Construction Phase Plan

Project Name	NMNB
Project Number	P00060
Completed by	John Morewood
Reviewed by	Mike Burkinshaw

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1. Description of the Project

a. Project Description and program details including any key dates.

Project Name: North Manchester New Build

Project Number: P00060

Address: (See scope of works for site addresses)

Approximate value:

Expected project start date: February 2018

Mobilisation Period:

Expected completion date: October 2018 (Varies by site refer to programmes)

Scope of works:

Harpurhey
Douglas Street is a development of 6no. 2 bed 4 person houses with associated external works

Rudd Street is a development of 16no. 2 bed 4 person houses with associated external works

2. Management of Work

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undertaken by Willmott Dixon Holdings. These are conducted both formally and informally and involve as many of those engaged upon the project as is possible. Health and safety forms an important item on the agenda of the monthly meetings that take place which involve the management team, the Client's representatives and the contractors. Contract employees are encouraged to voice ideas and views.

2. Site and task specific briefings for sub-contract employees, is an essential feature of all contracts. During these sessions the employees are encouraged to voice concerns over matters relating to health and safety and to propose/discuss suggestions for improvements.
3. Design information, as it is received, is reviewed by the site management and where required the Health, Safety and Environmental Manager, to identify hazards which may be presented. Such hazards, together with proposed solutions are referred to the Principal Designer where deemed necessary, such as design and build. Where no hazards are identified, the information is passed to the appropriate sub-contractor. In cases where hazards cannot be avoided these are identified to the sub-contractor who is required to produce a risk assessment or, in cases of high risk activities, a detailed method statement, maintained on site during the construction period in the Risk Assessment Register.

j. CONSULTATION WITH THE WORKFORCE

1. An active Safety Committee exists within Willmott Dixon Holdings, which has a membership representing all disciplines in the company. The Committee meets at regular intervals and minutes are distributed to COO's, Managing Director's and Director's responsible for Safety.
2. On a less formal level all employees of Willmott Dixon Holdings and employees of sub-contractors are encouraged to discuss health and safety with the Health, Safety and Environmental Manager during visits to site.
3. The consultation and communication notice will be displayed on all sites. This informs all persons to bring their concerns to the attention of the site management team, via their own Site Safety Supervisor (SSS). The mobile telephone number of the Health, Safety and Environmental Manager is also displayed on the notice board and they can be contacted on a confidential basis, if necessary.
4. Toolbox talks will be carried out by contractors and monitored by our site supervision. Topics for discussion will be agreed with the contractor and will include any relevant changes required to working practices. Where necessary the site team will identify any further talks required which may be required to be undertaken by the Health, Safety and Environmental Manager.
5. Safety meetings are to be a 'stand-alone' meeting and are not be 'add-ons' attached to other meetings such as progress/Contract Review Meetings.
6. Daily All Safe briefings are to take place between WDG staff and sub-contractor Site Safety Supervisors to ensure works are planned and coordinated on a daily

g. If the showers are rarely used, the showers are to be run for five minutes per week and the shower head cleaned to prevent the possibility of bacteria forming. This is to be recorded within WD Weekly Checks on Field View, or in the site register GP-FM-HS-022 on a weekly basis.

Specific Welfare Arrangements

1. Where short term work is to be carried out on a site where the provision of huts or mobile units is not reasonably practicable, a specific welfare Risk Assessment is to be carried out, identifying the minimum requirement, which should include:

   a. Drinking water container.
   b. Means of boiling water (taking into account requirements for safety and ventilation if LPG used - see section in Policy GP-PP-HS-017).
   c. Hand cleanser in dispenser.
   d. Paper towels or other suitable means of drying hands.
   e. Storage facilities for protective clothing.
   f. Adequate first aid equipment.
   g. Mobile telephone or other means by which the emergency services can be called.

2. Before work commences, the Site Team must make arrangements for the use by operatives of convenient sanitary and welfare facilities throughout the duration of the work.

