



Polegate School **Construction Phase Plan**

Prepared by David Watson

<i>Project Title</i>	Polegate School	Contract No : 18/053
<i>Site Address</i>	Polegate School Oakleaf Drive Polegate East Sussex BN26 6PT	
<i>Client</i>	East Sussex County Council, County Hall, St Anne's Cres, Lewes, East Sussex BN7 1UE	Sally Huckle Project Manager - Property Services – Orbis 01273 481644
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<i>Principle Contractor</i>	Wernick Buildings Molineux House Russell Gardens Wickford, Essex SS11 8BL	Mr. David Watson Contracts Manager 07855343223

<i>Site Supervisor</i>	As above address	Mr. Brian Hart 07831 214298
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<i>Mechanical Advisor</i>	PJR Services Suite 29 Level 6 New England House New England Street Brighton BN1 4GH	Mr. Jeff Fuller 01273 626247
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Revision Status -

<i>Version</i>	<i>Name</i>	<i>Date</i>
1	D Watson	6 th July 2018

1 Project Description

The works at Polegate School will comprise of essentially 2 phases running concurrently

- 1) Construction of a new Multi Use Games Area (MUGA) next to the existing MUGA in the six weeks Summer holiday
- 2) Manufacture and install a double storey modular school extension

The initial works will comprise of removal of existing timber buildings and bike racks. The site set-up will be the use of Heras fencing and the installation of welfare facilities.

The new extension building will have a flat roof with a parapet. The external façade will comprise of various coloured and decorative cladding and Berlin Blue bricks. The foundations for the new building will be dug into the ground and connected to existing drainage.

The sections of building (units) will be delivered on flat bed transport lorries and off loaded by a mobile crane. The lifting works are expected to take approx. 3 days to complete. The building will be made weather tight. Internal and external faced works will then take place. Meanwhile, internal works would have already taken place in the existing building to prepare for the new units.

Services will be connected to the new building.

External works, access and walkways to the new units will be constructed. The building will finally be tested and commissioned, before being handed over to the client.

Permitted working hours will be 7.30am to 6pm Monday to Friday and 8am to 1pm Saturdays.

A new drop kerb, pedestrian crossover and new fencing to the playground are all to take place where vehicles will access off Oakleaf Drive to the site. The access could be congested with school staff, and pupils at peak times during school term time. This needs careful timings to be agreed with the school, to ensure safe access is maintained for pupils and staff at these times

2 Construction Programme

Commencement date:	23 rd July 2018
Completion date:	22 nd March 2019
Duration:	33 weeks

3 Health and Safety Principles and Objectives

The Health and Safety Standards for the project are as laid down in legislation:-

Health and Safety at Work etc Act 1974

The Management of Health & Safety at Work Regulations 1999.

Work at Height Regulations 2005

Provision and use of work equipment regulations 1998

Control of Asbestos at Work Regulations 2012.

Control of Substances Hazardous to Health Regulations 2002.

Control of Noise at Work Regulations 2005

Personal Protective Equipment at Work Regulations 1992.

Manual Handling Operation Regulations 1992.

The Construction (Design & Management) Regulations 2015.

Reporting of Injuries, Diseases and Dangerous Occurrences regs 1995.

Lifting operations and lifting equipment Regulations 1998

Management and Responsibilities

Monitoring & Reviewing

The monitoring of health and safety will be carried out on a daily basis by the site supervisors and dealt with on site.

A further weekly check will be carried out by the Contracts Manager and recorded in writing. A progress report will be submitted to the client at regular intervals (usually at the regular contract meetings) which will include a health and safety update on all matters relating to the works on site.

Wernick Buildings will be looking to achieve a zero accident rating.

4 Duties and Responsibilities

Group Safety Manager – Mr. Nick Burd

Responsible for all aspects of safety within the group of companies and sites undertaken by Wernick Buildings, site visits will be carried out on all projects to ensure Wernick safe code of practice is being administered.

Senior Contract Manager – Mr. Brian Makepeace

- To oversee and assist the Contracts Manager, as may be necessary.

