

CONSTRUCTION PHASE PLAN

REV. B

ALDINGBOURNE COUNTRY CENTRE **– CONFERENCE CENTRE PROJECT**

**ALDINGBOURNE COUNTRY CENTRE
BLACKMILL LANE
NORTON
CHICHESTER
WEST SUSSEX
PO18 0JP**

Site Mobile telephone Number's:-

Project Manager	Adrian Harvey		
Contracts Manager	Dave Gee		

DATE: 9th March 2017

Stage	By Whom	Signature	Date
Developed	Jim Moss		9 th March 2017
Checked	Adrian Harvey		
Approved			

Issued to: Client (Aldingbourne Trust)
Architect / Principal Designer (HNW Architects)
Project Manager / Quantity Surveyor (Selway Joyce)
Tendering Contractors

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REVISION SHEET

<u>REVISION</u>	<u>DATE</u>	<u>CHANGES MADE</u>
00	28/2/2017	Document produced for delivery to the Principal Designer for comments and approval to start on site following receipt of comments.
A	3/3/2017	Contact Details for Client, Principal Designer and Structural Engineer revised. Contact details for Services Engineer, Landscape designer and Kitchen & FF&E consultant included within document.
B	9/3/17	HNW Contacts updated Approved inspector updated Tree protection MS referred to Reference to design risk assessments and inserted into the appendices Further comments from Selway Joyce and HNW actioned.

Abbreviations:

PD	–	Principal Designer
PC	–	Principal Contractor
CDM	–	Construction (Design and Management) Regulations 2015
CPP	–	Construction Phase Plan
HSE	–	The Health & Safety Executive
Amiri	–	Amiri Construction Ltd

INTRODUCTION

This document represents the Construction Phase Plan for the Aldingbourne Country Centre – Conference Centre Project, Blackmill Lane, Norton, Chichester, West Sussex PO18 0JP.

The project works relate to the construction of a new three storey conference centre (lower and upper ground floors and loft level) and associated large car park area.

The Construction Phase Plan has been produced in accordance with the Construction (Design and Management) Regulations 2015 which came into effect on 6th April 2015 and also the Approved Code of Practice ‘Managing Health and Safety in Construction’ L153 which came into effect on 6th April 2015.

Information from the Principal Designer (PD), Designers and Client contained in the Pre-Construction information pack has been incorporated into this Construction Phase Plan by Amiri Construction Ltd who are acting as the Principal Contractor (PC) for the project. The developed plan will be copied in to the Principal Designer for comment and this will be obtained before work is permitted to commence on site. The PD is responsible for providing the pre-construction information, ensuring that the design team eliminate risks associated with design elements, or where this is not possible to reduce any remaining risks or control them. PD’s must ensure co-ordination and co-operation between designers and assist the PC to produce the Construction Phase Plan (CPP).

This plan will be incorporated into the Amiri site safety file where additional Health and Safety information is collated and gathered as the project develops further. (Refer to Appendix 1 for layout of files). Information such as Risk Assessments, safe systems of work, method statements, monitoring sheets, inductions etc. will be part of the developed plan.

This Construction Phase Plan is further developed in line with the development of the project. This document and further health and safety information relative to the site is collated and placed in the Site Safety Files (refer to Appendix 1 for layout and content of the files) as detailed above.

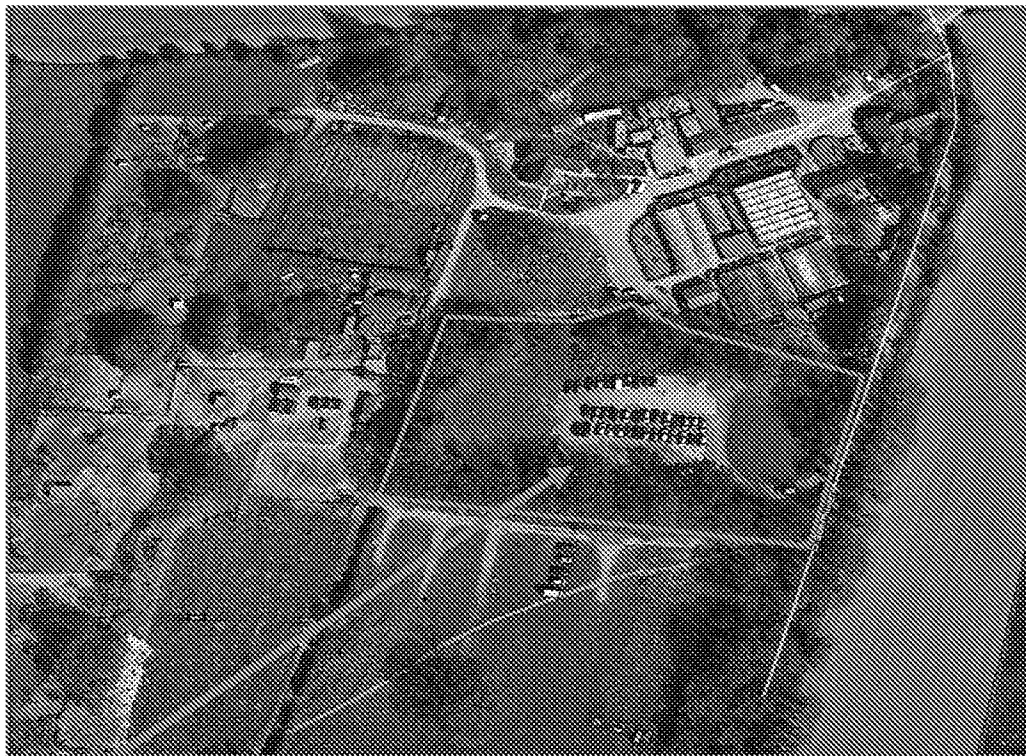
These files are collated and maintained on site by the Site Team and as mentioned above, form the development of the Construction Phase Plan throughout the length of the project.

The contents of the Construction Phase Plan and the Site Safety Files will be regularly reviewed by the project manager and senior managers to ensure they reflect the project and any work being undertaken within. The PD will ensure that the CPP is kept up to date with the project and design.

This Construction Phase Plan and any subsequent updates/ revisions will be issued to all tendering sub-contractors on the project in order to allow them to understand in advance the health and safety requirements particular to Amiri Construction Ltd and this project.

SITE LOCATION

ALDINGBOURNE COUNTRY CENTRE
BLACKMILL LANE
NORTON
CHICHESTER
WEST SUSSEX
PO18 0JP



Site Location

1.0 **DESCRIPTION OF THE PROJECT**

1.1 **PROJECT DESCRIPTION AND PROGRAMME DETAILS**

The project works relate to the construction of a new conference centre with associated large car parking area at Aldingbourne Country Centre in Norton (Nr. Chichester), West Sussex.

The new conference centre will be three storeys high with a lower ground floor, upper ground floor and loft level. The new building will incorporate toilets, cloakrooms, storage rooms, lobby, reception, shop, kitchen, café, meeting room, conference room, staff room, bin store area, baby change area, plant room and mezzanine floor. The lower and ground floor structure of the building will be constructed using an in-situ concrete frame whilst the loft level will be built using a steel frame.

The external elevations of the building will have a combination of treated cedar shingles and stone 'gabion' exterior cladding with exposed galvanised steel basketry with feature boiler chimney flues (covered with brick slips) doors, windows and balcony areas. The roof area of the building will have a combination of pitched roof and flat roof areas with pitched roof areas being covered in treated cedar shingles. Rooflights and solar photovoltaic panels will be installed at roof level and an external spiral staircase will installed to the north elevation of the building which will provide access from ground level to loft level. A heat recovery system for the building will also be installed within a specific area of the car park area.

The project works will include some of the following work activities: -

- Site set-up and enabling works
- Tree protection works (where required)
- Excavation works
- Piling
- Concrete foundations and in-situ concrete work (concrete frame)
- Steel frame construction
- Heat recovery system installation
- Retaining walls (where required)
- Brickwork and blockwork construction
- Structural steelwork and metalwork
- Timber wall and roof cladding
- Stone gabion cladding
- Roof Rafter, Purlin Installation and Finishes
- Rooflights and Solar Photovoltaic panel installation
- General carpentry, joinery and builders work
- Linings/dry partitioning installation
- Mechanical & Electrical Installation
- Installation of windows and doors
- Suspended ceilings
- Internal decoration works
- Floor Finishes
- Creation of new car park areas and footpaths and associated landscaping works
- Modifications to underground services and drainage below ground

For the detailed scope of works the specification documentation and contract programme should be referred to.

