



CONSTRUCTION PHASE HEALTH & SAFETY PLAN

Long Lane Pavilion, Bursledon

For:

Bursledon Parish Council

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CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

APPROVALS

The signatures below, certify this site health & safety manual has been reviewed and has been deemed acceptable for Appledown Projects Ltd requirements. Furthermore, the signatories accept their responsibility to ensure that the provisions herein, are to be maintained and are committed to continual development.

	Name	Signature	Position	Date
Prepared by	Buster Cain		Construction Project Manager	October 2024
Approved by	Jack Hounsham		Director	October 2024

Record of Amendment

This construction phase plan is periodically reviewed to ensure its sustained significance to the prevailing status of the project.

A record of changes is detailed below:

Amendment	Revision	Date
Document formed	A	07/10/2024
Principle Designer Details amended, scaffolding contractor and masonry contractor details added	B	20/11/2024
Site manager details updated, Contractors added, Logistics plan updated, Temporary Works updated	C	30/01/2024
Equipment and delivery rules	D	03/02/2025

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1.0 DETAILS OF PROJECT

1.1 Project Description

The project comprises of the demolition of existing pavilion building including current foundation slab, and the construction of new pavilion building and groundsman facilities.

Works to Include :-

- Temporary relocation of incoming three phase power supply
- Demolition of existing structure
- Installation of new foundations
- Construction of new masonry walls
- Installation of new roof structure
- New mechanical and electrical services
- Wall and floor finishes
- Landscaping to include new storage area

1.2 Programme of Works

Contract programme of 25 weeks. High risk activities occurring as follows:

- Plant on site (concrete pump, articulated lorries, HIABS, Mobile Crane etc.)
- Temporary relocation of incoming three phase power supply
- Demolition Works
- Excavations up to 1.2m
- Working from Height (Scaffold)
- Roof works
- Installation of new electrical services and mechanical services
- Installation of new doors
- Siting of existing fuel bowser

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1.3 Principal Contacts

The Client

Bursledon Parish Council The Lowford Centre, Portsmouth Road, Southampton SO31 8ES	Contact: Tel: Email:	Sue Hannen 02380 407535 clerk@bursledon-pc.gov.uk
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Client Project Manager

Ridge and Partners LLP	Contact: Tel: Email:	Kia Farokhi [REDACTED] kiafarokhi@ridge.co.uk
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Principal Contractor

Appledown Projects Ltd The Incuhive Space Hursley Park Road Hursley, Southampton Hampshire SO21 2JN	Contact: Tel: Email:	Jack Hounsham [REDACTED] jack@appledownprojects.co.uk
Appledown Health & Safety Advisor HS Direct Meadowhall House, 3 Hayland Street, Sheffield, South Yorkshire, S9 1BY	Contact: Tel: Email:	 0114 2444461 info@hsdirect.co.uk

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Other

Principal Designer Ridge and Partners LLP 1 Royal Court, Church Green Close, Winchester SO23 7TW	Contact: Tel: Email:	Kia Farokhi [REDACTED] kiafarokhi@ridge.co.uk
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1.4 Existing Information & Records – information obtained from the PCI & site visit

Document	Significant Information	Document Location
Project Scope of Works	Architectural & Structural Design	Procore Documents
Asbestos Demo & Refurb Survey	R and D Survey to follow	Procore Documents
Pre Construction Photographs		Procore Documents

2.0 EXISTING ENVIRONMENT

2.1 Surrounding Area

The Project is located on a sports field in a busy residential area. Transport routes around the project are congested with a busy primary school on Long Lane.

2.2 Existing Services

Existing water is coming from the road at Long Lane in the ground. There is also three phase electricity which is coming into the building from Overhead lines

2.3 Existing Structure

Existing structure is a prefabricated concrete structure sat on a strip foundation

3.0 MANAGEMENT OF THE WORKS

3.1 Project Health & Safety Aims

Appledown Projects recognise that:

- Accidents and ill health can have far reaching consequences for individuals and their families.
- Accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the Company and demonstrate a lack of efficient management.
- The importance and benefits of consulting with employees and site trades and visitors regarding all matters relating to health and safety.
- The importance of keeping up to date with current legislation, technical advances, and industry literature.

Our objective, therefore, is to continually improve our health and safety performance, so that accidents and ill health are eliminated from our business and work becomes a benefit to both the individual and organisation. This ethos also extends beyond 'the site', to control risks such as environmental pollution and to others outside of our Company who may be affected by our undertaking.

Our aims for the project are:

- To create so far as reasonably practicable, a zero-harm site.
- To ensure suitable inductions are carried out prior to individuals being permitted to work, or visitors given access to the site.
- To promote and actively encourage near miss reporting.
- To undertake regular toolbox talks.
- To undertake regular site, plant, and other equipment inspections.
- To promote a positive culture with Top Management leading by example.
- To monitor the plan and works to ensure the aims are being achieved.
- To minimise disruption to our neighbours.

This plan will be reviewed as the works progress by the site management team, to ensure that the safety and health aims as shown above are achieved and that the works are being carried out in accordance with current regulations and good practice.

