

Construction Phase Plan

Construction of 6no. detached houses

at

**Carr Lane
Redbourne
Gainsborough
DN21 4QZ**

22 March 2022

Kemp & Townsend Ltd

17 Minster Moorgate

Beverley

HU17 8HP

**Carr Lane
Redbourne
DN21 4QZ
Construction Phase Plan**

Contents

1: Description of project

- 1.1 Description & address
- 1.2 Key dates
- 1.3 Details of all parties
- 1.4 Plans

2: Management of the work

- 2.1 Site Management Structure and Responsibilities
- 2.2 Health & Safety Goals
- 2.3 Monitoring and Review of Performance
- 2.4 Regular Liaison & Consultation
- 2.5 Design Changes
- 2.6 Selection of Contractors
- 2.7 Exchange of H&S information
- 2.8 Site Security
- 2.9 Site Induction
- 2.10 Welfare & First Aid
- 2.11 Accidents & Incidents
- 2.12 Production & Approval of Risk Assessments and Systems of Work
- 2.13 Site Rules
- 2.14 Emergency Procedures

3: Arrangements for controlling significant site risks

- 3.1 Safety Risks
 - 3.1.1 Car Parking, Deliveries & Removals
 - 3.1.2 Dealing with Services
 - 3.1.3 Adjacent Land Use
 - 3.1.4 Falls from Height
 - 3.1.5 Falling Objects
 - 3.1.6 Storage of Materials & Equipment
 - 3.1.7 Tools, Plant & Equipment
 - 3.1.8 Fire
 - 3.1.9 Electricity
 - 3.1.10 Temporary Works
 - 3.1.11 Internal Work Areas
 - 3.1.12 Underground Services
 - 3.1.13 Excavations
 - 3.1.14 Mobile Plant
 - 3.1.15 Traffic Management

3.2 Health risks

- 3.2.1 Asbestos
- 3.2.2 Hazardous Substances
- 3.2.3 Manual Handling
- 3.2.4 Noise & Vibration
- 3.2.5 Exposure to UV Radiation from the Sun
- 3.2.6 Dust
- 3.2.7 COVID 19

4: H&S File

Appendix 1: Site Rules

Appendix 2: Site set-up plan

This construction phase plan is provided in accordance with Regulation 12 (1) of The Construction (Design and Management) Regulations 2015. This plan does not aim to be complete for the whole project but is **sufficient** to ensure that the construction phase is **planned, managed and monitored** in a way which enables the construction work to be **started** so far as is reasonably practicable without the risk to health and safety.

The Construction Phase Plan will be updated by the Principal Contractor as the site develops or there is a requirement to make changes to the systems of controls and procedures detailed in this version of the Construction Phase Plan.

The scale of this project is such that it meets the requirements of a notifiable project in accordance with the Construction (Design and Management) Regulations 2015 regulation 6 Notification. An initial F10 was submitted for this project by the Principal Designer on 22/03/21 on behalf of the Client.

1: Description of project

1.1 Description & address

The project is the construction of 6no. detached residential properties. The works will involve site preparation, the construction of the new houses and access roadways, provision of all associated services and the landscaping. There is a timber framed outbuilding on the site which will be demolished and removed at an early stage of the project.

The completed structures are for use as domestic properties and so the finished design will not need to take account of the Workplace (Health, Safety and Welfare) Regulations 1992.

Address:

**Carr Lane
Redbourne
DN21 4QZ**

1.2 Key dates

The planned start date for the construction phase is 2/05/2022 and is expected to last 80 weeks.

1.3 Details of all parties

Client: Kemp & Townsend Ltd
17 Minster Moorgate
Beverley
HU17 8HP

Daniel Kemp
Tel: 07392297734
E: danny@kempandtownsend.com

Principal Designer: Broadgate Safety Consultants Limited
2 Hayward Close
Walkington
HU17 8YB

Mark Dalton
Tel: 07756 612761
E: mark.dalton@bgsc.co.uk

Designer: Lincs Design Consultancy
12 Vickers Lane
Louth
LN11 9PJ

Chris Birkett
Tel: 01507 611155/ 07771331077
E: chris@lincsdesignconsultancy.co.uk