Project Commencement Date	6 th March 2017
Project Duration	52 weeks
Project Lead in time	4 weeks

1.2 PROJECT DIRECTORY

1.2.1 CLIENT

Aldingbourne Trust
Blackmill Lane
Norton
Chichester
West Sussex
PO18 0JP

Contact: Sue Livett (Managing Director)
Peter Stanley (General Manager)
Clive Owen (Head of Finance)

Telephone: [REDACTED]

Mobile: To be confirmed

Email: [REDACTED]

1.2.2 ARCHITECT & PRINCIPAL DESIGNER

HNW Architects Ltd
61 North Street
Chichester
West Sussex
PO19 1NB

Contact: Ian Sugden

Telephone: [REDACTED]

Mobile: [REDACTED]

Email: [REDACTED]

Other contacts at HNW:-

Contact: Andy Clemas., Steff Winning

Mobile: [REDACTED]

Email: [REDACTED]

1.2.3 PROJECT MANAGER & QUANTITY SURVEYOR

Selway Joyce Construction Consultants
9 Upper High Street
Winchester
Hampshire
SO23 8UT

Contact: Rob Owen

Telephone: [REDACTED]

Mobile: [REDACTED]

Email: [REDACTED]

1.2.4 STRUCTURAL ENGINEER

Campbell Reith Partnership
Raven House
29 Linkfield Lane
Redhill
Surrey
RH1 1SS

Contact: Steve Archer, Balendran Sabesan, Alex Forbes
Telephone: [REDACTED]
Mobile: To be confirmed
Email: [REDACTED]

1.2.5 SERVICES ENGINEER

Michael Popper Associates
Unit B
75 South Western Road
Twickenham
Middlesex
TW1 1LG

Contact: Nick Walker, Tim Prout (Mechanical), Mahmood Mohammed (Electrical)
Telephone: [REDACTED]
Mobile: To be confirmed
Email: [REDACTED]

1.2.6 LANDSCAPE ARCHITECT & ECOLOGIST

Lizard Landscape Design & Ecology
The Old Bank
34 South Street
Tarring
Worthing
West Sussex
BN14 7LH

Contact: Keith Miller
Telephone: [REDACTED]
Mobile: To be confirmed
Email: [REDACTED]

1.2.7 KITCHEN & FF&E CONSULTANT

Chalk Creatives LTD
13 Southgate
Chichester
West Sussex
PO19 1ES

Contact: Alex Ward
Telephone: [REDACTED]
Mobile: To be confirmed
Email: [REDACTED]

1.2.8 PRINCIPAL CONTRACTOR

Head Office
Amiri Construction Ltd
Eagle Point
Little Park Farm Road
Segensworth
Fareham
Hampshire
PO15 5TD

Contact: Kevin Lendon
Telephone: [REDACTED]
Mobile: [REDACTED]

Site Details

Amiri Construction Ltd
C/O Aldingbourne Country Centre
Blackmill Lane
Norton
Chichester
West Sussex
PO18 0JP

Project Manager

Contact: Adrian Harvey
Mobile: [REDACTED]
Email: [REDACTED]

Contracts Manager

Contact: Dave Gee
Mobile: [REDACTED]
Email: [REDACTED]

Senior Surveyor

Contact: Gareth Evans
Mobile: [REDACTED]
Email: [REDACTED]

Operations Director

Contact: Kevin Lendon

Mobile:

Email:

Company Safety Advisor

Contact: Jim Moss

Mobile:

Email:

Emergency Out of Hours Contacts:-

Kevin Lendon:

Adrian Harvey:

1.2.9 APPROVED INSPECTOR (BUILDING REGS)

Bureau Veritas
Suite 19
Katana House
Fort Fareham Business Park
Fareham
Hants
PO14 1AH

Contact: Matt Ridley

1.2.10 HSE

For information, advice and support relating to construction site issues contact the Health & Safety Executive information line below: -

Telephone:

1.2.11 LOCAL AUTHORITY

Chichester District Council
East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY

Telephone:

1.2.12 LOCAL ACCIDENT & EMERGENCY HOSPITAL

St Richard's Hospital
Spitalfield Lane
Chichester
West Sussex
PO19 6SE

Telephone: 01243 788122

1.3 EXISTING ENVIRONMENT AND RECORDS

1.3.1 EXISTING ENVIRONMENT AND PREVIOUS USES

The project works are to be carried out on a large piece of land which is located in close proximity to the main centre of Aldingbourne Country Centre in Hampshire. The country centre is an activity centre for families which has an open farm, café, children's workshops, woodland walks, furniture restoration workshops, wood recycling centre, mini golf course, greenhouses as well as other activities and associated buildings.

The Aldingbourne Country Centre is managed by the Aldingbourne Trust which is a charity which helps local businesses, communities and people with learning difficulties reach their potential and enjoy life across Sussex.

The new conference centre building and car park area is to be constructed on land that is located to the south of the country centre main buildings and is currently used as a car park and historically is a former gravel pit and council depot. The site can be accessed by using Blackmill Lane which is the only road which leads to and from the Country Centre.

Along the north boundary is vegetation beyond which are a large number of buildings (varying in age, size and construction) which form the main centre of the country centre. To the east of the site is Blackmill Lane beyond which is extensive farmland. To the south of the site is vegetation beyond which is an area of land which is used as an overflow car park. At the far southern end of this piece of land is an area of vegetation which separates the land from the main A27 road.

Along the west boundary of the site is an area of dense vegetation beyond which is a farm track and further country centre buildings which consist of sheds, container, holding tank, pump house and an aviary.

There are a significant number of existing trees around the site boundaries and a number of trees are required to be protected reference should be made to the Tree Protection Plan compiled by Lizard Landscape Design and Ecology (drawing no. LLD944/02) which shows full details of the tree protection works required. Reference should also be made to the associated tree protection method statement

All work on site must at all times strictly adhere to the work procedures, operations, risk assessments and method statements as detailed within all Amiri Construction Safety documentation.

The site is surrounded by existing country centre buildings, footpaths, car park areas and roadways which will all remain in full and active use throughout the entire duration of the project works.

During the course of the project works heras fencing will be erected around the perimeter of the site to supplement existing boundary fencing and to prevent unauthorised access and more importantly to segregate project works from ongoing surrounding country centre activities.

Prior to any project works commencing the following site set up / enabling works will be required to be undertaken:-

- Form the site entrances, site compound area (to house site offices, welfare facilities and toilets, waste skips, store materials etc.), main site construction work area, site boundaries and designated delivery / off-loading areas.
- Form temporary access / egress roads.
- Establish delivery vehicle off-loading areas and holding area.
- Establish material and plant storage areas.
- Establish contractors and visitors temporary car park area (on separate piece of land to south of the site).
- Establish pedestrian access / egress routes leading from temporary car park area to the site offices / welfare facilities and from the site office / welfare areas to the project work areas.
- Install heras fencing to existing site boundaries (to supplement any existing boundary fencing) and pathways and install site safety signs.
- Undertake any protection works (to existing trees etc.).
- Install jet wash facility at main site exit gate.

1.3.2 ACCESS / EGRESS TO THE SITE FOR CONTRACTORS AND VISITORS

Access to the site compound area and project works will be via the main perimeter access road (Blackmill Lane) and via the site access road (situated directly off Blackmill Lane) and through the main site entrance gates. It should be noted and will be taken into account when placing orders with suppliers and contractors that the turn into Blackmill Lane when travelling Eastbound along the A27 is a sharp turn and may be difficult for larger vehicles. An assessment will need to be made before making large deliveries.

The parking or stopping of contractors or delivery vehicles on Blackmill Lane is not permissible and the movement of all vehicles into and out of the site will be carefully managed and monitored at all times.

There is a speed limit of 30 mph on Blackmill Lane. The speed limit on site and within the immediate area and vicinity of the site entrance and site exit will be 5 mph and must be strictly adhered to at all times.

All site personnel and visitors must wear at all times hi-visibility vests/ jackets whilst on site.

All entrances and exits and associated fire exits to all existing surrounding buildings must be kept clear at all times during the project works.

During the initial stages of the project site offices and welfare facilities will be set up within a main site compound area which will be established in a designated area of the site. An Oasis unit will be established on site for the first few weeks of the project.

All contractors and visitors vehicles must be parked in the designated temporary car park area (located to the south of the site on a separate piece of land) and in a correct and safe manner at all times. No vehicles are to be parked in any existing roads surrounding the site blocking any fire exits, driveways, entrances etc. or causing any inconvenience or nuisance to existing building occupants or residents.



All contractors and visitors when entering the site must use all designated crossing points and must at all times first enter the site compound area to sign in and then use the designated crossover point access leading from the site compound area to the main project work area. This access route must be followed in reverse order when exiting the site project work areas.

Access / Egress routes and crossing points for pedestrians, site personnel and visitors will be set up around site to ensure all pedestrians and members of the public are kept separated and segregated from site vehicle and plant movements and ongoing project works and activities throughout the entire duration of the project.

The designated access / egress routes and procedures must at all times be strictly followed and adhered to.

All existing surrounding country centre buildings, facilities and grounds outside the agreed project work areas are strictly out of bounds to all contractors and visitors.

All existing buildings, footpaths, car park areas and roadways around the project work areas and site will remain fully active and in full use for the entire duration of the project. Traffic management will be required when carrying out the project works and this will be discussed and agreed with the client prior to being carried out. A full traffic management plan and layout with signage will be produced and agreed with the client before the project commences.

Emergency fire exits leading from all existing surrounding buildings will be maintained but heras fencing (including locked access gates / doors) will be erected around the site to supplement any existing boundary fencing and to prevent any unauthorised personnel entering the construction project work areas and to segregate project works from ongoing surrounding activities. These access points will either be locked shut or on a keypad access so that all doors/ gates can remain closed at all times.

All gates or doors into and leading from the site compound area and main construction project work area must at all times remain locked and shut to prevent unauthorised access into the construction project work areas and compound area by any children, pedestrians or members of the public.

No persons will be allowed to work on site until they have undertaken an Amiri Site induction.

The site layout plan that has been compiled details the delivery holding area, delivery offloading areas, site compound area, main construction project work area, waste bay, storage area, location of site offices and welfare facilities, temporary fencing, temporary car park area, access for construction plant, deliveries and personnel and fire assembly point for all site personnel and visitors.

Protection will be provided to the existing occupants of the nearby surrounding country centre buildings at all times and the site access / egress route may be changed throughout the programme to allow the installation of protection or scaffold components when undertaking any project works or enabling works. The layout plan will be discussed with the client beforehand and agreed before being put into action.

Great care should be taken when entering and exiting the site at all times as there will be children, pedestrians and members of the public using the surrounding car park areas, roadways and footpaths at all times during the day. A banks person will be used when manoeuvring any vehicle into position on site. Signs will be erected to warn others of the site entrance and vehicles entering and exiting the site.

