

CONSTRUCTION PHASE PLAN

For

S000082

**New Car Showrooms
Hendy Group,
Villeneuve St. Georges Way
SO50 0SB**

Amendment List

	Prepared by	Reviewed by	Approved by
Name	Ben Alford		
Position	Contracts Manager		
Date	13/05/22		

Issue	Date	Details of changes and amendments
02	17/10/22	Revised to LSH comments (IB 18/05/22)

Record of Monthly Review

Date	Reviewed by	Comments

Note: Please ensure that this document is prepared in accordance with the guidance contained in the 'Right Works' and 'Corporate Branding Handbook'

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Section 1: Project Details

1. Description of the Project	The works will comprise of three vehicle showrooms and a combined service workshop. Ground floor includes the workshop and two car showrooms, first floor a commercial vehicle showroom. Ancillary offices and welfare facilities are situated at ground, first and second floors. In addition, the development will provide structures to house an independent two deck car park, a car wash facility, vehicle parking, vehicle display areas, vehicle delivery areas, service yards, drainage, landscaping and incoming services
Commencement date	28/11/22
Planned Duration	46 weeks
Completion date	16/10/23
Site Address	Villeneuve St. Georges Way, Eastleigh SO50 9SJ

1.1 Contact details

Details of:	Contact (name)	Liaison Tel No.	Emergency Tel No.	Email address
Client	John Hendy, Hendy Group	023 8048 3128		jphendy@hendy-group.com
Project Manager / Employer's Agent	Ian Bates, Lambert Smith Hampton	01908 604630	07720 084895	ibates@lsh.co.uk
Quantity Surveyor	Ian Swaysland, Lambert Smith Hampton	01908 604630	07968 114463	iswaysland@lsh.co.uk
Principal Designer	Ben Alford Knights Brown Construction Ltd	01425 472241	07790 781364	ben.alford@knightsbrown.co.uk
Architect	Chris Lane, PRC Architecture & Planning Ltd	01483 494350		chris.lane@prc-group.com
Landscape Architect	TBC			
Building Services Engineer	Tom Hill, Collina MEP		07811 534118	tom@collinamep.co.uk

Structural Engineer	Alex Wait, Calcinotto	01202 237237	07795 077153	a.wait@calcinotto.co.uk
Civils Engineer	Paul Westcott, Calcinotto	01202 237237	07827 918663	p.westcott@calcinotto.co.uk
Principal Contractor	Ben Alford, Knights Brown Construction Ltd	01425 472241	07790 781364	ben.alford@knightsbrown.co.uk
Contractor	Client specialists to be added			
Emergency and liaison				
Fire	Hampshire & Isle of Wight Fire and Rescue Service	023 8064 4000	999	
Police	Hampshire Constabulary	101	999	
Coastguard	N/A			
RNLI	N/A			
EA/NRW/SEPA				
MMO	N/A			
Hospital	Southampton General Hospital Tremona Road Southampton SO16 6YD	023 8077 7222		
HSE	Priestley House Priestley Road Basingstoke RG24 9NW	0300 003 1747	0345 300 9923	
Local Authority	Angela Taylor Eastleigh Borough Council	023 8068 8823	07795 646258	Angela.taylor@eastleigh.gov.uk
Gas	SGN	0800 915 1700	0800 111 999	
Electricity	Scottish & Southern	0800 048 3516	105	
Telecom	Openreach	0800 023 2023		

	Ref: F502 Issue 1.4 (January 2022) Project Filing Reference 11.1 Procedure Reference P502
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Water	Southern Water	0330 303 0368	0800 820 999	
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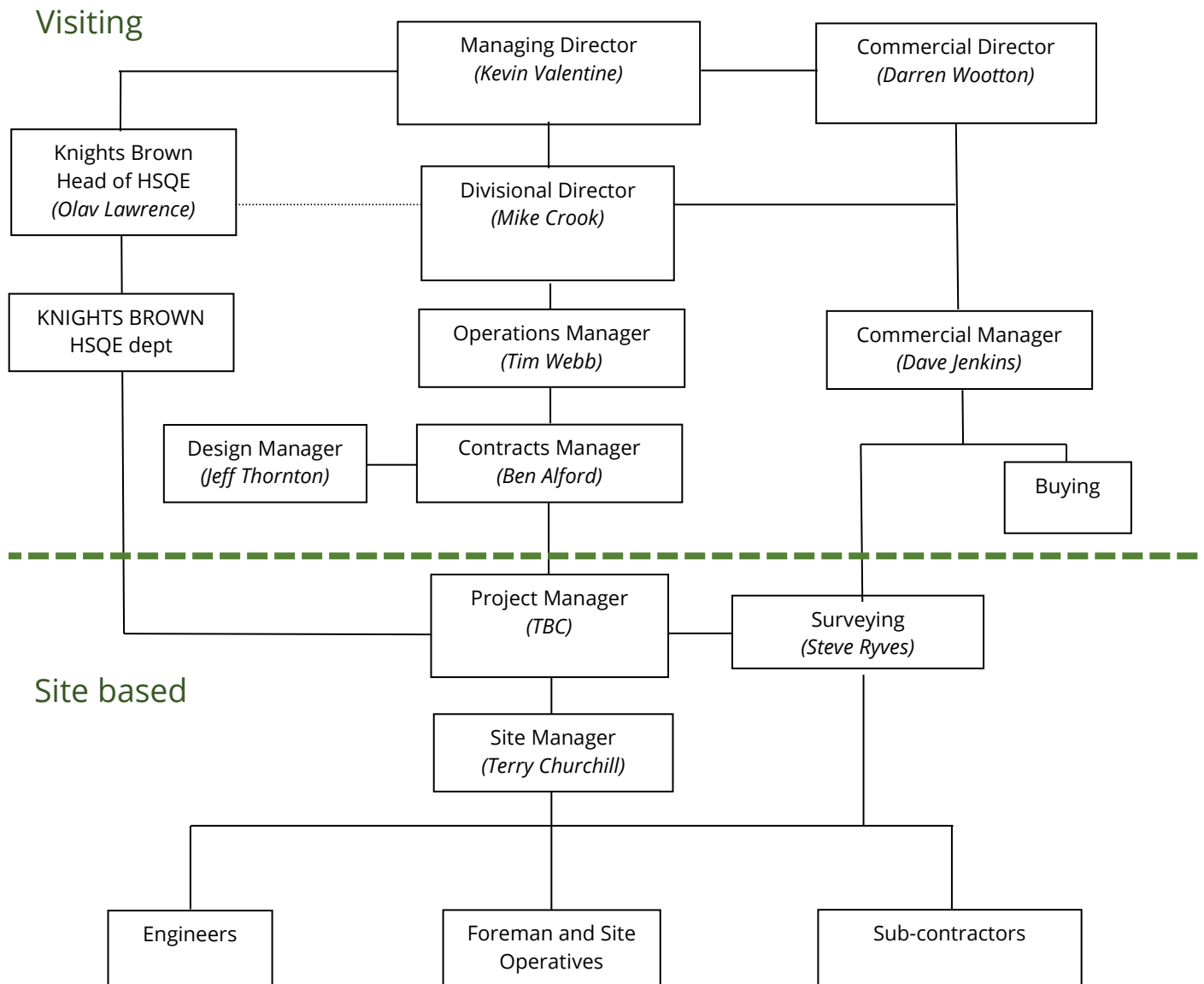
1.2 Records

Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures, surroundings and other activities	The site was formerly occupied by the Eastleigh Borough Council offices prior to demolition and clearance. More recently the site was used as informal car parking, before being enclosed by the existing hoarding. The site is surrounded by the combined Hampshire Fire and Rescue Service and Hampshire Constabulary headquarters on the opposite side of Leigh Road to the north. The Fleming Court Business Centre borders the eastern boundary, with the Holiday Inn beyond. The southern boundary is formed by Kormwestheim Way, with the Fleming Park Bowling Club and parkland on the opposite side. The eastern boundary is formed by Villeneuve St Georges Way and Hendy car dealerships on the opposite side. There are no service plans issued with the PCI, but an existing electrical substation is present on the northern boundary. It is assumed that all services to the former Council offices have been capped at the site boundary, although this will need to be verified before works commence. It is also assumed that no basement structures or foundations remain from the previous buildings. The site is of limited ecological value in its current condition. However, care must be taken to avoid any impacts to nesting birds during the works and the final external lighting design should avoid lighting to new habitats.
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Section 2: Management

2. Management of the work

2.1 Management Structure and Responsibilities



Job Title	Contact No.	Responsibility
Managing Director <i>Kevin Valentine</i>	01425 472241	Responsible for the implementation of the company occupational health and safety policy and ensuring all personnel are aware of their responsibilities and requirements of the policy.
Divisional Director <i>Mike Crook</i>	07789 631267	Responsible for the implementation of occupational health and safety policy on work activities undertaken in the division ensuring all personnel are aware of their responsibilities and requirements of the policy.
Health, Safety, Quality and Environmental Department <i>Olav Lawrence</i>	07733 367862	Responsible for the provision of competent advice to company Directors to ensure that the company meets its health and safety obligations through the development of an occupational health and safety management system.
Contracts Manager <i>Ben Alford</i>	07790 781364	Responsible for the management of contracts in his defined area's and ensuring occupational health and safety management system requirements are met.
Project Manager		Responsible for ensuring tasks are undertaken in accordance with the requirements of the occupational health and safety management system and specific control methods
Site Manager <i>Terry Churchill</i>	07879 471830	Responsible for ensuring tasks are undertaken in accordance with the requirements of the occupational health and safety management system and specific control methods
Quantity Surveyor <i>Steve Ryves</i>	07790 781711	Responsible for the commercial management of the project and ensuring that tasks are undertaken in accordance with the relevant commercial procedures
Plant Operators and Site Operatives		Responsible for working in accordance with the requirements of the occupational health and safety management system and ensuring that all activities are undertaken in a safe manner ensuring both personal safety and those who may be affected by the activity.

2.2 Health and safety goals for the project and arrangements for monitoring and reviewing health and safety performance.

To comply with Knights Brown policies through the following;

- Implement standards according to "Right Works"
- Adopt the company "guiding principles"
- Follow procedures as provided in the company IMS
- Implement HSQE department advice

To be monitored by:

- Site Manager Inspections
- HSQE Visits / Audits
- SSOR visits
- IMS audits
- Annual "Right Works" review

Monthly Contract Review Meetings

2.3 Arrangements for:	
2.3.1 Regular liaison between parties	Formal site progress meetings will be held between the client's team and Knights Brown on a monthly basis, it is envisaged that a formal recorded coordination and liaison meeting takes place between the KB project/site manager and the adjacent showroom managers on at least a weekly basis, with informal contacts taking place on a daily basis.
2.3.2 Consultation with the workforce	Regular consultation with the workforce ensures a good flow on information on site. The workforce will be briefed on a daily basis regarding activities for the day and will have the opportunity to feedback any issues / concerns / suggestions. Toolbox talks will be undertaken on a weekly basis on a subject relevant to the works and further opportunity to provide feedback will be given as part of the toolbox talk delivery process. All visitors and personnel are encouraged to complete Tick-It forms to feedback any observations and suggestions.
2.3.3 The exchange of design information between the client, designers, Principal Designer and contractors on site.	Contractor's proposals for design elements will be issued to the client team via formal contract notification to suit the programme of works; allowing for review, comments, amendments & approval within the specified timescales within the contract. Design changes from the client team should be issued under a formal instruction which will then be reviewed and assessed to determine any impact on time or cost. The majority of this correspondence is envisaged to be undertaken via email, supported by hard copy where required.
2.3.4 Handling design changes during the project.	Changes to the design constitute changes to Employer's Requirements which will be dealt with using the formal procedures outlined within the contract
2.3.5 The selection and control of sub contractors	Knights Brown have a rigorous procedure for vetting new subcontractors which includes obtaining details of the management systems, taking references from previous clients, and reviewing their recent workmanship. Existing subcontractors of Knights Brown remain valued members of the team while they continue to perform in line with the Knights Brown values. Subcontractors will typically provide their own designated supervisor who will act as the main point of contact for the Knights Brown management team and who will be responsible for ensuring their operatives are adequately briefed and have the correct information and resources to undertake their works.