Contracts Manager – Mr. David Watson

- To oversee contract organisation in appointment of Sub-contractors, operatives and material suppliers.
- Construction phase plan issues.
- Attend to day-to-day contractual matters.
- Ensure progress in accordance with the programme and co-ordination of Sub-Contractors and operatives.
- Assist the Principle Designer with the Health & Safety Plan.
- Attend progress meetings
- Give directions to the Site supervisor and Sub-Contractors.
- Report deficiencies to the Senior Contracts Manager and where necessary to the Contracts Director.

Site Supervisor – Mr. Brian Hart

- To oversee daily running of the site
- Report any deficiencies to the Contracts Manager
- Ensure that the sub-contractors are working to their methods of work, within agreed timescales
- Checking health and safety at all times
- Escort delivery vehicles in and out of the site
- Check works are correct to design and programme
- Induct all staff onto site and check certification of all contractors
- Ensure all processes are in accordance with the H&S plan
- Check site fences are in position and secure daily and replace any sections removed by contractors temporarily if this should occur, also extend the fence boundary if this becomes necessary with additional fence panels if the need arises.
- Ensure welfare facilities are always kept clean and ready for use

Contract Foreman from each Sub Contractor chosen

- Ensure progress on a timely and efficient basis.
- Ensure safe working practices are carried out in accordance with the Health & Safety Plan.
- Ensure welfare facilities are kept in a clean and tidy condition.
- Ensure workmanship and materials comply with the Specification.
- Report deficiencies to the Site Supervisor and Contracts Manager.

Managing the Work

Management Organisation and Responsibilities

Team function

The principal contractor has selected a team who have a wealth of experience with this type of project covering all disciplines, which will be deployed in order to achieve the project goals.

The team function will:

- Integrate with the consultants to achieve the best solutions for the project
- Work as one with the professional team and client's management team to achieve the objectives and safety goals embraced by the client and published within this document.
- Develop a team philosophy with contractors, so that there is a mutual understanding as to what must be achieved to meet the client's expectations.
- Employ our depth of management knowledge and previous experiences of understanding similar projects to achieve the best outcome for the client.

Health and safety goals for the project and arrangements for monitoring and review of health and safety performance.

The health and safety goals of the project are to:-

- (a) Minimise the risk of injury and ill health arising from the construction process to site operatives and contractors during the construction phase of the project.
- (b) Minimise the risk of injury and ill health arising from the construction process to the visitors and general public during the construction phase of the project.
- (c) Minimise the risk of injury and ill health to owners, visitors and general public during the use, maintenance and eventual demolition of the project.

Arrangements for monitoring and review of health and safety performance.

Active Monitoring -

- (a) Regular planned and routine workplace inspections
- (b) Surprise work place inspections by senior management / health and safety consultant.
- (c) Review of accident data.
- (d) Review of site and project documentation.
- (e) Regular assessment of training / competency requirements

- (f) Review significant tasks.

Reactive Monitoring

- (a) Accident investigation
- (b) Review of accident data
- (c) Reporting and reviewing near miss data.

Review and Implement

- (a) Review health and safety plan and procedures and implement changes.
- (b) Regular liaison with parties on site
- (c) Regular site meetings with minutes taken are to be held between the principal contractor, sub-contractors, and trade foremen.
- (d) Consultation with the workforce

All contractors, and operatives, are free to consult with the Site Supervisor at any time during the working day with regard to health and safety and arrange a meeting if the need arises.

Regular meetings are to be held with the workforce, where they will be encouraged to raise issues and pass comment regarding any health and safety issues which may arise on the site.

Individual members are able make personal representation in confidence to site and company management and the regarding health and safety issues

If the workforce or individual members of the workforce consider that their concerns are not being taken seriously or that insufficient action is being taken they are at liberty to inform the HSE anonymously, if necessary.

The exchange of design information between client and designers on site

- (a) In the first instance design information will be exchanged by e-mail or hard copies, where necessary and required.
- (b) Comment on design information can be made to all parties
- (c) If agreement cannot be made, it may be necessary to convene a meeting between relevant parties to establish common goals and resolve issues.

