved by Project temp works co-ordinator.

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11. Information and training

Induction training **shall** be provided to everyone wishing to work and visit this project (see Section 8.4 of this Construction phase plan). Refresher induction training **shall** be provided as project conditions change.

The following tasks have been identified as requiring specific training:

Task	Training required
Scaffolding	Appropriate CITB/CISCS
Asbestos	Annual training to be carried out
Hoist operator	CITB
Plant operator	CITB
Crane operator and banksman	CITB

Statutory notices and health & safety awareness posters **shall** be displayed in Site Canteen

A copy of this Construction phase plan, together with the project specific project safety rules **shall** be formally issued to each subcontractor prior to their start on the project.

12. First aid and accident reporting

12.1 First aid

- The first aiders on Project will identify themselves by wearing a green safety helmet
- The first aid boxes are located in the project office located in the Site Office
- A copy of all first aid certificates will be maintained within the project office.
- The following ISG first aid personnel will be deployed on this project:

Name	Certificate expiry Date
Stan Parkinson	10/12/14
Sean Adams	21/4/15

12.2 Accidents, accident and near miss reporting

Accidents, incidents and near misses shall be reported to / by the Project manager, in accordance with internal company procedure 304.22. Subcontractors are required to comply with the requirements of this procedure and inform project management of any accident / incident. The project accident book is located in the project manager's office. All ISG Construction's reportable accidents will be reported to the HSE by the HQSE Director/Manager.

12.3 Project emergency references

Contact	Name	Contact number
Health & Safety Executive	Government Buildings, Phase 1, Ty Glas, Llanishen, Cardiff CF14 5SH	029 2026 3120
Environment Agency	National	0800 807060

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Contact	Name	Contact number
Environmental Clean-up		
Police	Gladstone Road Barry Vale of Glamorgan CF63 1TD	999
Fire	Port Road West Barry CF62 3AZ	999
Hospital	University Hospital of Wales Heath Park Cardiff CF14 4XW	029 2074 7747

13. Project rules

The Project manager will ensure the project rules are drawn up, and displayed in the project office and the canteen. All project staff and operatives will receive a copy of the rules as part of their induction.

14. Fire management

Fire extinguishers **shall** be located at fire points. Fire points will be located within 30 metres of any point in the building, ideally near fire exits and in corridors. Each fire point **shall** contain water and a carbon dioxide fire extinguisher.

A fire extinguisher trolley with a rotary alarm will house the fire extinguishers and **shall** be placed at each fire point, so if necessary project operatives can raise the alarm

Each fire point will be numbered and identified with a fire point sign. Each fire extinguisher will also be numbered to correspond with the fire point to where it has been allocated. A missing sign will be placed behind the fire extinguisher trolley, to discourage subcontractors from moving / using our extinguishers.

All extinguishers **shall** be maintained and inspected weekly. A record of inspections **shall** be kept.

All fire point locations and fire exits will be clearly identified on laminated project layout plans, and displayed on each floors information board and at the project entrance. The location of the muster point will also be clearly displayed.

Fire point locations, fire exits and the muster location **shall** be given to all operatives at the project induction.

For all projects over £3m there **shall** be a fire detection system within the project and within our project offices that will alert 24hr security guards, a central station or the Fire Brigade.

Where there is a canteen and hot food is prepared a dry powder extinguisher **shall** be provided and kept within the kitchen area, together with a fire blanket. Canteen and cooking areas must always have a fire detection system.

Temporary accommodation will be constructed from non-combustible materials and all walls and doors **shall** achieve 30 mins fire resistance. Where food is cooked in a canteen the walls **shall** be built to 1 hour fire resistance

Heaters in project offices and welfare facilities must be fixed above floor level have enclosed elements and be fitted with metal guards. Drying racks and coat hooks will be located safely away from heaters.

For project fire plan refer to Appendix

15. Monitoring and audit (health, safety, quality and environment)

15.1 On-site monitoring

The Nominated Manager shall ensure that performance is monitored on site on an on-going basis, through regular inspections of the site and works in progress, commensurate with the nature of the works and associated risks.

Quality inspections will be undertaken in accordance with the Inspection and test plan attached as **Appendix E**.

