

DOWLS CONSTRUCTION LTD

CONSTRUCTION PHASE PLAN

Ref:	HSE-CDM-01
Rev:	2.4.6
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CONSTRUCTION PHASE PLAN

PROJECT DETAILS			
Site address:	Tarbock – Meadow View, Netherley Road L35 1QE		
Contract No.:	DOW105		
Start Date:	TBC	Duration:	Choose an item.
Plan prepared by:	Jon Vose	Role: Consultant	Signature: <i>J Vose</i>
Checked by:	David Hewitt	Role: Director	Signature: <i>D. Hewitt</i>
Contracts Manager:	David Hewitt		
Site Manager:	Andy Hewitt		

CONSTRUCTION PHASE PLAN [CPP] HAND OVER

All Site Management staff shall confirm that they are aware of the content and purpose of the CPP by signing below.

NAME	SIGNATURE	TITLE	DATE
Andy Hewitt		Site Manager	
Click here to enter text.		Click here to enter text.	
Click here to enter text.		Click here to enter text.	
Click here to enter text.		Click here to enter text.	

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SUMMARY OF AMENDMENTS MADE / EVIDENCE OF REVIEW

[illegible]

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Part 1 - Site Specific Information

The plan is intended to be read in conjunction with the health and safety management and record information as contained in the associated Appendices. During implementation of the works, the Construction Phase Plan and Appendices will be maintained, reviewed and updated by Dowls Construction Ltd, as a health & safety management tool for the project.

1	DESCRIPTION OF THE PROJECT: Construction of 10nr large domestic dwellings with landscaping and roads and sewers																
2	MAIN DUTY HOLDERS: <table> <tr> <td>Client</td><td>Dowls Construction Ltd</td></tr> <tr> <td>Contact Name</td><td>David Hewitt</td></tr> <tr> <td>Principal Designer</td><td>TBC</td></tr> <tr> <td>Contact Name</td><td>TBC</td></tr> <tr> <td>Consultant</td><td>Dowls Construction Ltd</td></tr> <tr> <td>Contact Name</td><td>Jon Vose</td></tr> <tr> <td>Principal Contractor</td><td>Dowls Construction Ltd</td></tr> <tr> <td>Contact Name</td><td>David Hewitt</td></tr> </table>	Client	Dowls Construction Ltd	Contact Name	David Hewitt	Principal Designer	TBC	Contact Name	TBC	Consultant	Dowls Construction Ltd	Contact Name	Jon Vose	Principal Contractor	Dowls Construction Ltd	Contact Name	David Hewitt
Client	Dowls Construction Ltd																
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Consultant	Dowls Construction Ltd																
Contact Name	Jon Vose																
Principal Contractor	Dowls Construction Ltd																
Contact Name	David Hewitt																
3	INFORMATION REGARD EXISTING RECORDS: (i.e. health and safety file, service drawings, as built, asbestos survey etc.) N/A Covid 19 Guidance – Refer to section 7 B (vii) Guidance for working on Dowls Construction construction sites during the Covid-19 Pandemic. ➤ Briefing - COVID-19 Maintaining H&S on Sites ➤ Briefing - COVID-19 Site Manager Briefing ➤ Briefing - COVID19 TBT Rev2 ➤ Induction – COVID-19 ➤ Version 9.1 – 27th January 2022 Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19) ➤ Version 6 – 27th January 2022 - CLC Face Coverings ➤ Dowls Construction Coronavirus (Covid-19) Site Operating Procedures Checklist ➤ Working-safely-during-Covid-19-construction-outdoors-110520 ➤ Public Health England - Cleaning and disinfection guidance																

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4	MANAGEMENT OF THE WORK The works will be managed by Dowls Construction Ltd in accordance with the company Health & Safety Policy. The responsibility for implementing the procedures contained within this Construction Phase Plan lies directly and personally with line management from the Director through to every individual employee.
5	HEALTH & SAFETY GOALS FOR THE PROJECT The safety goals for this project are to protect the health, safety and welfare of all people working on the project and all others who may be affected by their activities in order to ensure the health and safety of all client employees, contractor employees, tenants and the general public. This Construction Phase Plan in conjunction with the Pre-Construction Information confirms how Dowls Construction Ltd will manage the works to achieve these goals.
6	ARRANGEMENTS FOR:
(a)	Regular liaison between parties on site: The Management and Supervisory team will meet regularly to discuss any Health & Safety problems or issues encountered. Control measures will be continually monitored and updated.
(b)	Consultation with the workforce: All site staff will be inducted prior to commencement on site. All personnel will sign the induction form to confirm that they have understood the requirements. Regular toolbox talks will be delivered to the workforce to provide updates on safety issues and new legislation. All site personnel are encouraged to give comments regarding safety issues to the site management team.
(c)	The exchange of design information: The information will be shown in the project file. Also included will be risk assessments/ method statements, the contents of the file will be communicated at site induction and will be available to anyone connected with the works.
(d)	Handling design changes during the project: Any changes during the project will be discussed at the Management and Supervisory team meetings & recorded. All relevant duty holders will be notified of any design changes.