Handling design changes during the project

- (a) Design changes to be communicated to the principal designer in writing, and copied to the client and relevant contractors.
- (b) Design changes to be an agenda item at site meetings.

Selection and control of contractors

- (a) All contractors are to be competent for the task they have been selected to do
- (b) The assessment of competence is to focus on the needs of a particular project and is to be proportionate to the risks, size and complexity of the work.

Competence of the organisations is to be carried out

- (a) An assessment of the company's organisation and arrangements for health and safety to determine whether these are sufficient to enable them to carry out the work safely and without risk to health.
- (b) An assessment of the company's experience and track record to establish that it is capable of doing work; it recognises its limitations and how these should be overcome and it appreciates the risks from doing the work and how these should be tackled.

The exchange of design information between contractors

- (a) Regular site meeting to be held between relevant contractors
- (b) Principal Contractor to assess impact of design information on individual contractors and ensure that relevant design information is provided to contractors for information and / or action as appropriate.
- (c) Where it has been necessary for a contractor to amend design information this is to be confirmed back to the Principal Contractor.

5 Risk Assessments and Method Statements (RAMS)

All activities where there is a perceived risk to health and safety have been / will be supported by RAMS.

These documents form part of our CPP and will be submitted to the principle designer in a timely fashion for the health and safety file and for approval and comment, if required. This applies both to activities being carried out directly by Wernick Buildings and by our sub-contractors.

No works may commence on site until task specific RAMS, submitted and approved by the site supervisor.

Hazardous Materials - Control of Substances Hazardous to Health (COSHH)

The COSHH assessment folder will be held in the welfare building and the recommendations for handling, personal protection and general protection will be employed for all hazardous materials which will be kept in the site store container before being used on the site. Suppliers of COSHH materials are instructed to provide data sheets for health & safety information to the site supervisor.

Areas where materials are used in confined spaces will be carried out in strict accordance with the manufacturer's recommendations and area kept well ventilated.

6 Contractor Selection Procedures

With regard to health & safety, subcontractors, self-employed and designers are selected on the basis of the following criteria:-

1. Have carried out previous contracts for Wernick Buildings, in a competent manner.
2. Have supplied satisfactory references of their abilities.
3. Are nominated under the contract.

Machinery is hired from bona fide plant hire companies namely HSS & Nationwide Platforms. Operatives of machinery are to hold a current Operator Training Certificates.

All hired Wernick Buildings machinery will be regularly and properly maintained as indicated as such.

7 Arrangements for Deliveries

The Wernick site supervisor should be made aware of all proposed deliveries. There will be frequent deliveries throughout the project from the start.

Plant, soil removal and concrete lorries will be the main deliveries in the first instance.

Delivery times during school hours are to be negotiated

The vehicles supplying the building units to site, will be rigid “flat bed” body type. The units will be approximately 3m wide.

Off Loading

Manual handling risk assessments will be carried out for any lifting work where mechanical lifting equipment cannot be used. Mechanical lifting equipment will be considered and used for all works, where possible.

All deliveries to site of large quantity and weight are either known or calculated in advance of the delivery to allow the site supervisor to provide the correct form for lifting the materials off the delivery vehicle.

8 Information and Communication

Information about risks in health & safety will be advised to subcontractors as follows:-

1. With the written order for the works (if the information is available).
2. By letter during the progress of the works.
3. Verbally during the progress of the works
4. By issue of a copy of this plan and relevant Risk Assessments
5. By carrying out site induction before work commences
6. Any onsite training will be carried out by a competent person of each trade or by way of tool box talks for the building installation by the contracts manager.

Communications and Co-Operations

All matters concerning Health & Safety will be copied in writing to:

1. Principle Designer.
2. Client
3. Subcontractors for site operatives.
4. Contracts Manager / Site Supervisor.

Regular site meetings will be held including subcontractors when the health and safety objectives will be included in the meeting agenda.

Where design is carried out during the construction phase, drawings and specifications are to be forwarded to the principle designer and client.

The design of this project is based on ‘**Rapidplan** TM’ steel frame system volumetric construction.