15.2 2nd party monitoring

Safety / Environmental and Quality inspections will be undertaken on a fortnightly basis (approximately) by the company's HSQ&E Managers, and scored inspection sheets prepared. Non-confirming activities will be addressed in a timely fashion.

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15. Monitoring and audit (health, safety, quality and environment)

The HSQ&E Manager's will visit and inspect the works at any time, either of their own volition or by request.

15.3 Audit

Periodic audits to confirm the implementation of Health Safety, Quality and Environmental systems will be carried out in accordance with company procedures.

15.4 Contract review

Monthly contract review meetings will take place to review all aspects of the project.

15.5 Non conformance

Non-conforming subcontractors or suppliers will be managed via the company's non-conformance processes.

15.6 Health and safety file

The Health and Safety File will be compiled by the CDM Co-ordinator. The project team will be responsible for providing such information as is requested by the CDM Co-ordinator.

- layout and format
- storage of information
- arrangement for the collection and gathering of information

16. Environmental management

16.1 Environmental aspects and impacts

The identification and control process relating to the project aspects and impacts are outlined in ISG Company management procedure 505.05

16.2 Project waste management plan

Refer to detail in Site Waste Management Plan – **Appendix F**

16.3 Groundwater control - The following groundwater control arrangements are required:

During deep excavations it is possible with forward planning for the Barry Island Harbour Master to drop the water levels in quay to accommodate deep digs

16.4 Contaminated ground - The following groundwater control arrangements are required:

Refer to the discovery plan

16.5 Water discharge agreements - The following groundwater control arrangements are required

TBC

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16.6 Wildlife / habitat / archaeological protection - The following groundwater control arrangements are required

NA

16.7 Management of fuel (oil & diesel) - The following arrangements will be implemented for managing the oil and fuel stored on site

Location Site Compound

Do not store tanks on the top of containers unless a suitable and sufficient risk assessment has been produced and reviewed by the HSQ&E Manager.

Tank Self-bunded with 110% capacity and lockable

Drip protection Drip tray and spill kit

17. Community engagement

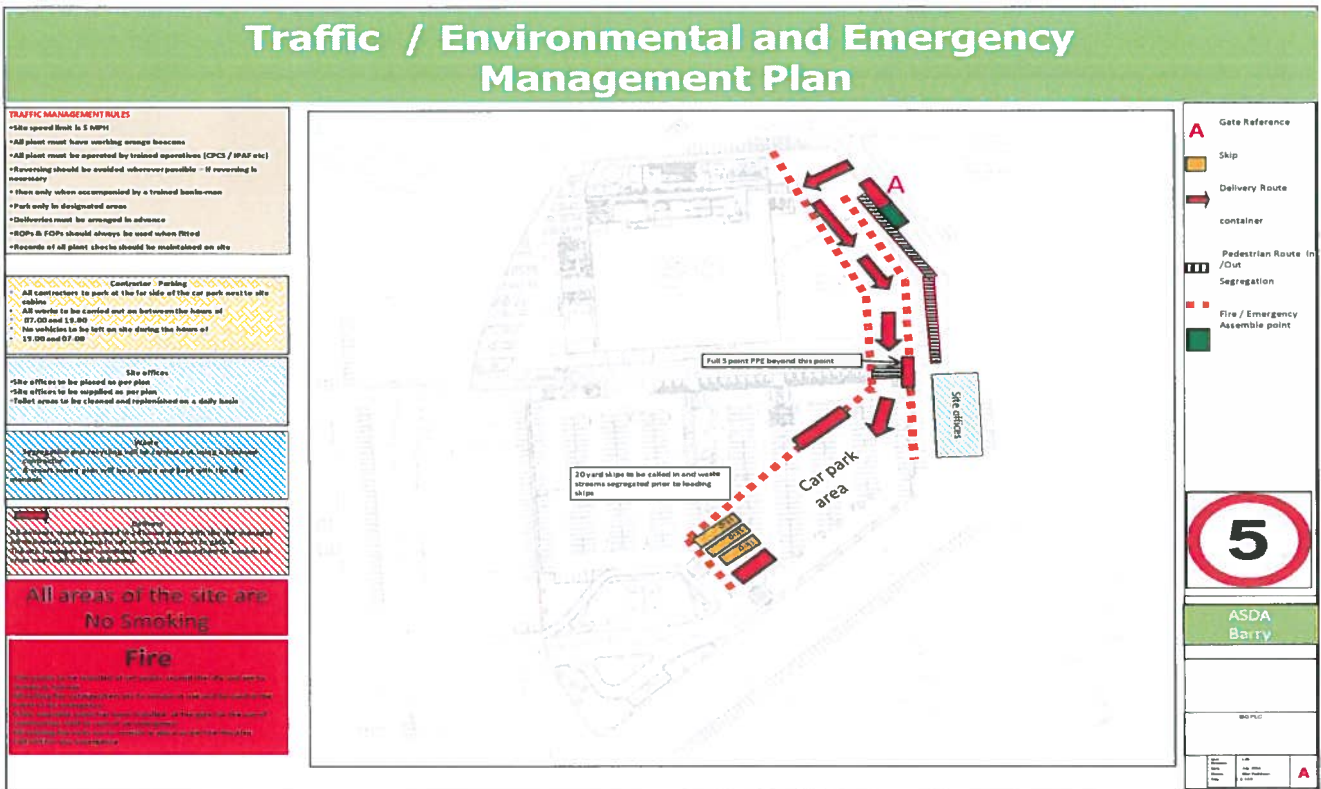
The following process will be adopted as part of the project community engagement approach