Principal Contractor: Kemp & Townsend Ltd
17 Minster Moorgate
Beverley
HU17 8HP

Daniel Kemp
Tel: 07392297734
E: danny@kempandtownsend.com

Contractors: tbc

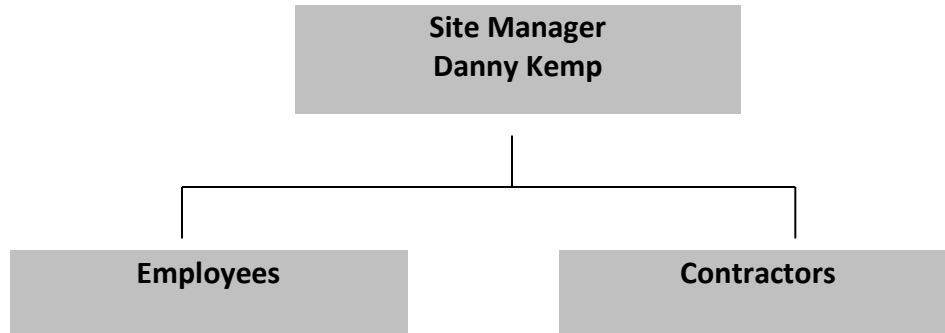
1.4 Plans

The Principal Contractor will be provided with a pack of drawings and plans produced by Lincs Design Consultancy to allow the works to be planned and for the construction phase commence.

There are no services crossing the site and the Principal Contractor is aware of the location of services along Carr Lane.

2: Management of the work

2.1 Site Management Structure and Responsibilities



Kemp & Townsend Ltd is responsible for ensuring adequate resources in terms of equipment and materials but also information, training and instruction are provided so that the site can be managed in a safe and healthy manner, as far as is reasonably practicable.

Kemp & Townsend Ltd will have a Site Manager present on site and will monitor the performance of the contractors and take responsibility for issues such as site security, site induction training, provision of welfare facilities etc.

The Site Manager is responsible for ensuring the site is managed on a day-to-day basis in a safe and healthy manner, as far as is reasonably practicable. He shall ensure all site workers and contractors follow health & safety instructions and best practice procedures, as far as is reasonably practicable. He shall ensure there is adequate co-operation and co-ordination between contractors so that effective management is implemented.

It is the Site Manager's responsibility for ensuring any site defects or problems affecting the health & safety arrangements on site brought to his attention are addressed in a timely manner.

Health & safety advice will be obtained from Broadgate Safety Consultants Limited, the external health & safety advisors to Kemp & Townsend Ltd, as necessary.

All employees and contractors' employees are responsible for their own safety and the safety of other people who may be affected by their acts or omissions. They have a legal duty to report to the Site Manager any site defects that they are aware of that may affect health & safety, and to comply with any site rules or instructions.

All contractors must identify their senior site person with regard to health & safety responsibilities to allow effective communication and co-ordination.

No lone working is permitted on site.

2.2 Health & Safety Goals

It is Kemp & Townsend Ltd's policy to comply with the requirements of the Health and Safety at Work etc. Act 1974, the requirements placed on the Principal Contractor by the Construction (Design and Management) Regulations 2015 and any additional requirements of the Client. This is to be the minimum standard of health & safety performance. It is the company's target that there will be zero accidents and incidents in the course of this project.

It is only through conformance with site rules and co-operation and co-ordination of all contractors' site activities that this target can be achieved.

2.3 Monitoring and Review of Performance

The Site Manager will be on site every day that construction takes place. He will monitor health & safety conditions on site though each contractor is responsible for day-to-day supervision of the activities of its employees. If for some reason the Site Manager cannot be on site when construction is taking place, he will appoint a representative to take responsibility for site safety in his absence. Health & safety inspections by an external competent health & safety advisor will be carried out if required.

All accidents on site must be reported to the Site Manager. Accidents will be recorded in the accident book and appropriate investigations will be carried out in accordance with the company policy.

2.4 Regular Liaison & Consultation

All contractors will be encouraged to raise any site health & safety concerns with the Site Manager. He will keep all contractors advised of day-to-day operational information with health & safety implications, so the activities of the various contractors can be co-ordinated.

