

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



Project name	Ysgol Oak Field School	Project no	SWW00TBC
Project address	Ysgol Oak Field Llantwit Major		
Client name	Vale of Glamorgan County Council		
Client address	Vale of Glamorgan Council Jane Wade jlwade@valeofglamorgan.gov.uk Operational Manager (Property) Civic Offices Director's Office - Resources Holton Road Barry CF63 4RU		
Client contact no	01446 709270		

Authorised by	Title	Signature
	ISG Construction / project director	
	ISG Project leader / nominated manager	
	ISG Health and safety department	
	CDMC / client	

Revision	Date	Purpose	Amendment	Updated by	Initial
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1	1.7.14	First Draft	First Draft	HD	
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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.
Further guidance & information relating to the construction phase plan and CDM requirements is located within the [ISG Construction company management system](#)

Circulation			
Copy no	Issued to	Name	Location
1	ISG Project Team	Adrian Mills Cardiff Server	Hard Copy Server
2	Client	Ron McLean	Electronic
3	CDM Co-ordinator	Davis Langdon Terry Harris 029 2067	Electronic
4	Architect	Stride Treglown	Electronic
5	M & E Consultant	Hoare Lea	Electronic
6	Subcontractor		
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1. Project details

Brief description of project

The proposed site for the new build is adjacent to the existing Oak Field Primary School and the Welsh Medium school Ysgol Gymraeg Gwaun y Nant, located off Amroth Court in Barry.

The current proposal is for the creation of a 210 place provision. Currently Oak Field comprises of nursery and reception provision with year 1 through to 6. Additional accommodation includes a dining hall, staff and administration space and toilet facilities. Externally there is dedicated provision for play and external learning and a dedicated staff car parking area.

Oak Field currently shares one building with Ysgol Gymraeg Gwaun y Nant and following completion of the project will move into the new build. Ysgol Gymraeg Gwaun y Nant will move into the whole of the building in a phased manner following the vacation of the building and contractors will be required to carry out the first phase of this work. A client adjustable sum has been included for this work until the full scope of the works has been defined.

The existing school will remain in service until September 2015, when the pupils and staff will transfer over to the new school.

This proposal is to install a 210 pupil school (7 classrooms) with all relevant facilities including toilets, hygiene, hall, kitchen and resource areas for all ages.

The site will remain live throughout the duration of the works, including both schools on site and contractors need to ensure that their proposals will accommodate existing school traffic including staff parking.



The school & development area (red) compound (green)

1.2 Project programme dates

Planned commencement date	October 2014
Planned completion date	October 2015
Other key project dates – sectional handover	Refer to phase diagrams

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2. Targets	
2.1 Common targets	
<p>To complete the project works :-</p> <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	<p>Team KPI's</p> <p>Performance</p> <ol style="list-style-type: none"> 1 The Team work in a non adversarial way to deliver the project <p>Delivery</p> <ol style="list-style-type: none"> 1 Key information is provided in a timely manner when requested 2 Queries are responded to promptly and accurately <p>Collaboration</p> <ol style="list-style-type: none"> 1 The team is working towards a clearly defined objective 2 Each team member is clear about their role in the project Effective consultation takes place to enable wider participation, i.e. pupils, governors, Council 3 Departments 4 Delivery of the project in a spirit of openness and trust and in a proactive manner 5 There is a no-blame attitude to problem solving The team is delivering the project to the highest standard of technical excellence and quality and 6 meets end users aspirations <p>Health & Safety</p> <ol style="list-style-type: none"> 1 Creating and maintaining a safe environment within the schools and surrounding neighbourhood.

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2.3 Project charter – benchmarking & KPI target setting process

