Construction Phase Plan- Incorporating Health, Safety, Quality and Environment

Project name	Ringway School	**Project no**	
Project address	Ringway School, Rossett Avenue, Cornishway, Wythenshawe, Manchester M22 0WW		
Client name	Jacqui Shepherd - Manchester City Council		
Client address	Level 8 Town Hall Extension, Mount Street, Manchester, M2 5HD		
Client contact no	TBC		

Authorised by	**Title**	**Signature**
Graham Lumberg	ISG Construction / project director	
Warren Hough	**ISG Project leader**	
TBC	**ISG Nominated manager**	
TBC	**ISG Health and safety department**	
Jacqui Shepherd	**MCC Project leader**	

Revision	**Date**	**Purpose**	**Amendment**	**Updated by**	**Initial**
-	27/09/17	**First issue**		D Mitchell	DM
A	09/11/17	Update to reflect Planning	In Red	D Mitchell	DM
B					
C					
D					
E					
F					
G					
H					
I					
J					
K					
L					

Construction Phase Plan- Incorporating Health, Safety, Quality and Environment

Important

Construction work shall not commence until the Principal Designer 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	See 'Section 3'	Various
2	Client	Jacqui Shepherd	Manchester City Council Town Hall Extension, Lloyd Street, Manchester, M2 5HD
3	CDM Advisor	N/A – Replaced by the PD	
4	Principal Designer	Jane Hurst	ISG Construction Ltd. Building 1, Exchange Quay Salford Quays, Manchester, M5 3EA
5	Design Manager	Alistair Burns	Manchester City Council Town Hall Extension, Lloyd Street, Manchester, M2 5HD
6	Quantity Surveyor	Richard Walker	Turner & Townsend Cost Management Ltd. Low Hall, Calverley Lane, Horsforth, Leeds, LS18 4GH
7	Architect	Peter Fisk	Lovelock Mitchell Architects 3 Stanley Street, Chester, Cheshire CH1 2LS
8	M & E Consultant	Mathew Baines	BCM 1 Central Street Manchester M2 5WR
9	Structural Engineer	Nick Barringer	Scott Hughes Design The Flint Glass Works 64 Jersey Street Manchester Greater Manchester M4 6JW
10	Modular Building	Lee Chamberlain	Premier Modular Ltd. Catfoss Lane Brandesburton Driffield East Yorkshire YO25 8EJ

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1. Project details
Brief description of project
The project comprises of the delivery of a new classrooms block based on a volumetric system and delivered In as complete as fashion as possible. A foundation system will be adopted and completed prior to any units delivered to site. Once complete modular units will arrive and craned into position to produce a suitable classroom block based upon the CPs.

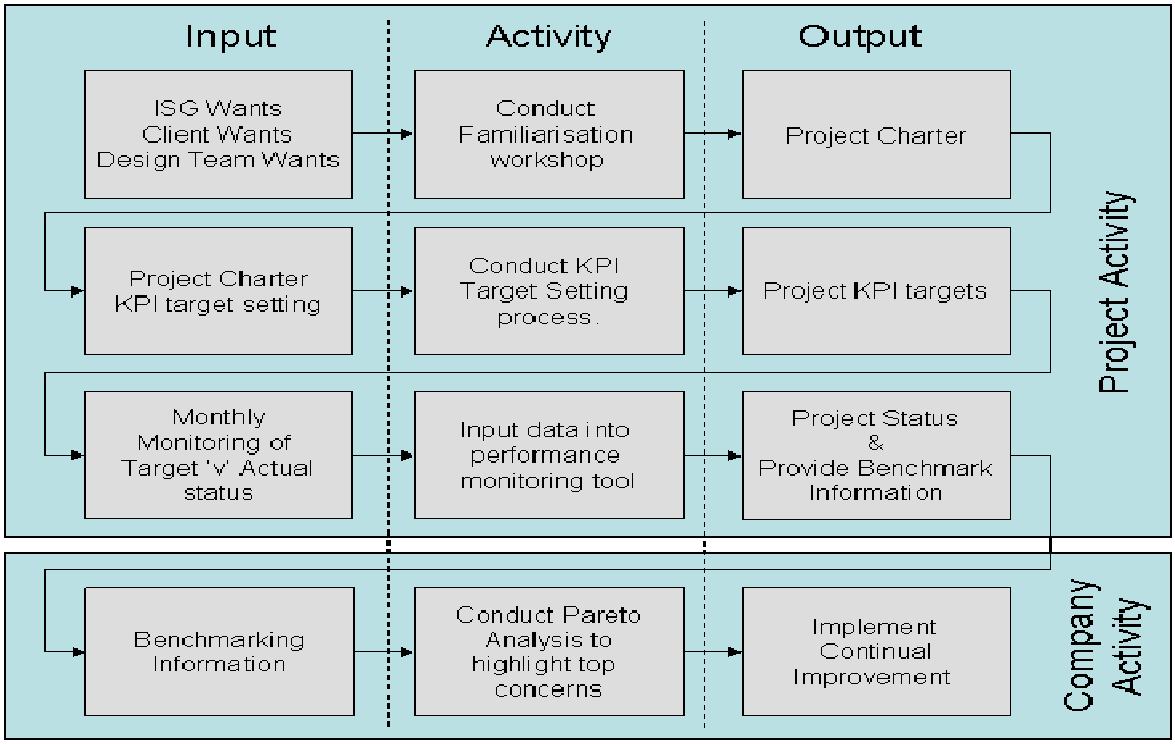
1.2 Project programme dates	
Planned commencement date	22nd January 2018
Planned completion date	9th July 2018
Other key project dates – sectional handover	n/a