The Site Manager will liaise with Client and the design team on issues affecting health & safety on site.

2.5 Design Changes

Design information will be provided to all contractors at pre-start meetings including and design risk information associated with the designs for the project.

Any changes to designs that are necessary that arise during the construction phase will be brought to the attention of the Client and the design team.

2.6 Selection of Contractors

Contractors working on this project are selected on the basis of experience and competence to carry out their tasks in a safe and healthy manner. Contractors will be required to provide site-specific method statements and risk assessments prior to their work commencing. Contractors will be required to provide evidence of the competence of their employees to undertake their work on site. All site workers must hold appropriate skills cards relevant to their work and the plant and equipment to be used and must provide copies of certificates or cards (CSCS, PASMA, IPAF etc.) to the Site Manager at induction.

Sub- contractors are expected for the following tasks:-

- Electrical work;
- Plumbing & gas;
- Scaffolding

2.7 Exchange of Health & Safety Information

All evidence of health & safety competence and proposed work methods must be provided to Kemp & Townsend Ltd prior to the individual contractor's construction work commencing.

The Site Manager will maintain a copy (electronic or hard copy) of all relevant health & safety documentation on site and will use this information during the supervision of contractors' work.

The Site Manager will display appropriate notices on site, including the F10, site safety rules and relevant health & safety information.

2.8 Site Security

The site will be kept secure to prevent access to the working areas by unauthorised people. There are residential properties close by and so there is the risk of overnight visitors entering the site. Heras fencing panels and hoarding will be used at the site perimeter and the access gates will be padlocked out of hours. (See Appendix 2: Site set-up plan).

The effectiveness of the site security measures will be monitored, and further measures will be implemented if necessary.

During the working day, all workers and visitors entering the construction area must report to the Site Manager or the person responsible for the site on arrival and prior to leaving.

2.9 Site Induction

All personnel who are to work on this site must undergo site induction at the start of their first day on site, given by the Site Manager or the senior person responsible for the site in the absence of the Site Manager.

Visitors do not necessarily need to undergo full induction dependent on the purpose of their visit and their experience & qualifications, but visitors will be given an appropriate amount of site induction and may need to be accompanied throughout their visit.

Site induction will focus on site- specific health & safety factors including:-

- Awareness of site layout including fire escape routes and assembly point

- Provision of site welfare facilities and COVID 19 infection control rules

- Site rules including PPE and reporting in & out requirements

- Fire and first aid emergencies

- Accident and hazard reporting requirements

- Significant health & safety hazards

All Site Rules will be enforced by the Site Manager.

2.10 Welfare & First Aid

Site welfare facilities will be provided by Kemp & Townsend Ltd within the site cabins located in a compound at the rear of the site. These facilities will include toilets and canteen facilities (food & drink heating facilities and hand washing facilities - hot & cold water). Workers will be instructed to treat these facilities with respect and report any defects to the Site Manager.

Kemp & Townsend Ltd have 2no. trained first aiders (Neil & Lee Booker) based on site plus other employees who may be present on site. There will be a fully stocked first aid kit in the site cabin.

The nearest accident and emergency unit is at:

**Lincoln County Hospital
Accident and Emergency (A&E)
Greetwell Road
Lincoln
LN2 5QY
T: 01522 512512**

2.11 Accidents & Incidents

All accidents and incidents must be reported to the Site Manager. Reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be carried out by Site Manager for accidents involving employees, contractors' employees and members of the public.

The Site Manager will make any necessary RIDDOR reports to the Incident Contact Centre 0345 300 9923.

The Site Manager will carry out an accident investigation in order to identify the causes and implement modifications to site activities to reduce the risk of recurrence of this event. Contractors are required to co-operate with any investigation.

The Client and the Principal Designer will be advised of any reportable accidents or incidents.

2.12 Production & Approval of Risk Assessments and Systems of Work

All contractors must provide site-specific risk assessments and method statements prior to their construction works commencing. Generic risk assessments and method statements will not be accepted. If design changes or site factors lead to changes in the method statements, updated risk assessments may be required, and any changes must be approved before work commences.

Contractors are required to bring their risk assessments to the attention of their own employees.