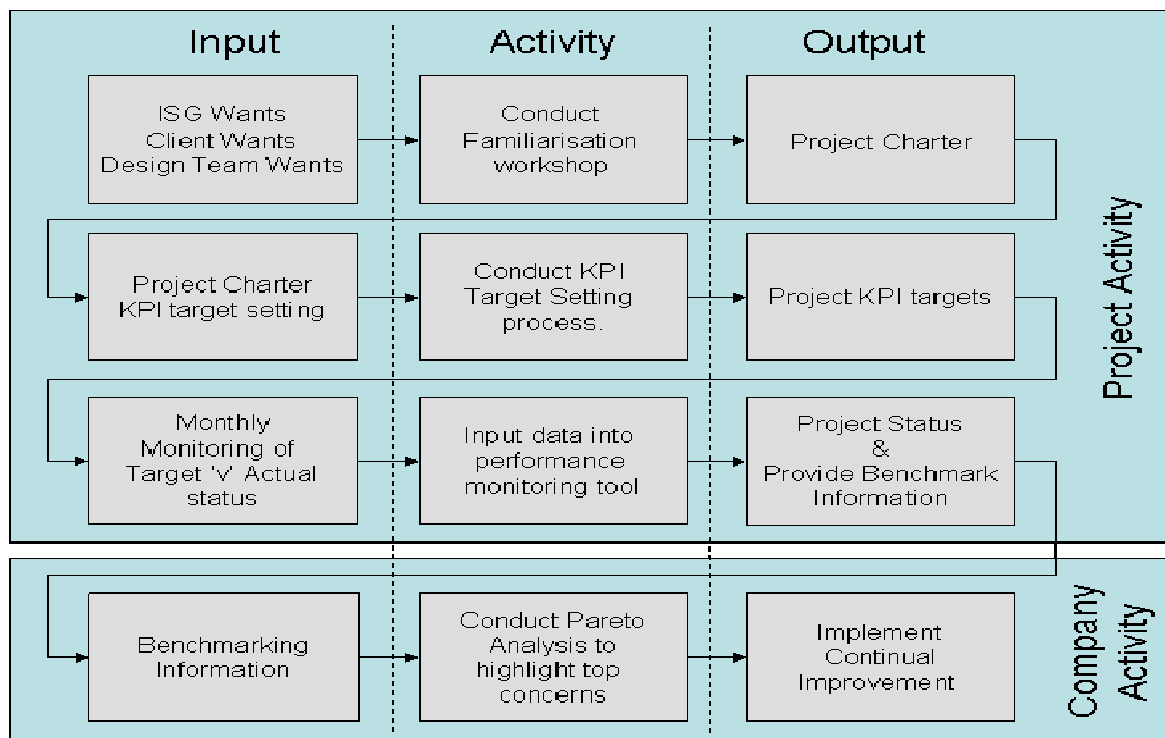
Producing the charter enables the project team to focus on the client's key project drivers.

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	<p>Team KPI's</p> <p>Performance</p> <ol style="list-style-type: none"> 1 The Team work in a non adversarial way to deliver the project <p>Delivery</p> <ol style="list-style-type: none"> 1 Key information is provided in a timely manner when requested 2 Queries are responded to promptly and accurately <p>Collaboration</p> <ol style="list-style-type: none"> 1 The team is working towards a clearly defined objective 2 Each team member is clear about their role in the project Effective consultation takes place to enable wider participation, i.e. pupils, governors, Council 3 Departments 4 Delivery of the project in a spirit of openness and trust and in a proactive manner 5 There is a no-blame attitude to problem solving
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	<p>The team is delivering the project to the highest standard of technical excellence and quality and meets end users aspirations</p> <p>Health & Safety</p> <p>1 Creating and maintaining a safe environment within the schools and surrounding neighbourhood.</p>
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3. Project team details and organisation

3.1 Professional team

Client	<p>Client Vale of Glamorgan Council Jane Wade 01446 709270 jlwade@valeofglamorgan.gov.uk Operational Manager (Property) Civic Offices Director's Office - Resources Holton Road Barry CF63 4RU</p> <p>Client - Education Vale of Glamorgan Council Mark Haynes 01446 709373 mhaynes@valeofglamorgan.gov.uk Property Officer Civic Offices Holton Road Barry CF63 4RU</p>
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Project manager	<p>Senior Project Manager Davis Langdon Ron McLean 029 2067 4600 07912 476979 ron.mclean@davislangdon.com 4 Pierhead Street Capital Waterside Cardiff CF10 4QP</p> <p>CDM Co-ordinator Davis Langdon Terry Harris 029 2067 4600 terry.harris@davislangdon.com 4 Pierhead Street Capital Waterside Cardiff CF10 4QP</p>
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Architect	<p>Divisional Director Simon Trew 02920 435660 07795 467657 simontrew@stridetreglown.com Stride Treglown Treglown Court Dowlais Road Ocean Park Cardiff CF24 5LQ</p>
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M&E consultant				
Name				
Address				
Email				
Contact no	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Office</td> <td style="width: 33%;">Fax</td> <td style="width: 33%;">Mobile no</td> </tr> </table>	Office	Fax	Mobile no
Office	Fax	Mobile no		