2. Targets
2.1 Common targets
To complete the project works: - ▪ 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 40 or over

2.2 Project specific targets (including health, safety, quality and environment)	
1	Minimum disruption to the live school, local neighbourhood and environment
2	Achieve a minimum 90% customer feedback score
3	Complete project ahead of programme
4	Complete with Zero Defects upon handover
5	Complete with Zero Accidents or Environmental Incidents

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



2.4 Agreed project charter objectives	
1	TBC
2	TBC
3	TBC
4	TBC
5	TBC

3. Project team details and organisation
3.1 Professional team

Client	Manchester City Council				
Name	Jacqui Shepherd				
Address	Level 8, Town Hall Extension, Lloyd Street, Manchester, M2 5HD				
Email	j.shepherd1@manchester.gov.uk				
Contact no	**Office**		**Fax**	**Mobile no**	

Principal Designer	ISG Construction Ltd.				
Name	Jane Hurst				
Address	Building 1 Exchange Quay, Manchester, M5 3EA				
Email	Jane.hurst@isgplc.com				
Contact no	**Office**	0161 836 1800	**Fax**	**Mobile no**	07580792677

Project manager	Manchester City Council				
Name	Jacqui Shepherd				
Address	Level 8, Town Hall Extension, Lloyd Street, Manchester, M2 5HD				
Email	j.shepherd1@manchester.gov.uk				
Contact no	**Office**		**Fax**	**Mobile no**	

Architect	Lovelock Mitchell Architects				
Name	Peter Fisk				
Address	3 Stanley Street, Chester, Cheshire, CH1 2LS				
Email	Peter.fisk@lovelockmitchell.com				
Contact no	**Office**	01244 404321	**Fax**	**Mobile no**	

M&E consultant	BCM
Name	Jacob Barber
Address	1 Central Street, Manchester, M2 5WR
Email	jacobbarber@bcmconsulting.co.uk
Contact no	**Office** 0161 831 7900 **Fax** **Mobile no**

Structural engineer	Scott Hughes Design
Name	Nick Barringer
Address	The Flint Glass Works, 64 Jersey Street, Manchester, Greater Manchester, M4 6JW
Email	nbarringer@scotthughesdesign.co.uk
Contact no	**Office** 0161 605 0831 **Fax** **Mobile no**

Quantity surveyors	Turner Townsend
Name	Richard Walker
Address	Low Hall, Calverley Lane, Horsforth, Leeds, LS18 4GH
Email	richard.walker@manchester.gov.uk
Contact no	**Office** **Fax** **Mobile no**

Design Manager	Manchester City Council
Name	Alistair Burns
Address	Level 8, Town Hall Extension, Lloyd Street, Manchester, M2 5HD
Email	a.burns1@manchester.gov.uk
Contact no	Office 01612196250 **Fax** **Mobile no** 07940 748699