1.3.3 DELIVERIES OF MATERIALS, PLANT AND EQUIPMENT

Access to the site compound area and project works for all delivery vehicles will be directly off the main perimeter access road (Blackmill Lane) and via the internal site access road and through the main site entrance gates to the delivery holding area and site compound area. All delivery vehicles will then exit the site using the same entrance roadway. This access and egress roadway route must be used at all times by delivery vehicles.

All delivery vehicles will be marshalled into the delivery holding area and the site entrance gates will be closed to prevent unauthorised access by any children, pedestrians or members of the public and to create a safety barrier between the surrounding country centre buildings and properties and site activities. Delivery vehicles will only be permitted to leave the holding area only after receiving authorisation from Amiri Site Management. Delivery vehicles will then proceed onto site under guidance to the designated delivery / offloading area. After a delivery has been made the vehicle will be guided off site and will exit the site using the same roadway they used to enter the site.

No vehicle will be permitted to reverse anywhere on or near the site without a banksman.

The main perimeter access road (Blackmill Lane) leading to the main site entrance gate and the site compound area and specific delivery off-loading areas to be used by all delivery vehicles will need to be assessed prior to delivery of any materials to ascertain the type and size of delivery vehicles that can or cannot be used to access and exit the site. Details of this will be provided to all suppliers and contractors in order that the correct size of vehicle can be sent.

No deliveries to the project will take place without prior consultation with Amiri Site Management and 24 hour's notice being given to Amiri Site Management.

Weekly delivery schedules will be compiled, where necessary, and daily discussions will be undertaken with the Client to co-ordinate safe times for the delivery of materials and movement of plant and equipment.

Deliveries will take place during normal working hours Monday to Friday then if required Saturday mornings 8am till 1pm.

1.3.4 EXISTING SERVICES AND HOW THEY ARE BEING DEALT WITH

It should be noted that there may be underground services running across the site or in close proximity to the site. Reference should be made to all existing service drawings prior to the commencement of any groundwork's.

Prior to starting any excavations works on the project all existing ground investigation reports and surveys will be studied in detail and a full CAT scan will be carried out in all areas of any excavation works and a full study will be made of all existing records.

There are currently no obvious overhead services across any roadways but all deliveries will be assessed prior to taking place to ensure any width or height restrictions are taken into account.

Power and water for the welfare and site compound will be obtained from the existing services near the project work areas.

The temporary site offices and welfare facilities will be located in a designated area of the site for the duration of the project works. The site offices, welfare and toilet facilities like all the

construction work areas will be separated and segregated from all existing properties, footpaths, roadways and ongoing surrounding country centre activities.

Qualified electricians will be used to carry out any work on any services including temporary supplies to any temporary accommodation cabins.

All high level project work will be under the strict control of Amiri site management.

All work on site must at all times strictly adhere to the work procedures, operations, risk assessments and method statements as detailed within all Amiri Construction Safety documentation.

1.3.5 EXISTING SITE/STRUCTURES

There are no existing structures on the site however there are areas of the site with existing concrete ground slabs which will be required to be broken up during the course of the project works.

It has previously been mentioned that the site is currently used as a car park area by the country centre and has historically been a gravel pit and a council depot.

All existing surveys and reports will be studied in detail prior to any works commencing and should any unknown materials or objects be found during the course of the works then the Amiri Construction Site Management should be immediately notified and all works within the area stopped and the area made safe until further analysis and testing of the material or object has taken place and approval has been given to recommence the works within the area by Amiri Construction Site Management.

No works will be carried out near any asbestos containing materials until the correct protection has been put in place. All asbestos containing materials will be removed from site in accordance with current legislation and procedures and all personnel working near any asbestos containing materials will have undergone asbestos training and a full induction. All personnel will be informed of the location of any asbestos materials at the site induction.

1.3.6 EXISTING GROUND CONDITIONS

Prior to the commencement of any groundwork's all existing ground investigation reports or surveys will be studied in detail prior to the commencement of any excavation works in particular Campbell Reith Interpretative Geotechnical Report (no. 12269) dated April 2016. The ground conditions of the site will be taken into account at all times when carrying out any project works to ensure all works are carried out in a safe and correct manner during the project works.

Should any unknown or hazardous materials be found during any project works then work will stop, the Amiri Construction Site management immediately notified, the area made safe and testing will be carried out to give the all clear before Amiri Construction Site management give authorisation and approval for works to safely recommence in the area.

Any hazardous materials found will be removed by a trained and competent contractor all in accordance with current legislation and procedures.

If any unknown objects are found during the project works then work will immediately stop and the Amiri Site Management will be immediately informed who will in turn contact the client and all relevant parties.

Normal standard protective measures will be adopted when undertaking any excavation works or remedial works with regard to supporting the sides of the excavation or foundations. An assessment will be carried out by all contractors undertaking any work in the ground with regards to the need for earthwork support. This will be included in all RAMS.

All areas of the site will be CAT scanned prior to any excavation works being undertaken and Trial holes may also be needed to be carried out.

Local utilities companies will be contacted and any existing drawings will be studied before any project work commences.

1.3.7 EXISTING RECORDS, PLANS AND HEALTH AND SAFETY FILES

The Client has passed on all available information at tender stage relative to this project and the areas / existing land to be developed and worked upon.

In particular reference should be made to the following important documentation relating to the existing land to be developed and the intended project works: -

<u>Document</u>	<u>Rev.</u>	<u>Date</u>	<u>Author</u>
Interpretative Geotechnical Report (project no. 12269)	F1	April 2016	Campbell Reith
Designers Risk Assessment		12/2/16	Campbell Reith
Tree Protection Plan (drawing no. LLD944/02)	02	10/2/16	Lizard Landscape Design and Ecology
Existing Tree Schedule (ref: LLD944 rev 02)	02	1/12/16	Lizard Landscape Design and Ecology
Principal Designers Statement (ref: 15045/W895)	01	14/2/17	hnw Architects

Please note that all existing land reports, surveys and information relating to the project works to be undertaken upon and around the existing land should be reviewed in extreme detail prior to any project works commencing and the conclusions and recommendations detailed within any existing report and survey should be taken account of and discussed with the client prior to any works commencing.

2.0 COMMUNICATION AND MANAGEMENT OF THE WORK

2.1 MANAGEMENT STRUCTURE AND RESPONSIBILITIES

The following personnel will be involved in the project:-

POSITION	NAME	LOCATION	PHONE No.
Managing Director	Grahame Petit	Head Office	
Financial Director	Martin Tidby	Head Office	
Operations Director	Kevin Lendon	Head Office Mobile	
Director	Dave Lyster	Head Office	
Director	Mark Vincent	Head Office	
Senior Surveyor	Gareth Evans	Mobile	
Contracts Manager	Dave Gee	Mobile	
Project Manager	Adrian Harvey	Mobile	
Safety Advisor	Jim Moss	Mobile	

Please refer to the Amiri Health, Safety and Environmental Policy for the roles and responsibilities for individuals.

2.2 SITE LAYOUT AND MANAGEMENT

Amiri Construction Ltd will ensure that competent supervision is on site at all times during the work. The names and contact details for the Amiri Construction Project Manager for the project works will be Adrian Harvey. The Amiri Contracts Manager for the project will be Dave Gee.

At all times there will be full time supervision and first aider on site with a visiting Construction Manager and Director as indicated in the table above. The Amiri Safety advisor will undertake site safety inspections as described in section 2.5.

The contents of this construction phase plan and the company Health, safety and Environmental Policy detail the procedures to be adopted in order to ensure that the health and safety on site is managed to high standards.

Please refer to site layout plan for site logistics.

2.3 ACTIVITIES ON OR ADJACENT TO THE SITE DURING THE WORKS

The site is surrounded by existing activity and community buildings, footpaths, car park areas and roadways which will all remain in full and active use throughout the entire duration of the project works.

All work and storage of materials in connection with this project will be contained within the site boundary and compound area as detailed on the site layout plan. The site compound area will also be used to house the site offices, welfare facilities, toilets, project materials and waste skip and any materials or plant not being used. The compound and site area will be securely fenced off by heras fencing and pedestrian crowd barriers supplemented by existing boundary fencing.

These visits may also be increased when attending sub-contractor meetings, etc.

Safety Audit Sheets will be completed during the visit and any action that is required will be given timescales to action:

- A is immediately**
- B is within 24 hours**
- C is within 7 days**

Any unsafe actions will result in the work or the whole project being stopped until rectified.

The reverse of the inspection Sheet issued by the Safety Advisor contains a Corrective Action table, which has to be completed by the Project Manager and returned to the Managing Director within 24 hours.

On the return visit by the Safety Advisor all previous items are checked for action.

On a regular cycle certain projects will be selected for an overall audit and this will again be carried out by Eldridge-Moss Ltd. This will be a very detailed inspection that will result in the site being given a safety rating.

Stage 3:

Monthly contract review/ design review meetings are held on site at regular times and during these meetings health and safety is one of the topics of discussion. A report is prepared by Amiri which includes a section on Health and Safety. Regular internal contract review meetings are also held between Amiri personnel only and at these, the Health and Safety Plan, Audit Sheets, Monitoring Sheets, Safety Meetings are reviewed. Sub-contractors health and safety performance are also discussed and reviewed. Action points are raised and implemented. The previously mentioned health and safety goals are also reviewed. These meetings can be recorded but may only be a list of action points.

Stage 4:

The senior management in the company will meet with the safety advisor on a 6 monthly basis to in order to review overall performance and implement/agree on the action necessary to improve safety. The safety policy will also be reviewed at this meeting.