2.13 Site Rules

Kemp & Townsend Ltd will produce site specific rules which will be explained to all site workers at induction and will be displayed on site. (See Appendix 1)

These site rules may be amended from time to time as the site layout and work methods develop.

2.14 Emergency Procedures

The Site Manager will establish site-specific procedures with regard to a fire emergency or an accident, which may change as the site develops. Emergency procedures will be included in the health & safety induction training.

The site sign- in register will be used to account for people in the event of an emergency evacuation.

3: Arrangements for controlling significant site risks

The designers have not drawn up any descriptions of the principles of the design, identifying any precautions which need to be taken or sequences of construction which need to be followed. No hazards have been identified which a competent builder would be unaware of.

3.1 Safety Risks

3.1.1 Car Parking, Deliveries & Removals

A staff & visitors car park will be set up behind the sales office at the front of the site.

After the site set up phase when deliveries will be made at kerb side, delivery vehicles will drive onto site and off- load in the site compound or at specific locations around the site. There will be areas on site where the delivery vehicles can turn around, avoiding the need to reverse onto Carr Lane. There will be trained banksmen on site to supervise reversing manoeuvres.

The Site Manager will be advised of any deliveries, so he can coordinate unloading equipment and personnel. Contractors will be advised of these requirements and must advise the Site Manager of any planned deliveries in advance.

Due consideration will be given to the activities adjacent to the site. Footpaths and roadways outside the site will not be obstructed by vehicles or construction materials.

3.1.2 Dealing with Services

There are no underground services crossing the site and the Site Manager is aware of the location of the services in the public highway.

All works associated with these services will be carried out by competent contractors and the works will be coordinated with the appropriate utilities provider.

3.1.3 Adjacent Land Use

The adjacent areas to the site are residential.

Due consideration will be given to neighbouring occupiers when noisy work or work involving vibration are being carried out. Works are planned to take place between 07:30 – 16:30 Mon – Fri though work outside these times may be necessary.

3.1.4 Falls from Height

When required, Kemp & Townsend Ltd will provide independent scaffolding designed, erected, amended and dismantled by a competent scaffolding contractor. This scaffolding contractor will provide hand-over certificates and then 7-day inspection certificates. No site workers are permitted to interfere with any part of the scaffolding without permission from Kemp & Townsend Ltd. Crash decking will be erected inside buildings under construction to prevent falls from height into the buildings.

3.1.5 Falling Objects

Hard hats must be worn by all people on site when work at height is being carried out. All unnecessary people will be kept away from areas where overhead work is being undertaken.

3.1.6 Storage of Materials & Equipment

Construction materials and equipment will be stored within the areas on site set aside for this purpose by the Site Manager. No materials will be stored on footpaths or roadways and verges outside the site boundary.

3.1.7 Tools, Plant & Equipment

All tools, plant and equipment will be selected so if it fit for purpose. A programme of inspection, maintenance and examination will be implemented that is appropriate for the item of work equipment. Where equipment is hired, the responsibility for maintenance and examination will rest with the hire company.

Operatives will carry out appropriate pre-use inspections and report any defects identified and quarantine unsafe equipment.

Transformers will be provided so the 110-volt site tools can be powered by the sites temporary 240-volt supply. Alternatively, contractors will provide mobile generators. There will be a generator to power the site cabins until a fixed supply is installed.

3.1.8 Fire

The Site Manager will be responsible for fire safety associated with the works. He will inspect the site, any firefighting or fire alarm equipment and combustible/ flammable storage on a daily basis.

The fire escape routes, the location of firefighting & alarm equipment and the emergency assembly point will be brought to the attention of all site workers as part of the induction procedure. The site's fire emergency procedures will also be explained to all site workers. The fire evacuation strategy is a simultaneous evacuation with the assembly point being located at the site entrance.

No hot working is planned for this site.

Site workers will be instructed that no smoking will be permitted in the buildings. It is planned that there will be no LPG cylinders will be stored on site overnight. Any flammable substances will be removed from site at the end of the day.

The waste skips will be located as far away from the buildings as practicable.

A portable extinguisher will be provided at the site cabin accessible to all areas of the site.