3. Project team details and organisation
3.2 Principal Contractor: ISG Construction Ltd

Position	Regional Managing / Director (RMD)
Name	Paul Munro
Address	Building 1 Exchange Quay, Manchester, M5 3EA
Contact no	**Office** 0161 836 1800 **Fax** **Mobile no** 07920 723 876

Position	Operations Director (OD)				
Name	Graham Lumberg				
Address	Building 1 Exchange Quay, Manchester, M5 3EA				
Contact no	**Office**	0161 836 1800	**Fax**	**Mobile no**	07775 818720

Position	Senior Project Manager (SPM)				
Name	Warren Hough				
Address	Building 1 Exchange Quay, Manchester, M5 3EA				
Contact no	**Office**	0161 836 1800	**Fax**	**Mobile no**	07580973749

Position	Nominated Manager – Construction Manager (CM)				
Name	TBC				
Address (project)	Rossett Avenue, Cornishway, Wythenshawe, Manchester M22 0WW				
Contact no	**Office**		**Fax**	**Mobile no**	

Position	Building Services Manager (BSM)				
Name	Nick Fletcher				
Address	Building 1, Exchange Quay, Manchester, M5 3 EA				
Contact no	**Office**	0161 836 1800	**Fax**	**Mobile no**	07730 490048

Position	Managing Surveyor (QS)				
Name	Darren Hayes				
Address	Building 1, Exchange Quay, Manchester, M5 3 EA				
Contact no	**Office**	0161 836 1800	**Fax**	**Mobile no**	07964208422

Position	Project Planner (PP)				
Name	James Stewart				
Address	Building 1, Exchange Quay, Manchester, M5 3 EA				
Contact no	**Office**	0161 836 1800	**Fax**	**Mobile no**	07813525436

Position	Design Manager (DM)
Name	Jane Hurst

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Address	Building 1, Exchange Quay, Manchester, M5 3 EA				
Contact no	**Office**	0161 836 1800	**Fax**	**Mobile no**	07580792677

Position	Project health & safety supervisor / Co-ordinator (CM)		
Name	TBC		
Address (project)			
Contact no	**Office**	**Fax**	**Mobile no**

Position	Fire safety co-ordinator (FSC)		
Name	TBC		
Address (project)			
Contact no	**Office**	**Fax**	**Mobile no**

Position	ISG lifting Appointed Person (AP)		
Name	TBC		
Address (project)			
Contact no	**Office**	**Fax**	**Mobile no**

Position	Temporary Works Co-ordinator (TWC)		
Name	TBC		
Address (project)			
Contact no	**Office**	**Fax**	**Mobile no**

