

CONSTRUCTION PHASE PLAN V2

PROJECT DETAILS			
Site address:	House of Fu, 113-115 Portland Street, Manchester		
Contract No.:	017		
Start Date:	June 2023	Duration:	September 2023
Plan prepared by:	Jonty Ramsden-Smith	Role:	Director
Checked by:		Role:	Project Coordinator
Project Manager:	Jonty Ramsden-Smith		
Site Manager:	Daniel Mackenzie		

CONSTRUCTION PHASE PLAN [CPP] HAND OVER

All Site Management staff shall confirm that they are aware of the content and purpose of the CPP by signing below.

NAME	SIGNATURE	TITLE	DATE
Daniel Makenzie		Site Manager	
Jonty Ramsden-Smith		Project Director	
Daniel Fitzpatrick		Managing Director	

SUMMARY OF AMENDMENTS

DATE	ACTION TAKEN
17/05/2023	Initial Issue
July 2023	Amendment

Part 1 - Site Specific Information

The plan is intended to be read in conjunction with the health and safety management and record information as contained in the associated Appendices. During implementation of the works, the Construction Phase Plan and Appendices will be maintained, reviewed and updated by Daniel James Interiors Ltd, as a health & safety management tool for the project.

1	The works are to complete the Interior fitout, which will be undertake under the management and supervision of Daniel James Interiors Ltd, with 4 Joiners onsite undertaking Joinery works. In addition, The Electrical Contractor (Harringtons) will be undertaking the Electrical Install design, supply and fitting works, scheduled for 4 trades persons for the duration of the build. Coolair, Air Conditioning Engineers are scheduled for 2 tradespersons to be on site for the duration of the build. Plumbing Contractor will be on site working in multiple area for the duration of the build. It is envisaging that other trades like Painters, Tilers, Flooring & Seating Contractors will also be on site for the duration of the build. In addition, the main Demolition works as scoped out below. • Main 3m Timber Beams and Trimmers will be extracted, the main area round the stairwell will be cordoned off for safety, 3 man team will secure the beam with acro props, we will then use 2 x Genie Lifts to support the beam while it is removed from the trimmers, there will be a banksman working along side the team as the beam is lowered down on the Genie Lifts, the beams will be cut up and removed from site • All other Demolition work is remedial						
2	<table border="1"> <tr> <th colspan="2">MAIN DUTY HOLDERS:</th></tr> <tr> <td>Name of Client:</td><td>House of Fu 113 – 115 Portland Street Manchester</td></tr> <tr> <td>Principal Designer:</td><td>Patrick Thomas Up North Architects</td></tr> </table>	MAIN DUTY HOLDERS:		Name of Client:	House of Fu 113 – 115 Portland Street Manchester	Principal Designer:	Patrick Thomas Up North Architects
MAIN DUTY HOLDERS:							
Name of Client:	House of Fu 113 – 115 Portland Street Manchester						
Principal Designer:	Patrick Thomas Up North Architects						

	Principal Contractor: Daniel James Interiors Ltd Unit 6 Hammond Court Stockport SK4 1PQ Contact: dan@danieljamesinteriors.com Tel: 0161 706 0463
	INFORMATION REGARD EXISTING RECORDS: PCI and designers risk assessments also received.
3	MANAGEMENT OF THE WORK The works will be managed by Daniel James Interiors Ltd in accordance with the company Health & Safety Policy. The responsibility for implementing the procedures contained within this Construction Phase Plan lies directly and personally with line management from the Director through to every individual employee.
4	HEALTH & SAFETY GOALS FOR THE PROJECT The safety goals for this project are to protect the health, safety and welfare of all people working on the project and all others who may be affected by their activities in order to ensure the health and safety of all client employees, contractor employees, tenants and the general public. This Construction Phase Plan in conjunction with the Pre- Construction Information confirms how Daniel James Interiors Ltd will manage the works to achieve these goals and is intended to be read in conjunction with the appended project H&S Management document.
5	ARRANGEMENTS FOR: Regular liaison between parties on site: The Management and Supervisory team will meet regularly to discuss any Health & Safety problems or issued encountered. Control measures will be continually monitored and updated.