2.6 COMMUNICATION AND LIAISON BETWEEN PARTIES ON SITE

2.6.1 WORKER INVOLVEMENT & CONSULTATION/ ENGAGEMENT

Suggestions and discussion with the workforce will be encouraged on site in the following ways:

- Near Miss reporting will be encouraged.
- The SLAM (Stop, Look, Assess & Manage) technique promoted by the HSE will be encouraged on all sites to get workers involved in improving the safety culture.
- Open door policy for all workers to discuss or express any concerns on health and safety with the Amiri management.
- 'Don't Walk By' principle will be encouraged and people's views discussed at Toolbox Talk sessions.

- Safety Meetings will be held regularly on site and will be open, to allow workers to engage & consult with managers & other workers. These may simply take the form of an unrecorded discussion.
- Safety notification sheets will be displayed on the noticeboard for personnel to complete and place on the managers desk should they wish to.
- A safety alert email address will be made available for all personnel to report any near misses, safety concerns or examples of good practice/ alternative methods adopted on other projects or suggestions for improvement.

2.6.2 EXCHANGE OF DESIGN INFORMATION BETWEEN THE INVOLVED PARTIES ON SITE

The work and the design will take into account that there must be no risk to any public, pedestrian or adjacent building occupants or country centre users (i.e. building occupants, pedestrians, visitors). Hazard and risk analysis/ specific risk information in the design from the consultants should be included in the Pre-Construction Information pack and will be used in the production of the operational Risk Assessments for the elements of work. Review of this information will take place at the design review meetings. This information will then be given to the contractors or directly employed labour along with the Health and Safety Plan at tender stage. Any hazards highlighted in the Pre-Construction information pack have been taken into account and have been used to produce the schedule for risk assessments and method statements. A copy of this plan will be supplied to contractors so that they may produce their own risk assessments and method statements relative to the work being carried out on this project.

Design information from the architect and engineer will be issued for construction to the site team who will then copy direct to all contractors and Head Office. A drawing register and register of all documents relating to design information will be kept on site with a copy at Head Office.

Any information relating to designs carried out by Amiri designers or contractors will be copied to the Principal Designer for issue to all other parties (comment and approval will be received prior to implementation or work being undertaken). As detailed above, a hazard and risk analysis will be carried out by the designer so that any residual risks are noted for the personnel undertaking the work to consider in their risk assessment and method statements.

2.6.3 ARRANGEMENTS TO ENSURE CO-OPERATION BETWEEN PROJECT TEAM MEMBERS & CO-ORDINATION OF THEIR WORK

Regular design team/ co-ordination meetings will be held on site between the site team members whether the project is design and build or traditional contract.

Part of the meeting will discuss progress and financial aspects of the project but safety, design risks, specific risks will be discussed and recorded for action and the information flow will be agreed so that this information filters correctly down to site level. The Principal Designer will be key to this process as will all designers, the Principal Contractor and Contractors.

Following any design changes Amiri Construction will either issue a Confirmation of Instruction (COI) or a change enquiry to the project manager, this is costed and agreed by the project manager/ client prior to being carried out.

The work will then be assessed regarding review of current risk assessments and any changes undertaken. This information will then be forwarded to the relevant contractors for them to review their risk assessments prior to carrying out the work.

2.6.4 SELECTION AND CONTROL OF CONTRACTORS

All new contractors will be issued with the Amiri Construction standard Health and Safety Vetting Enquiry Form at tender stage. The information and form that is returned will then be forwarded to the Amiri safety advisor who will contact the Project Manager on the required action to be taken prior to appointment.

A copy of the assessment questionnaire is contained within appendix 4 of this document and must be completed by all new contractors appointed by Amiri Construction.

2.6.5 EXCHANGE OF HEALTH AND SAFETY INFORMATION BETWEEN CONTRACTORS, SECURITY, SITE INDUCTION AND ON SITE TRAINING

All visitors and contractors, after parking their vehicles within the designated temporary site car park area (located to the south of the site), must sign in at the site office when arriving on site and sign out when leaving site. The Contractors site personnel register is held in the site canteen area and all other visitors will sign the site personnel register held in the Amiri Site Management Office. (see site layout).

All new starters must undergo the Amiri Construction specific site induction prior to commencing work on site and must walk the site to understand the restrictions in place and importantly the location of first aid equipment and fire alarms around the site.

Contractors may nominate the supervisor to sign in his team each day.

All visitors and contractors to site must undergo the site induction prior to entering the site or buildings to carry out any work. A copy of the Site Induction has not been inserted into the appendix as this will take the form of an A3 presentation on site. Regular Toolbox Talks will be given to all operatives and supervisors on site. These will take approximately ½ an hour and the subjects will be relevant to the work being undertaken (as detailed in section 2.4). Involvement and feedback from the workforce will be encouraged.

The standard Site Safety Notice boards will be mounted in the site office and canteen area. Emergency contact details will be displayed on the site office should this area be unoccupied at the time of the visit. There will be notices warning personnel of the need to sign in and be inducted before proceeding into the work areas on entry to all work areas. The noticeboard in the site office will contain the F10 notification to the HSE.

Safety will be one of the topics for all meetings with the client and contractors. Information will be exchanged at these meetings and an open forum encouraged so that views, suggestions and opinions are tabled.

The site logistics plan clearly shows the position of the site welfare, temporary fencing, material and plant storage areas, loading/ unloading areas, temporary car park area, access/ egress routes for vehicles and this plan will be added to, to indicate fire points and muster points in the case of an evacuation. This plan will be mounted on site on the site office noticeboard as well as the canteen safety noticeboard and local to the work areas.

The assembly point for all contractors will be adjacent to the main site offices as detailed on the site layout plan.

2.6.6 WELFARE FACILITIES AND FIRST AID

When the project commences the initial work will be to carry out site set up works which will consist of the following works: -

- Form the site entrances, site compound area (to house site offices, welfare facilities and toilets, waste skips, store materials etc.), main site construction work area, site boundaries and designated delivery / off-loading areas.
- Form temporary access / egress roads.
- Establish delivery vehicle off-loading areas and holding area.
- Establish material and plant storage areas.
- Establish contractors and visitors temporary car park area (on separate piece of land to south of the site).
- Establish pedestrian access / egress routes leading from temporary car park area to the site offices / welfare facilities and from the site office / welfare areas to the project work areas.
- Install heras fencing to existing site boundaries (to supplement any existing boundary fencing) and pathways and install site safety signs.
- Undertake any protection works (to existing trees etc.).
- Install jet wash facility at main site exit gate.

Carrying out these initial works prior to the commencement of the main construction works will ensure that the segregation of the project works from children, pedestrians, public and surrounding country centre activities throughout the duration of the project can be put in place and implemented and monitored. It will also allow the required welfare facilities to be provided for all site personnel.

During the initial stages of the project site offices and welfare facilities will be set up within a main site compound area which will be established in a designated area of the site. An Oasis unit will be established on site for the first few weeks of the project while the area for the more permanent cabins is installed and prepared..

The site canteen area will have as a minimum the facilities for heating food and water, provision of drinking water and allow operatives to sit and eat in a clean and healthy environment.

The site canteen will have an area set aside to allow changing of clothing with pegs or hooks and some benches. There will be heating provided so that in the event of the clothing becoming wet they can be dried.

The toilet facilities will contain enough urinals and flushing toilets to suit the number of operatives to be employed on site at any one time. There will be hot and cold running water and sinks which allow the full forearm to be immersed and washed. Towels or hand driers will be provided. One of the WC units will be provided as a female only toilet and will have a separate door with the key being obtained from the site office.

These facilities will be kept in a clean and tidy state at all times.

A trained first aider will be on site at all times when work is being carried out. In this case the first aiders for Amiri Construction for the project works will be the Project Manager (Adrian Harvey). In addition information will be obtained from contractors of their personnel that are first aid trained as some of the contractors being used will also provide first aid cover. A First Aid box will be located in the Amiri Site Management's office along with eye wash facilities and a list of the first aiders and how to contact them will be displayed on the safety noticeboards.

2.6.7 REPORTING AND INVESTIGATING ACCIDENTS, INCIDENTS AND NEAR MISSES

All RIDDORS will be investigated by the Amiri safety advisors and the company form completed and forwarded to the Managing Director for action and review.

All operatives are encouraged to report all accidents and complete the Accident Book held in the site office. Incidents and near misses are discussed at meetings.

Any visits by the HSE will be reported immediately to the Client and Principal Designer. The Amiri safety advisor will also be informed immediately of the visit.

2.6.8 RISK ASSESSMENTS AND METHOD STATEMENTS

Any sub-contractors cannot commence work without an approved Risk Assessment and where required, an approved Method Statement. All operatives of contractors will be made aware of and have the information explained that is contained within their company's Risk Assessment and Method Statements prior to carrying out the work. This will be done through the supervising foreman for the contractor who will inform his workforce of the hazards and control measures for the work plus any COSHH Assessments.

All contractors will be given dates for the return of the health and safety documentation which will be in advance of the work being undertaken. This will allow a period of time to comment on the appropriateness of the documentation.

Sub-contractors will be asked to sign and agree to work to the documentation and will be monitored by the site management against this information.

Any deviation from the agreed method can only be done following agreement with Amiri site management and an amendment being signed for in the documentation by Amiri. Work will be stopped if it is not in accordance with the documentation.

A suggested contents list for method statements is enclosed within the appendix and this will be given to contractors prior to submission of their documentation.

2.6.9 SITE RULES AND OTHER RESTRICTIONS ON CONTRACTORS OR SUPPLIERS INCLUDING ACCESS TO THOSE PARTS OF THE SITE OCCUPIED BY THE CLIENT AND OTHERS

Amiri company site safety rules relating to this site are enclosed within Appendix 1 of this document and will accompany the induction given to all contractors and visitors to site. These rules will also be displayed on the site safety notice boards.