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

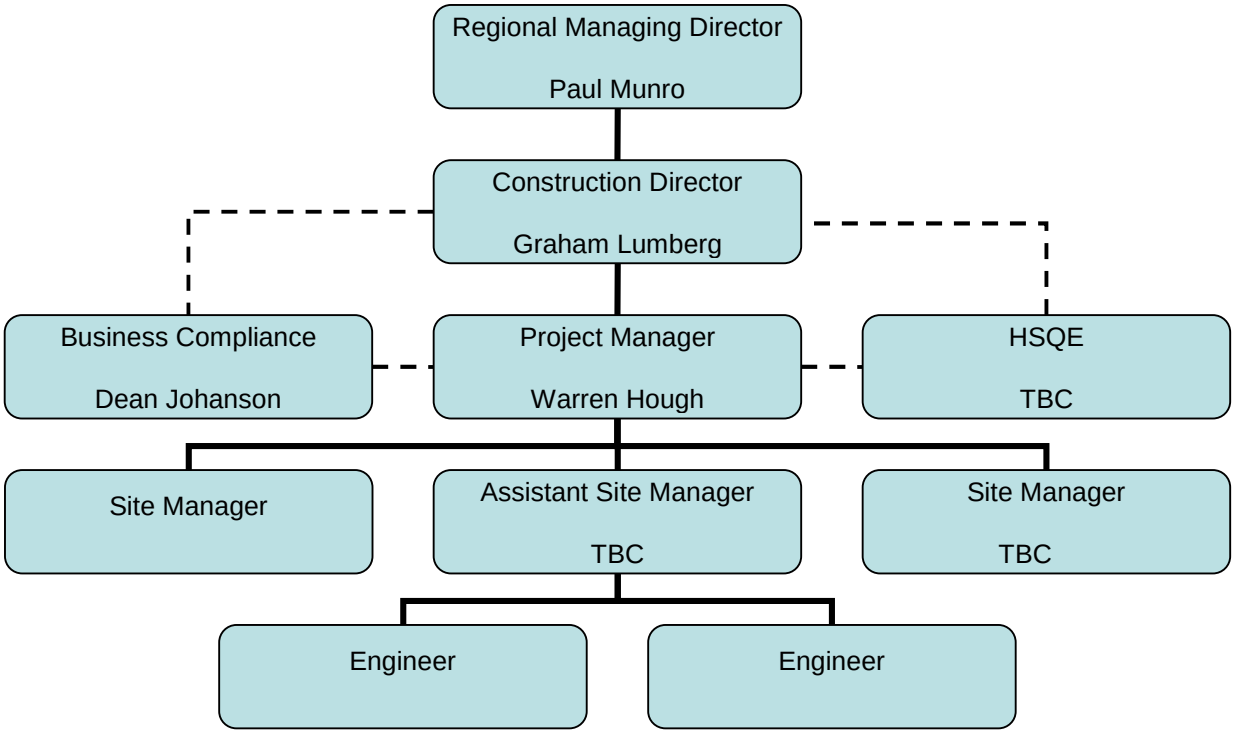
Position	Health, Safety, Quality & Environmental (HSQE)				
Name	TBC				
Address	Building 1, Exchange Quay, Manchester, M5 3 EA				
Contact no	**Office**	0161 836 1800	**Fax**	**Mobile no**	07580455258

Position	Electrical Appointed Person

Construction Phase Plan- Incorporating Health, Safety, Quality and Environment

Name	TBC		
Address (project)			
Contact no	**Office**	**Fax**	**Mobile no**

4. Project structure



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.

4.1.1 Responsibilities – General	Role
Read and comply with the ISG Health, Safety and Environmental policy and Company Management System.	All members of the project team

4.1.2 Actions / responsibilities – Pre construction	Role
Organise / chair project start up meeting	PM
Obtain any tender Health & Safety, Environmental information such as pre-construction information pack from the client/PD. Prepare and maintain the Construction phase plan.	CM
Identify significant hazards and read the relevant sections within the Company management system. Obtain from the HSQ&E guidance and advice as required.	PM / CM
Once complete, issue the Construction phase plan to project team and all contractors.	PM/ CM / QS
Complete Appendix H Asbestos Survey Review	PM / HSQE
Prepare a site logistics plan and transport and traffic management plan	CM
Obtain and display a copy of the F10 addition notification from the Client / notify other authorities as required	CM

4.1.2 Actions / responsibilities – Pre construction	Role
Hazardous waste notification to Environmental Agency	PM / CM / HSQE
Obtain and display a copy of the Health and Safety policy statement	PM / CM
Obtain and display the current insurance certificates	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	CM
Plan and arrange temporary services and electrics	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.	CM
If the project is over £3m, ensure a fire detection system is installed within the project offices	N/A
Complete Project Sustainability Plan	CM
Complete a site waste management plan on Smartwaste	CM

4.1.3 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 pre award questionnaire that was issued with the tender enquiry	HSQE
Arrange post-tender meetings with all potential subcontractors to discuss Health and Safety considerations	PM / CM / QS
Ensure Health and Safety compliance forms part of the successful subcontractors contract	PM / CM / QS
Conduct all subcontract pre-start meetings	PM / CM / 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 / CM

4.1.4 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	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.	CM