Information and Training for People on Site

A mandatory site induction will be required for all sub-contractors, staff and visitors.

COSHH assessment data sheets are available for consultation.

A fire evacuation plan will be developed for the initial stage for site set up and construction, this will be upgraded as the project progresses through the construction phase, clearing site and then installation of the new building, staff will be made aware should any changes be made to the fire evacuation plan and should the route for evacuation change to the designated muster point.

Consultation with People on Site

The Contracts Manager will have regular discussions with site supervisor and subcontractors, with reports on views to the Contracts Director.

9 Site Activities Procedure

The client and the Principle Designer will be informed of all site activities including specific crane dates for safety purposes, method statements where required will be submitted as well as risk assessments during progress of the works.

A separate crane plan will be submitted in advance of the building delivery to the Principle Designer and client.

Tool box talks will be given to contractors attending this site by the Site Supervisor during their site induction for their various activities, also toolbox talks given for specific works by the foreman or supervisor of that particular trade and records kept of these talks.

Control of Site Staff

A Record Book is held on site of all operatives and visitors attending site.

A notice is displayed concerning site rules and conduct which applies to drug and alcohol policy as well as specific site working rules.

Safe Use of Adjoining Premises and Areas by the Public

Staff and public who occupy adjoining premises to the site and will be informed of any operations which have to occur outside the building fence line in advance of the works commencing by way of meetings with the client and the Principle Designer, in advance of the work starting.

The main building delivery will require the transport lorries to access the site from Oakleaf Drive and park just inside the school playground. The vehicles will travel at low speed as they enter. The vehicles will be unloaded by the crane. The empty vehicles will be marshaled at low speed back out the exit, before finally exiting site onto the main carriageway.

All other works will be carried out inside the boundary to the site.

Noise, Dust and Vibration

Operatives will be provided with ear defenders and masks when working within noisy or dusty conditions and the staff will also be informed of noisy or dusty operations are to take place in advance, where necessary minimal vibration effect plant will be used and where possible mechanical plant will be used for heavy vibrations works.

Noise

Noise will be kept to a minimum but cannot be discounted totally. The school will be asked if there are any specific times when noisy works should be ceased.

Regular inspections of surrounding buildings will be carried out during these works which should only occur during the groundworks stage of the project.

Crane Works

The crane will unload the building units at the site and the crane will be situated within our site compound. All lifts will be carried out to BS7121 safe use of cranes

This will involve the use of an appointed person / lift supervisor to plan, install the crane lift and a slinger banksman to rig the loads before lifting.

During lifting operations Wernick staff will stop all pedestrian and vehicular movement adjacent to the site while the building units are being removed from the delivery vehicles and onto the foundations, the delivery vehicles will then, under a vehicle banks man, leave the site.

Once the crane has stopped the unloading procedure the pedestrians will be allowed to pass the site once more, this will be carried out for each lift to prevent any possible hazard to pedestrians and vehicles.

Site Welfare Arrangements

The construction site will be served by welfare facilities. The site office, first aid, toilet and canteen facilities will be provided in this area.

Site Visitors

All personnel visiting the site must comply fully with the site rules and must report to the site supervisor before proceeding onto site.

The minimum P.P.E. requirement for the site is as follows: Hard hat, safety footwear and high visibility waistcoat or jackets

All other PPE will be required as deemed necessary, by way of a specific risk assessment

All visitors requesting entry to the site will have to sign in the site register located in the site office and the site supervisor will assess the need for required supervision on the site at this point before they are allowed onto the site, some will require escorting by the site supervisor throughout their visit.

Statutory notices to be displayed on site and insurance certificates available in the 4no site manuals and on a notice board in the welfare

10 Existing Off Site Conditions/ Around the Site

Existing On-Site Consideration

Once on site, there is parking for site vans on the playground. The site welfare facility will be where all operatives should report to sign in and attend briefings before starting work.

The site will be completely surrounded by Heras fencing in rubber feet and is double clipped together to restrict access by any unauthorised children, persons or staff.

Signs will be fitted on the fence line, warning of construction works in progress and letting all people around the site of the requirement of adequate PPE before entering our compound.

