

Construction Phase Plan

Project Title and Site Address:	Provision / installation of kiosks Butlins Bognor Regis
Description of Project:	Prefabricated kiosk to be installed on site, on existing concrete foundations. This is a sectional built building constructed off site and erected sectionally on site. <i>Existing concrete foundation / slab already in place - No groundworks required as part of this project.</i>

Role	Name & Address	Contact	Phone	Email
Client	Bourne Leisure Group Ltd, 1 Park Lane, Hemel Hempstead, HP2 4YL	Richard Pratt		
Principal Designer	Bourne Leisure Group Ltd, 1 Park Lane, Hemel Hempstead, HP2 4YL	Richard Pratt		
Principal Contractor	Bentley Rowe 15 Low March, Daventry, Northamptonshire, NN11 4SD	Brian Bentley Site Manager Emma Lloyd Site Supervisor Luke Williams		

Start Date:	01.03.2021	Duration:	3 weeks	Hours of Operation:	08:00 - 18:00 Mon-Fri 08:00 – 13:00 Sat
Other persons on site and contact details:	On attendance to site all workers shall record site attendance with site security at the main gate.				
Communication methods on site:	All workers attending site will receive a site-specific induction prior to work commencing. Workers will have read and have a full understanding of risk assessments and method statements applicable.				
Welfare Facilities:	Site welfare facilities shall be available for workers to utilise as agreed by site management.				

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Access / Egress:	Parking arrangements will be provided on site within the Butlins splash world car park, along with a designated storage area, of which shall be herras fenced and secured.
Delivery / Storage of Materials:	All delivery vehicle drivers shall be requested to phone the site manager prior to arrival to instruct of an approximate ETA. Delivery drivers are to report to the main security gate house and follow directions as detailed in appendix A, Page 4. All deliveries shall be offloaded in this area and stored in a safe manner of which shall be herras fenced off to restrict access. Delivery of the kiosk building shall be delivered on one vehicle within 24 sections / parts.
Competency / Supervision levels:	A designated Site Supervisor shall be present throughout the works of whom shall be SSSTS trained and experienced / competent in undertaking similar work. The work activities shall also be overseen by Bentley Rowe Management team with site attendance at the start and periodic throughout the works.

Site Hazards	Present – Yes / No	Controls in Place
Working at Height:	Yes	The majority of work will be able to be conducted from ground level, however roof assembly will require some short duration work from hop-ups and scaffolding tower of which will be erected prior to use by a PASMA trained worker, disassembled at the end of the working day and stored in a safe location.
Fragile roofs / surfaces:	No	
Services:	Yes	An existing mains electrical supply of which has been isolated prior to works commencing. A basic electrical installation is to be conducted by a competent / qualified electrician. No live electrical works is required, and all electrical installations shall be certified to BS 7671 (18th edition).
Electricity:	Yes	Where practicable handheld power tools will be battery operated. Where mains is to be used, equipment will be of 110 Volt, PAT tested and cables will be routed safely to minimise tripping hazards.
Generation / Exposure to Dust:	No	All panels are prefabricated prior to delivery on site.
Exposure to Asbestos:	No	Not applicable – new installation.

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Risk to Other Persons:	No	Conducted outside of normal operating due to COVID restrictions. The work area / site shall be left in a safe condition at the end of each working day and if required i.e. other site contractors are present on site, the area shall be herras fenced off when not in attendance to minimise any risk of unauthorised persons entering the work area, etc.
Plant and Equipment	Yes	A Forklift truck / telehandler and trained operative may be hired from a reputable local organisation. On delivery a 'Pre-Delivery Inspection' (PDI) and LOLER certificate will be obtained, checked and retained on site. Formal pre-use checks of the vehicle shall be recorded by the operator each day the vehicle is used and a banksman shall be provided whilst manoeuvring on site.
Any Other Hazards Present:	Yes	Please refer to COVID risk Assessment.

Appendix A

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Delivery vehicle Route