4.1.4 Actions / responsibilities – Health & safety planning	Role
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
Review all COSHH assessments	CM / HSQE
Ensure areas have been allocated for material storage and that precautions and measures are in place for the storage of any hazardous materials	CM
Ensure adequate PPE is available for visitors	CM
Ensure major incident plan has been communicated to staff and preventive actions implemented	CM
Ensure transport and traffic management plan implemented and communicated to staff	CM
Ensure lifting operations are planned, controlled & supervised at all times. That a project lifting procedure is compiled maintained and reviewed.	PM / CM / AP
Ensure that daily co-ordination and weekly review lifting team meetings are held and recorded.	PM / CM / AP
Maintain construction programme and ensure subcontractors are working to the latest programme	PM / CM / PP

4.1.5 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, blue and green card system	PM / CM
Implement and maintain monthly subcontractor performance league table	CM
Organise, attend and manage the following meetings as detailed in Section 9.2 of this Construction phase plan.	CM
Carry out daily inspections and review subcontract compliance with method statements, risk assessments and daily activity briefings.	Project team / subcontractors
Where necessary, issue improvement / prohibition notices to subcontractors.	HSQE / PM / CM

4.1.6 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 / CM
Maintain an up-to-date accident book	CM
Complete the company accident report form(s) in the event of a reportable incident.	PM / CM

4.1.6 Actions / responsibilities – inspections / records / audits	Role
Investigate reportable accidents/incidents.	HSQE / 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
Carry out daily inspections of all work areas	CM
Carry out weekly fire safety checks and inspections	CM
Ensure inspections are carried out on scaffolding: ▪ every 7 days ▪ before use ▪ after any modification / alteration ▪ after any event that could have affected its stability	PM / CM / SC

4.1.7 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: ▪ 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: ▪ 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 ▪ in line with the lifting procedure and project lifting plan	CM / AP
Carry out and record weekly site safety inspections	CM / SC
Carry out inspections on excavations daily prior to work, and after any event that could have affected stability	CM / SC
Inspect confined spaces prior to any works*	Subcontractor
▪ 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: ▪ every 3 months	Subcontractors/ CM
Carry out safety inspections/system checks on the site conditions	HSQE / CM / SC
Carry out Health and Safety system audits on the implementation of the Company management system	HSQE
Report Health & Safety performance to the client within the project reports and client meetings	PM
Provide the Principal Designer with the relevant documentation required for the H&S file.	PM / CM
Chair the project four weekly Health, Safety & Environmental review meeting	PM / CM
Prepare and attend the project four weekly Health , Safety & Environment review meeting	Project team

4.1.8 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 Principal Designer 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

4.1.9 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 Principal Designer, other designers and contractors
- not carrying out design (other than initial design) for a notifiable project unless a Principal Designer 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 1992

4.1.10 Roles and responsibilities of Principal Designer

The Principal Designer is responsible for:

4.1.10 Roles and responsibilities of Principal Designer

(1) The Principal Designer must plan, manage and monitor the pre-construction and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable , the project is carried without risks to health and safety.

(2) In fulfilling the duties in paragraph (1), and in particular when –

(a) Design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and

(b) Estimating the period required to complete such work or work stages,

The principal designer must consider the general principals of prevention and, where relevant, the content of any construction phase plan and health and safety file.

(3) In fulfilling these duties in paragraph (1), the principal designer must identify and eliminate or control, so far as is reasonably practicable , foreseeable risks to the health or safety of any person –

(a) Carrying out or liable to be affected by construction work;

(b) Maintaining or cleaning a structure; or

(c) Using a structure designed as a workplace.

(4) In fulfilling the duties in paragraph (1), the principal designer must ensure all designers comply with their duties in regulation 9.

(5) In fulfilling the duty to coordinate health and safety matters in paragraph (1), the principal designer must ensure that all persons working in relation to the pre-construction phase cooperate with the client, principal designer and each other.

(6) The principal designer must –

(a)Assist the client in the provision of the pre-construction information required by regulation 4(4);and

(b)So far as it is within the principal designer's control, provide pre-construction information , promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project.

(7) The principal designer must liaise with the principal contractor for the duration of the principal designer's appointment and share with the principal contractor information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase.

4.1.11 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
- the principal contractor duties are to consult and engage with the workers
- 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 relevant suitable site induction training
- the principal contractor must ensure that his employees have been provided with the necessary information, instruction ,training, supervision, 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 Principal Designer.