Activity	Yes	No
Newsletters	x	<input type="checkbox"/>
Liaison meetings	<input type="checkbox"/>	<input type="checkbox"/>
Feedback questionnaire	<input type="checkbox"/>	<input type="checkbox"/>
School visits	x	<input type="checkbox"/>
Project website	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
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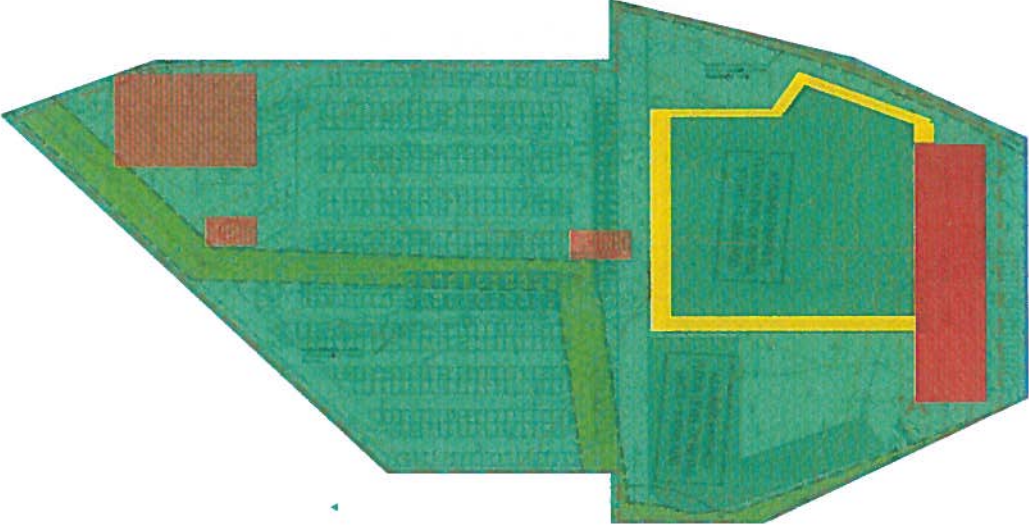
Appendices

- A Site layout plan / traffic management plan
- B Risk assessment and method statement programme
To be developed in line with the programme
- C Site rules
- D Fire / emergency plan
- F Site specific aspects and impacts (Asbestos works)
- G Site Waste Management Plan
To be internet based