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(e)	The selection and management of contractors: All used on the contract are directly employed or engaged by Dowls Construction Ltd. Status will ensure that contractors provide their own site supervision for their works. Contractor's performance is regularly monitored however, poor performance is dealt with onsite by the Site Manager. Repeated poor performance or a single act of unacceptable behaviour is reported to head office where further action is considered. Action may result in immediate discontinuation of the contractor's services.
(f)	The exchange of health & safety information to our contractors: All contractors associated with the scheme will be provided with all the health & safety information contained with this document.
(g)	Site Security arrangements are: Herras Fencing locked off by chain and padlock, segregation from the public will be in place for the duration of the project.
(h)	Site induction: All operatives will receive a rigorous site induction before they start any work. The site induction will include: • Management structure/reporting lines • Hazards and risks associated with the work • Relevant risk assessment controls i.e. methodology • Health related questions • Accident/Incident reporting procedures • Emergency arrangements • First aid arrangements • Welfare facilities • Environmental & waste management procedures • Covid 19 Guidance All personnel will sign the induction forms to confirm that they have understood the requirements and expectations that they have been briefed on. All visitors will receive a Visitors site induction on arrival.
(i)	Training: All staff training has been identified through our company training matrix which is based on each employees' roles and responsibilities.

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	Supervisory staff are also provided with the following training as part of our Certificate to Manage process: - • CITB SMSTS Certificate • First Aid certificate • Asbestos Awareness training. Contractors training records will be requested prior to commencement on site.						
(j)	Welfare facilities: Welfare arrangements are provided in compliance with HSE Information Sheets. The site-specific information such as asbestos, lead etc. should be considered when completing this section. The site compound will be located at and comprise of: Site cabins and welfare on the site The site welfare facilities will be as follows: delete / amend as appropriate Canteen / Drying Room / Toilet Additional welfare may be provided by the client on request Further information provided to the site personnel (local facilities, arrangements, etc.): N/A						
(k)	First aid arrangements: <table><tr><td>Contact Name</td><td>Contact No.</td><td>Organisation</td></tr><tr><td>Andy Hewitt</td><td>07761 697840</td><td>Dowls Construction</td></tr></table> First Aid Kit Location Site Office The nearest A&E/Minor Injuries Unit to the site is: Whiston Hospital, Warrington Road, Prescott, Merseyside, L35 5DR All incidents/accidents that require first-aid to be given or the injured person to travel to hospital from site MUST be reported to the H&S team as soon as possible. 1. If the accident falls within the below categories, then it is IMPERATIVE the Health & Safety Department is informed as soon as is reasonably practicable. 2. If in doubt, contact the H&S Department. RIDDOR Categories: • Deaths, Specified Injuries • Dangerous Occurrences	Contact Name	Contact No.	Organisation	Andy Hewitt	07761 697840	Dowls Construction
Contact Name	Contact No.	Organisation					
Andy Hewitt	07761 697840	Dowls Construction					