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)	1no. 32 x 10ft cabin
Meeting room	1no. 32 x 10ft cabin
Canteen	1no. 32 x 10ft cabin
Drying room	1no. 20 x 8ft cabin
Toilets / washing	1no. 32 x 10ft cabin
Heating food	Microwave in the canteen
Electric supplies	Client supplied
Water supplies	Client supplied
Note: All temporary electrical supplies to project accommodation are to be checked on a three-monthly basis.	

5.01 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.

5.02 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.

Please also refer to the safeguarding plan in appendix D

6.1 Project security arrangements

Security arrangements for the project boundary are

As the new units are based within the existing ground of the school there is sufficient fencing around the site perimeter that we will use as our compound. The use of harass fencing and solid hording will be used to segregate welfare / pedestrian routes / traffic routes etc and the provision of a number controlled access gate to ensure only authorised people can access the site.

Refer to the attached site logistics drawing in appendix A which details the location of the site perimeter fencing

Security arrangements for compound, offices, stores are

A security gate will be installed on the site access; this will incorporate both vehicle gates and a pedestrian gates

The site will be enclosed with fencing as detailed on the site logistics plan in appendix A.

Security arrangements for the plant and equipment are

These will be parked within a compound during non-working hours with the keys all removed and any security shutters fitted at the end of each working day.

Security arrangements for the building/project during construction are

The building area will be located within a secure fencing line. All the doors to the existing building will be locked each night to prevent unauthorised access to the building

The school have CCTV and we will install CCTV to the compound area. We will also have a security guard on site during none working hours.

The security systems and devices in place are
An existing CCTV setup is in place which covers the site compound and surrounding areas.
Measures to protect children/public are
The site area will have fencing erected as per the site logistics in appendix A. The fencing product used will provide maximum security to prevent children/public from entering the site. The site access points will be controlled by a site traffic marshal. Signage will be displayed around the entire site perimeter to warn public of dangers and construction activities taking place.
Comments and security problems
The area is within the school ground and does not pose a significant security risk.

Control measures for access
The control measures for security/access to the project during working hours are
The access gates to remain locked at all times. All operatives and visitor to the site to sign in before access to the site is permitted.
Subcontractors' security responsibilities
All subcontractors are responsible for ensuring no breaches to the site security fencing and maintaining the locked entrance gate.

Existing hazards / considerations / restrictions	Notes / controls
Hours of working	The site hours will be: 7.30am to 18.00pm Monday to Friday Saturday 8.30am to 14.00pm. Sunday & bank holidays: No work.

Existing hazards / considerations / restrictions	Notes / controls
Adjacent buildings – schools, offices, shops etc	The project is taking place within a live school environment. The hoarding line must be fully secured and site access points monitored at all times to prevent entry by public / school. Focus needs to be implemented on the nearby residential area to ensure impact is minimal. Letter drops will be produced throughout the construction period on a monthly basis to outline works commencing and progress on site.
Noise restrictions	To minimise noise pollution on this contract the following measures will be followed in line with British Standard 5228: • The site hours will be 7 30am to 18.00pm Monday to Friday, and weekends as previously specified. • The machinery will be suitable for the work to be carried out, properly maintained and operated, with weekly operators maintenance check list completed • All plant will be turned off when not in use • Radios are banned from use on site • No cement mixers will be used on the project. The mortar will be pre mixed and delivered to site within the time scales above • No generators will be used on site for power supply. • Plant will be sited away from noise sensitive areas • Leaflets to be distributed to local neighboured informing them of works to be carried out on a monthly basis. • Should any works need to be carried out in out of hours details will be submitted and approved in writing by Manchester City Council at least 4 weeks in advance.
Access restrictions	Access to the site can be gained via Dinmore Road and then into the site compound area. There are nearby residents who park near the site entrance – notices will be issued to advise that parking will not be permitted in associated areas to prevent site access being blocked. Access to site for deliveries or collections will be restricted during each weekday during term time; these restriction