2.3.6 The exchange of health and safety information between contractors.	The Knights Brown Project Manager will be the main point of contact for information exchange between contractors – the main forum for exchanging information will be daily coordination meeting – this will involve all subcontract supervisors and will be opportunity to share information and make plans for how to manage interfaces for upcoming activities. This will be a formal meeting with post meeting notes produced to confirm the actions that have been agreed upon. The KB Project Manager will also coordinate the exchange of information between our subcontractors and the client's specialist contractors. The specialists will also be briefed during the daily coordination meetings.
2.3.7 Site Security	Security of the site will be maintained utilising the existing hoarding and access gates, with the addition of a pedestrian access gate off Villeneuve St Georges Way. The existing hording will be overhauled and a temporary works check on the construction will be carried out on our possession of the site. The site area will be monitored remotely by a CCTV system which allows a security guard or police response to be called for upon activation.
2.3.8 Site induction	The Knights Brown site induction will be tailored to this scheme specifically – particular reference will be made to the shared use of Villeneuve St Georges Way for the users of the adjacent car showrooms and also public use of the adjacent parkland. All people working on the site will receive a Knights Brown site induction prior to starting work. This will also include regular visitors. Periodic visitors will receive a simplified visitor's induction and will be escorted at all times whilst on site. Part of the site induction process will include the completion of an induction record form where certain pertinent information will be recorded and this will be stored in line with the current GDPR legislation.
2.3.9 Onsite training	All personnel will be required to demonstrate their competence to perform the role they are undertaking. This may be through training records / skills cards / employer validation. From time to time it may be necessary to undertake onsite training in addition to the regular toolbox talks – typically a competent trainer will be provided to undertake this, and in the event that the training is for specific plant or machinery, the training area will be segregated from the general site to ensure the safety of general site operatives.

2.3.10 Welfare facilities and First Aid	For the initial weeks where Knights Brown will be undertaking enabling works on site, we will operate out an appropriately sized self-contained welfare unit with integral generator and water supply. The main site welfare will consist of: 2no open-plan office/meeting room units 1no 5+1 Toilet / 1no canteen unit 1no drying room unit (Refer to the Site Traffic Management Layout in Appendix 5) Knights Brown Supervisors are all qualified first aiders and there will be an appropriately sized first aid kit maintained on site permanently within the site office, along with a burns kit and an accident book, within which all accidents / incidents will be recorded and then investigated in accordance with the Knights Brown procedure.
2.3.11 The reporting and investigation of accidents, incidents and near misses.	All accidents and incidents will be recorded within the site accident book as required by law. All accidents and incidents will be investigated and reported to our HSQE department using the Incident Report Form (F525) within the Knights Brown IMS system. Where the accident / incident is considered to have serious ramifications, then the HSQE Department will undertake a detailed investigation and generate a report with a series of recommendations to prevent recurrence that will be publicised within the company through a Safety Bulletin. The accident / incident will also be notified to the HSE in accordance with RIDDOR if required.
2.3.12 The production and approval of risk assessment and written systems of work.	All operations posing a risk to health, safety or the environment will be fully assessed and recorded on risk assessment forms. Risk assessments will be undertaken by the Project/Site Manager or relevant sub-contractor and may be completed with assistance from KB HSQE Department for high-risk operations. Method Statements will describe safe systems of work for complex operations or those involving several activities and will cover the resources required, the method to be used, and any permit requirements prior to commencement.
2.3.13 Site Rules	The Knights Brown standard site rules – Form F506 (Appendix 8) will be amended with any specific client requirements and will be used as the basis for the site induction and will be prominently displayed on the site notice boards. The site working hours will be 0800 to 1800hrs Mondays to Fridays and 0900 to 1300hrs on Saturdays. No work will be carried out outside of these times.

2.3.14 Fire and Emergency Procedures	The Project/Site Manager will manage fire risk on the site. Details will be included on the Site Emergency Fire Plan. The plan will be regularly updated and will be displayed in a prominent location to allow personnel to be made aware of the requirements. The plan will indicate the method of raising the alarm, fire points and muster points. The Site Emergency Fire Plan will be displayed on the site notice board and brought to the attention of all employees & sub-contractors during site induction. The plan will also identify the access route through the building for the emergency services and confirm arrangements with the client dealing with emergencies. The site first aid information and nominated first aiders will also be displayed on the site notice board. All hot work on site will be undertaken strictly in accordance with the requirements of the hot work permit issued by the Project/Site Manager. Permits will be issued on a location specific basis to allow for an adequate check of cooling down to be undertaken 1 hour after the completion of the works. The relevant fire extinguishers will also need to be in place which relates to the works. See Appendix 3
2.3.15 Management of noise & dust nuisance	The potential for noise and dust nuisance will be considered during the design process to eliminate or reduce the risk as far as possible. During the construction works, processes and equipment will be reviewed when producing the RAMS for each task to ensure that the risk of noise and dust nuisance is minimised. Works will also be restricted to the site operating hours as stated in 2.3.13.

Section 3: Identification of Hazards

3. Identification of specific site hazards	
Safety Hazards	Health Hazards
Pedestrian and vehicle segregation	Leptospirosis
Excavations	Inclement weather
Working at height	Noise

Buried / Overhead services	Dust
Lifting operations	Vibration
Heavy plant / machinery	Sun burn
	Manual Handling
	Hazardous materials

Section 4: Control of Risks

4. Arrangements for controlling significant hazards or likelihood of harm	
4.2 Safe working arrangements	
4.2.1 Delivery and removal of materials and work equipment (access and egress to site)	The Site Manager will identify arrangements for deliveries, waste collection and storage. These will be published on the site notice board and issued to suppliers when placing orders for new materials. Access to the site area will be via the gates as indicated on the Site Traffic Management Plan and under the direction of the site team. Vehicle deliveries will be scheduled to suit site operations and may be held in an off-site location, such as the M27 Rownhams Services until called in by the site team. Vehicles will enter the designated site gate under the control of a competent traffic management operative if necessary to off-load at the designated point. Vehicles will circulate around the site or turn in a designated area to ensure that they exit the site gate in a forward direction. Our site team will maintain regular communication with the adjacent car showrooms to coordinate site deliveries with car transporter deliveries. The site will be overlaid with clean capping material early in the sequence of works to minimise the risk of mud being deposited on the local roads by site traffic.