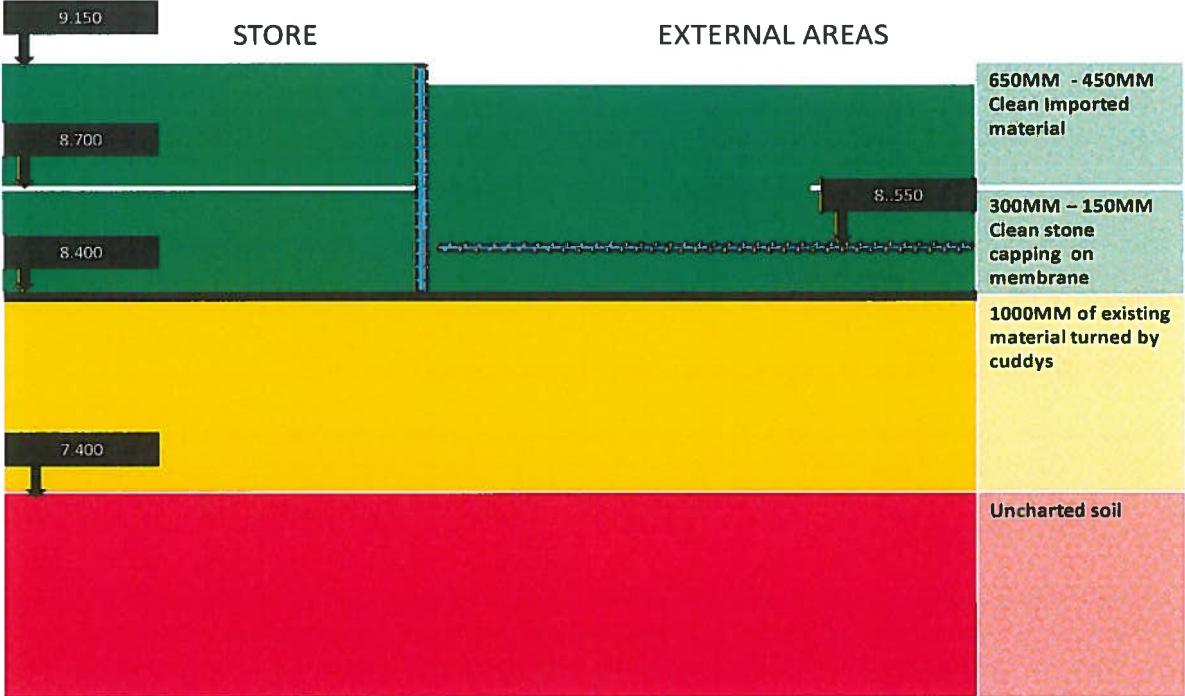


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Asda Barry RAG Plan of excavations



RAG Sections In Relation to Asbestos Risk At Levels



Construction phase plan – incorporating health, safety, quality and environment

Project Memorandum 	
Project Name	ASDA Barry – New Store Acquisition
EE Project Number (s)	N/A
Date of Issue	Thursday 10 th July 2014
Title	Asbestos Control Measures Relative to Site Preparation
Copies to	Julian Bradshaw – ISG Stan Parkinson – ISG Pete Creese - ISG Jani Ishaq – ASDA Neil Sheehan – ASDA David Lumb - Callidus Richard Powner – EE Greg Harland – EE
<p>In response to the Items discussed on Wednesday 2nd July 2014 (ISG Office) the following memorandum provides recommendations for the proposed ground works at Barry, specifically in relation to asbestos. Items listed below are open for discussion between all parties in preparation for a presentation regarding contaminated soil and excavation works, of which HSE will be attending.</p> <p>There are various control measures that should be taken into consideration by all parties during the ground works at Barry. Environmental Essentials can only offer the recommendations based upon specific areas of expertise and cannot comment on remediation strategies in relation to contaminated land.</p> <hr/> <p>In preparation for the proposed ASDA Barry store, excavations are required across the site to install drainage, pilling and PFS vessels.</p> <p>3 layers of made ground are present at Barry– Green, Amber and Red.</p> <p>Green- Works above 8.400m (within building footprint) and 8.550m (externals) – this is deemed to be within ‘clean’ imported layer of 6F2 capping therefore no control measures should be required. Developer will need to provide the relevant certification for the capping material used specifically confirming it is clear of all contaminants.</p> <p>Amber – Works below the above noted levels but above a general level of 7.400m (within building footprint) and 7.550m (externals) AOD. This level is assumed to be 1m below the level of the site before the resultant capping layers have been created. We assume, on advice given, that all significant ACM’s have been removed.</p> <p>Red – Any works deemed to be below the level of the ground ‘turned-over’ by the developers contractor. The ‘control’ levels for same are as noted above. It is likely that there is a risk of encountering ACM’s at depths below those stated as the ground has not been proven at this depth.</p>	

Construction phase plan – incorporating health, safety, quality and environment

Site Based Operatives

Staff safety should be paramount at all times and a precautionary approach should be adopted if in doubt. CAR 2012 requires a suitable and sufficient assessment of the work which exposes employees to asbestos specifically addressing all potential risks to workers for any work involving asbestos.