The new buildings are being constructed reasonably close to existing school buildings so care will be taken to limit the disruption of the working school.

Service connections will come from new services into the site by our mechanical and electrical contractors.

Existing Site Services In and Around Our Site

A full site services survey will be carried out in advance of our works starting on the site to determine all services for power, water, gas, drainage and communications in and around the site. This survey is kept on the site for reference at the start of the project. This is so we do not damage any existing services in or around the site during construction of our new buildings. Any new services we install will be added to the site drawings for future reference by the client.

The school will be consulted about potential service connection dates that may affect nearby buildings.

A health and safety report will be carried out by the Contracts Manager when attending site (which is as a minimum once per week) to ensure the contract is being carried out to Wernick buildings standards of performance, and all fencing welfare arrangements, fire extinguishers and first aid kit are present and correct.

The site supervisor will, on a daily basis, check the site for any health and safety conflicts which will be rectified on the day and reported to the Contracts Manager on a daily basis. The Contracts Manager will liaise with all site personnel in particular contractor site foreman for each contractor involved in the project.

Drawings will be submitted to the client for approval and then passed onto the contractor once the approved for construction stamp is applied. This is recorded on a drawing register. Any in house design changes at our factory will be passed for information and comment to the client during building and construction. Any design changes at site will be discussed with the Principle Designer in advance if required and approved with our designers before work is carried out. All building, mechanical or electrical changes at site must be relayed to Wernick Buildings via the clients agent only for action where

a variation quotation will be raised and submitted with quotations if necessary to the clients agent for approval.

RAMS will be supplied by the various contractors before commencing there individual works these will be kept in the construction phase plan on site. Risk assessments will be carried out by the contractor carrying out various works and submitted to the Contracts Manager for approval or comment for adjustment before the work is carried out. Method statements will also be submitted to the Contracts Manager for approval once the method for carrying out the work has been identified. The works inside our building are fairly generic as construction of and installation of our buildings is standard from site to site, Method statements and risk assessments should be read and understood by the contractor carrying out the work in advance of starting.

11 Ground works

MUGA Drainage

A new storm drainage system will be installed to accommodate the storm water from the new building connected to existing connections.

Building Drainage

A new storm drainage system is under design, while the foul drainage will be connected to existing services.

Excavations

All excavations for foundations and service trenches will be carried out to strict health and safety guidelines.

Ground conditions and depth of excavation will determine the safest form of protection against cave in during the work, at present the maximum depth for trenches and services is 1000mm if required trench sheets will be used if staff have to enter the working excavated area and hydraulic manhole boxes for larger excavations, the same policy will be used for service trenches where required.

The site supervisor will inspect these excavations on a daily basis before work starts and any alterations will be made as necessary to secure the walls of the trench before any one enters for work activities.

Any excavations will be fenced off and warning signs used to prevent access to the excavation especially if they are to be left open overnight which we will try to avoid as much as possible.

12 Activities with Risk to Health & Safety

The following hazards and work sequences are identified as being unable to be eliminated and are of particular risk to the Health and Safety of the construction workers:-

- a) Existing Mains and Services on, under or adjacent to the site
A CAT scan will be carried out on all areas before excavation is carried out together with using any available drawing showing services from the utility companies.
Trial holes will also be used as a means of identifying services before plant is used to excavate trenches, where possible service drawings will be consulted before starting work together with a permit to dig authorized by the site manager daily.
Slit trenches where used and applicable will also be monitored by the site manager before access is allowed by the contractors.
- b) Existing buildings adjacent to our site and staff/pupils at the school
- c) Position and security of site compound including welfare. No permanent security either static guard or CCTV has been allowed for on this project, only a 'Heras' fence barrier around the site. Plant will be located in the site compound when not in use.
- d) Site access off the main road and access in and out of the site onto the road leading to the areas of work.
- e) Positioning of building units with site crane.
- f) Working on the exterior of the building at height will be via a fixed Anchorman Restraint System on the roof of the building. An aluminum tower will be erected and available as a means of rescue to anyone should they fall of the edge of the roof during the building installation and are left hanging from there harness, this tower will be erected by a PASMA trained operative and located near the workmen on the roof
- g) Solid inspection Grade 1 stepladder or podiums will be used inside the building for works at ceiling level by our contractors.
- h) The suspended ceiling contractor will be supplying a separate method statement which employs the use of walking stilts. The floor area must be kept clear during this work and risk assessments will be raised in accordance with this work.
- i) If contaminated land is discovered the client will be made aware in the first instance and a request to a registered waste removal contractor will be placed for a quotation to inspect, classify and remove contaminated soil off site. This will be discussed with the Principal Designer before proceeding and once all cost implications are approved.
- j) General public who may be passing the site entrance will be controlled by the site supervisor.