	Wheel washing equipment will be utilised at a designated point to clean vehicles leaving the site whilst necessary. A call-off order will be placed with a road sweeping company to allow the site team to arrange when necessary. Disposal of waste is the responsibility of Knights Brown & our sub-contractors. All waste must be taken to licensed premises with relevant documentation acquired. At no time should waste be permitted to accumulate on site to the extent that it becomes a hazard. All waste consignment notes will be retained and kept in relevant site filing and will be available on request for review.
4.2.2 Dealing with services and temporary electrical installations.	All services will be identified and marked prior to work commencement in the area. All areas of the site affected by excavation works will be CAT scanned prior to excavation works commencing. Statutory undertakers will also be consulted with regards to service locations prior to the commencement of the works. If required, service locations will be confirmed by hand dug trial holes. A permit to dig will be issued by the Project/Site Manager prior to any excavation work commencing. Once found, all buried services will be suitably marked to identify their location. Services that have been identified will be adequately supported and protected to prevent damage or deterioration caused during the construction works. All electrical equipment used on site will be of the 110-volt type and will be inspected for suitability prior to use. (Note: Trailing 240-volt leads shall not be used) Only persons who are competent for the class of work will carry out the installation, operation, maintenance and testing of electrical systems and equipment including temporary installations. Portable appliance testing will be carried out with the frequency determined by the risk associated with each piece of equipment. All hand tools will also be inspected by the operator prior to use to ensure they are not damaged and are fit for purpose.
4.2.3 Accommodating adjacent land use.	Section 1 & 2 works will take place within the site boundaries. Section 3 works to the adjacent roads will be carried out using appropriate traffic management procedures and fencing. Parking in streets to be monitored when parking on site is not possible. Noise, dust, vibration nuisance to be monitored.

4.2.4 Stability of structures whilst carrying out demolition work.	Not applicable
4.2.5 Preventing falls.	Suitable and sufficient precautions for working at height will be implemented by the Project/Site Manager prior to the works commencing. Activities that involve working at height safe systems of work will be developed for the access to and working at height including the prevention of falls for personnel and or materials. A hierarchy of controls shall be adopted to include where reasonably practicable the removal of the need to work at height, the use of permanent platforms, the use of temporary platforms, fall restraint systems and finally fall arrest systems.
4.2.6 Work with or near fragile materials.	Structures and platforms should be regarded as fragile unless and until it can be shown that they can support the work proposed to be carried on them. This will include the appropriate combination of physical barriers, equipment for providing safe access and a safe place of work, fall arrest equipment and safe systems for working. Appropriate means are to be in adopted to prevent falls likely to cause personal injury so as physical barriers, fall arrest equipment or other methods of working. Suitable precautions will be taken to protect persons below from falling objects. Warning signs shall be displayed around the work area. In all cases, it will be necessary to cordon off the work area with solid physical barriers.
4.2.7 Control of lifting operations.	To comply with the Lifting Operations and Lifting Equipment Regulations 1998 all lifting operations will be planned and overseen by a competent person who will prepare a suitable plan for the works if applicable. Certificates of tests and inspections carried out on the lifting appliance will be kept on site. All personnel who may be called upon to assist with the lifting operations will be required to hold documentary proof of competence. It will be the responsibility of the Project/Site Manager to check this information prior to the commencement of the lifting operation.

4.2.8 The maintenance of plant and equipment.	All items of plant and equipment used on the site will be suitably tested and will be inspected in accordance with the requirements of PUWER regulations. All operators will be suitably trained and hold a certificate of competence of training achievement to operate the equipment under their control. Weekly defect reports on all operated plant are carried out using an in-house company log book. The company operates a scheme of preventive maintenance which highlights any failings in regular servicing schedule, any machine damage and identifies possible mechanical failings. Any plant or equipment found to be defective on inspection or during use is to be removed from the construction area and immobilised to prevent further use Positive identification will be used to identify defective plant or equipment waiting rectification.
4.2.9 Work on excavations or poor ground conditions.	It is likely that the ground conditions on this site will be poor within the depth of the made ground layer and excavations unlikely to suffer significant groundwater ingress given the initial trial hole results and ground investigation information. During excavation works we will use a proprietary trench box system to support the sides of the excavation and use a proprietary manhole box to support the sides of manhole boxes. Submersible pumps will be used to pump excavations clear of groundwater if necessary – sump holes will be excavated and sleeved and filled with shingle at the low end of the excavation and groundwater will be pumped out of the sump. Groundwater will be pumped to a borrow pit that has been excavated at a suitable distant from the excavation to provide a delay to water returning into the active excavation.
4.2.10 Work on wells, underground earthworks and tunnels	Not applicable
4.2.11 Work on or near water.	Not applicable

4.2.12 Work involving diving	Not applicable
4.2.13 Work in a caisson or compressed air working	Not applicable
4.2.14 Work involving explosives	Not applicable
4.2.15 Traffic routes and the segregation of vehicles and pedestrians.	The Traffic Management Plan will be regularly updated to show current site access routes for both pedestrians and vehicles / deliveries. These will be published on site notice boards and significant changes will be briefed to operatives in the daily briefings. As a minimum pedestrians will be segregated from vehicle routes by Chapter 8 plastic barriers, metal crowd barriers are a better solution, and water filled 'Slot Blok' barriers are the best solution. The pedestrian segregation and access routes will be checked on a daily basis to ensure that it remains suitable for purpose.
4.2.16 Storage of materials and work equipment.	The main area for the delivery and storage of materials is shown on the site traffic management plans that are published on the site notice boards. Materials will be stacked to a safe height to prevent risk of falling and should be kept away from pedestrian routes to prevent any H&S incidents. Waste materials will be segregated and removed and disposed of as soon as is practical & as agreed with the site manager and sub-contractors.
4.2.17 Any other significant risks	Not applicable
4.3 Health Risks	

4.3.1 The removal of Asbestos	Not applicable
4.3.2 Dealing with contaminated land.	Not applicable
4.3.3 Manual handling.	It is Knights Brown policy to minimise Manual Handling according to a hierarchy of controls – we will avoid manual handling wherever possible. We will use mechanical means or alternative methods – manual handling is to be a last resort for moving any significant load and will only be undertaken after a suitable risk assessment has been undertaken and briefed to the personnel involved.
4.3.4 Use of hazardous substances.	Any substances used on site that may be hazardous to health will be entered onto the site COSHH register that will be maintained by the site management. All substances will be subject to a COSHH assessment prior to being used that will determine the control measures required for their use. COSHH stores will be deployed on the site for storage of these materials – they will be fire rated and lockable and include spill trays.
4.3.5 Reducing noise and vibration.	Risk assessments will be produced for all activities on site and will identify where noise and vibration may cause a health risk. Hearing protection will be specified within the risk assessment that is appropriate to the activity. HAVS is a RIDDOR reportable condition, and therefore the use of hand-held vibrating tools is to be avoided where possible – where handheld tools must be used, a vibration assessment will be undertaken and the time each tool is used will be recorded each day. The operatives will be briefed as to safe levels of exposure for the tools and may be required to use the REACTEC system of vibration monitoring instead of keeping manual records.
4.3.6 Work with ionising radiation	Not applicable