   Note: Where temporary facilities are in use due to difficulties in arranging permanent facilities, the period of use of temporary facilities and expected due date of permanent facilities, should be detailed within the Construction Phase Plan.

q. SITE LOGISTICS PLAN – See Logistics Plan in Appendix 4 (Safety Risks including):

1. Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site.
2. Wherever practical the layout of the site will include separate routes for vehicular traffic and pedestrians with priority given to safe access and egress to pedestrians.
3. This principle will include for the elimination of reversing vehicles wherever possible. The traffic plan is to be made available to all suppliers and contractors working on site.
4. A site entrance will be formed as detailed on the logistics drawings to provide access to the site compound.

5. Construction Logistics and Community Safety (CLOCS) is something that is coming to the fore within the UK and the industry. Willmott Dixon is committed to protecting vulnerable road users and our logistics plans will take into account the CLOCS standards and guides that are available online.

A Logistics plan is to be completed taking into account the items listed below and appended within Appendix 4. **This will include but is not limited to:**

a. Identify Site Boundaries and Access / Egress points to the site.
b. Traffic and Pedestrian routes, including crossing points.
c. Vulnerable Road Users.
d. Identify Site Accommodation Welfare Facilities.
e. Identify Pedestrian and Vehicle Routes.
f. Identify Location of First Aid Facilities.
g. Identify Fire Points and Fire Assembly Points.
h. Identification of any designated Smoking Areas.

Traffic Management/Separation of Vehicle and Pedestrian Routes

Site workers' vans and delivery vehicles must park considerately whilst working at the site, and avoid inconvenience to neighbouring properties by parking too close to access routes.

Site workers' vans and delivery vehicles must adhere to the parking restrictions imposed along the surrounding roads.
All vehicles must travel at very low speed whilst at the site grounds and surrounding areas.

Reversing of vehicles must be avoided. Where essential, a banksman must be used to control such operations.

Emergency Arrangements/Fire Protection Measures

The Principal Contractor must prepare emergency evacuation procedures and arrangements for fire prevention and protection during the works.

6. **DISABLED ACCESS**

a. Sites should be aware of the requirements for facilities or access for the disabled, which may well include making provision for wheelchairs, hearing loops and the visually impaired, etc.

b. Sites are to investigate at the earliest opportunity if there is a requirement

2. We work on the principle of 'He who creates the risk - creates the necessary Risk Assessment/Method Statement'.
3. The requirement for a Method Statement will be highlighted to the sub-contractor by the Construction/Operations/Projects Manager, at the pre-order meeting and the requirement thereof forms part of the contract documents.
4. All such RAMS **must** be available on site **prior** to that operation/task commencing. These will comply with the requirement of the Health and Safety Policy to ensure that they are sufficient in detail.
5. All RAMS for the task are to be communicated to the operatives undertaking the task, they must be signed on site by all operatives who will agree to comply with the RAMS at all times. If at any stage of the work the RAMS require revision then work will not be permitted to continue until the revision is in writing and again all concerned have signed it.

t. SITE RULES

1. This will include but is not limited to:

Safety Organisation/Safety Manager	Chain of command
First Aid Facilities/Welfare	Emergency procedures
Project details	Emergency areas, fire point, alarm system
No go areas/Boundaries	Do's and Don'ts/Company Policies
On-site smoking rules	Site details (address/telephone no)
Reporting Procedure	Considerate Constructors Scheme
Personal Conduct/Disciplinary Measures	Categorisation of English Language skills: Fluent (1) Adequate working Knowledge (2) Insufficient Understanding (3)
Personal Safety 'Off Site'/Local Area Risks Consultation Meetings/Safety Concerns Waste Management	Red, yellow and green card procedure

CLIENT OR PROJECT SPECIFIC RULES

1. Risk Assessments/Method Statements/Safe Systems of Work are to be complied with.
2. If for any reason the system detailed needs to be altered in any way, work must stop and the Site Manager notified immediately so that a Risk Assessment/Method Statement can be revised and re-signed.
3. Personal Safety: Irrespective of local risks employees should report any concerns to the site management.
4. Normal site working hours are to be:
   Mon – Fri 7.30am – 6.00pm Sat 8.00am – 1.00pm

5. Works on site to be structured to ensure deliveries and wagons do not drive on muddy ground, thus stopping mud on the local roads, use of a road sweeper can also be used to keep the roads clean and tidy if required.
6. As works progress community news letters will be issued to neighbors to keep them informed of progress and future activities on site.