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3.2 Management Responsibilities

A competent site manager will be responsible for the day-to-day running of the works and for ensuring effective communications with the workforce and other relevant persons.

A contracts manager will make regular visits to site to assist the site manager in discharging his duties and will also assume responsibility for ensuring that appropriate competent sub-contractors have been appointed and the necessary resources are available to ensure effective operational control.

The following table outlines the significant duties and who is responsible for their discharge:

Duty	Ownership
Contract Manager	Jack Hounsham
Construction Project Manager/Site Manager	Buster Cain/Tom Drew
Planning	Contracts Manager, Project Manager & Site Manager
Fire Plan & Risk Assessment	Contracts Manager, Project Manager & Site Manager
Temporary Works Coordinator	Contracts Manager/Project Manager
Temporary Works Supervisor	Project Manager
Site Inspections	Contracts Manager/Project Manager/Site Manager/H&S Advisor At least monthly
Plant & equipment inspection	Plant Operators & Equipment Users
Site Inductions	Site Manager
Toolbox Talks	Site Manager/Sub-contractor Supervisor
Project Review	Contracts Manager/Project Manager/Site Manager/H&S Advisor

3.3 Site Rules

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A copy of the site rules and emergency procedures will be part of the induction, which can be found on 1breadcrumb. Further copies can be found in appendix A.

For client rules please refer to the employers requirements.

3.4 Monitoring & Review

The site manager is responsible for the daily monitoring of site activities. Monitoring activities include:

- Ensuring plant operators are inspecting plant and equipment users are inspecting tools etc.
- Ensuring access and egress is suitable and the site is secure at all times.
- Ensuring temporary works, temporary services and site conditions are being safely maintained.
- Ensuring welfare and first aid facilities are correctly provisioned and maintained.

All weekly inspection will be located on our construction management portal, Procore.

The contracts manager has a duty to assist the site manager in monitoring and reviewing the health and safety arrangements and activities.

Sub-contractors are responsible for monitoring their own works and provide evidence of such monitoring to the site manager.

Safety inspections will also be carried out by the Companies in House Health and Safety Advisor Monthly

3.5 Communication & Consultation

Regular site meetings will be held with the Client and sub-contractors. The following topics are to be included on the agenda for discussion:

- Reporting of accidents & incidents.
- Corrective action taken.
- Worker involvement.
- Client/sub-contractor concerns.

All operatives will be actively engaged to ensure effective cooperation with all matters relating to site health and safety. Methods of communication and consultation include:

- Project site induction.

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- Toolbox talks.
- Daily briefings.
- Face to face discussions.
- Poster campaigns.
- Signage.

3.6 Site Induction

All operatives and visitors are required to attend a site induction prior to being permitted to the work area. The site manager is responsible for delivering the induction training.

The induction will include:

- Notification of the current site conditions and hazards, including restricted areas.
- Who are the members of the management team including first aiders?
- Details of the welfare facilities.
- Site working hours.
- Emergency procedures and first aid provision.
- Incident reporting.

The induction process will be reviewed throughout the duration of the works and operatives may be required to attend an updated Induction dependent upon the prevailing site circumstances.

3.7 Safe Systems of Work

Risk assessments and method statements are to be developed and communicated to those carrying out activities prior to the activities commencing. Sub-contractors will be required to submit their documentation at least one week prior to commencement of their works, this will give sufficient time for the documentation to be evaluated and incorporated into the site-wide plan.

Site managers are required to draft point of works risk assessments (PoWRA, AP.HS.OP03.F03) for activities that are not as expected. Prior to the site manager drafting the PoWRA, the contracts manager must be notified of the change on activity.

The following table identifies the required permits. It is the responsibility of the site manager to ensure the required permits are issued, received and cancelled appropriately.

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Permit	Owners
Hot Works	Appledown Projects
Excavations	Sub-Contractor
Live Electricity	Sub-Contractor
Working at Height	Appledown Projects
Confined Spaces	Not Required
Temporary Works – Permit to Load/Strike	Appledown Projects

3.8 Incident Reporting & Investigation

An incident includes the following:

- Injury or ill-health to persons.
- Damage to property or assets.
- Near miss events.

All incidents are to initially be reported to the site manager. The site manager will at the earliest opportunity notify the contracts manager of the event, who in turn will instigate the appropriate level of investigation to ascertain the causes and to develop where necessary corrective actions. The contracts manager may engage the companies H&S Advisor to lead or assist with the investigation process. Any RIDDOR reportable incidents will be reported accordingly.

3.9 Sub-Contractor Procurement & Control

Sub-contractors will be required to demonstrate their competence and resources to carry out elements of work prior to appointment. Areas of enquiry will include previous experience, extent of training, health and safety resources and safety records.