Access to any areas outside the proposed work areas must be following a permit to work issued by the Amiri Site Management and contractors must not wander into other areas outside the agreed project work areas. Transit to and from the work areas will be detailed and agreed at the induction.

With the exception of the agreed project work areas all other existing surrounding country centre buildings and structures are strictly out of bounds to all contractors personnel and visitors.

All personnel must wear hi visibility vests at all times whilst on site.

No persons will be allowed to work on site until they have undertaken an Amiri Site induction.

2.6.10 FIRE AND EMERGENCY PROCEDURES/ CONTACTS

Temporary fire extinguishers will be positioned in all temporary accommodation and as the project develops, temporary fire points will be set up around the site and on certain points temporary wireless fire alarm units will be mounted to act as a temporary fire alarm system. These fire alarm units will be linked to ensure that when any temporary fire alarm is activated it will set off all other fire alarms on all floors throughout the new building and give a clear signal to all personnel in all areas of the building to evacuate the building immediately.

There will be no smoke detection during the work until the permanent fire alarm system is in place which will be close to handover. During the project, visual checks will be carried out by all on site and any hot works will be avoided where possible.

A written fire safety plan in accordance with the **Fire Prevention on Construction Sites, 9th Edition** (Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation) and HSE guidance **HSG 168 Fire Safety in Construction Work** will be compiled and a site layout plan indicating exit routes, fire points and wireless fire alarm locations will be developed and displayed on the notice boards and at the fire point locations. This information will be conveyed to all personnel at the site induction.

The temporary fire alarm system will be tested weekly and the fire extinguishers will be inspected weekly then entered into the fire safety log section of the site safety files.

The muster point for all contractors on the project will be adjacent the main site offices as detailed on the site layout plan. This will be indicated on a plan during the induction and shown during the walk round of the site.

Any hot works undertaken on site will only be permitted following issue of a Hot Works Permit issued by the Amiri Site Management. Where possible hot works will be avoided.

Fire safety and use of extinguishers will form part of the Toolbox Talks being undertaken.

Details of emergency contacts and procedures will be contained on the safety notice boards.

All internal staircase areas of the new building being constructed will be used throughout the entire project to provide access / egress to specific project work areas and will be also used in emergency circumstances and upon evacuation of the buildings. All staircase areas must be kept clear and tidy at all times.

2.6.11 RESCUE PLANNING

Details of rescue from workplaces will be detailed where required in the specific risk assessments and method statements. The access for the emergency services will be via the existing main access road (Blackmill Lane) and through the main site entrance gates which will remain free during this work.

Specific means of rescue will be provided for any work at height and access to upper floors/ roof level will be via existing internal staircases and external scaffolding. Access to the roof work will include the installation of a scaffold stair or similar. Access to roof voids or ceilings will also include the installation of a scaffold staircase which will be used for regular access but also for any emergency rescue should it be required.

All the existing fire exits to all existing surrounding country centre buildings must be kept clear at all times throughout the entire duration of the project.

2.6.12 PERMITS TO WORK AND AUTHORISATION REQUIREMENTS

The Project Manager will operate and issue the following permits:-

- **Demolition**
- **Excavation**
- **Hot Works**
- **Confined Space access**
- **Cranes**
- **Electrical Permit**
- **Temporary Works**

Should this list change during the project then site personnel will be informed by means of a toolbox talk session provided by the Project Manager.

When working in any occupied areas other than the fenced construction area then the client's permit to work system is to be adopted.

2.6.13 SECURITY ARRANGEMENTS

The work areas will be made secure areas during the work and out of hours. Warning signs will be erected to heras fencing and existing boundary fencing and work areas or partitions to warn personnel of the hazards. Pedestrian barriers will be erected around the site project work areas (where required) to segregate pedestrians from the plant and traffic routes.

Amiri Site Management will adopt a permit to work system when any works are to be undertaken outside the site fenced work area. Full liaison will be made with the surrounding country centre building occupants before any works are carried out outside the site fenced work area.

The permitted working hours will be 0730 to 1730hrs daily with weekend working by arrangement only with Amiri Site Management but restricted to 0800 to 1300 hrs. Working on Sundays and Bank Holidays is prohibited. Personnel will be notified if this changes.

When any buildings are finally enclosed then the doors will be installed and locked shut at the end of each day.

With the exception of the agreed project work areas all other existing surrounding country centre buildings, structures, grounds and facilities are strictly out of bounds to all contractor's personnel and visitors.

Temporary lights will be fitted in the compound area and when required on site and inside the building. These lights will be installed so that light emissions outside the site do not become a nuisance to nearby residents.

3.0 ENVIRONMENTAL RESTRICTIONS, EXISTING ON-SITE RISKS AND ARRANGEMENTS FOR CONTROLLING SIGNIFICANT RISKS

SAFETY RISKS, INCLUDING:

3.1 ENVIRONMENTAL RESTRICTIONS AND CONTROL MEASURES

All waste will be removed from site and disposed of by registered waste carriers into registered landfill sites.

Evidence of consignment notes and disposal certificates for any hazardous waste will be copied and inserted into the Health and Safety File.

Should any hazardous waste be discovered during the project works then a specialist disposal company will be utilised to remove it from site following testing of the product.

SMARTwaste procedures will be used for site waste management procedures and the Amiri Project Manager will be responsible for the implementation, measuring, monitoring and control of all site waste procedures.

A site Waste Management Plan (SMARTwaste system) will be produced for the project and will be electronically recorded and regularly updated by the Project Manager. All relevant people involved with the project will be able to review the SMARTwaste system on a regular basis.

It will be the aim to recycle materials removed from any building where possible and to segregate waste produced during the build works. This information and records of waste leaving site will be contained within the electronic Site Waste Management Plan (SMARTwaste).

In addition to these any fuel oil / diesel brought to site must be in bunded tanks or on bunded pallets if small quantities.

Debris and mud must not be permitted to enter the public highway. A lorry jet wash facility will be located adjacent the main site exit gates. (Refer to site layout plan).

The site will hold an emergency spill kit (please refer to site layout plan for location) to be able to stop any accidental spillages of fuel etc. entering the existing drains or ground generally.

Existing drainage or groundwater run off drains are to be kept clear and maintained.

3.2 VERMIN

There is always a risk of vermin being present on sites and this must be taken account of in the risk assessments completed by the contractors.

The following procedures will be strictly adhered to by all personnel on site: -

- A Good refuse disposal regime will be adopted.
- Good washing facilities will be provided and the workforce will be encouraged to use them.
- Gloves will be worn by operatives and cuts and grazes will be covered over.

- Smoking will not be permitted on site. Smoking will be only permitted in the specific fenced smoking area.

3.3 EXISTING HAZARDOUS MATERIALS

All known asbestos containing materials have been removed from the site prior to Amiri Construction commencing any project works. However this does not mean that there are no asbestos containing materials existing within the ground.

If any unknown objects are found during the project works then work will immediately stop and the Amiri Construction Site Management will be immediately informed who will in turn contact the client and all relevant parties.

No works will be carried out near any asbestos containing materials until the correct protection has been put in place. All asbestos containing materials will be removed from site in accordance with current legislation and procedures.

Any hazardous materials found will be removed by a trained and competent contractor all in accordance with current legislation and procedures.

Therefore great care and attention should be taken at all times during the project works to ensure that no person is put at any risk in relation to any hazardous materials that may be discovered or encountered during the works.

3.4 PREVENTING FALLS

Any Scaffold erection will only be undertaken in accordance with the NASC Guidance Note SG4:15. Scaffolds must be erected in accordance with the NASC TG20:13 or BS EN12811-1.

Amiri will ensure that wherever possible high level work is undertaken from the safety of mobile elevated work platforms.

When scaffolds are being used then the weekly registers will be completed by the competent person.

A scaffold schedule will be compiled by the Amiri Site Management and one point of access up to the working platforms will be a scaffold staircase so that emergency rescue can be undertaken.

Where possible Amiri will encourage the use of podium steps or mobile scaffold towers in place of steps or ladders. Ladders and steps will not be banned from site but podium steps and mobile scaffold towers will be considered first.

Special Note: If operatives or delivery drivers are required to climb or access the rear of any vehicle then suitable and sufficient risk assessments and procedures must be adopted to prevent any injury from persons falling from the vehicle trailer, bed or rear. Handrails must be first considered then fall arrest in the form of soft fill bags, air bags installed around the vehicle if access has to be carried out.

3.5 WORK WITH OR NEAR FRAGILE MATERIALS

There are no known works being undertaken near fragile materials at present at this stage of the project.

Any work required to be undertaken near any fragile materials will be carefully planned and undertaken with great care and attention ensuring a safe system of work is adopted and correct protection is installed and provided at all times.

No works near any fragile materials will commence until risk assessments and method statements have been agreed and approval has been obtained from Amiri Construction Site Management and the correct PPE is worn and the correct control measures have been put in place and are strictly adhered to.

3.6 WORK ON EXCAVATIONS OR WORK WHERE THERE ARE POOR GROUND CONDITIONS

Prior to the commencement of any groundwork's all existing ground investigation reports or surveys will be studied in detail prior to the commencement of any excavation works. The ground conditions of the site will be taken into account at all times when carrying out any project works to ensure all works are carried out in a safe and correct manner during the project works.

Should any hazardous waste be discovered during the project works then a specialist disposal company will be utilised to remove it from site following testing of the product.

If any unknown objects are found during the project works then work will immediately stop and the Amiri Site Management will be immediately informed who will in turn contact the client and all relevant parties.

Normal standard protective measures will be adopted when undertaking any excavation works or remedial works with regard to supporting the sides of the excavation or foundations. Details of this will be contained within the contractors RAMS.

3.7 WORKING OVER OR NEAR TO WATER

Not applicable to this project.

