

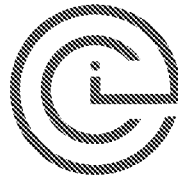
AJJP Construction Limited

Construction Phase Plan

for

The Old Dairy
3–5 Church Street
Littlehampton
Sussex
BN17 5EL

Produced by



ICE RISK MANAGEMENT

Revision History

Revision	Date	Made by	Details
1.0	1 st March 2017	Ice Risk Management	First Draft
1.1	6 th April	ICE Risk Management	Amendments to site activities

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1. Introduction

The purpose and intent of this construction phase plan is to define how health and safety will be managed during the construction phases of the Old Dairy project. This plan describes the specific practices, resources and activities necessary to ensure compliance of the works with the contract documents, current legislation and regulations, and to implement the commitment to continual improvement. This plan is based upon an overall risk assessment of the hazards present during the work. This construction phase plan will comply with the requirements of The Construction, Design and Management Regulations 2015. All those involved with the detailed design and construction phase have a statutory duty to comply with this plan and provide the Principal Designer with any information, which may be required to keep the plan up to date.

1.1 Description of Project

The project consists on the clearing of the site including demolition of existing structures and landscaping prior to the erection of eight new homes on the site. A new access road will be built to access the new properties which will be set out in terrace and semi detached style. The houses will have brick extremal facades with pitched tiles roofs. Landscaping will finish the site to a high standard.

1.2 Location of the Project

The Old Dairy Farm

3-5 Church Street

Littlehampton

Sussex

BN17 5EL



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1.3 Project Timescale

The project will be starting in March 2017 and is expected to be completed in 12 months in accordance with the project plan.

1.4 Existing Records and Plans

- AJJP Specification dated 16.02.17
- Landscape scheme
- Drawings:
 - 16.1012 SK03Adraft
 - 16.1012 SK04Adraft
 - 16.1012 SK05Adraft
 - 16.1012 SK06Adraft
 - 16.1012 SK07Adraft
 - 16.1012 SK08

2.0 Arrangements

2.1 Project Health, Safety and Environmental Goals

It is the intention of the AJJP Construction that the project be designed and constructed in such a way that the risks to the health and safety of all persons engaged in its construction, future use, cleaning and maintenance are eliminated or reduced to an acceptable level.

The Health and Safety and Environmental goals for the project are:

- Zero RIDDORs, accidents and incidents
- 100% compliance to the safety inspection regime
- Timely close out of any safety issues
- Zero noise complaints
- Zero impact on existing site operations
- Month on month reduction in waste with benchmark set very low.
- A successful recognition scheme for good practice
- True and transparent operative feedback from site

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2.2 Project Management Structure, Organisation and Responsibilities

The project is subject to the Construction (Design and Management) Regulations 2015; the duty holders are listed below:

Role	Duty Holder	Address	Key Contact
Client	AJJP Construction Ltd	Gorse Farm High Road COTTON END Bedford MK45 3AB	Jaz Dadhria
Principal Designer	AJJP Construction Ltd	Gorse Farm High Road COTTON END Bedford MK45 3AB	Jaz Dadhria
Principal Contractor	AJJP Construction Ltd	Gorse Farm High Road COTTON END Bedford MK45 3AB	Jaz Dadhria
CDM Advisor	ICE Risk Management	114 Cecil Ave Hornchurch Essex, RM11 2ND	Darryl Morgan

2.3 Project Team

Name	Organisation	E-Mail	Contact Telephone Number	Primary Contact?
Jaz Dadhria	AJJP Construction	jaz.dadhria@live.co.uk	07730210395	Y
Darryl Morgan	ICE Risk Management	darryl@iceriskmanagement.co.uk	07442069702	Y

2.4 Site Specific Health and Safety Documentation

The AJJP Construction and the other Principal Contractors will hold all documentation relevant to health, safety and environment on site. This will include but not be limited to:

- Construction Phase Plan
- Logistics / Transport Plan
- F10
- The AJJP Construction Health and Safety Policy
- Risk Assessments
- Training records and matrix
- Method Statements
- Insurance Certificates
- Competency Certificates / Cards
- Design Drawings
- Safety Checklists
- Contract Documentation
- Audit / Inspection Reports
- LOLER Logs
- PUWER Logs
- Waste Transfer Notes
- Licenses

2.5 Reference to Standard Activity Methodologies

Details of all site risks can be found in the AJJP Construction, other Contractors and sub-contractors site-specific risk assessment section of their health and policy document or appended to their method statements.