Among other requirements, the risk assessment should consider the following:

- Assessing the type of asbestos to which employees are liable to be exposed
- Determine the nature and degree of exposure that may occur
- Set out steps to be taken to prevent or reduce exposure to the lowest level reasonably practicable
- Consider the effects of measures that have been or will be taken

The risk assessment will determine whether or not the work is 'licensable work (LW)', 'notifiable non-licensable work' (NNLW) or 'non-licensed work' (NLW).

During excavations within the lower layers (Amber & Red), a risk of disturbing asbestos fibres contained within the ground requires various levels of controls measures.

Operatives using 360 degree diggers, ground workers, banksman and ancillary trades must all have the correct level of protection for the process they will be undertaking.

An assessment of ground conditions will indicate if dust suppression is required for the excavation works.

Those involved with the investigation, assessment and management where Asbestos Containing Soils (ACSs) are known, or suspected, should also be considered for training requirements.

This is to both comply with the information, instruction and training requirements under Car 2012 and to ensure they are technically competent to conduct the specified works.

As a minimum, employees should receive information relating to the risk assessment and the Plan of Work but may also need, for example, details of the control measures employed, details of air monitoring and results of any RPE face fit tests.

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RPE

The type and need for RPE required is defined in CAR 2012. Respirators are the last line of defence against hazardous materials. To work effectively, they need to fit correctly, be clean, in good condition and well maintained.

If it is deemed that RPE is necessary, the correct respirators should be worn. HSE advises that RPE should have an assigned protection factor of 20 or more for all work with asbestos. In certain instances, full face-piece, positive pressure respirators with an assigned protection factor of 40 is necessary.

Employers must ensure that all workers have the appropriate RPE, up-to-date face fit tests and training in when and how to wear, use, clean and store RPE correctly. Employers and Employees should also ensure that all non-disposable RPE is in good working order, in line with the manufacturer's requirements.

Ground works at Barry carry known and unknown asbestos risks. To ensure the correct level of RPE protection is applied, the following recommendations should be considered when ground works commence.

- The 'Green' layer is deemed to be clean as this was imported 6F2 (capping layer). Negligible risk.
- The 'Amber' layer is below the imported capping layer. An assumption has been made that significant ACMs have been removed. A residual risk of ACMs held within the made ground and airborne asbestos fibre being released during excavations remains within this layer.
- The 'Red' layer is below the Amber layer. The ground at this level has not been proven and therefore carries a significant risk of ACMs being present and the potential for airborne asbestos fibres to be released during excavation also remains.

Recommendation for suitable types of RPE are presented in the table below:

Disposable respirator to standards (EN149 (type FFP3) or EN1827 (type FMP3)
Half face respirator (to standard EN140) with P3 filter
Semi-disposable respirator (to EN405) with P3 filter

PPE

Consideration for suitable PPE, particularly when operatives directly involved with the installation of drainage or similar ground level activities, should be given. A perceivable risk of contact within the lower layers of the made ground (Amber & Red) and the operatives working within this zone remains.

Recommendations for suitable types of PPE are presented in the table below:

Disposable overalls. Type 5 (BS EN ISO 13982-1)
Single-use disposable gloves
Disposable over shoes.

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Air Monitoring & Site Analyst

Air monitoring strategies needs to be specific to the site and the proposed activities. The strategy should produce data that can be related, either directly or indirectly, to the concentration of airborne asbestos fibres within the breathing zone of potential receptors.

The analyst should be competent to perform the necessary air monitoring required across the site and also be competent to advise site management on current guidance and best practice.