6	Consultation with the workforce:
(a)	All site staff will be inducted prior to commencement on site. All personnel will sign the induction form to confirm that they have understood the requirements. Regular toolbox talks will be delivered to the workforce to provide updates on safety issues and new legislation. All site personnel are encouraged to give comments regarding safety issues to the site management team.
(b)	The exchange of design information: The information will be shown in the project file. Also included will be risk assessments/ method statements, the contents of the file will be communicated at site induction and will be available to anyone connected with the works.
(c)	Handling design changes during the project: Any changes during the project will be discussed at the Management and Supervisory team meetings & recorded. All relevant duty holders will be notified of any design changes.
(d)	The selection and management of contractors: Both Directly Employed and Contractors will be used/appointed to work on the development who have been selected by Daniel James Interiors Ltd
(e)	The exchange of health & safety information between contractors: All contractors associated with the scheme will be provided with all the health & safety information contained with this document.
(f)	Site Security arrangements are: Daniel James Interiors Ltd must ensure that the site is suitably hoarded or fenced to prevent unauthorised access during construction works Site visitors should complete a visitors log and should either be fully inducted or escorted around site when visiting the works. Contractors will be expected to induct all site personnel and to take records of attendees. Appropriate PPE should be worn at all times with a minimum requirement of steel toe capped boots, a high viz vest and a hard hat

(g)	Site induction: All operatives will receive a rigorous site induction before they start any work. Each operative will sign and date the induction forms to confirm this has been undertaken and understood.
(h)	Training: All staff receive training in: • Safe use of leaning ladders and steps • Site Interfaces & Shows Further training is provided as necessary including; • Mobile Towers • Manual handling Supervisory staff are also trained in the use of First Aid and receive Health & Safety Awareness training. Contractors training records will be requested prior to commencement on site.
(i)	Welfare facilities: Welfare arrangements are provided in compliance with HSE Information Sheets on welfare and welfare regulations to include: Designated facilities will be allocated and maintained Canteen / Eating Arrangements with necessary food preparation area Toilet and hand washing facilities Rest facilities with suitable tables and chairs provided Designated canteen and handwashing facilities will be allocated and maintained

(j)	First aid arrangements: Contact Name- Daniel Makenzie First Aid Kit Location – Site Office The nearest A&E/Minor Injuries Unit to the site is: Manchester Royal Infirmary Oxford Road Manchester M13 9WL Tel: +44 (0)161 276 1234 Fax: +44 (0)161 273 6211 RIDDOR Categories: • Deaths, Specified Injuries • Dangerous Occurrences • Over 7 Day Injuries • Diseases <i>CALL EMERGENCY SERVICES IN THE USUAL WAY.....999</i>
(k)	Reporting and investigating Accidents: All accidents will be recorded on an accident form which will be held at the Head Office When relevant the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be complied with, this will involve an investigation report being produced.
(l)	The production and approval of Risk Assessments: All work carried out will comply with the Management of Safety at Work Regulations 1999 and risk assessments will be undertaken for each task / work activity.
(m)	Fire & Emergency policy: A no smoking policy is adopted on site and there is no smoking in vehicles. Hot works are unlikely but permits will be issued should there be a requirement. Areas of work will be kept tidy at all times, there will be no build-up of rubbish and all waste will be put in the licensed skips provided.

(n)	ARRANGEMENTS FOR CONTROLLING SIGNIFICANT RISKS: Safety Risks Including: Mobile Towers will be supplied by reputable hire companies and erected/dismantled by a trained [PASMA] operative(s) if required. Step ladders and leaning ladders will only be used as working platforms where there is no other reasonably practicable option and then only in accordance with the relevant Safe Working Procedure.
7 (a)	(i) Delivery and removal of materials (including waste) and work equipment taking into account any risks to the public (e.g. during access/egress to working areas): Deliveries and removal of waste will be planned in liaison with the Client to minimise any interface with operational movements. Banksman will be used to maintain safe manoeuvring.
	(ii) Dealing with services - water, electricity, gas, overhead cables and temporary electrical installations: These will be managed with Site Specific Risk and Method statements. These will require a site permit. This will be only issued once RAMS are approved by Daniel James Interiors Ltd.
	(iii) Adjacent land/building use:

	(iv) Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures: No Significant Temporary Works are Envisaged.
	(v) Control of lifting operations: Liaise with CDM Adviser Darren McHugh regarding
	(vi) The maintenance of plant & equipment: All plant and equipment will be tested, inspected and recorded as required.
	(vii) Work on excavations and work where there are poor ground conditions: N/A
	(viii) Work on or near water where there is a risk of drowning: N/A
	(ix) Traffic routes segregation of vehicles and pedestrians: Any loading/deliveries a banksman will be used to ensure a safe transit route, wait and load to be adopted. All materials will be unloaded via the service yard at the rear of the building, please see site plan on Appendix 4. TRANSIT VANS ONLY. All vans can turn within courtyard and exit in forwards direction at end of report
	(x) Storage of materials (particularly hazardous materials) and work equipment: Bulk of the materials will be stored away from site and loaded when needed. Any hazardous materials will be stored as per manufacturer's instructions and in accordance with CoSHH sheets
	(xi) Any other significant risks: If any other risks occur while on site, site specific RAMS will be produced and relevant personal will be informed
	Health Risks Including: (i) Asbestos: the existence of Asbestos is unknown within the building. A review of existing

	asbestos management plan and further review and inspection is required to ensure no ACM material is present and to be confirmed.
(b)	(ii) Dealing with contaminated land: N/A
	(iii) Use of hazardous substance particularly where there is need for health monitoring: N/A
	(iv) Reducing dust, noise and vibrations: All works will be undertaken to keep noise and dust to a minimum and all necessary precautions will be taken to reduce the risks and provide protection to the individual operatives. Non-essential persons will be excluded from area where works are being undertaken creating dusts, noise or vibration. Works will be organised to ensure compliance in these areas to Workplace Exposure Limits. Noisy works will work around minimise disruption to the surrounding area.
	(v) Exposure to UV radiation (from the sun): Operatives will be required to wear suitable clothing that provides adequate protection from UV rays. Operatives will also be encouraged to wear a hat with a peak & a brim or flap to cover the neck & ears, we will advocate the use of a high factor sun cream and this will be provided by the employer as a PPE requirement. Operatives will be advised to take their breaks in the shade and work will be programmed to minimize exposure. (External Areas only)
	(vi) Any other significant health risks: CoSHH sheets will be adhered to where necessary
	THE HEALTH & SAFETY FILE: Will consist of a Document prepared by the Principal Designer
	Arrangements for the Collection of Information: Daniel James Interiors Ltd will provide information for inclusion in the Health & Safety File to the Principal Designer.

Part 2 - Site Contact Numbers

A copy will be displayed within the site office and welfare provisions.

Role	Contact Name	Telephone Number
Director	Daniel Fitzpatrick	07495 854655
Project Coordinator	Jonty Ramsden-smith	07342 979743
Site Supervisor	Dan Mackenzie	07849 582398
Principle Designer	Patrick Thomas	

Part 3 - Site Consultation

Daniel James Interiors Ltd is committed to carry out effective consultation with everyone on this project.

The site has selected the methods of consultation indicated below as appropriate for this project:

PROJECT LEVEL 1	
Methods of Consultation: 1. Appointed Safety Representatives 2. Site / Project Meetings 3. Induction	Methods Selected: ☐ ☐ ☐
WORKGANG LEVEL 2	
Methods of Consultation 1. Toolbox Talks 2. Through one or more representatives 3. Risk Assessment / Method Statements Briefings	Methods Selected: ☐ ☐ ☐
INDIVIDUAL LEVEL 3	
Methods of Consultation 1. Feedback / Suggestion Boxes 2. Directly with employees 3. Open Door Policy	Methods Selected: ☐ ☐ ☐