2.6 Information for Contractors

Any additional hazards identified by the AJJP Construction shall be communicated to the contractors, who will consider them and provide a suitable safe method of work and/or incorporate them into the relevant design(s).

Pre-work briefings shall also be provided at which safety arrangements and construction work will be discussed.

All contractors working on site will work under the relevant risk assessment and as such all workers irrespective of their contractual arrangement will receive and individually acknowledge inductions before they can commence work.

All persons visiting site, e.g. AJJP Construction employees, sub-contractor(s), persons delivering goods, visitors, etc., are required to report to the security marquee to complete the site attendance register (sign in/out). This is in addition to accessing the landlords site through the security barriers.

The Old Dairy Farm site inductions has also been produced in line with the site rules to ensure the project runs in tandem with the existing live facility as smoothly as possible.

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2.7 Selection of Sub-contractors, Materials and Plant

The arrangements for the selection of sub-contractors and suppliers are detailed in The AJJP Construction health & safety policy document, and include the following requirements:

- Relevant safety documentation is supplied
- Assessment of instructional/training needs
- Arrangements for checking proof of safety competency of all sub-contractors appropriate to the work being carried out
- The sub-contractor's safety responsibilities must be clearly identified and shall form part of the contract.
- Contractors shall provide most of the plant and major equipment required for this project. Checks are completed to make sure that the suppliers are suitable for the supply of the items.

2.8 Communication and Cooperation

The Project Manager / Construction Manager and appointed contractors shall be responsible for completing site inductions for all persons on the site.

All design work carried out by or on behalf of the AJJP Construction, or a suitably competent engineer shall approve its sub-contractors, independent consultant or other approved means, and where appropriate, a design certificate issued.

The AJJP Construction is ultimately responsible for the co-ordination contractor's interfaces on the project. Contractors and sub-contractors will be required to submit risk assessments for inclusion into the construction phase plan prior to any work being carried out. The AJJP Construction shall ensure that the methods of work employed by the contractors and sub-contractors do not conflict with any other group working on site.

Sub-contractors shall be monitored regularly to ensure that the agreed methods are being adopted and that other compliance measures are being utilised.

In respect of liaisons between parties, weekly progress meetings chaired by Paul Barrett will be held on site.

2.9 Reporting of Accidents, Incidents and Near Misses

All accidents, incidents and near misses shall be reported immediately to the AJJP Construction site management. The information shall be recorded on the AJJP Construction accident, incident and near miss reporting form.

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2.10 Emergency Procedures

Major emergencies shall be dealt with in accordance with the AJJP Construction procedures.

Local procedures for evacuation and the arrangements for control of access to/from compounds and work sites will form part of the induction.

The security marquee will display an appropriate safety notice board containing actions to be undertaken in the event of an emergency and a list of contact details.

2.11 First Aid

First aid arrangements will comply fully with the First Aid at Work Regulations. A first aid kit point will be in the Security Marquees and the individual Principal Contractors site office/compound areas.

A first aid notice will be provided in the Security Marquee and other suitable locations giving details of:

- The location of the first aid point and first aid boxes
- The names of the qualified first aiders at work
- The location and phone number of the local hospital

Information relating to site first aiders will be included in the induction prior to the start of work.

First aiders will be named in task briefs based on a calculation of:

Number of persons on site	Number of First Aiders
1 – 4	1 Emergency first Aider
5 – 25	1 Fully Qualified First Aider
26 – 50	1 Qualified and 1 Emergency First Aider
51 – 100	2 Qualified and 2 Emergency First Aiders

2.12 Training

The AJJP Construction shall manage and monitor and training matrix for all operatives and management levels.

Contractors shall be required to provide training matrix which will be used to gauge the training levels of the operatives used on the construction sites.

Any shortfall on training requirements will be dealt with by arranging suitable training sessions and lessons for the operatives.

All records of training shall be kept on site.

To supplement the contractors shall be required provide safe start briefings and toolbox briefings relevant to the work being undertaken.

A safety notice board will be displayed in the site office and suitable safety posters will be displayed in the welfare facilities.

2.13 Project Site Rules

The main site rules to be implemented on all three sites are as follows:

- All staff will receive an induction.
- Report all accidents/incidents to the construction manager.
- It is the AJJP Construction's policy to have a zero tolerance in respect of drugs or alcohol on site. Any persons suspected of being under the influence will be immediately removed from site. For further information on this, refer to the AJJP Construction's H&S Policy
- All site visitors and workforce must receive a suitable site induction/briefing before they enter the construction/work area
- As the AJJP Construction's operate a strict zero tolerance to drugs and alcohol, their Drugs and Alcohol Policy will be communicated at inductions and made available onsite.
- All personnel intending to carry out work within the construction site must:
 - Wear the accepted level of PPE dependent upon activity and location
 - Receive and confirm their understanding by written acknowledgment their roles and responsibilities onsite

Persons failing to comply with the above will not be permitted to undertake any form of work and will be escorted from the site.