	Ref: F502 Issue 1.4 (January 2022) Project Filing Reference 11.1 Procedure Reference P502
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4.3.7 Exposure to UV radiation from the sun	PPE as identified in site rules and risk assessments shall be worn. Long trousers are to be worn at all times in addition to minimum of a tee-shirt beneath any Hi-Vis vests. During sunny periods operatives will be encouraged to use an appropriate sun protection factor cream and tinted safety glasses to offer maximum protection
4.3.8 Any other significant risks	Not applicable

Section 5: Quality

5. Quality Arrangements

5.1 Preamble

Achieving specified quality, safely and in an environmentally friendly manner is a fundamental requirement of Knights Brown operations. This objective is more readily achieved when staff work systematically, and adhere to agreed standard procedures and Right Works.

The Company has comprehensive procedures documented within the Information Management System. This system complies with the requirements of BS EN ISO 9001:2015 and is certificated for compliance to that standard by the accredited certification body.

The quality arrangements of this Project Plan are intended to provide assurance that construction is carried out to contractual obligations including compliance with the Drawings, the Contract Specifications and any standards referenced.

5.2 Quality Responsibilities

The Area/Contracts Manager is responsible for ensuring that; a Company Representative is appointed, all necessary planning and programming documentation is produced and that the Project Plan is reviewed and approved.

The Contracts Manager/Site Manager has overall responsibility for the implementation of the Project Plan and shall be assisted in quality duties where appropriate by other members of the site management team, as indicated below.

Site engineers shall set out and dimensionally check work. They shall also carry out inspections and ensure that sampling/testing is done in accordance with the Inspection/Test Plan.

Foremen, gangers and relevant skilled tradesmen shall supervise work activities, carry out visual and dimensional checks when so delegated by the Site Manager and oversee the delivery, storage and use of materials.

5.3 Competence

Personnel for this contract have been selected on the basis of their qualifications, experience and skills. Training and Skills records for management and operatives are available from the training department database at the Company head office. Copies for site-based personnel will be maintained in the contract filing system.

5.4 Document Control

Contract documentation is uniquely identified by number and revision status. Drawings are controlled by use of transmittal notes and registers. Superseded drawings are suitably identified and separated from current documents. Copies of registers are maintained with the documents they control.

The Site Manager is responsible for the approval of all detail procedures, site sketches, work instruction and any photocopied information that may be issued on site. All such documentation shall identify the site, date of issue and shall be approved for use by means of the Site Managers signature.

Records are to be maintained within the Contract Filing System indicating the distribution of all controlled documentation, in order that it may be revised, as and when necessary.

5.6 Materials

Contract materials are purchased and controlled using detailed Company procedures to ensure compliance with contract specification.

Receipt

Delivery tickets must be checked against the order to ensure that correct quantity and type have been delivered, and that no damage has occurred in transit. Damaged goods must be set aside for appraisal and the damage noted on the delivery ticket. The company supplying the damaged goods should be informed immediately. The delivery ticket signed by an authorised signatory is the verification that the goods or materials have been visually inspected and checked against the order.

If it is not physically possible to check a delivery in a reasonable time due to its packaging, quantities involved, safe access etc., then the delivery ticket should be signed, and the comment "Not Checked" or similar, printed clearly on the ticket, all deliveries will be recorded on the materials received sheets.

Conformance certification

For significant structural materials a certificate of conformity should be obtained from the supplier and included with the handover documentation to the client.

A CARES certificate is to be obtained for reinforcing steel and milling certificates for structural steelwork.

Non-Conformity

All materials for incorporation into the permanent works must be visually inspected for quantity, type and damage, in so far as is possible and the delivery note checked against the order. Any discrepancy or damage is to be noted on the delivery note qualifying acceptance, before signature for delivery of the material. All obviously damaged or non-conforming material is to be segregated from conforming material and is not to be used without authorisation of the Contracts Manager / Site Manager/ who will not authorise use without written authority / concession from the Client's representative.

5.7 Sub-contractors

The Project Surveyor is responsible for ensuring that a written sub-contract is prepared using the appropriate standard Knights Brown template and that it fully details all agreements and responsibilities.

Sub-contractors shall submit appropriate quality plans or provide sufficient information to enable the Site Manager to incorporate their activities into the Knights Brown Project Plan. (See below).

- Programme of works indicating critical delivery dates for resources
- Method statements identifying construction methods, health and safety precautions and critical inspection or test points.
- List of plant and equipment to be used.
- List of personnel indicating responsibilities and training
- Health and Safety Policy (If more than 5 personnel employed)
- Risk and COSHH assessments.

All sub-contractor quality documentation shall be approved by the Site Manager and monitored to ensure implementation.

Inspection/test points are to be identified and if critical, may be designated as "hold" points. No sub-contracted work is to proceed on site beyond a hold point without signature of the designated inspection authority.

Method statements are to be reviewed by the Site Manager or his designee, and any additional modifications that may be required are to be agreed before approval is given.

Sub-contractor method statements must indicate how they will comply with Knights Brown. Health, Safety and Environmental Policy and procedures where applicable.

When a method statement has been approved, it will be signed as approved by the Site Manager or the Contracts Manager, and will be passed to the Clients Representative for his approval and signature if required. Sub-contracted work should not be allowed to proceed until the method statement has been approved.

Sub-contractors may use their own inspection/test report form or may use the Knights Brown form.

When an inspector is satisfied with the inspection/test, he will sign the inspection report form, which will act as a clearance certificate to the next stage of the activity.

Work that does not pass inspection/test must be designated as being "on hold" and clearly indicated within the site records if the work cannot be segregated.

The non-conformance procedure must be followed and further work must not be allowed to proceed on the affected part, section or area until the non-conformance has been cleared.

Work carried out by a sub-contractor is to receive a full and final inspection by the sub-contractor's supervisor before handover by the sub-contractor. Outstanding inspection forms will be signed off at this handover.

5.8 Planning

Constructions works are itemised into an Activity Plan based on the principle activities within the programme of works and are controlled by use of method statements and Inspection/test Plans.

5.9 Inspection and Testing

The Activity Plan within this Project Plan is used to identify key activities of the construction process. These key activities will require planned inspections or testing to ensure compliance with the client's requirements.

