



Construction Phase Plan

Link Road
Huyton
Liverpool
L36 6AP

Version | 1.0
Date | August 2022

This document will be discussed/shared with all the workforce at induction and throughout the project if the plan is significantly modified.

This document will be made readily available at all times whilst the project/site is operational.

Initial Sign Off

Approved by	Date	Version	Signature
Marcus Yarrow	4 th Aug 2022	1.0	

Review Record

Amendments	Date	Revision	Approved By

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About this Project



Scope of Work

External works on this project include the removal of the existing wall cladding and roof sheets which are then to be replaced as per client specification.

Internal works compromise of general refurbishment, including partitions, suspended ceilings and fitting of welfare facilities as per client specification.

Project	Works Address	Link Road Old Depot, Link Road, Huyton, Liverpool, L36 6AP
	Start Date	8 th August 2022
	Project Duration	28 Weeks
	Working Times	Mon – Fri 8am to 5pm
	Average staffing numbers	10
	Average subcontracted numbers	4

F10	Project Notifiable?	Yes

Key Project Representatives

Client	Name	Link Developments (NW) Ltd
	Address	1 Stanley Street, Chester, Cheshire, England, CH1 2LR
	Contact Details	01244 409 222 Scott@wfishwick.co.uk
Principle Contractor	Name	Yarrow Property & Building Maintenance Limited
	Address	Yarrow Property and Building Services Limited, Unit 17, Lower Healey Business Park, Froom St, Chorley, PR6 9AR
	Project Manager Details	Marcus Yarrow 07849 643 598 info@yarrowpropertyandbuildingservices.co.uk
	Site Supervisor Contact Details	As above
	Out of Hours Contact	As above
Principle Designer	Name	Damson Consultancy Limited
	Address	Pells Yeat Farm Studio, Kirkby Lonsdale, Cumbria, LA6 2EH
	Contact Details	01539 561 763

Site Layout Plan



Health & Safety Goals and Site Rules

Health and Safety Goals

Our Health and Safety goals for this project are to complete works safely, without any foreseeable accident or incident and within the requirements of all applicable legislation/regulation.

We plan to achieve this goal through the effective management on site, whilst promoting a positive attitude towards health and safety at all times.

The Site Supervisor, with the continued support of the Directors will actively monitor health and safety standards on site throughout the project, conducting a formal weekly check of health and safety.

Minimum PPE

- Hard Hat
- Safety Footwear
- High Visibility Jacket or Vest



Additional PPE/RPE must be worn where identified by Safe Systems of Work or instruction by the Site Supervisor (or any other person with supervisory/managerial responsibilities such as a Director).

Site Rules

- Nobody is to start work without a suitable induction
- Never start or engage in any horseplay on site
- Follow all COVID-19 related controls, including social distancing measures
- All safe systems of work, safety signs and instructions must be followed
- All persons on site must sign in/make themselves to the Site Supervisor
- All required PPE/RPE must be worn
- Smoking is prohibited within the site
- Be respectful of all welfare facilities and leave them in a safe and suitable condition
- Maintain a safe working area, ensuring that good housekeeping is maintained
- Any unsafe act or health and safety concern, including defects to equipment, must be reported immediately
- No person is permitted to tamper with any equipment or safety device
- Any work equipment (inclusive of plant) must only be used by a competent person and solely for its intended purpose
- If in doubt, stop and ask. Never knowingly work in an unsafe manner or use any damaged/defective equipment

Co-operation and Communication

Communication

Communication and co-operation with the project team, contractors and others will be carried out through regular site meetings and team briefings. Project meetings are to be undertaken weekly throughout the project in line with the Pre-Construction Information.

This will include exchange of information, between client, designers and contractors and planning of the works. Design changes during the construction phase will be managed by the use of the company variations system with copies sent to the Client.

Any Health and Safety issues which arise during this process will be addressed and discussed with the Principal Designer.

Workforce Engagement

During the project the Site Supervisor will engage with the site team by giving a daily briefing, discussing key information regarding health and safety and co-ordinating workflow as appropriate.

Each operative and visitor will be given a relevant induction on their first visit to site (see more below).

Any changes that could affect Health and Safety, such as due to design changes will be cascaded throughout the workforce through staff briefings, toolbox talks or variations as appropriate.

Health and Safety on site will be considered as an “open door” policy where all site operatives and visitors are encouraged to discuss any good practice, concerns or potential improvements with the Site Supervisor at any time for consideration.

General toolbox talks will be conducted at least weekly with operatives covering subjects relevant to the project, such as work at height, PPE usage and moving plant.

Induction

Each person must undertake a Health and Safety Induction on their first visit to site. Alongside completing the induction presentation, each person will be –

- Explained the key elements of this Construction Phase Plan
- Communicated the relevant safe systems of work and notified of the key hazards
- Given a full overview of the site rules and expectations

A summarised “Visitors Induction” will be given to those who are visiting site but are not expected to undertake works (such as the client, designers etc.)