3.1.9 Electricity

A competent electrical contractor will carry out electrical works and there is no planned requirement for live working. The electrical contractor on completion of the permanent electrical works will provide an installation certificate.

All electrically powered tools will be 110- volt or battery powered. A competent electrical contractor will set up a temporary supply for the site cabin and for use by site workers.

Power tools will be routinely visually inspected and will be portable appliance tested where appropriate.

3.1.10 Temporary Works

The temporary works expected on site will include the independent scaffolding, site hoarding/ fencing and the crash decking. The Site Manager will act as the Temporary Works Coordinator.

3.1.11 Internal Work Areas

Internal pedestrian routes must be kept clear of trip and slip hazards during construction works.

If natural lighting is insufficient to work or walk around safely, localised artificial lighting will be provided where required.

3.1.12 Underground Services

Contractors who need to carry out any excavations will consult the available information, carry out CAT scanning and follow safe dig techniques as necessary so as to reduce the likelihood of striking underground services. There are no known underground services crossing the site.

3.1.13 Excavations

All excavations are expected to be shallow, i.e. 1.4 metre maximum. No battering back or trench supports are planned, but this will be reviewed following daily inspections of open excavations by the Site Manager. Appropriate measures will be implemented to prevent falls into open excavations.

3.1.14 Mobile Plant

An excavator and site dumper will be used on site. The drivers hold the appropriate competency certification. Employees without certification are prohibited from operating these vehicles.

Mobile plant will undergo daily inspections and will be serviced and repaired to remain in good working condition.

Drivers must wear seat belts at all times.

3.1.15 Traffic Management

A site set-up plan has been devised (see Appendix 2: Site set-up plan) for traffic management on site and at the site entrance from the public highway.

Additional features of the traffic management plan include:-

- Trained banksmen will be available on site to supervise reversing manoeuvres by delivery vehicles.
- A jet wash will be available on site as a wheel washing facility that delivery vehicles must use when necessary to prevent spreading mud onto the road.
- The vehicle access gates will only be opened to allow vehicles to enter and leave the site ensuring a safe barrier at pedestrian crossing points.

- Pedestrian footways/routes will be provided where practicable and will be on firm and level ground.
- Drivers will be asked to report to site office prior to entry to the site. Signage will be displayed to inform drivers of this rule.
- The material and plant storage area is away from pedestrian routes at the rear of the site.
- There is an area at the rear of the site where vehicles will be able to turn round or reverse. There will be no reversing out onto the public highway.
- All visitors will be required to wear high visibility clothing which will be provided by the Site Manager if necessary.
- Drivers of site mobile plant (excavator and dumper) must be appropriately CPC trained and hold in-date licences.

3.2 Health Risks

3.2.1 Asbestos

The timber framed out building has asbestos cement sheet panels. The building will be demolished and removed from site by competent contractors and evidence held on file for the transfer of the asbestos materials off site.

3.2.2 Hazardous Substances

Contractors will be required to provide safety data sheets and COSHH assessments for hazardous substances to be used during the works such as construction materials, paints, etc. All hazardous substances must be transported in their original containers displaying the necessary warning symbols. If hazardous substances are to be left on site overnight, they will be stored in a secure location as specified by the Site Manager.

3.2.3 Manual Handling

Contractors will be required to identify specific measures to reduce risks of injury from manual handling activities to be carried out as part of the construction works.

Off loading by mechanical means, e.g. hi-abs, will be used where possible. Contractors will be required to provide risk assessments for the handling of heavy or bulky items.

3.2.4 Noise & Vibration

Where work activities produce high noise levels appropriate protective measures must be in place. These measures should protect all people in the area of the high noise source. The use of powered tools is expected to generate high noise levels. The times at which such equipment is to be used will be planned to reduce disruption to other users of the building.

Noise level monitoring will not be carried out as use of the power tools will be brief and intermittent. Any information provided with the equipment will be used for assessment purposes, but the use of hearing protection will be enforced where it is suspected high noise levels are being produced.

Where vibrating power tools are to be used, specific measures to control the risks from vibration will be provided, included limiting the duration of use.

Contractors will be required to detail control of vibration risks in site specific RAMS to show levels of vibration exposure do not exceed the limits in the Vibration at Work Regulations 2005.