Structural engineer	Mark Seberry 0117 945 9225 MarkSeberry@hydrock.com
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	Hydrock 3rd Floor Merchants' House North Wapping Road Bristol BS1 4RW
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Quantity surveyors	Cost Consultant Davis Langdon Peter Baker 029 2067 4600 paul.lavelle@davislangdon.com 4 Pierhead Street Capital Waterside Cardiff CF10 4QP
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Other	
Name	
Address	
Email	
Contact no	Office Fax Mobile no

3.2 Principal Contractor: ISG Construction Ltd

Position	Divisional Managing / Director (DMD)
Name	Jon James
Address	Regional Director Jon James 02920 619569 07973 676578 ISG jon.james@isgplc.com Unit 1 1 Cae Gwyrdd Greenmeadow Spring Business Park Cardiff CF15 7AB

Position	Site Manager
Name	Adrian Mills
Address (project)	Site Manager Adrian Mills 07909682590 adrian.mills@isgplc.com ISG Unit 1 1 Cae Gwyrdd Greenmeadow Spring Business Park Cardiff CF15 7AB

Position	Contracts Manager
Name	Howard Davies

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Address (project)	07500043371 hoawrd.davies@isgplc.com ISG Unit 1 1 Cae Gwyrdd Greenmeadow Spring Business Park Cardiff CF15 7AB
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Position	Quantity surveyor (QS)
Name	Managing Surveyor Paul Jones 02920 619569 07500 004173 paul.jones@isgplc.com ISG Unit 1 1 Cae Gwyrdd Greenmeadow Spring Business Park Cardiff CF15 7AB

Position	Project health & safety supervisor / Co-ordinator (SSC)
Name	Mark Mortel 07501727676 mark.mortel@isgplc.com ISG Unit 1 1 Cae Gwyrdd Greenmeadow Spring Business Park Cardiff CF15 7AB

Position	Fire safety co-ordinator (FSC)
Name	Adrian Mills

Position	Appointed person (AP)
Name	TBC

Position	COSHH co-ordinator (CC)
Name	Adrian Mills

Position	Health, Safety, Quality & Environmental Advisor (HSQEA)
Name	Alison Morrisy 07795037771 ISG Unit 1 1 Cae Gwyrdd Greenmeadow Spring Business Park Cardiff CF15 7AB

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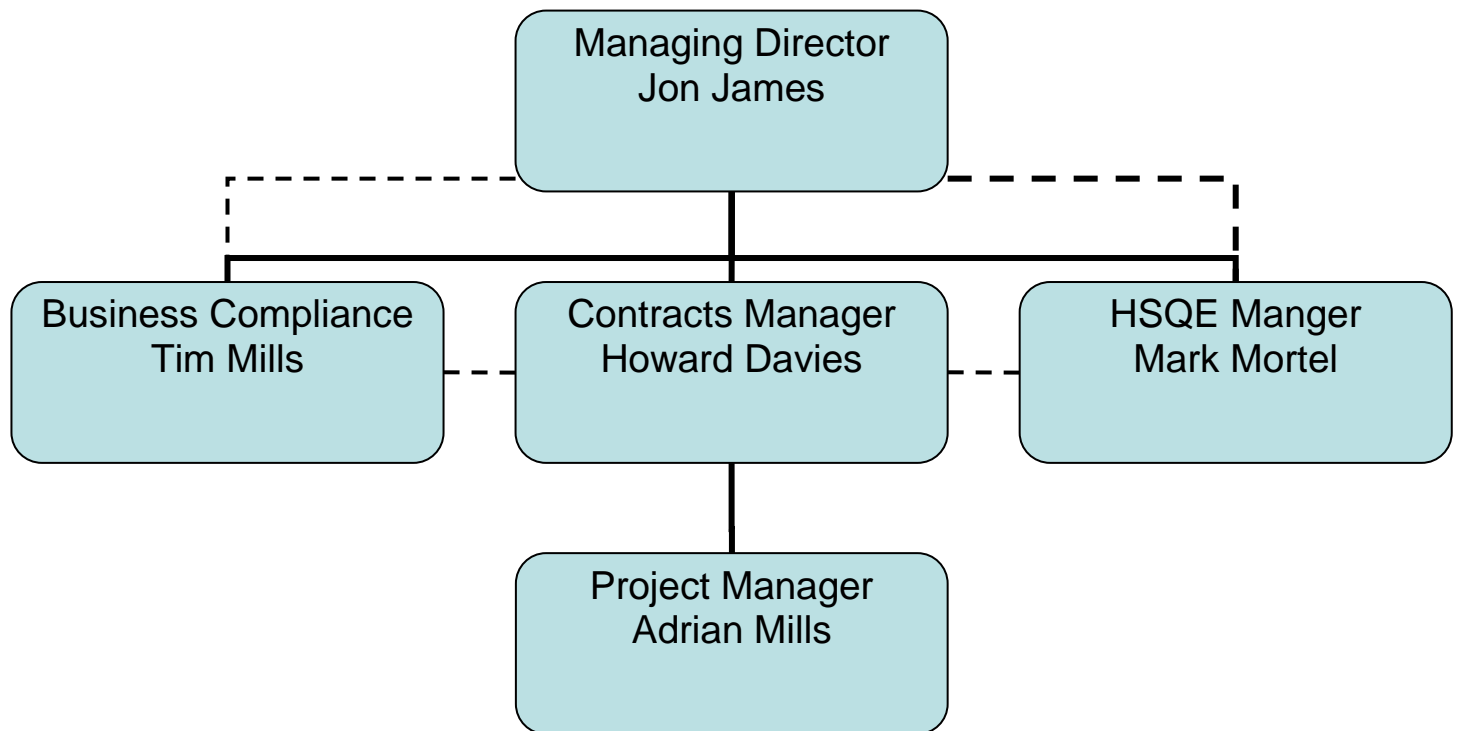