u. DRUGS AND ALCOHOL POLICY

1. Willmott Dixon Holdings has a zero tolerance approach to the misuse of drugs and alcohol for both direct employees and members of the supply chain, and as such has an unannounced, random selection testing policy.
2. It is also the policy of Willmott Dixon Holdings that the use, suspected use or possession of illegal drugs or substances, or the consumption of alcohol, during working hours by any persons or member of staff working on/in a company site/contract or office, will be deemed to be a failure to comply with current regulations and legislation and may result in the individual being instructed to leave the site. The individual's employer will be contacted and informed of the action.
3. Where a manager has reasonable belief that a member of staff is under the influence of alcohol or drugs (whether prescribed or not) and that this is impairing his/her ability to perform normal duties (it shall be group policy to ensure that this is confirmed by at least two members of staff), the manager will ensure that the individual is taken off their normal duties with immediate effect pending investigation. Such investigation may include appropriate testing and could lead to disciplinary action.

v. FIRE AND EMERGENCY PLANS

1. All procedures will be in accordance with the JCoP for Fire Prevention On Construction Sites and the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and cover fires, acts of terrorism and all emergencies that may require the site to be evacuated (See Safety Policy and Manual).

2. The Senior Project/Building/Site Manager is the Responsible Person (RP) and is appointed as the Site Emergency Safety Coordinator for the project responsible for the following:
   a. Preparing the Safety and Environmental Emergency (& Incident) Planning Arrangements (SEEPA – GP-FM-HS-102), and Fire Plan Drawings (GP-FM-HS-054) and Fire Risk Assessment for each building and site welfare facilities.
   b. The SEEPA should include procedures for:

Appendix 2

Excavation, Ground Works and Service Avoidance Planning

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4. As far as reasonably practicable all plant shall be immobilised when the operator is not at the controls. Willmott Dixon operates a bungee key fob process where the machine's ignition key is connected to the operator.

5. All items of plant and machinery will be the subject of a weekly visual inspection to determine any faults or defects. This inspection is to be formally recorded.

6. All test and thorough examination documentation must be made available for recording with the site manager, before the item of plant is used on site, and preferably before it is unloaded from delivery transportation. This is to be recorded on form P1-HS-024 on Field View.

7. The traffic management plan must be observed and adhered to at all times, in particular site speed limits and warning signage.

8. Vehicles required to reverse must have a dedicated (trained) banksman, in addition to any audible warning devices or cameras.

9. Excavators must have a dedicated (trained) banksman, unless operating in a fenced off area where no pedestrians are present.

10. No plant or machinery is to be used on site until its presence has been brought to the attention of the site manager.

Environmental:

1. Fuel storage is to be positioned in an area away from plant and machinery usage to avoid the possibility of accidental fuel tank damage.

2. A set procedure must be followed during plant refuelling which will involve the use of drip trays and site specific equipment.

3. A dedicated emergency procedure is to be adopted in the event of a fuel spill. All fuel spills regardless of quantity, must be reported to the site management immediately.

4. An emergency spill kit and suitable and sufficient fire extinguishers must be positioned adjacent to all fuel storage tanks, and refuelling points.

5. Waste documentation (licences and transfer notes) must be made available before any material is removed from site.

6. Lorries removing waste must be properly sheeted before entering the public highway.

8.0 ENVIRONMENTAL COMMUNICATIONS

Refer to GP-PR-RM-02 RMS Communications Procedures document for the method and responsibility for communicating information regarding Willmott Dixon's environmental aspects and environmental management system to WD People and Supply Chain members and any external interested party.

8.1 ENVIRONMENTAL INCIDENTS (MiProject)

Any environmental incidents occurring on site such as spillages, adverse effects on wildlife or significant dust emissions must be recorded on MiProject within 24 hours of occurrence. Actions taken following the incident, and to prevent a reoccurrence, should also be recorded and closed out as soon as practicable. The procedures within the SEEPA (GP-FM-RM-102) document should be followed when incidents occur.

Minor incidents and Observations (Levels 3 & 4) can be important learning opportunities and it is actively encouraged that these are also inputted onto the MiProject.

8.2 ENFORCEMENT AUTHORITY VISITS (MiProject)

Environmental visits from enforcement authorities (e.g. Environment Agency or Local Authority) must be recorded on MiProject, along with corresponding actions. Actions required following the visit must be closed out as soon as practicable.