3.8 CONTROL OF SITE TRAFFIC

Due to the close proximity of existing activity and community buildings and the fact that the site can only be accessed directly off a very busy main perimeter access road (Blackmill Lane) all vehicles entering and exiting the site must at all times be driven with extreme caution. It should be noted and will be taken into account when placing orders with suppliers and contractors that the turn into Blackmill Lane when travelling Eastbound along the A27 is a sharp turn and may be difficult for larger vehicles. An assessment will need to be made before making large deliveries.

There will be a speed limit of 20 mph for construction vehicles set up on Blackmill Lane. The speed limit on site and within the immediate area and vicinity of the site entrance and site exit will be 5 mph and must be strictly adhered to at all times.



All deliveries to the project must be notified to the Project Manager 24 hours prior to arriving on site. All vehicles on the perimeter access roads and onsite must adhere to the speed limits and be aware of the presence of children, pedestrians, members of the public and visitors at all times.

No vehicle will be permitted to reverse anywhere on or near the site without a banksman and all deliveries will be carefully directed on and off site by a banksman.

All local speed, parking and directional traffic restrictions must be observed at all times.

It is vital that all operatives on site wear high visibility vests at all times whilst on site. Traffic will not be heavy on this project due to the nature of the works.

All orders placed with suppliers will contain this information.

A traffic management/ Site logistics layout plan will be produced prior to commencing work on site so that pedestrians and members of the public are segregated from vehicle movement.

All entrances and exits and associated fire exits to all existing surrounding country centre buildings must be kept clear at all times during the project works.

The main perimeter access road (Blackmill Lane) leading to the main site entrance gate and the site compound area and specific delivery off-loading area to be used by all delivery vehicles will need to be assessed prior to delivery of any materials to ascertain the type and size of delivery vehicles that can or cannot be used to access and exit the site. Details of this will be provided to all suppliers and contractors in order that the correct size of vehicle can be sent.

The site is surrounded by existing country centre buildings, footpaths, car park areas and roadways which will all remain in full and active use throughout the entire duration of the project works.

Access to the site compound area and project works for all delivery vehicles will be directly off the main perimeter access road (Blackmill Lane) and via the internal site access road and through the main site entrance gates to the delivery holding area and site compound area. All delivery vehicles will then exit the site using the same entrance roadway. This access and egress roadway route must be used at all times by delivery vehicles.

All delivery vehicles will be marshalled into the delivery holding area and the site entrance gates will be closed to prevent unauthorised access by any children, pedestrians or members of the public and to create a safety barrier between the surrounding country centre buildings and properties and site activities. Delivery vehicles will only be permitted to leave the holding area only after receiving authorisation from Amiri Site Management. Delivery vehicles will then proceed onto site under guidance to the designated delivery / offloading area. After a delivery has been made the vehicle will be guided off site and will exit the site using the same roadway they used to enter the site.

The parking or stopping of contractors or delivery vehicles on the main perimeter access road (Blackmill Lane) is not permissible and the movement of all delivery vehicles into and out of the site will be carefully managed and monitored at all times.

A specific designated area on site will also be established for delivery vehicles to deliver and offload materials.

All gates or doors into and leading from the site compound area and main construction project work area must at all times remain locked and shut to prevent unauthorised access into the construction project work areas and compound area by any children, pedestrians or members of the public.

Please Note the following IMPORTANT information:-

- Access / Egress routes for vehicles may be altered throughout the project works to suit the sequence of site operations and specific project work activities.
- Access for emergency vehicles to all parts of the site and the project work areas and adjacent and surrounding buildings will be maintained at all times.

There is limited parking on site and all contractors and visitors vehicles must be parked in the designated temporary contractors car park area (located to the south of the site).

All contractors and visitors vehicles must be parked on and off site in a correct and safe manner at all times. No vehicles are to be parked in any existing roads surrounding the site blocking any fire exits, driveways, entrances etc. or causing any inconvenience or nuisance to existing building occupants or residents.

3.9 CONTROL OF LIFTING OPERATIONS OR PLANT AND EQUIPMENT ON SITE

All plant and equipment on site can only be used following the inspection of current certification and maintenance documents. Weekly registers have to be completed for all plant and equipment that present a hazard to the operators or others on site (i.e., cranes, MEWP, excavators, dumpers, forklifts, hoists etc). The weekly register will be held in the site office and must be completed by the operators.

All equipment on site will be isolated at the end of the shift or out of hours.

There will be crane lifts and hiab lifts used to offload and lace materials. All lifts will be subject to BS 7121 and by trained and competent personnel.

Users of plant and equipment will only be permitted to proceed following the issue of suitable proof of training and competency to operate the equipment (i.e., CITB CPCS cards/ Certificates, RTITB Certificates, etc).

Any lifting operations will only proceed with the issue and approval of Risk Assessments, Method Statements and Lift Plan. A trained slinger/banksman and appointed person will be used for any lifting operations.

Amiri will be in attendance and monitor and control the Health and Safety during this work.

All electrical tools on site will be 110 volt or battery powered only. A battery charging point will be set up in the canteen area for charging of cordless battery operated tools.

All high level project work will be under the strict control of Amiri site management.

All work on site must at all times strictly adhere to the work procedures, operations, risk assessments and method statements as detailed within all Amiri Construction Safety documentation.

3.10 STORAGE OF MATERIALS (PARTICULARLY HAZARDOUS MATERIALS)

There should be no need to use or store hazardous materials on site but should the need arise then a full COSHH assessment will be produced from the hazard data sheets and this will detail the

correct storage methods and use. This may entail the use of specific secure fire proof containers or banded storage pallets/ areas.

General storage will be in line with the site layout plan and on a just in time basis.

An area has been set aside on site for storage of materials.

3.11 THE CONTROL OF ANY OTHER SPECIFIC SITE RISKS (FROM PRE-CONSTRUCTION OR DESIGN INFORMATION)

The information provided by designers at tender and pre-construction stage will be studied in detail and specific risks noted and actions placed on specific team members. This information will also be provided to any contractors that are connected to that element of work. This information can take the form of design risk assessments, design hazard analysis, notes on drawings, notes on specifications etc.

HEALTH RISKS, INCLUDING:

Storage of Materials (particularly hazardous materials),

3.12 THE REMOVAL OF ASBESTOS, SURVEYS AND RESULTS

All existing asbestos surveys and reports and all ground investigation reports will be studied in detail prior to any works commencing.

All project works will be carried out in a safe and correct manner at all times and should any unknown materials be found during the course of the works then the Amiri Construction Site Management should be immediately notified and all works within the area stopped and the area made safe until further analysis and testing of the material has taken place and approval has been given to recommence the works within the area by Amiri Construction Site Management.

3.13 SMOKING ON SITE

There is strictly to be **NO SMOKING** on site, within any existing buildings or on any roof areas or immediate area surrounding any existing buildings.

A fenced smoking area will be set up in the site compound area for the project and this is the only place personnel may smoke on site.

Anyone found smoking outside this area will be immediately removed from site with no return.

3.14 DEALING WITH CONTAMINATED GROUND

All existing ground investigation reports or surveys will be studied in detail prior to the commencement of any excavation works in particular Campbell Reith Interpretative Geotechnical Report (no. 12269) dated April 2016.

The ground conditions of the site will be taken into account at all times when carrying out any project works to ensure all works are carried out in a safe and correct manner during the project works.

Should any hazardous waste be discovered during the project works then a specialist disposal company will be utilised to remove it from site following testing of the product.

Amiri Construction Ltd will proceed with caution with all excavation works and stop work if any suspect material is found. The Amiri Site Management will then take action to have the material tested before work can re-commence.

3.15 MANUAL HANDLING

All work Risk Assessments must take account of any manual handling risks and where significant a separate Manual Handling Risk Assessment will be completed.

Wherever possible Amiri Construction will ensure that automation or mechanisation for lifting of materials is the preferred method in order to reduce the risk of Manual Handling injury.

On this particular site there will be considerable manual handling of materials inside and externally around the new buildings being constructed. All contractors working on site must have had training in safe manual handling techniques and where possible lifting and moving equipment will be employed/ used.

Whenever possible all materials will be moved mechanically.

3.16 USE OF HAZARDOUS SUBSTANCES (Particularly when there is a need for health monitoring)

Amiri will ensure that contractors complete and attach COSHH Assessments for any materials that present a hazard to the user to the Risk Assessment completed by contractor. Operatives will be made aware of this information by their supervisor and monitoring will be carried out in compliance with this information.

Work must not proceed without this information.

Wherever possible, hazardous substances will be substituted with less hazardous materials (i.e., water based as opposed to solvent based).

When there is a need for health monitoring when using a specific product then evidence of this will be required from the contractor prior to commencing work on site.

3.17 REDUCING NOISE AND VIBRATION

Any power tools that are used that cause vibration will be selected for the lowest emission possible and Amiri will have procedures in place on site in accordance with the New Vibration at Work Regulations to reduce the exposure of operatives to any vibratory tools.

All contractors will be reminded of the need to select equipment and plant that reduces vibration and noise to the lowest achievable level. This is for exposure to personnel.

Contractors will also take into account when completing Risk Assessments that they must reduce noise and vibration exposure by such means as taking regular breaks, reducing the time of use on the equipment, enforce use of PPE for noise and vibration and encourage operatives to keep warm and promote exercise for better circulation in the body.

With noise, contractors must first consider reducing at source and selecting low emission equipment. PPE is a last resort and is unlikely to reduce the exposure figures.

Contractors working on site must ensure that the vibration figures for all tools are known and personnel exposure figures are provided to personnel to allow them to monitor action and limit values. A policy and procedure must be in place before commencing work.

When there is a need for health monitoring when carrying out specific work with noise producing plant or equipment or vibratory tools then evidence of this will be required from the contractor prior to commencing work on site.