Ambient Air Monitoring (static/boundary)

Ambient air monitoring should be considered in relation to the wider environment. Specifically at the Barry site, a residential area exists adjacent to the site, so consideration will need to be taken with regards to collecting data adjacent to the outer limits and within the vicinity of the working areas.

Personal Monitoring – task specific

Personal monitoring, or Activity based Monitoring, will be required during excavations within the 'Amber' and 'Red' layers of made ground where a residual and known asbestos risk remains. Personal monitoring is usual of a short duration (approximately 1 hour).

Operatives, such a digger drivers, banksman (directly adjacent to dig zone) plus ancillary trades working within the vicinity of the dig zones should be considered for personal monitoring.

PLOM + SEM

PCOM - Phase Contrast Optical Microscopy

SEM – Scanning Electron Microscopy

Methods involving PCOM are widely used for occupational air monitoring but are generally not sufficiently sensitive or selective enough for assessing environmental exposures and may also miss finer fibres. PCOM is prone to producing false positives as there is no discrimination between fibre types. It is suitable for occupational health monitoring and compliance based monitoring under CAR 2012 and may suffice for any activity based sampling and for perimeter monitoring as a first check that control measures for airborne dust and asbestos have not failed.

SEM with energy dispersive x-ray analysis (EDAX) allows analysts to effectively discriminate between asbestos and non-asbestos fibres and between amphibole and serpentine fibres. SEM offers greater degree of accuracy when determining concentrations of airborne fibres.

Consideration should be given to both types of air monitoring. This will allow a greater degree of accuracy when reviewing data and risk assessments.

Licensed Asbestos Removal Contractor (LARC)

Retention of a suitably trained and competent asbestos removal contractor should be considered during the excavation works. The lower level (Red) has not been proven. ACMs maybe present within the ground. Should excavations uncover ACMs within the 'Red' layer the LARC will be able to assess the amount of material. The results should be discussed with site management for consideration.

The LARC should have a decontamination unit available.

The LARC will also be responsible for the handling/storage of disposable RPE & PPE

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Air Monitoring Data & Review

The data collected from the various air tests performed over the site and operatives should be reviewed and discussed on a weekly basis. When excavations are taking place within the 'Amber' & 'Red' zone, the air monitoring will reflect the likely exposure during the sample period only. For example, if the ground was wet during air sampling, asbestos fibre emissions will be lower than that of drier ground conditions. Such measurements also take no account of future disintegration of ACMs within the soil.

In each instance, air tests are counted by the on-site analyst shortly after each test has completed the required cycle. The analyst should report the findings to the site management and discuss any abnormalities.

Occupational health & safety procedure ISG Site Rules

These site rules must be adhered to at all times by ALL site operatives, NO EXCEPTIONS. Failure to comply with these rules will result in action being taken which could potentially result in removal from site. By signing this, you are in agreement that you understand & will adhere to site rules and accept the consequences should these rules not be adhered to.

- Operatives must comply with all Safety Notices & Signs
- Fire escape routes must be kept clear at all times
- No food or drink may be brought into any areas of the building with the exception of the canteen
- Alcohol and illegal drugs are not permitted on site. Testing may take place on this project
- All electrical tools and equipment must be 110V, tested & with manufacturers' guards in place
- No crane lifts or lifting operations are to be undertaken without approval of ISG.
- All waste and debris arising from your works is to be cleared on a daily basis if possible, to skips provided by ISG unless disposal from site is included within your package. Failure to adhere to this will entail others being employed to clean up after you and you will be charged
- All contractors, visitors and deliveries must report to the site office upon arrival
- All newcomers to site will receive an induction on site procedures and will be required to complete an induction form
- A daily sign in AND out procedure is in place. This is a record of personnel on site in the event of a fire. All must comply
- All operatives must fully understand and sign their method statements / risk assessments prior to commencement on site
- Current training certificates (for Plant, Vehicles, Activities etc) must be provided to the Site Team as required / requested
- No persons under the age of 18 years will be permitted to control any form of machinery, plant etc

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- All vehicles to be parked in designated contractor areas
- Vehicles must not reverse on site without the supervision of a trained vehicle banks man
- Hot works procedures are all client specific i.e. Fire safety requirements understood by all and being complied with?