Any communications from regulatory bodies regarding complaints about the site or possible enforcement action should be copied to the Environment Manager, who can then offer support and guidance as needed.

8.3 COMMENTS, COMPLIMENTS & COMPLAINTS (MiProject)

All communication with neighbours or the general public should be recorded on MiProject, whether positive or negative, and any corresponding actions closed out as soon as practicable. This may include complaints, comments, compliments and regular letter drops.

It is essential that positive management action is demonstrated, with continued improvement and learning from each event. The information recorded is an important tool to manage the site's relationship with the local community and is used as evidence during Consideration Construction Scheme visits to prove regular communication.

8.4 CONSIDERATE CONSTRUCTORS SCHEME

As an Associate member of the Considerate Constructors Scheme (CCS), all Willmott Dixon projects over 6 weeks in duration are registered with the Scheme. Each site will have a CCS folder on site, containing the CCS guidance note and relevant evidence to present to the attending CCS Monitor. LCO Environmental Managers should be informed of CCS Monitor visits in advance, so that they can make a decision whether to attend.

The communication information recorded on MiProject replicates the CCS log, therefore it is sufficient evidence to present to the CCS Monitor.

Document: GP-PP-EM-302 GROUP RISK MANAGEMENT Revision: A Owner: Group Chief Executive(GCE) For use at all locations Issue Date: APRIL 2016
NUISANCE AVOIDANCE

ENVIRONMENTAL PROCEDURE
CONTEXT of GUIDANCE

Willmott Dixon aims to deliver its construction and maintenance services sustainably across the built environment, mitigating its impact on the communities in which it serves and operates. This guidance identifies nuisances and advises on how they can be avoided or managed, in keeping with current legislation.

PLANNING PHASE ACTION

Communication

The golden rule of nuisance avoidance is pro-active communication. People are a lot more tolerant if kept informed of forthcoming activity; so keep communications regular, relevant and concise.

☐ While websites are becoming more common, a newsletter is always useful for site neighbours, whether residents, businesses, a school etc. The newsletter may be quarterly, with additional issues prior to particularly disruptive activities (e.g. power-floating in the evening) or when the nature of the works changes significantly (e.g. demolition commences).
☐ Provide contact details for the project; including the Out of Hours number (prompt the caller to quote the contract number to help identify the site).
☐ Display drawings of the finished project on the site hoarding, together with progress photos.
☐ Contact the local Environmental Health Office prior to the start of works to introduce Willmott Dixon and the project, provide contact details and to explain how we plan to avoid any nuisance issues.
☐ Find out about any particular activities that our activities could impact upon (e.g. exams, local festivals) and try to take account of these when planning works.

OPERATIONAL PHASE ACTION

Noise and Vibration Nuisance

Avoid it by:

☐ Displaying the permitted working hours at the site entrance and sticking to them.
☐ Conducting noisy activities off-site when possible. E.g. If half bricks are required have a pallet pre-cut off site, so avoiding noise, dust and safety risks.
☐ Planning a traffic route that reduces the need to reverse, so avoiding the reverse siren.

Reduce it by:

☐ Constructing the boundary fence from a mix of timber/HDPE and Heras fencing, so creating a noise barrier. The cabins can also be used to create a noise barrier.
☐ Maintaining plant and equipment and turning off when not in use – muck away wagons are to turn off engines while waiting to be loaded / unload; utilise rubber linings on beds of tipper wagons, where necessary. Encourage use of plant in economic mode so mutes engine when machine goes to idle.

☐ Maintain any temporary haul roads to reduce noise and vibration from plant and vehicles.
☐ Using silencers / acoustic screens on plant where possible.
☐ Using silenced generators (particularly if they're running through the night) and switch to mains power as soon as possible.

Manage it by:

☐ Screening off noisy activities when possible (e.g. create a screened off block cutting area).
☐ Locating noisy activities away from any neighbours (e.g. locate crusher away from neighbouring properties).
☐ Monitor the vibration setting of plant near sensitive receptors, e.g. vibro compaction near neighbouring residential properties.
☐ Planning noisier activities for less sensitive times of the day, e.g. avoid first thing
☐ Ensure that a key holder is nominated for sites/offices so that alarms can be silenced if required.
☐ Addressing in the site induction and delivering TBTs as required.
☐ Keeping radios to an acceptable level, ensuring that they cannot be heard outside the work area.
☐ Avoiding shouting, foul-language and anti-social behaviour on site.
☐ Establishing baseline levels, taking regular noise and vibration readings at set locations near sensitive receptors and maintaining records. Employ a qualified person to take the measurements in particularly sensitive situations.