There are no specific levels of noise to be achieved or reduced on site over and above those used on Amiri Construction sites but this type of project (close to country centre properties) will require additional specific consideration to ensure that levels of noise from plant and equipment is reduced as far as reasonably practicably and any plant considered noisy (Not the normal sounds found in that area) does not start until 8.00am and completes at 5.00pm.

The project design is such that heavy noise, impact and vibration will exist during certain work operations such as demolition, breaking up existing ground, piling etc. All project works will be carefully managed and monitored by Amiri Construction Site Management to ensure all work operations which cause heavy noise or excessive vibration are minimised as far as possible and cause the minimum disruption and inconvenience to existing surrounding building occupants.

3.18 EXPOSURE TO UV RADIATION (From the Sun)

The welfare facilities will contain supplies of sun barrier cream and this will be detailed in the site induction.

Note: Personnel on site will not be permitted to wear shorts or remove tops at any time. Details of this will be provided to all personnel at the induction.

4.0 THE HEALTH AND SAFETY FILE

4.1 LAYOUT AND FORMAT

The Health and Safety File information will be collected by Amiri Construction and will then be handed over to the Principal Designer for comment prior to issue to the client. The information, layout and format of the Health & Safety Files will be agreed with client and Principal Designer during the course of the project works. **One hard copy and one electronic copy will be prepared and handed over on completion of the project.**

4.2 ARRANGEMENTS FOR COLLECTION AND GATHERING INFORMATION

Amiri will collate the information during the work and present it to the Principal Designer as the project progresses to ensure the format and content is suitable.

APPENDIX 1

- Site Safety File Layout
- Site Safety Rules

FILE 8: SITE HEALTH, SAFETY AND ENVIRONMENTAL FILE

ALDINGBOURNE COUNTRY CENTRE **– CONFERENCE CENTRE PROJECT**

- | | |
|----|---|
| 1 | Introduction |
| 2 | Safety, Health & Environmental Policy Statement and Company Insurance |
| 3 | Pre-Contract Health & Safety Information |
| 4 | F10 Notification |
| 5 | Construction Phase Plan |
| 6 | Design Hazard Analysis |
| 7 | Technical Reports (Asbestos Surveys, Soil Investigation etc) |
| 8 | Site Safety Meetings (Minutes & Notes) |
| 9 | Accident Reports/ Investigations |
| 10 | Accident Book Entries |
| 11 | Site Safety Induction Information/ Register/ Site Safety Rules |
| 12 | Toolbox Talks Information Sheets/ Attendance Register |
| 13 | Blank Permits to Work |
| 14 | Issued Permits to Work |

15 Contractors Training Certificates

16 Site Safety Inspection Reports

17 Site Managers Weekly Site Safety Inspection Sheets

18 Site Safety Corrective Action Notices

19 Site Fire Safety Plan/ Procedures

20 Environmental Management

21 Traffic Management Plan

22 Weekend / Outside Normal Hours / Temporary Supervision
Notification Form

23 Contractors Safety Notification / Near Miss Report Forms

24 Contracts Manager's Safety Monitoring Sheets

25 Sub-Contractors Risk Assessments, Method Statements and
COSHH Assessments A-K

26 Sub-Contractors Risk Assessments, Method Statements and
COSHH Assessments L-Z

- 17) It is strictly forbidden to ride on plant as a passenger (e.g. Dump trucks / Excavators).
- 18) All site employees shall co-operate in keeping the site tidy and clear away debris and rubbish at the end of each work shift. This includes the site welfare facilities.
- 19) Reversing on site can only be carried out under the guidance of a trained banks person.
- 20) All plant and equipment must have the engines switched off and keys removed when plant is not in use or at the end of each shift.
- 21) No site employee is to interfere, damage or abuse any safety sign or item provided in the interests of site safety.
- 22) No one is to remove or interfere with any scaffold structure/work platform unless they are trained to do so and have the project manager's permission. (CISRS Scaffolders Certificate).
- 23) Site employees are to report any defects to plant or equipment to their manager immediately
- 24) Permits to Work will be required in respect of various elements of the project.
Temporary Works, Hot Works, Confined Spaces, Demolition, Excavation, Use of a Crane
(This is not an exhaustive list and will develop throughout the works)
- 25) Ladders should be used for access to a working platform only and should be secured. Step ladders should only be considered after all other alternatives have been considered and cannot be used. Podium steps and mobile scaffold towers are the preferred method for accessing work at height.
- 26) Normal site hours are 0730 – 1730 Saturday and Sundays are not normally worked and must be agreed in advance with Amiri Site Management.
- 27) No fluids, chemicals or wash down of any mortar or concrete containers – or wagons is permitted into the ground. Any accidental spills are to be reported immediately and the emergency spill plan put into action. An emergency spill kit is available from the site office.
- 28) No mud or debris is to be taken or deposited onto the roadway.
- 29) The existing roads, public footpaths, pedestrian and delivery vehicle routes must not be blocked at anytime.
- 30) Radios and MP3 players are not permitted on site.
- 31) There is to be no lone working on site.
- 32) Halogen type lights are not permitted on site.
- 33) No deliveries to the project will take place without prior consultation with Amiri Site Management and 24 hour's notice being given to Amiri Site Management.

REMEMBER: DON'T WALK BY - REPORT ALL UNSAFE CONDITIONS IMMEDIATELY
IF IN DOUBT, ASK!!

AMIRI CONSTRUCTION OPERATE AN 'OPEN DOOR' POLICY
– TALK TO THE PROJECT MANAGER

APPENDIX 2

- Risk Assessment and Method Statement Checklist

Risk Assessment and Method Statement Checklist

Project Name

Project Number

Subcontractor

Task / Activity

All risk assessments & method statements (RA & MS) submitted by subcontractors must be suitable and sufficient for the work being undertaken. This means that they must address the significant risks and be clear on how such risks will be controlled. The following checklist must be completed by the appointed Amiri Site Management Team Member prior to allowing works to proceed therefore sufficient time must be allowed by the commercial team for receipt of the RA & MS, checking and re-submission if required. Any response which is stated as 'No' or 'Part' must be rejected. The amended RA & MS must be re-submitted for review. Works can only proceed once the RA & MS is deemed to be suitable and sufficient. This checklist is a guide for minimum requirements and is not exhaustive – there will be other items you may consider need to be included within RA & MS.

This check is not an acceptance of responsibility for the way in which work is planned, resourced and carried out and all works must be monitored on an ongoing basis.

RISK ASSESSMENTS

Do the risk assessments meet the following criteria?

Yes No Part * Insert Comments in boxes below

1. Project details and information	Check: Project name & address, subcontractor's details, date that risk assessment was undertaken, is it signed & dated?	☐	☐	☐	
2. Risk assessment details and controls	Check significant risks are recorded and identify: - Persons at risk e.g. operatives, public etc? - How they might be harmed? - Risks are evaluated and protection stated? - The assessment is a real one?	☐	☐	☐	
3. Hazardous substances	Check that: All significant risks have been identified. These risks that if left unattended could result in serious injury, ill health or damage.	☐	☐	☐	

METHOD STATEMENTS

Does the method statement meet the following criteria?

Yes No Part * Insert Comments in boxes below

1. Method statement details and information	Check: Company, package, title, revision number and date.	☐	☐	☐	
2. Description of the work	Check the description of the work including: - What is to be done. - Sequence to the work. - Crane, when will it start. - Location, access point on site it will take place. - Methods – how each part will be done. - Duration – how long it will take. - Details of waste control and removal.	☐	☐	☐	

Risk Assessment and Method Statement Checklist

METHOD STATEMENTS (Continued)

Does the method statement meet the following criteria?

Yes

No

Part

* Insert Comments in boxes below

6. Resources Required	Resources required: - Personnel involved and their training/competence. - Plant and equipment to be used. - Relevant training certificates and re-examination certificates to be supplied (e.g. CPSS, 12 monthly thorough examination, weekly registers, etc.). - Supervision – by whom and name. - Materials to be used (environmental details or protection to be given (e.g. sanded diesel fuel)).	☐	☐	☐	*
7. Access / Egress, Loading / Unloading	Access / Egress, Loading / Unloading: - Details of access for personnel to the site area and work area. - Details of access for plant, equipment and materials to site and work area. - Details of stacking / unloading and storage areas. - Lift Plans & Risk Assessment for Crane Lifts.	☐	☐	☐	*
8. Control Measures	Control Measures: - CDRs & Information. - Induction, toolbox talks, etc. - Special handling (saturated gases, power switches, etc.). - Security. - Permits to work / access. - Material handling information (e.g. weight, size, location, etc.). - Protection of others. - Protection from falls. - PPE that must be used. - Environmental protection.	☐	☐	☐	*
9. Specialist Involvement	Specialist involvement: - Details of any contractor used (e.g. temporary works engineer, scaffold designer, etc.). - Reference to other documents (see surveys, asbestos surveys, structural calculations, etc.).	☐	☐	☐	*
10. Contingency Arrangements	Emergency arrangements: - Resources by whom (e.g. if business is engaged at height, if personnel become injured, etc.). - First Aid, first Aiders and special first aid requirements. - Fire evacuation procedures (reference to site safety plan). - Spillage resulting in possible environmental damage.	☐	☐	☐	*
11. Temporary Altered Systems	Temporary altered systems: Traffic routes, fire arrangements, temporary services, changes to previous method statements.	☐	☐	☐	*

Risk Assessment and Method Statement Checklist

METHOD STATEMENTS (Continued)

Does the method statement meet the following criteria?