Part 4 - Site Rules

The site manager in charge of day to day site matters is
Management Team

- All operatives must receive a site induction prior to commencing work.
- Hours of work will be: Mon – Sat 7.30am – 4.30pm. Noisy working on Saturday restricted to 08.30 to 14.00
- Car parking is via NCP car park on Sackvill Street (M1 3LY), Oxford Road (M15EJ). Contractors should avoid parking in the courtyard as space is limited
- It is your duty to take care of your own health and safety, and for the health and safety of all other person who may be affected by your acts or omissions.
- The site will run a “zero tolerance” policy towards breaches of Health, Safety & Environmental issues.
- No activity will commence on site without a relevant Risk Assessments, CoSHH Assessments and where applicable Safety Method Statements being in place, read and understood by all the relevant site personnel undertaking the works.
- All site personnel must report to the Site Manager on a daily basis, for security and H&S reasons.
- All site personnel must comply with Health, Safety & Environmental legislation.
- If you discover any unusual materials, i.e. Asbestos, etc. STOP WORK and report it to your Site Manager.
- Only trained and competent personnel may operate plant or machinery and in the manner of which it is designed.
- Mobile towers will be erected, altered and dismantled by a trained and competent person only.
- All plant and machinery must comply with LOLER and PUWER.
- Portable Appliances must be tested every 3 months for construction sites.
- Only trained and competent personnel must operate electrical tools.
- All communication including residents and public visitors will be dealt with by the Site Manager.
- **ALL** accidents regardless of the result **MUST** be reported to the Site Manager immediately after the event.
- All relevant precautions are to be taken to minimise the risk of an environmental hazard (i.e. noise, dust etc.).

- PPE must be worn as detailed in the relevant Risk Assessments for the tasks being undertaken.

- Access equipment and hazardous materials are not to be left unattended at any time, unless they are made safe (i.e. plant immobilized / locked away etc.).
- Operatives are to keep all work areas clean and tidy at all times, to ensure good housekeeping and to minimise the risk to others.
- No horseplay, no foul or abusive language.
- Scaffolding will only be erected, altered and dismantled by trained and competent personnel. Anyone found tampering with any scaffolding will be removed off site and the necessary disciplinary procedures will be followed.
- All portable access equipment to be locked up with lock and chain in a safe place at the end of each day or removed from site.
- Materials storage area to be kept locked at all times when unattended.
- All site personnel are expected to follow the fire and emergency procedures.
- No drugs or alcohol to be consumed on site. Anyone found to be under the influence shall be removed with immediate effect and disciplinary procedures will follow.
- The smoking policy on this site is: Non-Smoking
- Routes for emergency vehicles are to be kept clear at all times.
- Operatives are to utilise site welfare arrangements only.
- Communication with local residents has been coordinated via the landlord, Bruntwood. Bruntwood have their own dedicated Customer relations manager Jana Marinicova who has inducted the team.
- You will attend relevant site tool box talks/training session as may be required from time to time by the site team.
- The site will operate a permit system for –

Electrical

Air Conditioning



Part 5 - Site Inductions

[illegible]

Part 06 - Toolbox Talk Register

Insert all Toolbox Talk Registers here

Part 7 - Emergency Procedures

In the event of discovery of a fire

Raise the alarm.

The alarm system for this site is:
This is situated on the ground floor in reception.

Contact the Emergency Services.... 999.

Vacate the building and the surrounding area(s), leaving behind any tools or other equipment.

Assemble at the designated "Fire Assembly Point".

The assembly point for this site is:
Fire Assembly Points as situated in the main rear carpark

Stay within this area until the site management team has undertaken a "roll call".

Appendix 2 - Inspection Registers / Checklists

Insert all forms here relevant to the project

Form No.	Task / activity	Relevant (tick)
HSE-S-011	Weekly Site Safety Inspection	
HSE-S-022	Scaffold Inspection Register	
HSE-S-023	Excavation Inspection Register	
HSE-S-024	Plant & Equipment Register	
HSE-S-025	MEWP Checklist	
HSE-S-026	Cradle Checklist	
HSE-S-033	Site Hoarding Inspection	

Appendix 3 - Site Reports / Other Documentation

Insert all site reports undertaken for the project, along with other relevant documentation

Operation	Relevant (tick)
Asbestos Survey Results (from client)	
Accident Form	
Notification of HSE Visit	
PPE Register	
Control of Lead at Work	
Lead Test Record	
Contractors Selection Form (Site)	
Permits: Hot Works	
Electrical	
Excavation	
Confined Space entry	
Manual Handling Assessment	
Noise	

Appendix 4 - F10 Notification

Ensure the F10 is also displayed within the Site Office.