13 Emergency Procedure & Fire Safety

Fire extinguishers are to be sited within the site store at groundworks stage adjacent to the building works. These are to be transferred into the new building once erected. In the event of a fire on a small site as this is, the word 'fire' will be shouted to all contractors present and the use of an hand bell by the person discovering the fire and all contractors will muster in the site compound adjacent the welfare which will be agreed with all contractors at the site induction.

14 Accidents & First Aid

A complete first aid box to be maintained on site complete with an accident record book inside the site accommodation. The first aider on site will be the site supervisor. Brian will assess the required need for emergency services if required and act as such.

Emergency telephone numbers and location of nearest hospital to be displayed in the site office.

NEAREST A&E HOSPITAL

***Royal Sussex County Hospital
Barry Building
Eastern Road,
Brighton
BN2 5BE
Telephone No. 01273 696955***

15 Reports of Injuries, Disease and Dangerous Occurrences

All accidents, ill-health and dangerous occurrences are to be reported to the site supervisor.

The Contracts Manager will complete the necessary forms and forward to H.S.E.

Accidents and near misses are to be entered into the site accident record book by the Contracts Manager to be reviewed to remove the same possibility of a recurrence in the future.

16 Site Rules

Wernick buildings operate a non-smoking environment on all our sites and checks will be made on all contractors suspected of having drug or alcohol abuse problems who will be removed from site if any signs are shown.

No fires are to be lit on site at any time.

All staff should identify themselves to the site supervisor before beginning their work each day and sign in the site visitor's book situated in the mess hut adjacent the site.

17 Health & Safety Considerations

Falling Objects

This contract is a modular building where the hazards are minimal, however the site will be designated a hard hat area and signage posted accordingly for installation and working outside the building.

When working on the roof of our building to seal the joints a system of Anchorman fall arrest will be used in conjunction with harnesses and retractable lanyards to prevent falls.

Temporary Lighting

In the event of inadequate lighting, this issue will be raised and addressed.

Lone Working

This is not permitted unless prior agreement has been made with the Contracts Manager.

18 Housekeeping

It is all site operatives' responsibility to ensure he keeps the site clean and free from debris. All waste must be removed and placed in the skips provided. Skips will be hired from reputable waste management companies, with records kept of discharge sites and landfill taxes paid.

19 Environmental considerations and site waste management

The site will be run under a waste management plan by our designated skip waste supplier Nationwide Services if requested.

Waste will be segregated into categories for removal from site, all waste transfer tickets will be kept on site throughout the project and a waste management plan will be included in the health and safety file at the end of the project for use by the client for clarity of waste removal for this project.

All skip lorries entering or leaving the site will be escorted from the road to the site or from the site and then use the temporary road to the site, hazard warning lights to be used at all times while on the site with flashing amber lights if possible to give advanced warning to the public using the area.

The skips will be stored adjacent the site accommodation and building if possible to gain adequate access for delivery/collection.

20 Operation & Maintenance Manual Incorporating Health & Safety File

The Contracts Manager will pass to the Principle Designer a completed O&M manual (usually one hard copy file and one flash drive) as follows:

This will include:

- Operation manuals for appliances.
- Maintenance information supplied by manufacturers.
- Test Certificates for electrical and water installation.
- As built, design drawings.

21 Project Review

The Contract Manager and management team must review this document throughout the project as different trades complete their work.

22 Traffic Management Plan

Please refer to separate document.