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	- Over 7 Day Injuries - Diseases CALL EMERGENCY SERVICES IN THE USUAL WAY.....999
(l)	Reporting and investigating Accidents: All accidents will be recorded on an accident form (HSE-S-006) which will be sent to the SHEQ Department once completed. For RIDDOR reportable and High Potential Near Miss incidents, the investigations will be led by a member of the SHEQ department following the initial information being gathered by the site team. For minor incidents the operational team will complete the investigation report. When relevant the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be completed by the SHEQ Department who will also liaise with the Client. The SHEQ department will produce the investigation report.
(m)	The production and approval of Risk Assessments: All work carried out will comply with the Management of Safety at Work Regulations and risk assessments will be undertaken for each task / work activity. From the risk assessments, task specific method statements are to be prepared, which detail the methodology of the works and risk control measures to be implemented The safe systems of work will be evaluated and reviewed within the CPP and RA/MS. Operatives must be completely satisfied of the work type and methodology of delivering the works before commencement. All subcontractor risk assessments and method statements will be thoroughly reviewed by DOWLS Construction site management to ensure they are site specific and address all risks relevant to the works. Sub-contractors will be challenged if the RA/MS are deemed not to be site/task specific. Copies of the sub-contractor RA/MS must be available on site for the activities which they are carrying out. If any operative is found not to be working in accordance with the RA/MS, then works will be suspended while the situation is remedied with works being able to progress in a safe and correct way. The RA/MS will be reviewed at a two monthly frequency and updated where required prior to any task not risk assessed.
(n)	Fire & Emergency policy: A no smoking policy is adopted on site and there is no smoking in vehicles. Hot works are highly unlikely, but permits will be issued should there be a requirement. Areas of work will be kept tidy at all times, there will be no build-up of rubbish and all waste will be put in the licensed skips provided.

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	Where hot works are relevant, writer must identify how the hot works will be carried out and controlled.
7	ARRANGEMENTS FOR CONTROLLING SIGNIFICANT RISKS: Safety Risks Including: (a) (i) Significant work at height operations will be carried out from scaffolds, MEWPs, mobile towers or other acceptable access systems, with the principle provision of preventing personal injury from all work at height. The principles of the hierarchy of control stipulated within the Work at Height Regulations will be incorporated into the decision-making process of any requirement to work above ground level. MEWPs will be supplied by competent plant companies. Operators will be deemed competent through appropriate [IPAF] training. Mobile Towers will be supplied by reputable hire companies and erected/dismantled by a trained [PASMA] operative(s). Step ladders and leaning ladders will only be used as working platforms where there is no other reasonably practicable option and then only in accordance with the relevant Safe Working Procedure. Where different means of access are required to undertake the task(s) detail below these arrangements, e.g. Gable ends to be accessed via MEWP, front elevation via mobile tower and rear elevation via ladders: e.g. Gable ends accessed via MEWP, front elevation via mobile tower and rear elevation via step ladders and leaning ladders
	(ii) Delivery and removal of materials (including waste) and work equipment taking into account any risks to the public (e.g. during access/egress to working areas): All deliveries are to be made to the front of building site where the site compound is located and escorted by a banksman if required.
	(iii) Dealing with services - water, electricity, gas, overhead cables and temporary electrical installations: STATS companies only to deal with services up to the incoming meters.
	(iv) Adjacent land/building use: Area to be enclosed from the main highway – no other buildings are within the land

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	(v) Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures: A scaffold design is in place with temporary works authorisation, this scaffold is designed in such a way that areas of concern are bridged onto a structural surface.
	(vi) Control of lifting operations: Any crane works will have full contract lift documentation.
	(vii) The maintenance of plant & equipment: All plant and equipment will be tested, inspected and recorded as required.
	(viii) Work on excavations and work where there are poor ground conditions: Permits and assessments will be carried out prior to works commencing
	(ix) Work on or near water where there is a risk of drowning: N/A
	(x) Traffic routes segregation of vehicles and pedestrians: The traffic management plan will detail the routes to and around the site.
	(xi) Storage of materials (particularly hazardous materials) and work equipment: The storage of materials shall be within the compound where secure
	(xii) Any other significant risks: Click here to enter text.
(b)	Health Risks Including: (i) Asbestos: Not Applicable
	(ii) Dealing with contaminated land: N/A
	(iii) Use of hazardous substance particularly where there is need for health monitoring: N/A
	(iv) Reducing dust, noise and vibrations:

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	All works will be undertaken to keep noise and dust to a minimum and all necessary precautions will be taken to reduce the risks and provide protection to the individual operatives. Non-essential persons will be excluded from area where works are being undertaken creating dusts, noise or vibration. Works will be organised to ensure compliance in these areas to Workplace Exposure Limits. For works which create dust, a dust extraction system will be used. Operatives will be required to wear respiratory protective equipment and will be required to be face fit tested.
	(v) Exposure to UV radiation (from the sun): Operatives will be required to wear suitable clothing that provides adequate protection from UV rays. Operatives will also be encouraged to wear a hat with a peak & a brim or flap to cover the neck & ears. We will advocate the use of a high factor sun cream and this will be provided by the employer as a PPE requirement. Operatives will be advised to take their breaks in the shade and work will be programmed to minimise exposure.
	(vi) Any other significant health risks: N/A
	(vii) Guidance for working on DOWLS construction sites during the Covid-19 Pandemic The Coronavirus is an ever-changing pandemic and DOWLS Construction has put in place systems to operate and comply with the government and construction industry guidance on managing the risk of Covid-19. We have adopted the current recommendations from the Health and Safety Executive, Construction Leadership Council, Public Health England, and the UK Government. With regard to the current coronavirus pandemic we have issued information to all our colleagues covering the following: • Basic information of coronavirus. • Key health care instructions to colleagues. • A briefing note for all colleagues has been provided, that covers some of their frequently asked questions and basic healthcare precautions. • NHS information posters have been displayed in all company toilets. • Anti-bacterial hand gel has been bought and distributed to premises. In addition to this each site must: • Adopt the revised NPS-SFD 085 - Daily Sign in Sheet, Site Covid-19 sheet with temperature log • Utilise the Induction briefing - Covid-19 Maintaining HS on Sites • Carry out the site operating procedures checklist in conjunction with the latest revision of the Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19)

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- Ensure that the briefing – Covid-19 TBT Rev 2 is carried out with all Dowls Construction employees, subcontractors, and visitors to site
- Ensure that the Covid-19 video is played to all Dowls Construction employees, subcontractors on site

Further information will be provided to our colleagues as the situation evolves to support this process.

All suspected and confirmed cases of coronavirus will be recorded and monitored.

Further information is available from:

- Dowls Construction H&S Team
- Coronavirus Advice Line Freephone: 0800 1 513 513
- Health Protection Agency: www.healthprotectionagency.co.uk
- National Health Service www.nhsdirect.nhs.uk

8	THE HEALTH & SAFETY FILE:
(a)	Arrangements for the Collection of Information: Dowls Construction Ltd shall provide the client with all the information required

Part 2 - Site Contact Numbers

A copy will be displayed within the site office and welfare provisions.

Role	Contact Name	Telephone Number
Client	Dowls Construction Ltd	07375 956940
Contracts Manager	David Hewitt	07375 956940
Site Manager(s)	Andy Hewitt	07761 697840
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Health & Safety Coach -	TBC	
Health & Safety Coach -		
Health & Safety Coach -		

Part 3 - Site Consultation

Dowls Construction Property and Resilient Contracting Ltd are committed to carry out effective consultation with everyone on this project.

The site has selected the methods of consultation indicated below as appropriate for this project:

PROJECT LEVEL 1	
Methods of Consultation: 1. Safety Committee 2. Appointed Safety Representatives 3. Site / Project Meetings 4. Induction	Methods Selected: ☒ ☐ ☐ ☒
WORKGANG LEVEL 2	
Methods of Consultation 1. Toolbox Talks 2. Through one or more representatives 3. Risk Assessment / Method Statements Briefings	Methods Selected: ☒ ☐ ☒
INDIVIDUAL LEVEL 3	
Methods of Consultation 1. Feedback / Suggestion Boxes 2. Directly with employees 3. Whistle Blowing Procedures 4. Open Door Policy	Methods Selected: ☐ ☒ ☒ ☒

Part 4 - Emergency Procedures

In the event of discovery of a fire

Raise the alarm.

The alarm system for this site is:
Vocal warning / Air Horn

Contact the Emergency Services.... 999.

Vacate the building and the surrounding area(s), leaving behind any tools or other equipment.

Assemble at the designated "Fire Assembly Point".

The assembly point for this site is:
At the main entrance of the site on Netherley Road, Tarbock

Stay within this area until the site management team has undertaken a "roll call".

DO NOT RE-ENTER THE AREA UNLESS YOU ARE TOLD IT IS SAFE BY THE SITE MANAGEMENT TEAM

Where a site is **totally** under Dowls Construction control and we provide and maintain escape arrangements, means of raising alarm and associated signage then these arrangements **MUST** be checked weekly and the results recorded on the "Site Weekly Fire Inspection Log" - HSE-S-019.