In addition to the above, the standard AJJP Construction's induction will be completed, and operatives will sign acceptance of this. Included in this document will be the additional rules, which are as follows:

- Tools, materials etc. are not to be left unattended
- All waste must be stored in covered skips. No waste is to be burned on the site
- The playing of radios, personal MP3 players etc. will not be permitted

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- Smoking will only be allowed in designated areas
- There will be no horse play

2.14 Monitoring Arrangements

This plan shall be routinely reviewed, revised and refined by the Site Manager as the project develops, any proposed changes will be highlighted at the regular progress meetings.

The auditing and monitoring procedure is based on a proactive approach as part of our on-going efforts to reduce the likelihood of incidents arising and consists of various levels of auditing and monitoring of performance.

ICE Risk Management Ltd will be carrying out bi-weekly site audits to monitor the health, safety and environmental management system being implemented onsite by the AJJP Construction and other Principal Contractors site management teams. The reports from these audits will be circulated to directors and project managers within the AJJP Construction.

2.15 Provision, Availability and Review of the Construction Phase

This plan shall be readily available at all times to the AJJP Construction, Arena Structures, GL Events and Mar-key Group, along with all contractors engaged on the site project.

This plan will be reviewed on a regular basis by site management and ICE Risk Management Ltd.

No work will start on site until a copy of the F10 form is received from the client and this plan has been signed off as being accepted.

Only materials changes to the health and safety requirements caused by significant changes to the project work plan shall require resubmission of the construction phase plan for acceptance. Amendments shall be communicated to all recipients of controlled versions of the plan in a timely manner.

2.16 Supporting Documentation

Supporting documentation for this construction phase plan can be found as follows:

- The AJJP Construction Health and Safety Policy
- Design Drawings
- Pre-Construction Information (Contractor's Proposals etc.)
- Logistic/Transport Plan

2.17 Design Changes

Where the designers make design changes, then once received from the Principal Designer, this information will be passed immediately to site and the site teams briefed on the changes. Where the AJJP Construction or other contractors identifies design issues, works will be immediately stopped and a 'Request for Information' form will be issued to the client with a reasonable response time allocated.

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3.0 Arrangements for Managing Specific Site Safety Risks

3.1 Delivery and Removal of materials and work equipment from site

3.1.1 Vehicles coming to site shall be made by a mixture of vans, lorries and articulated vehicles throughout the construction phase. Vehicles shall be a mixture of deliveries of materials, waste removal, service vehicles and mobile plant.

3.1.2 The frequency of deliveries to the site will fluctuate through the construction phase depending on the level and type of activity being undertaken at the time. The contractors shall submit a weekly delivery list to the Principal Contractor so that they can ensure deliveries are suitably managed and that there is an impact from on the local area with waiting vehicles.

3.1.3 There will be a delivery booking in procedure which will be used to plan deliveries.

3.1.4 Vehicles shall access the site by driving into the access road and through the gate s to the site. The Principal Contract shall install a hard standing where vehicles will be able to turn and drive back out of site. As the vehicles access roadways shall be all hardstanding, it is not anticipated that a wheel washing facility will be required. Site operatives shall sweep the read and pavement daily to ensure there is no waste or spoil form the site on the public highway.

3.1.5 Vehicles shall not reverse out of the site.

3.1.6 Any reversing of vehicles onsite shall be done under banksmen control.

3.2 Removal of waste

3.2.1 Skips shall be provided onsite for the segregation of waste.

3.3 Dealing with services

3.3.1 Specialist utilities services engineers will be engaged by the AJJP Construction shall create detailed plans highlighting services on and around the site.

3.3.2 Specialist trade contractors will undertake drainage surveys and where necessary prepare new drainage layout designs.

3.3.3 The AJJP Construction shall engage specialist utilities services contractors to carry out any temporary and permanent amendments to utility services to the site.

3.3.4 Where services are to be isolated, specialist utilities contractors will be engaged to carry out isolation works and will be requested to provide documented evidence on completion.