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4. Project structure



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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 keep a copy on site for use by all sub contractors.	PM / QS
Prepare a site logistics plan and transport and traffic management plan	PM / CM
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 / CM / QS
Obtain and display a copy of the Health and Safety policy statement	PM / CM
Obtain and display the current insurance certificate	PM / CM
Contact the service authorities and establish the location of existing services	PM / CM
Prepare a project directory.	PM / CM / DC
Notify third parties e.g. adjacent projects, neighbouring houses, schools, businesses, etc. where necessary.	CM
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

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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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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
Meeting room	1
Canteen	1
Drying room	1
Toilets / washing	1
Heating food	Microwave x1
Electric supplies	Items-via meter supply from school
Water supplies	Items-via metered supply from school

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

- Open mesh fence
- Hoarded site & compound entrances
- Hoarded division between site works and existing school

Security arrangements for compound, offices, stores are

A camera or guard will be used when it is deemed the time is right to appoint one.

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Security arrangements for the plant and equipment are
A camera or guard will be used when it is deemed the time is right to appoint one. The site will advocate the use of shutters to all plant
Security arrangements for the building/project during construction are
A camera or guard will be used when it is deemed the time is right to appoint one. The site will advocate the use of hoarding to all openings when economies of scale permit.
The security systems and devices in place are
A camera or guard will be used when it is deemed the time is right to appoint one.
Measures to protect children/public are
Hoarding and robust deliveries procedure bolstered by an agreed signage scheme.
Comments and security problems
None
Control measures for access
The control measures for security/access to the project during working hours are
All visitors will report to the site manager prior to entering the site.
Subcontractors' security responsibilities
<ul style="list-style-type: none"> • No parking on campus • Observe & report any unusual activity to the Site Manager
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	TBC-awaiting planning conditions
Adjacent buildings – schools offices, shops etc	Nursery School & Comprehensive School
Noise restrictions	TBC
Access restrictions	No deliveries between the hours of 8.00 – 9.15am, 12.00 – 1.00pm & 2.45 – 3.45pm.....No Excuses!
Present land use and ground conditions	School Campus
Environmental considerations such as watercourses	There is an existing foul & storm system in place on campus, so we should be mindful of contamination of gully pots.
Existing services – underground and overhead	Yes
Traffic systems / management	Yes-
Client restrictions especially when working in an occupied building	None
Consider delivery and removal materials (waste)	Refer to HD's site 'APP' which will be issued to all supply chain members
Dealing with– water, electricity and gas, including overhead power lines and temporary electrical installations	A specific tool box talk will be given to this effect during the works.
Adjacent land	Consider the adjacent sports fields.
Stability of structure	Single story retained with battered ground and retaining walls (up to 1m)
Preventing falls	Standing scaffold-refer to HD's scaffold drawing rev B
Works with or near fragile materials	Standing scaffold via a birdcage when required.