Existing hazards / considerations / restrictions	Notes / controls
	times are noted as 08:15 - 09:15am & 2:45 – 3:45pm and will apply to all.
Present land use and ground conditions	The project is within the existing school grounds. General, external surfaces are currently tarmac or soft landscaping. Ground conditions are generally level.
Environmental considerations such as watercourses	Spill kits will be retained on site to ensure any spillage is retained within the site and controlled.
Existing services – underground and overhead	Underground utility survey has been produced and will be review as part of any excavation work. There will also be a sub scan survey carried out on all areas where excavation is required.
Traffic systems / management	Vehicles to have banksman in attendance when entering and exiting the site compound area and the area designated for the skips. Full segregation between pedestrians and vehicles on site will be implemented. Directional signage will be erected on adjacent roads to inform anyone attending site of the correct route to be taken to minimise disruption to the local neighbourhood and the school.
Client restrictions especially when working in an occupied building	Generally, works within the existing school building will be undertaking during school holiday periods. Any surveys to be carried out before work commences must be carried out after 3pm or at weekends / school holidays
Consider delivery and removal materials (waste)	Designated area detailed for the placement of skips and arisings for removal from site
Dealing with– water, electricity and gas, including overhead power lines and temporary electrical installations	All the services in the building are to be isolated in advance of works commencing and temporary services installed
Adjacent land	Hoarding erected around site perimeter Adjacent residential areas.
Stability of structure	Existing building being retained. Currently no report identifying any stability / structural issues.
Preventing falls	Any WAH operations to have fall prevention system in place.

Existing hazards / considerations / restrictions	Notes / controls
Works with or near fragile materials	Roof structure to be checked to ensure no fragile areas before access is permitted.
Control of lifting of operations	By permit only and Lift plan to be produced for each lift and signed off by CM / AP
Maintenance of plant and equipment	All equipment will be tested and certificates issued prior to works commencing, checked daily and recorded weekly
Excavations	No planned deep excavations. All excavations to be planned and managed correctly with use of the permit system. CAT & Gene scans and review of utility GPR survey must be undertaken.
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	See Site Traffic Management Plan – Appendix A
Storage of materials (particularly hazardous materials) and work equipments	The materials will be brought to site to suit the programme requirements and stored within the designated storage area in the site compounds and the existing building. All hazardous material to be stored as per COSHH assessments.
Mud from site traffic on surrounding roads	To prevent spoil/mud etc from leaving site on vehicle tyres we will maintain a hard-standing throughout the excavation period to allow vehicles to stand in clean areas whilst on site, we will also employ the services of a road sweeper and this will be used regularly/ when ISG Management feel it's needed throughout the project to ensure the site roads and surrounding highways are maintained free of spoil, mud and debris.

Existing hazards / considerations / restrictions	Notes / controls
	The use of a wheels wash facility will be in place to ensure that any debris picked up will be removed prior to any construction traffic entering the highways.

7.1 Project specific health risks	
Existing risks / considerations / restrictions	**Notes / controls**
Removal of asbestos. *Complete Appendix H Asbestos Survey Review*	Asbestos survey not required due to the building being constructed after 2000.
Dealing with contaminated land	Currently non identified
Manual handling	Refer to the RAM's produced by the respective subcontractor
Use of hazardous substances	COSHH assessments to be in place
Reducing noise and vibrations	Refer to the RAM's produced by the respective subcontractor
Working with ionising radiation	N/A
Exposure to UV radiation (from the sun)	N/A
Any other significant health risk	None

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. RAMS to be submitted 1 week prior to start date 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 5 types of Induction:

- Full project specific induction – which everyone **shall** attend
- Project supervisors induction – which the subcontractors, supervisors, 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
- Drivers induction – which **all** delivery vehicle drivers **shall** attend

The full project induction will be given on the following days at 8.30am:

Monday to Friday.

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 people supervising works 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

If this is 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.