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3.4 Prevention of falls

- 3.4.1 Contractors shall be responsible for ensure all work at height onsite is properly managed in accordance with the work at height regulations 2005 and any associated regulations or industry guidance.
- 3.4.2 Where contractors need to undertake work at height they will be required to undertake a detailed risk assessments and safe systems of work prior to commencement of the task.
- 3.4.3 Any scaffolding erected on the site shall be undertaken by a competent scaffolding contractor. Scaffolding shall be constructed in accordance with the NASC guidance TG20:13. Scaffolding trade contractors will provide detailed designs for scaffolding which have been created by a competent scaffold design engineer, along with a detailed risk assessment and safe system of work for the erection and dismantling of scaffolding.
- 3.4.4 Scaffolding will be inspected in accordance with statutory requirements as set out in the Work at Height Regulations 2005. The inspections shall be undertaken by a competent person, who has attended a nationally recognised scaffold inspection course (e.g. CISRS Scaffold Inspection Training Scheme (SITS) Basic or Advanced) or alternatively a CISRS Advanced cardholder can be deemed competent to inspect structures.
- 3.4.5 Mobile elevated working platforms (MEWPS) may be used onsite, when necessary. MVEPS shall only be operated by trained and competent persons holding suitable IPAF certification or similar.
- 3.4.6 Other work at height equipment such as mobile scaffold towers, podium steps, ladders and stepladders may be used onsite where required; detailed risk assessments and safe systems of work will set out how they are to be used, maintained and inspected.

3.5 Control of lifting operations

- 3.5.1 Throughout the construction phases of the project there will be a requirement to bring in mobile cranes for lifting operations.
- 3.5.2 An appointed person shall be responsible for creating a detailed lifting plan for the project and carry out regular audits of the lifting operations onsite.
- 356.3 Contractors operating lifting equipment onsite will be responsible for complete relevant LOLER inspections and completing LOLER register.

3.6 Maintenance of plant and equipment

- 3.6.1 Contractors that bring plant and equipment will be responsible for the maintenance of any plant and equipment being brought onto site in accordance with statutory inspection or PUWER requirements.
- 3.6.2 Contractor shall keep registers to demonstrate inspection of plant and equipment being used onsite.

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3.7 Traffic routes and segregation of vehicles and pedestrians

- 3.7.1 The AJJP Construction shall set up segregated pedestrian and vehicular traffic routes around the car parks and up to the security marquee. These routes will be clear demarked with physical barriers and signs.
- 3.7.2 Contractors responsible for segregated areas of the site shall be responsible for the separation of pedestrian and vehicular traffic.
- 3.7.3 The AJJP Construction and the Contractors shall be responsible for monitoring the vehicular and pedestrian routes around the site and making necessary changes throughout the project

3.8 Storage of materials

- 3.8.1 Contractors will be responsible for materials being brought to site; due to the lack of available space on this site material delivery will need to be managed.
- 3.8.2 Any hazardous materials being brought to site by contractors must be identified in risk assessments and suitable controls implemented for their safe storage.
- 3.8.3 Contractors shall clear sign any COSSH storage areas and/or gas cages with its contents.

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4.0 Arrangements for Managing Specific Site Health Risks

4.1 Manual handling

- 4.1.1 Trade contractor should identify any manual handling risks in risk or manual handling assessments and make suitable arrangements to eliminate or control the risk.
- 4.1.2 Any manual handling equipment being brought to site shall be suitable for the task and inspected in accordance with either LOLER or PUWER inspection regimes.
- 4.1.3 Where necessary, trade contractors shall ensure site operatives have received training on the use of any equipment provided.
- 4.1.4 All trade contractors shall ensure site operatives under their control, receive certified manual handling training.

4.2 Use of hazardous substances

- 4.3.1 Trade contractors bringing any hazardous substances to site shall clearly the hazardous substance in the risk assessments and include COSHH assessments for the substance.
- 4.3.2 Where possible the hazardous substance shall be substituted.
- 4.3.3 Trade contractors shall be responsible for the safe storage of any hazardous substance being brought to site.

5.0 Security / Third Parties

- 5.1 The AJJP Construction will ensure all contractors are aware of other activities, events and land users that may be on the site.
- 5.2 The AJJP Construction festival project management team shall hold regular coordination meetings onsite to ensure there is good communication of activities onsite.
- 5.3 The AJJP Construction shall ensure there are suitable arrangements for the overall security of the site and to shall ensure there are suitable physical arrangements in place to prevent unauthorised persons accessing the site.

6.0 Health and Safety File

6.1 Purpose

- 6.1.1 Under CDM 2015, responsibility for the creation, maintenance and completion of the health & safety file rests with the ICE Risk Management on behalf of the AJJP Construction.

6.2 Layout, Format and Storage

- 6.2.1 The scope, structure and format for the file and the detailed arrangements shall be agreed between The AJJP Construction and ICE Risk Management.

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