All persons are required to provide a signature to state that they have understood and agreed to work to all information communicated during the induction process.

Welfare

Facilities	Welfare Provisions	• Microwave • Kettle • Toilet facilities alongside hot and cold running water will be obtained through the use of the existing facilities • Waste will be disposed of by black bin bags and the general waste skip. • Suitable site signage and notice boards
	Location	As per the site layout plan.

Site Security

Security	Overview of Site	The site is based on an existing industrial estate. The site is not within immediate vicinity of any premises which house or cater for vulnerable people (elderly, children etc.)
	Security Measures	Use of existing fencing and gates. Heras fencing will be used around the remaining area of the site to prevent access (such as to the compound area – see layout drawing) Suitable “No Access” signage will be displayed at regular points, alongside “Construction site” signage. All plant will have keys removed when not in use.
	Out of Hours Contact	Marcus Yarrow 07849 643 598 info@yarrowpropertyandbuildingservices.co.uk

Site Services

Services	Power	The welfare facilities will be fixed to the existing site power line as part of the enabling works. Cables are to be protected as appropriate so they are not damaged during works. Remote power in and around the working area will be gained through the use of portable fuel generators. During works where generators are used internally, roller shutters will remain open once side panels have been erected to provide airflow and prevent the build up of harmful exhaust fumes.
	Water	Water will be connected from the existing water supply to the welfare unit.

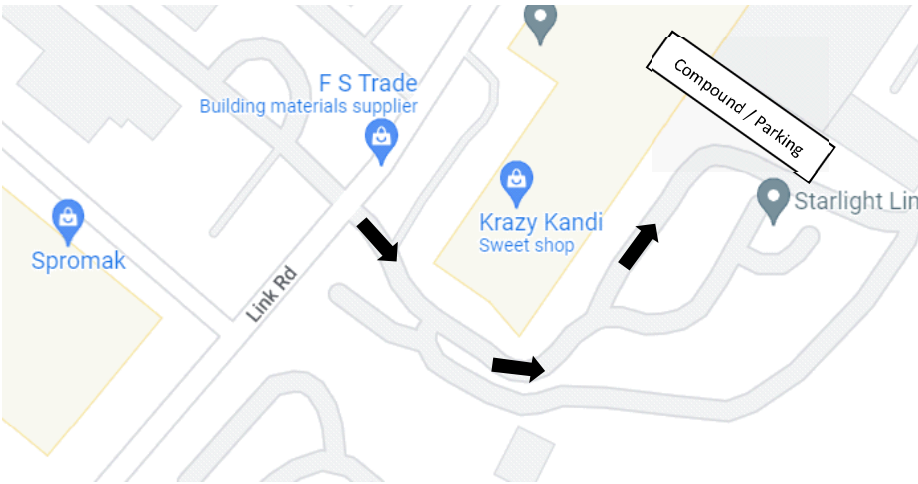
Storage

Storage	Materials will be stored in a safe manner in the area highlighted on the site layout plan.

Waste

Waste	Generated Waste	During this project it is foreseeable that general construction waste will be generated. There is no foreseeable hazardous waste for the project.
	Waste Measures	A general waste skip will be located as per the site layout drawing in this document. As the skip will be on private land there will not be a requirement for any specific permit or additional lighting to be installed. The skip will be located within the building, so only authorised site personnel will have access. The Site Supervisor will monitor the waste levels regularly and co-ordinate with the waste contractor to exchange the skip, taking account of average lead times, to avoid over filling. All waste transfer certificates will be retained and provided as evidence that correct disposal has been undertaken.
	Waste Contractor Details	TBC

Traffic and Pedestrians

Street View		Summary Walking and vehicular access to the site is from Link Road following the existing depot one way system. This is the same for small vehicular access and skip vehicles. The immediate surrounding area is an industrial estate with light traffic movement outside of peak commuting times. Roads do not have parking restrictions, however all parking will be done within the site where possible.
Map View		
Traffic Arrangements	Traffic route conditions	Site condition is suitable for vehicles, with travel over made ground. Site Supervisor will monitor conditions and arrange for any sweeper cleaning as required which will be done by an outsourced supplier.
	Parking	Parking for the site is within the site grounds in the area highlighted on the site layout plan.
	Deliveries	Deliveries will be co-ordinated by the Site Supervisor and wherever possible booked outside of key commute times.
	Loading / Unloading	Loading and unloading activities will be completed next to the compound area or within the building where the storage area is located. The Supervisor will arrange for a member of staff to stand watch where required to prevent people coming into contact with the activity.
	Access for emergency vehicles	Access for emergency vehicles will be from the main access gate within the heras fencing next to the compound (highlighted in the layout plan). Where necessary, any heras fencing at the can also be removed quickly to provide access.