Handover or commissioning certificates from Subcontractors are required for specialist work. Knights Brown inspection forms must be used to pre-plan the required inspections and or tests for other key activities.

Inspection/test points are to be sequenced within method statements if they are a critical part of the construction process.

The inspection form is used to detail the type of inspection/test required, the frequency, the authorised inspection authority and the control status.

Inspection/tests, including sampling frequencies, must be carried out to the contract specification, or as modified and agreed with the Client's representative. If there is no specific sampling, inspection or test regimes in place, then relevant British Standards and Codes of Practice should be used.

Only competent persons are to carry out inspections and tests and it is the responsibility of the Contracts Manager to ensure that they are suitably experienced and/or trained for the task.

All instrumentation used for testing purposes including that of subcontractors, shall have relevant current calibration certification.

Where external testing is to be carried out, only test houses certificated to an approved scheme will be used and evidence of certification will be maintained within the contract filing system.

Other activities that have not been deemed to be key, will be subject to continual ongoing inspection by experienced trades' personnel.

Remedial (snagging) lists will be produced to indicate areas of non-conformance to specification or poor workmanship. All such remedial lists are to be closed out prior to handover to the Client.

Lists are to be maintained within the contract file.

5.10 Inspection Status

The register that heads up each construction work package in the Construction Records also indicates the status of that package, by listing the report forms when they have been completed.

A register is to be updated whenever a section is inspected, tested or certified.

Sections of work that are non-conforming are to be clearly marked and isolated. Work may only proceed in these sections with the specific approval of the Site Manager, who will issue a work instruction if remedial work is necessary. Programmed work may only re-commence in the affected section of work after the non-conformance form has been signed off.

The work package register must record the "hold" due to non-conformity and must reference the non-conformance form, which has been raised. The date of clearance of the non-conformance form is also to be noted on the inspection register.

In addition, layout drawings can be used suitably marked up with highlight pen and dated to give an easy visual display of inspection status. A red line will mark any point of non-conformance and will reference the non-conformance form.

5.11 Inspection, Measuring and Test Equipment

All sites must keep a register for all setting out, measuring and testing equipment used on that site which will be maintained within the Construction Filing Record. The register will indicate the calibration certificate number and date of certification.

An Instrument Check Record is to be maintained within the site records for each instrument. This form shall indicate the required and the actual accuracy of that instrument.

5.12 Method Statements

Method statements are specific procedures, which detail how work is to be executed and controlled.

These statements should be logically sequenced with each appropriately numbered.

Where appropriate account should be taken of:

1. How and when the work is to be done,
2. Plan and labour resources,
3. Health, Safety and Environmental hazards with associated risks,
4. Control of risks to minimise dangers,
5. Temporary works, and

Method Statements should be written up on the standard Company form, available on the IMS.

Method statements must be individually identified, carry a revision status with date and must be approved by signature of the Site Manager or Contract Manager. This also applies to any sketches or drawings associated with specific method statements.

All sub-contractors method statements must be reviewed for suitability and should address the six points raised above as appropriate. They are to be approved by signature of the Site Manager or Contracts Manager.

Sub-contractors method statements must also be uniquely identified and carry a revision status (this may be by date). Details are to be entered onto the method statement register.

5.13 Records

Records generated by the implementation of this Project Plan are held within the Contract Filing System, which is maintained on site for the duration of the contract and is held in archive thereafter for a period of not less than six years.

As constructed drawings and records as specified by the Principal Designer are copied from the Contract Filing System and made available for the Health and Safety File as required by the Construction (Design Management) Regulations, 2015

5.14 Non-conformance Control

On discovery of a non-conformance, the Non-conformance Report form will be completed with sufficient information to define the non-conformance. Measures must be taken to prevent incorporation of the non-conforming product/production result into the works or to contain and isolate the non-conformance.

All non-conformance reports will be passed to the manager responsible for the activity for review who shall, in consultation with others if necessary, agree the solution and time scale for rectification. This information will be added to the Non-conformance Report form and its implementation instructed.

The responsible manager will verify that the rectification has been implemented by completing the third section of the Non-conformance Report form and will close out the form with his signature.

The responsible manager shall instigate a review of all associated procedures and method statements and amend where necessary to prevent recurrence of the non-conformance.

A record of all non-conformances will be maintained within the filing system and a copy will be sent to the HSQE department for recording centrally. This procedure will also apply if, after due consideration, it is agreed that a non-conforming product/production result may be incorporated into the works.

5.15 Completion and Handover

Inspection forms are to be cleared off as and when inspection/test has been completed and all non-conformances for that section have been cleared.

Prior to handover, **The Contracts Manager and the Site Manager** will review and ensure that:

- All inspection / tests, as required in the Project Plan, have been completed,
- Appropriate conformance certification is available where applicable,
- Inspection forms have been completed and signed,
- Test certificates show compliance with specification and are available within the records,
- Variations and instructions of any description have been actioned and completed,
- All works have been completed in accordance with the latest revision of the drawings. Drawings are raised to "As Constructed" status.
- Lists are compiled for any outstanding or remedial works which must be completed before the final completion at the end of the maintenance period,

At the end of the construction phase of a contract the **Site Manager** has the responsibility to ensure that **Construction Records** are completed and handed to the Site Quantity Surveyor together with any **original** documentation for inclusion in the Main Contract File.

Site Manager will dispose of any duplicated Files.

5.16 The Health and Safety File

Layout and format.	The Health and Safety File should include: ➤ Brief description of work carried out ➤ Hazards not eliminated through design or construction ➤ Key structural principles such as floor loadings, or stored energy in tensioned structural components ➤ Hazardous materials such as high lead content paint ➤ Special arrangements for removal of items of plant such as lifting points ➤ Information for safe cleaning and maintenance ➤ Location of services including buried services and fire services ➤ As built drawings including for service voids and means of safe access The file is not to include pre-construction and construction information that serves no purpose for the safe planning of future work such as method statements, the CPP, contractual documents etc. The Principal Designer is responsible for preparing the Health and Safety File.
Arrangements for the collection and gathering of information.	The Site Manager will collect the pertinent information relating to the project as it progresses. These details will be used to provide information to the Principal Designer for preparation of the H&S File
Storage of information.	The information will be forwarded to the Principal Designer during the construction stage with a copy of all such information held by the company.