Yes **No** **Part** * Insert Comments in boxes below

21. Information Information that is to be submitted to: a) the competent authority b)	Who the information has / will be submitted to, including: • Checking, review and updating provisions • Change requirements • Confirmation of operations brief	☐ ☐ ☐	
22. Monitoring and Control Measures	Monitoring and Compliance: • References to Risk Assessments and Control Measures • Monitoring by whom and when • Enforcement - how - by whom	☐ ☐ ☐	

Is the Risk Assessment & Method Statement Satisfactory?

YES – ACCEPT Endorse the Method	NO – REJECT Requires resubmission
---	---

Initial Review

By (Name) Date

Which sections need amendments?

☐
☐

Comments after 1st resubmission

By (Name) Date

Which sections need amendments?

☐
☐

Final Review carried out by:-

By (Name) Date

Comments

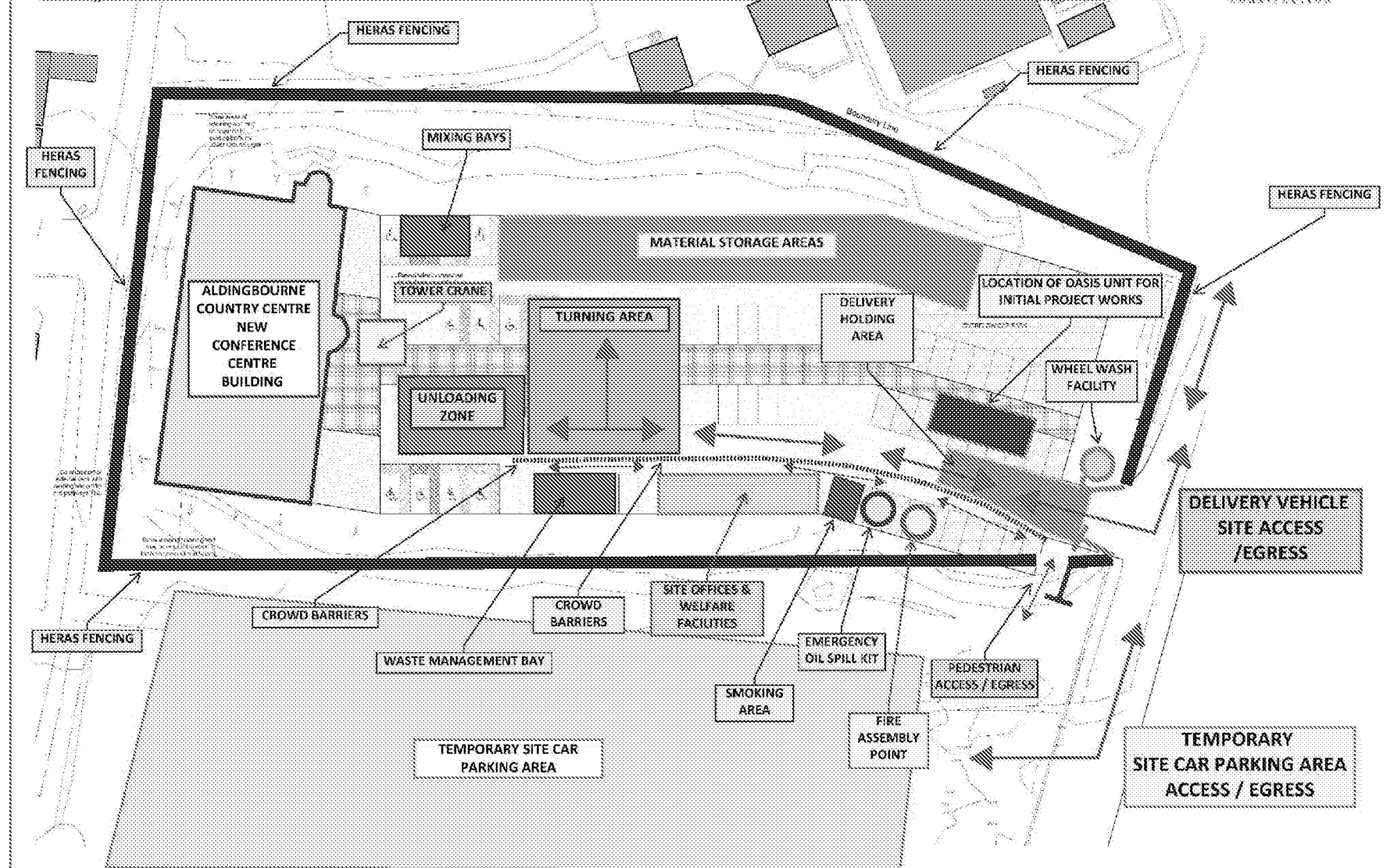
☐
☐

If the risk assessment/method statement fails to meet the required standard after the 1st re-submission then seek guidance from your Health and Safety manager.

APPENDIX 3

- Site Logistics Plan

ALDINGBOURNE COUNTRY CENTRE - CONFERENCE CENTRE PROJECT SITE LOGISTICS LAYOUT PLAN (nts)



APPENDIX 4

- Contractors H&S Assessment Form



CONTRACTOR COMPETENCY QUESTIONNAIRE

From: Amiri Construction Limited Eagle Point, Little Park Farm Road, Segensworth, Fareham, Hampshire PO15 5TD		Telephone: 01489 557700 E-mail: info@amiriconstruction.co.uk	
To: Organisation Name Address		Telephone: Fax: E-mail: Ref:	
Completed by:	Position:	Date:	Sig:
Proposed Project: ALDINGBOURNE COUNTRY CENTRE – CONFERENCE CENTRE PROJECT			
Request for information from Company: Contact Name:			

Should your company be accredited to one of the SSIP (Safety Schemes in Procurement) bodies such as CHAS, SMAS, Safecontractor etc. then please complete questions 1, 3, 8, 12, 15 & 19 only.

Otherwise, please answer the following questions and supply the relevant information, as requested providing supporting details and documentation separately.

1. Company Health and Safety Policy

Please provide a copy of your current Health and Safety Policy.

Attachment enclosed Please tick as appropriate	yes	no
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2. Health and Safety Management Arrangements

Please provide information on your company Health and Safety Management arrangements to show; how you discharge your duties under CDM 2015 and other relevant safety arrangements, general health and safety management and how health and safety arrangements are communicated to employees.

Attachment enclosed Please tick as appropriate	yes	no
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3. Health and Safety Advice

What access does your company have to competent health and safety advice, and especially construction related advice. Provide details of the qualifications and experience of the personnel/company that provide health and safety advice.

Attachment enclosed Please tick as appropriate	yes	no
--	-----	----

4. **Training**

Please provide information on training in health and safety provided to your employees indicating minimum standards for specific roles within your company. Please provide evidence (certificates of training)

Attachment enclosed Please tick as appropriate	yes	no
--	-----	----

5. **Qualifications and Experience**

Provide information showing relevant qualifications and experience of employees, including managers and supervisors.

Attachment enclosed Please tick as appropriate	yes	no
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6. **Auditing, Monitoring and Review of Policy and Procedures**

What procedure has your company in place for inspection of and monitoring the correct implementation of procedures?

How and when are reviews undertaken?

What is the company health and safety audit procedure and who carries out the audit?

Provide sample copies of recent inspections/audits.

Attachment enclosed Please tick as appropriate	yes	no
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7. **Worker Involvement**

How do you consult the workforce on health and safety matters?

Attachment enclosed Please tick as appropriate	yes	no
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8. **Accident Reporting Investigations**

Provide information on your procedure for reporting, recording and investigation accidents and incidents.

Provide records of all accidents, RIDDORS, enforcement actions against the company in the last 5 years, together with any remedial actions taken by the company.

Attachment enclosed Please tick as appropriate	yes	no
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9. **Competence and Performance of Sub-Contractors**

What are your arrangements for ensuring the competence of any sub-contractors who are used, and any sub-contractors who they may use?

How do you monitor sub-contractor health and safety performance?

Please provide examples.

Attachment enclosed Please tick as appropriate	yes	no
--	-----	----

10. **Risk Assessment/Method Statement Procedures**

What is your company procedure for carrying out risk assessments/method statements and ensuring they are job specific and communicated to your employees?

Please provide examples.

Attachment enclosed Please tick as appropriate	yes	no
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11. **Co-operation and Co-ordination**

How does your company engage in co-operation with others, and the co-ordination of work activities?

Attachment enclosed Please tick as appropriate	yes	no
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12. **Environmental Policy**

Do you have a policy and arrangements for dealing with environmental issues?

Attachment enclosed <i>Please tick as appropriate</i>	yes	no
--	-----	----

13. **Environmental Advice**

Do you have access to competent advice on environmental issues?

Please indicate whether provided from an internal or external source.

Attachment enclosed <i>Please tick as appropriate</i>	yes	no
--	-----	----

14. **Environmental Performance**

Do you involve your employees to help ensure good environmental performance?

How is this done?

Attachment enclosed <i>Please tick as appropriate</i>	yes	no
--	-----	----

15. **Waste**

Do you have procedures in place to reduce waste materials from your products/services?

Attachment enclosed <i>Please tick as appropriate</i>	yes	no
--	-----	----

16. **Reduction of Energy Usage**

Do you have procedures in place to reduce energy requirement in your products/services?

Attachment enclosed Please tick as appropriate	yes	no
--	-----	----

17. **Sourcing Materials**

Do you buy your materials from 'Environmentally friendly' sources?

Attachment enclosed Please tick as appropriate	yes	no
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18. **Emergency Procedures**

Do you have procedures in place to respond to and mitigate the impacts of any emergencies or events that may harm the environment?

Attachment enclosed Please tick as appropriate	yes	no
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19. **Professional Bodies**

Is your company a member of a professional body or organisation relating to construction, health and safety or the environment?

Attachment enclosed Please tick as appropriate	yes	no
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