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Existing hazards / considerations / restrictions	Notes / controls
Control of lifting of operations	Refer to the TWP
Maintenance of plant and equipment	Refer to the TWP
Excavations	Shallow drainage only apart from the refurbishment of the existing pump station so metal pedestrian barriers will be used.
Work on wells, underground earth works and tunnels	none
Works on or near water	none
Works involving diving	none
Work in a caisson or compressed air working	none
Work involving explosives	none
Traffic routes and segregation of vehicles and pedestrians	Refer to TMP
Storage of materials (particularly hazardous materials) and work equipments	Segregated waste only
Any other significant safety risks	Rapidly changing weather fronts

7.1 Project specific health risks	
Existing risks / considerations / restrictions	Notes / controls
Removal of asbestos	NA
Dealing with contaminated land	NA
Manual handling	Induction & training, mechanical lifting and smaller loads
Use of hazardous substances	NA-see product specific data
Reducing noise and vibrations	Use only approved plant & tools for limited periods, silenced when possible.
Working with ionising radiation	NA
Exposure to UV radiation (from the sun)	Keep skin covered with clothing
Any other significant health risk	NA

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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 8.30am: Mon-Fri 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: TBC (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

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undertaken in a safe and logical approach.

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. Refer to the schedules for project & user group meetings;

Project Meetings.

User Group Meetings

ISG have held a series of parent and teacher presentation to inform the user of the school about the project.

Meeting	Purpose	Parties Involved	Frequency
Design team meetings	Co-ordinate design Resolve design issues Monitor information release	Architect	Monthly
		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

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Meeting	Purpose	Parties Involved	Frequency
		Subcontractors	
Subcontractor progress meetings	Review progress against programme Resolve co-ordination issues Discuss key issues including HSQ&E	ISG Subcontractors	Weekly
Subcontractor Health and Safety Meetings	Review all aspects of Health and Safety on project with all subcontractors supervisors		Weekly
		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	Residential Houses to the North and adjacent school to the south of the site
Access	5mph as per the TMP for all vehicles entering the campus
Occupied building hazards	No access to contractors

10. Handling design changes during the project

The following arrangements will be implemented to ensure effective exchange of design information
Refer to ISG D&B procedure

Contractor's design – permanent - The following design activity is to be managed by ISG Construction

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10. Handling design changes during the project
All
Contractor's design – temporary - The following design activity is to be managed by ISG Construction ALL

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 the site accommodation 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
<ul style="list-style-type: none"> 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 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
Adrian Mills	June 2016

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.

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12.3 Project emergency references

Contact	Name	Contact number
Health & Safety Executive	NA	029 2026 3000
Environment Agency	NA	0800 807060
Environmental Clean-up	NA	
Police	NA	999
Fire	NA	999
Hospital	NA	01446 704000
Hospital address	Colcot Rd, Barry, South Glamorgan CF62	01446 704000

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 D

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.

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15. Monitoring and audit (health, safety, quality and environment)
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. 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. <ul style="list-style-type: none">• 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 –This will be via the internet based 'smartwaste' tool
16.3 Groundwater control - The following groundwater control arrangements are required:
There is currently no risk of groundwater issue on this site. The team will re-evaluate these once formation level has been found.
16.4 Contaminated ground - The following groundwater control arrangements are required:
NA

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16.5 Water discharge agreements - The following groundwater control arrangements are required
All surface water will be given to SUDS

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	No fuel will be stored on site, a spill kit will be present within the site office and the groundworker cabin.
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	Nappies required to all visiting deliveries

17. Community engagement		
The following process will be adopted as part of the project community engagement approach		
Activity	Yes	No
Newsletters	<input type="checkbox"/>	<input type="checkbox"/>
User meetings	<input type="checkbox"/>	<input type="checkbox"/>
Feedback questionnaire	<input type="checkbox"/>	<input type="checkbox"/>
School visits	<input type="checkbox"/>	<input type="checkbox"/>
Refer to VOG TR&T plan	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<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 (phase one & two)
- B Risk assessment and method statement programme
- C Site rules
- D Fire / emergency plan **Not issued in first draft as cabin locations are to be agreed**
- E Inspection and test plan
- F Site specific aspects and impacts
 - Site Waste Management Plan **Not included in first draft, will be inserted when scope is finalised (existing class room remodelling)**
- G
- H Scaffold Schedule
- I Site 'APP **Not yet issued as the project in not yet live.**
- J Existing Services Drawing **Not yet issued as the project in not yet live.**
- K Site Signage Drawing **Not yet issued as the project in not yet live.**