Section 6: List of Appendices

APPENDIX 1

List of Method Statements

APPENDIX 2

Inspection Test Plan (F547)

APPENDIX 3

Site Fire Plan (F509) and Site Emergency Plan (F508)

APPENDIX 4

Incident and Accident Procedure (F510) and Site to Hospital Routes

APPENDIX 5

Site Traffic Management Plan

APPENDIX 6

Programme

APPENDIX 7

Site Environnemental Registrar F512

Site Waste Management Plan (where applicable) F511

Environnemental Management Plan (where applicable) F504 – NOT REQUIRED DUE TO NEGLIGABLE ECOLOGICAL FEATURES WITHIN THE SITE ENVIRONMENT.

	Ref: F502 Issue 1.4 (January 2022) Project Filing Reference 11.1 Procedure Reference P502
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APPENDIX 1
List of Method Statements



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	Ref: F502 Issue 1.4 (January 2022) Project Filing Reference 11.1 Procedure Reference P502
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APPENDIX 2
Inspection Test Plan (F547)



	Ref: F502 Issue 1.4 (January 2022) Project Filing Reference 11.1 Procedure Reference P502
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APPENDIX 3

Site Fire Plan (F509) and Site Emergency Plan (F508)



Ref: F502 Issue 1.4 (January 2022)

Project Filing Reference 11.1

Procedure Reference P502



SITE EMERGENCY PLAN

Contract No: S000082	Hendy Eastleigh	
	NAME AND LOCATION:	TELEPHONE:
SITE MANAGER:	Terry Churchill Site Office	07879 471830
HEALTH, SAFETY, QUALITY AND ENVIRONMENTAL DEPARTMENT	Olav Lawrence	07733 367862
	Carl Wheeler	07581 014240
	Claire Bithrey	07827 278877
	Mark Lilly	07773 099286
HSE INFO Website:	www.hse.gov.uk	
NHS MEDICAL ADVICE LINE:		111
ENVIRONMENT AGENCY:		0800 807060
EMERGENCY SERVICES:		999 (Police, Fire, Ambulance)
CASUALTY HOSPITAL: (details of route to hospital to be attached to this plan)	Southampton General Hospital Tremona Road Southampton SO16 6YD 023 8077 7222 Scan QR code for directions	
SITE FIRST AIDERS:	Ben Alford Terry Churchill	07790 781364 07879 471830

ACTION TO BE TAKEN IN THE EVENT OF A FIRE:

In the event of a small fire, the person discovering the fire may tackle it using an extinguisher located on the site, but only if they feel confident to do so and their way out of the site is clear.

In the event of a major fire, the person finding the fire will raise the alarm.

All personnel will then immediately leave the site and proceed to the site assembly point.

The Site Manager will take a roll call to ensure that all construction staff are accounted for.

No-one will be permitted to re-enter the site until the fire service has given the all clear.

All fires, no matter how small, must be reported to the Site Manager and the Health and Safety Department.

ACTION TO BE TAKEN IN THE EVENT OF AN ACCIDENT OR INCIDENT:

The Site Manager and First Aider must be immediately informed of an accident or incident occurring on site to allow for assistance to be given.

The Site Manager will be responsible for contacting the emergency services and coordinating events pending their arrival.

If medical assistance is required guides should be posted at the main access gates to direct the emergency services to the affected area.

Only work involving the site being made safe may be undertaken to assist the situation. Where possible the site should be left as it was at the time of the accident or incident to allow a proper investigation to be carried out. Details of persons present, equipment in use and task being undertaken to be recorded.

The Health and Safety Department must be informed of the accident or incident as soon as possible after the accident or incident by telephone. (this applies for all accidents and incidents).

The Site Manager must inform the client and complete all of the necessary paperwork.

ACTION TO BE TAKEN IN THE EVENT OF AN ENVIRONMENTAL INCIDENT:

In the event of a serious environmental incident, the Environment Agency emergency number must be called. Swift action may limit the amount of damage caused.

The COSHH assessment or material safety data sheet must also be consulted to determine how the material should be dealt with.

Materials must not be allowed to enter drains or water courses and should be soaked up using inert materials (i.e. sand, soil or spill granules).

An emergency spill kit will be provided in the site compound for use in such an emergency.

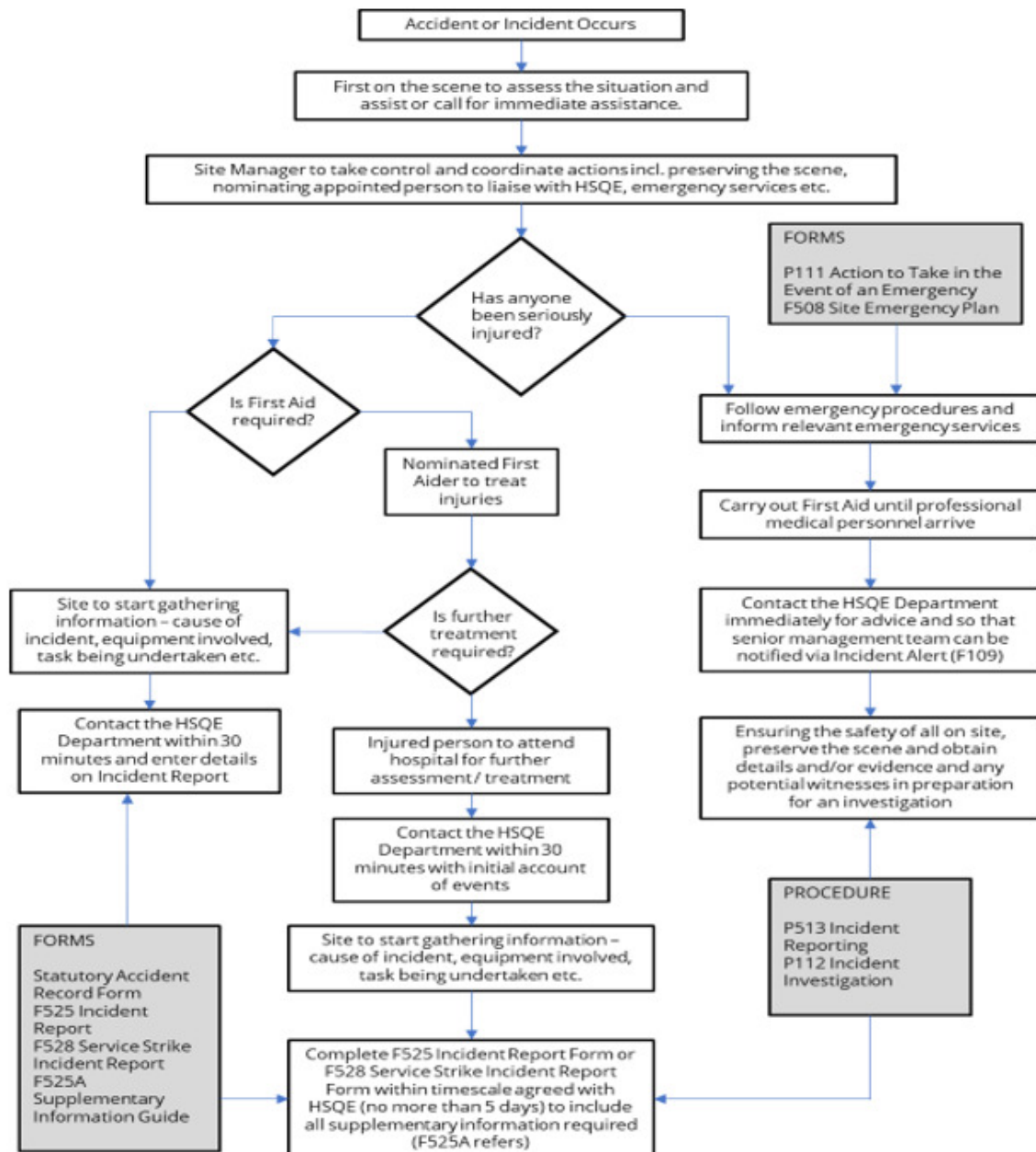
All environmental incidents will be reported to the Health and Safety Advisor by telephone.