Part 5 - Site Rules

The below site rules will be fully explained during the site induction

The site manager in charge of day to day site matters is

Andy Hewitt

- **All operatives must receive a site induction prior to commencing work.**
- Hours of work will be: 8:00 – 17:00.
- It is your duty to take care of your own health and safety, and for the health and safety of all other person who may be affected by your acts or omissions.
- The site will run a “zero tolerance” policy towards breaches of Health, Safety & Environmental issues.
- No activity will commence on site without a relevant Risk Assessments, CoSHH Assessments and where applicable Safety Method Statements being in place, read and understood by all the relevant site personnel undertaking the works.
- All site personnel must report to the Site Manager on a daily basis, for security and H&S reasons.
- All site personnel must comply with Health, Safety & Environmental legislation.
- If you discover any unusual materials, i.e. Asbestos, etc. STOP WORK and report it to your Site Manager.
- Only trained and competent personnel may operate plant or machinery and in the manner of which it is designed.
- Mobile towers will be erected, altered, and dismantled by a trained and competent person only.
- All plant and machinery must comply with LOLER and PUWER.
- Portable Appliances must be tested every 3 months for construction sites.
- Only trained and competent personnel must operate electrical tools.
- All communication including residents and public visitors will be dealt with by the Site Manager.
- **ALL** accidents regardless of the result **MUST** be reported to the Site Manager immediately after the event.
- All relevant precautions are to be taken to minimise the risk of an environmental hazard (i.e. noise, dust etc.).

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- PPE must be worn as detailed in the relevant Risk Assessments for the tasks being undertaken.
- Access equipment and hazardous materials are not to be left unattended at any time unless they are made safe (i.e. plant immobilised / locked away etc.).
- Operatives are to keep all work areas clean and tidy at all times, to ensure good housekeeping and to minimise the risk to others.
- No horseplay, no foul or abusive language.
- Scaffolding will only be erected, altered, and dismantled by trained and competent personnel. Anyone found tampering with any scaffolding will be removed off site and the necessary disciplinary procedures will be followed.
- All portable access equipment to be locked up with lock and chain in a safe place at the end of each day or removed from site.
- Materials storage area to be kept locked at all times when unattended.
- All site personnel are expected to follow the fire and emergency procedures.
- No drugs or alcohol to be consumed on site. Anyone found to be under the influence shall be removed with immediate effect and disciplinary procedures will follow.
- The smoking policy on this site is: the smoking hut at the site compound
- Routes for emergency vehicles are to be kept clear at all times.
- Operatives are to utilise site welfare arrangements only.
- You will attend relevant site toolbox talks/training session as may be required from time to time by the site team.
- The site will operate a permit system for Hot works, Electrical Systems, Excavations, Confined Spaces, and any specific requirement from the Client.
- Please add any client rules

Insert all Induction forms [HSE-S-028] here

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Part 07 - Toolbox Talk Register

Insert all Toolbox Talk Registers [\[HSE-S-030\]](#) here

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Appendix 1 - Risk Assessments & CoSHH Assessments

Insert all Risk Assessments & CoSHH Assessments (including those of Contractors) applicable to works being carried out here.

Where necessary Safety Method statements should also be filed here.

Appendix 2 - Inspection Registers / Checklists

Insert all forms here relevant to the project

Below is a list of forms available via Forum, however if any further forms are required then contact Edward Hawksey on 07890 548 004

Form No.	Task / activity	Relevant (tick)
HSE-S-011	Weekly Site Safety Inspection	☒
HSE-S-022	Scaffold Inspection Register	☒
HSE-S-023	Excavation Inspection Register	☐
HSE-S-024	Plant & Equipment Register	☒
HSE-S-025	MEWP Checklist	☒
HSE-S-026	Cradle Checklist	☐
HSE-S-033	Site Hoarding Inspection	☐
HSE-S-041	Covid-19 Weekly Site Operating Checklist	☒

Appendix 3 - Site Reports / Other Documentation

Insert all site reports undertaken for the project, along with other relevant documentation

Below is a list of forms available via Forum, however if any further forms are required then contact Edward Hawksey on 07890 548 004

Operation	Relevant (tick)
Asbestos Survey Results (from client)	✓
Accident Form [HSE-S-006]	✓
Notification of HSE Visit	✓
PPE Register (site specific)	☑
Control of Lead at Work	☐
Lead Test Record	☐
Permits: Hot Works	☐
Electrical	☐
Excavation	☐
Confined Space entry	☐
Manual Handling Assessment	☐
Noise	

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Appendix 4 - F10 Notification (If applicable)

Ensure the F10 is also displayed within the Site Office.