First Aid and Emergency

Emergency Assembly Point		Location On the pavement outside of the site (next to the entrance point) on Link Road.
Emergency	Accident and Incident Reporting	All accidents, incidents and near misses (including dangerous occurrences) should be reported immediately to the Site Supervisor who will co-ordinate the situation (such as first aid or investigating). All accidents will be recorded in the on-site accident book and investigated. All accidents will be referenced against RIDDOR and reported to the HSE where required within the required timescales.
	Nearest A&E	Whiston Hospital Warrington Road, Prescott, Merseyside, L35 5DR (1.8 Miles from site) 0151 426 1600
	First Aid Provisions	(First Aider) First Aid Kit will be located next to the sign-in area
	Fire Safety Provisions	(Fire Marshal) Fire extinguishers will be provided and additional extinguisher must be in place for all hot works.

General Evacuation
Procedure

- Sound the air horn to alert all workers that they must evacuate
- Leave the site in an orderly manner by the main gates and proceed to the assembly point.
- The Site Supervisor will call the relevant emergency services
- The Site Supervisor will conduct a check to ensure that all people have evacuated using the daily sign in log as a register
- The Site Supervisor will be responsible for co-ordinating with the emergency services

Key Risks

Pre-Construction Considerations

Information Received	Pre-Construction Information Received?	No
	Asbestos Information Received?	TBC
	Key Considerations	- All asbestos containing materials removed during demolition stage, however all operatives to remain vigilant for any missed or previously unidentified ACM. - Designers risk assessment not provided as part of PCI.

Notable Hazards During Construction Phase

Hazard Summary	General works	- All works to be conducted by competent persons - All 3rd parties have been vetted and considered competent to perform the activities expected of them through this project. - Suitable safe systems of work to be in place, including RAMS, Permits to Work and COSHH Assessments as required. - All electrical equipment to be 110v where possible. Where 240v cannot be avoided it must be fitted with a suitable RCD and approval from the Site Supervisor given for its use.
	Work at Height	- All works to be conducted by competent persons - Controlled by safe systems of work on site, including full work methodology for the removal and installation of roof panels. - Safety netting will be erected by a competent 3rd party as additional control measure for height works. A MEWP will be readily available to provide rescue access to any operative caught in netting. - All scaffold systems to be complete before use and subject to the relevant 7-day inspection - Weather conditions will be monitored and activities abandoned if deemed unsafe.
	Waste	General waste skip sourced from reputable supplier which will be exchanged on a regular basis to avoid overfilling or build-up of waste on site.
	Occupational Health Risks (including manual handling, noise, vibration and construction dusts)	- Controlled by safe systems of work on site - Dust suppression techniques will be utilised to control construction dusts wherever possible. - Site Supervisor to actively monitor controls to ensure they remain appropriate.
	Interface with members of the public. Security of site and unauthorised persons entering construction zones.	- All work areas will be suitably fenced and signed for the duration of the works being undertaken. - If a person enters the working area then works will stop until that person has been removed. - Good communication to be maintained with the client at all times

Hazard Summary (continued)	Plant movement	- Plant will only be operated by competent and authorised operatives who hold the relevant licence/qualifications. - Pedestrian movement will take priority on site due to minimal plant movement required for the activities. - All operatives are informed through the induction to remain at least 2m from any operation plant (including attachment) - All operatives are required to wear high visibility jackets (or similar) whilst on site.
	Crane Movements	- All crane movement and lifting activities will be undertaken by a competent 3rd party who will provide safe systems of work (including a lifting plan and risk assessments) - Weather conditions will be monitored and activities abandoned if deemed unsafe. - A daily briefing will be undertaken with the Crane Driver and any employees affected by their activities so that relevant risks and requirements have been considered.
	Mechanical and Electrical works	- All works to be conducted by competent persons - Controlled by safe systems of work on site - Permit to Work system to be utilised for all hot works - Safe isolation and lock off procedure to be agreed and followed
	Asbestos	See "Pre-Construction Considerations".

Sub-Contractors

Vetting

All subcontractors are subject to the Yarrow Property and Building Services Ltd vetting process. This requires each subcontractor to evidence their competency, provision of H&S systems and insurances.

Only when a Subcontractor has passed this process and signed up to our 3rd party code of conduct will they be permitted on site.

Appointment Register

Subcontractor Details	Sharrotts	Netting
	Speedy	Scaffolding
	DCP	Partitioning and Suspended Ceiling
	Shutter Door Services	Roller Shutter Door Inspection and Maintenance
	Anchor Flooring	Flooring
	TBC	Crane
	TBC	Window Spraying
	The following work packages have been appointed by the client directly and do not fall under the direct control of Yarrow Property and Building Services Ltd – However, efforts will be made to communicate safe systems of work and site rules to ensure that all works can be conducted safely and effectively.	
	Client Appointed	Demolition
	Client Appointed	Electrical