The client must also be kept informed of any environmental incidents occurring on site

APPENDIX 4

Incident and Accident Procedure (F510) and Site to Hospital Routes

Site Notice Incident and Accident Flow Chart



Scan A&E Directions

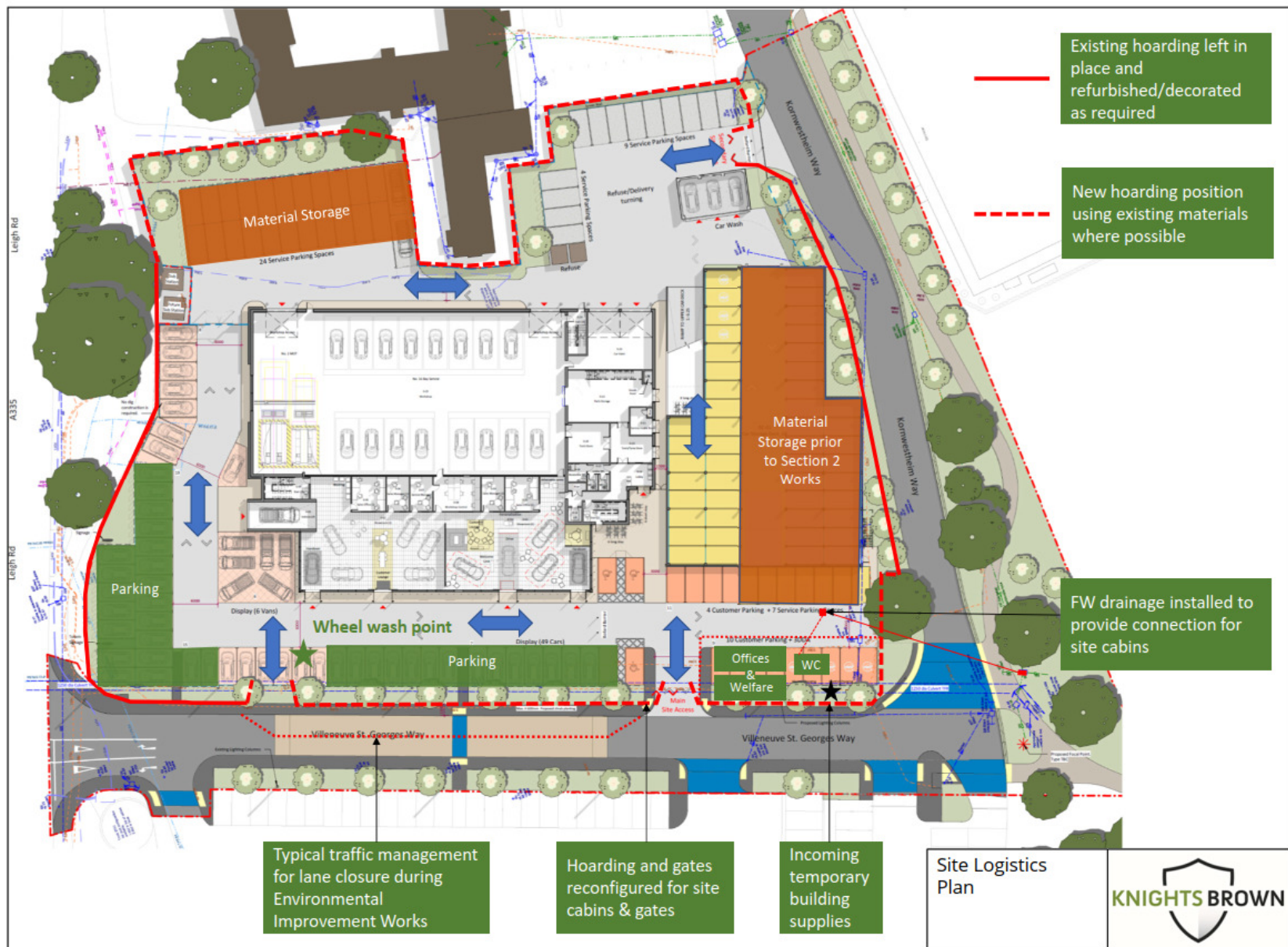


1. Open camera or Google camera
2. Click the link
3. Directions to nearest A&E:
Southampton General Hospital
Tremona Road
Southampton
SO16 6YD

	Ref: F502 Issue 1.4 (January 2022) Project Filing Reference 11.1 Procedure Reference P502
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APPENDIX 5
Site Traffic Management Plan





APPENDIX 6

Programme

	Ref: F502 Issue 1.4 (January 2022) Project Filing Reference 11.1 Procedure Reference P502
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APPENDIX 7

Contract Environmental Management Plan (F504)
Site Waste Management Plan (F511)