3.2.5 Exposure to UV Radiation from the Sun

The construction works are to be carried out externally and contractors must implement safety procedures to protect their employees from exposure to UV radiation. These measures will include wearing shirts at all times

3.2.6 Dust

The works are likely to generate air borne dust. Where this dust is generated, site workers must wear suitable respiratory protective equipment and measures will be taken to suppress dust at source, use of dust extraction equipment on tools will be required and work processes will be chosen that minimise the amount of dust generated.

Site rules will include requirements for PPE and good personal hygiene including hand washing.

3.2.7 COVID 19

All site workers will follow the current government guidance and regulation for COVID 19 control.

All site workers must sanitise or wash their hands on arrival, before and after using the toilet and before and after takes breaks in the site canteen.

The Site Manager will ensure hard surfaces in the canteen and the toilet are regularly sanitised.

All site workers must maintain 2 metre separation from others as far as reasonably practicable.

Where closer working is necessary, this shall be as brief as possible and face to face working is to be avoided.

COVID 19 control measures are included in the site rules and will be included in the site H&S induction training given by the Site Manager.

4 H&S File

The Principal Contractor has a duty under the CDM Regulations to provide to the Principal Designer any relevant information the Principal Contractor may have for inclusion in the Health & Safety File. This will include information required from sub- contractors.

All contractors will be advised of documents to be required for inclusion in the H&S File and will be required to provide this information to the Site Manager at or before the end of their works.

The information will be provided to the Principal Designer for inclusion of the H&S information to be provided with each finished house

Appendix 1: Site Rules

Carr Lane, Redbourne - Site Rules

1. All workers must receive site-specific induction training from the Site Manager before starting work for the first time.
2. Visitors must receive appropriate induction training and must be supervised by a fully inducted person at all times.
3. Everyone must report in on arrival and report out before leaving site.
4. All site workers and visitors must follow the car parking and delivery vehicle rules for the site.
5. All site workers must hold valid certificates and competence to operate site vehicles, powered access equipment etc.
6. Safety footwear with mid- sole protection, safety helmets, gloves and hi-visibility vests are required for all areas of the site. Additional items of PPE (hearing protection, eye protection etc.) must be worn where indicated by risk assessments for the workers' tasks or their area of work.
7. All site workers must wear clothing adequate to protect them from the harmful effects of UV- radiation in sunlight.
8. No smoking is permitted anywhere in the site buildings.
9. All fire exits should be kept clear. Everyone on site must be familiar with and follow the fire emergency procedures for the site.
10. Work areas should be kept clean and tidy to reduce the risk of slips, trips & falls. A "good order" strategy will be followed.
11. Site rubbish must be stored as instructed by the Site Manager or removed from site.
12. Site workers are responsible for ensuring the welfare areas are left clean and tidy after they have used them.
13. Mobile phones can only be used on site when in a safe place.
14. No 240-volt tools are permitted on site (other than in site cabins). All tools must be maintained in a safe condition. Any defective tools must be removed from site.

15. Contractors are responsible for providing a guide to supervise delivery or collection vehicles they organise to attend site. The Site Manager must be advised in advance of any planned vehicle movements. Vehicles must reverse onto site if they cannot turn around on site.
16. No person is permitted to modify, dismantle or erect scaffolding unless they are competent and authorised to do so by site management.
17. Any hot works to be carried out must be supported by a specific risk assessment and a fire watch at least 1 hour after the hot work has been completed.
18. Site workers must not interfere with any firefighting equipment.
19. Any accidents or incidents that occur must be reported to the Site Manager.
20. Any defects affecting health & safety must be reported immediately to the Site Manager.
21. Any person found to be under the influence of alcohol or proscribed drugs will be excluded from this site.
22. All site workers must sanitise or wash their hands on arrival and before leaving site, when using the toilet and when taking breaks. Keep 2 metre social distancing at all times. Including when using the welfare facilities. If you have to work close to a colleague, keep the work as brief as possible and avoid facing each other.
23. Do not come to work if you are experiencing any symptoms of COVID 19 or someone in your household is displaying symptoms. Follow the government's guidance regarding self- isolating and having a COVID 19 test.

Appendix 2: Site set-up plan