To assist the design team in prioritising the release of design information and associated designers risk assessments, 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
	Co-ordinate design	Architect	

Construction Phase Plan- Incorporating Health, Safety, Quality and Environment

Meeting	Purpose	Parties Involved	Frequency
Design team meetings	Resolve design issues Monitor information release	Principal Designer M & E consultant Client and others ISG	To be agreed with lead consultant or Project leader / nominated manager
Client project meetings	Gives client an overall picture of the project, including Health and Safety	Client Project Leader / Nominated mgrs Design consultants Principal Designer Quantity surveyor ISG	Monthly
Subcontractor directors meetings	Review project HSQ&E, progress, and financial issues with the subcontractors directors.	ISG Subcontractors	As required
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	ISG Subcontractors	Weekly
Four weekly Health and Safety review meetings	Internal review of the Health and Safety performance and issues over the past 4 weeks.	ISG Project Team	Every 4 weeks
Lifting team weekly review meeting	To ensure co-ordination, communication and update of the project lifting plan.	Project lifting team members	Weekly - During lift operations

Meeting	Purpose	Parties Involved	Frequency
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 - During lift operations
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 appropriate to the current or forthcoming project hazards/risks 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	Noise restriction to be enforced within the required timeframes. Discussion to be held with school to understand their needs in terms of managing noise issues.
Access	Access controls in place throughout project with notices issued to local neighbourhood as required.
Occupied building hazards	None

10. Handling design changes during the project
The following arrangements will be implemented to ensure effective exchange of design information Regular design team meetings chaired by ISG DM.
Contractor's design – permanent - The following design activity is to be managed by ISG Construction
ISG DM to manage modular building design as well as any CDP packages within the project.
Contractor's design – temporary - The following design activity is to be managed by ISG Construction
All temporary works to be designed and approved by the relevant parties in advance of the works commencing

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 **but are not exhaustive**.

Task	Training required
Scaffolding	Appropriate CITB/CISCS / PASMA
Asbestos	NA
Hoist operator	NA
Plant operator	CITB
Crane operator and banksman	CITB

Styatutory notices and health & safety awareness posters **shall** be displayed in the site offices and canteen facilities.

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 and defibrillator are located in the project 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
TBC	

12.2 Accidents, accident and near miss reporting

Accidents, incidents and near misses shall be reported to by the Project manager/Nominated leader, 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. 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	Health & Safety Executive	0151 951 4000
Environment Agency	Environment Agency	0800 807060
Environmental Clean-up	Environmental Clean-up	0800 807 060
Police	Greater Manchester Police Station	101 / 0161 872 5050
Fire	Greater Manchester Fire and Rescue Service	01942 650303
Hospital	Wythenshawe Hospital	0161 291 6041
Hospital address	Southmoor Rd, Wythenshawe, Manchester M23 9LT	

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. Each fire point shall contain water or foam and a carbon dioxide fire extinguisher The number and type of extinguishers present depends on the fire hazards determined by the Fire risk assessment. For a typical spread of fire hazards, the following is considered to provide a reasonable level of cover per 200 m2 of floor area, with no fewer than two each of on each floor: *Each fire point shall contain 9 litre water or foam and a* CO2 extinguisher (at least 1.1 kg).

A fire extinguisher trolley with a wireless alarm panel 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. 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.

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.

14. Fire management
Temporary accommodation will be constructed from non-combustible materials and all walls and doors **shall** achieve 30 mins 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. 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 and the overall project by our company standards procedure.
15.6 Health and safety file
The Health and Safety File will be compiled by the Principal Designer/Principle contractor. They will be responsible for providing such information as is requested. ▪ layout and format ▪ storage of information ▪ arrangement for the collection and gathering of information The contractors will be responsible for providing such information for content as requested.

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

16.2 Project Waste Management Plan
Refer to detail in Site Waste Management Plan (Smartwaste) – **Appendix G**

16.3 Groundwater control – The following ground water control arrangements are required:-
N/A

16.4 Contaminated ground - The following ground contamination control arrangements are required:
Review SI report

16.5 Water discharge agreements - The following water discharge control arrangements are required
N/A

16.6 Wildlife / habitat / archaeological protection - The following control arrangements are required
Review ecology report

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.	
Tank	Self-bunded with 110% capacity and lockable
Drip protection	Drip tray to be fitted below nozzle

17. Community Engagement		
The following process will be adopted as part of the project community engagement approach		
Activity	**Yes**	**No**
Newsletters	☑	☐
Liaison meetings	☑	☐
Feedback questionnaire	☑	☐
School visits	☑	☐
Project website	☐	☑
Considerate Constructor – Ivor Goodsite	☑	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

Appendices

Site layout plan / traffic management plan	Appendix A
Site rules	Appendix B
Plant requirements along with work schedule.	Appendix C