Mud and Dust Nuisance

Avoid it by:

☐ Hard landscaping / laying sub-base, base coat or stoning up access roads and parking facilities.
☐ Locating stockpiles away from site boundaries, use of wind-fences or seeding to limit dust.

Manage it by:

☐ Covering dust generating loads and piles of materials, such as sand and topsoil.
☐ Providing wheel wash facilities on site.
☐ Employing a roadsweeper to remove mud / dust from the roads on and around site (remember to ensure that waste documentation is obtained).
☐ Addressing in the site induction and delivering TBTs as required.
☐ Keeping plant / vehicles on site to the site speed limit.
☐ Using dust capture / suppression equipment on tools and plant.
☐ Sweep up dust (and litter pick/maintain site housekeeping on all build levels, especially roof and upper floors) to prevent wind-blown dust and debris nuisance to site and community.

Air Quality and Smoke Nuisance

Avoid it by:

☐ Prohibiting burning of materials on site and managing waste to avoid fire risk.

☐ Ensuring policy of using plant less than 18 months old on site; ensure maintenance records available.

Manage it by:

☐ In rare circumstances it may be more environmentally acceptable to burn materials on site for effective control and **only with Defra instruction** to do so (eg non-EU pallets with alien species).

Traffic and Parking Nuisance

Manage it by:

☐ Preparing a Traffic Management Plan and communicating it to all that plan to come to site. Take into account sensitive receptors such as schools and old people homes and include: access routes, weight and width restrictions, parking arrangements, low head room access routes, accessibility for pedestrians, delivery time restrictions, unloading arrangements, delivery routes to site from trunk roads, public transport details.
☐ Providing as much parking on site as possible, or at another nearby location.
☐ Providing space for vehicles being unloaded / waiting to be unloaded.
☐ Organising a park and ride scheme that utilises suitable parking facilities nearby.
☐ Planning deliveries to avoid waiting vehicles, and ensuring that those waiting turn their engines off.

Odour Nuisance

Manage it by:

☐ Removing domestic waste frequently during warm periods (also helps to manage insects and vermin).
☐ Emptying septic tanks at less sensitive times, e.g. avoid meal times.
☐ Using fine water sprays and fragrance neutralisers when working on live drains, exposed ground containing hydrogen sulphide, mercaptans or other strong sources of odour.

Light Nuisance

Avoid it by:

☐ Pointing all security lighting away from sensitive receptors, such as residents and wildlife areas. Use additional screening as required and use anti-glare lights.
☐ Programming works to avoid certain times, e.g. bat roosting season.

Manage it by:

☐ Turning off lights when not required, perhaps consider using PIR switches with timers where possible.

PROCESSES (if applicable)

All complaints about noise, dust, vibration and other nuisances are to be reported using the Environmental Incident reporting system on MiProject.

Document: GP-PP-EM-302 GROUP RISK MANAGEMENT Revision: A Owner: Group Chief Executive(GCE) For use at all locations Issue Date: APRIL 2016 NUISANCE AVOIDANCE

FURTHER INFORMATION & WEBPAGE LINKS

http://www.legislation.gov.uk/ukpga/1974/40/contents
http://www.legislation.gov.uk/ukpga/1993/40/contents
http://www.legislation.gov.uk/ukpga/2007/24/contents
http://legislation.data.gov.uk/cy/uksi/2014/1309/made/data.htm?wrap=true
http://www.legislation.gov.uk/uksi/2010/1001/pdfs/uksi_20101001_en.pdf
http://adlib.everysite.co.uk/adlib/defra/content.aspx?doc=18194&id=18196
http://www.legislation.gov.uk/ukpga/1990/43/contents
https://www.sentencingcouncil.org.uk/wp-content/uploads/Final_Environmental_Offences_Definitive_Guideline_web1.pdf
For relevant legislation, please refer to Register of Environmental Legislation