The following table lists the initial sub-contractors selected for this project:

Sub-contractor	Activity
Portsmouth Demolition and Salvage	Demolition

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K.O Plant and Groundworks	Groundworks Contractor
TNT Brickwork	Masonry Contractor
Castle Carpentry	Carpentry Contractor
Excel Roofing	Roofing Contractor
Passingham	Scaffolding Contractor
BF Keane	Electrical Contractor
	Mechanical Contractor
	Decorating Contractor

It is the responsibility of the sub-contractor to adequately supervise and control their works. The site manager will be responsible for co-ordinating sub-contractor activities and monitoring their levels of compliance to the required standards.

4.0 SAFETY ARRANGEMENTS

4.1 Utility Services

Service	Status	Action
<i>Electricity - overhead</i>	Live – Three Phase	Supply to be isolated and moved by SSEN Prior to demolition works commencing
<i>Electricity - buried</i>	N/A	N/A
<i>Gas</i>	N/A	CAT scanning to be done.
<i>Telecoms</i>	N/A	CAT scanning to be done.
<i>Drainage</i>	Live	CAT scanning to be done.
<i>Other - list</i>		

4.2 Fire & Emergency Procedures

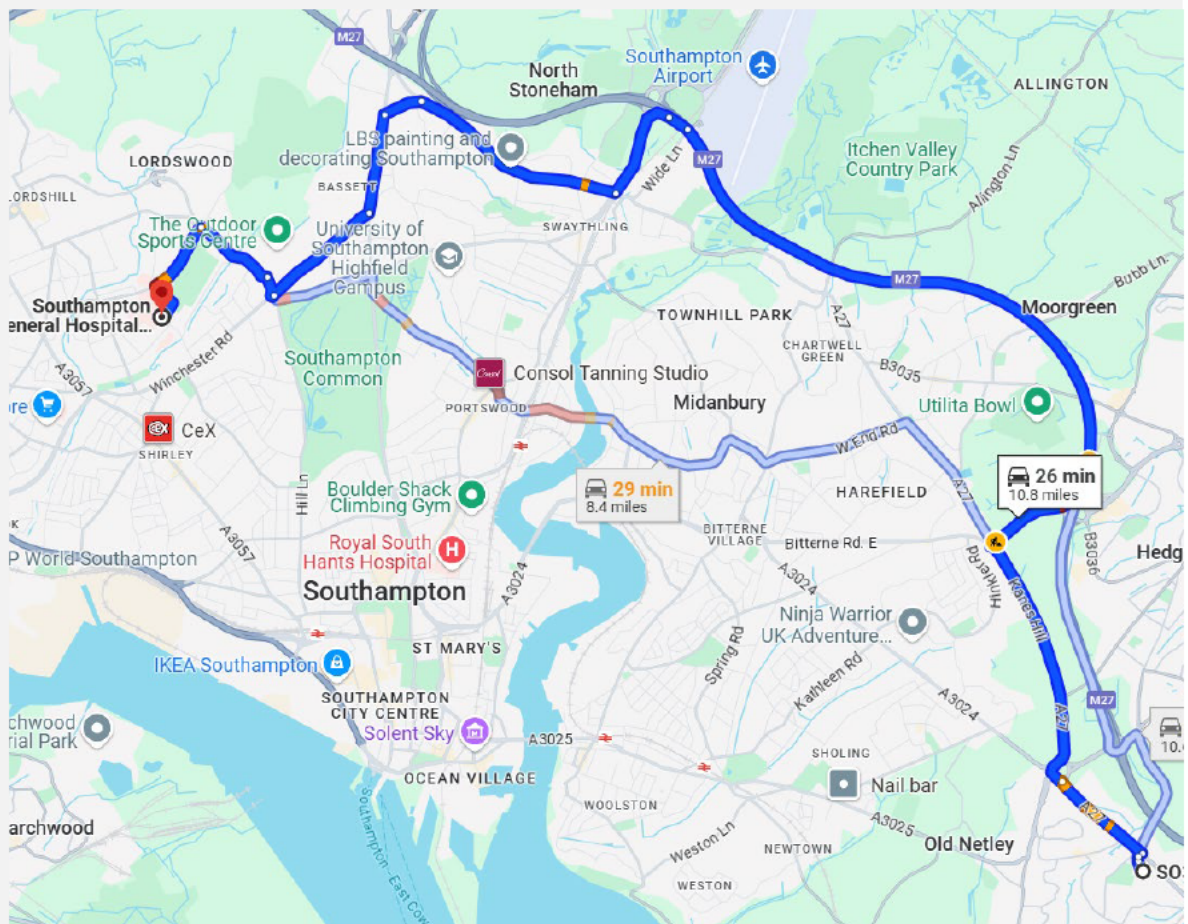
A Fire Plan is displayed on site and communicated via inductions. The nearest assembly point is on the green opposite the vehicle gates, by the flag pole. In the event of an emergency,

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everyone is to leave site in an orderly fashion and not return for anything. The site manager will conduct and head count and inform the emergency services

Hot works is strictly prohibited unless agreement has been reached with client and the relevant hot works permits have been issued.

Location of muster points	Next to material storage
Name & Location of nearest A&E	Southampton General Hospital, Tremona Road, Southampton, SO16 6YD
First Aider	Buster Cain/Tom Drew
First aid box & location	1 No. in Site office



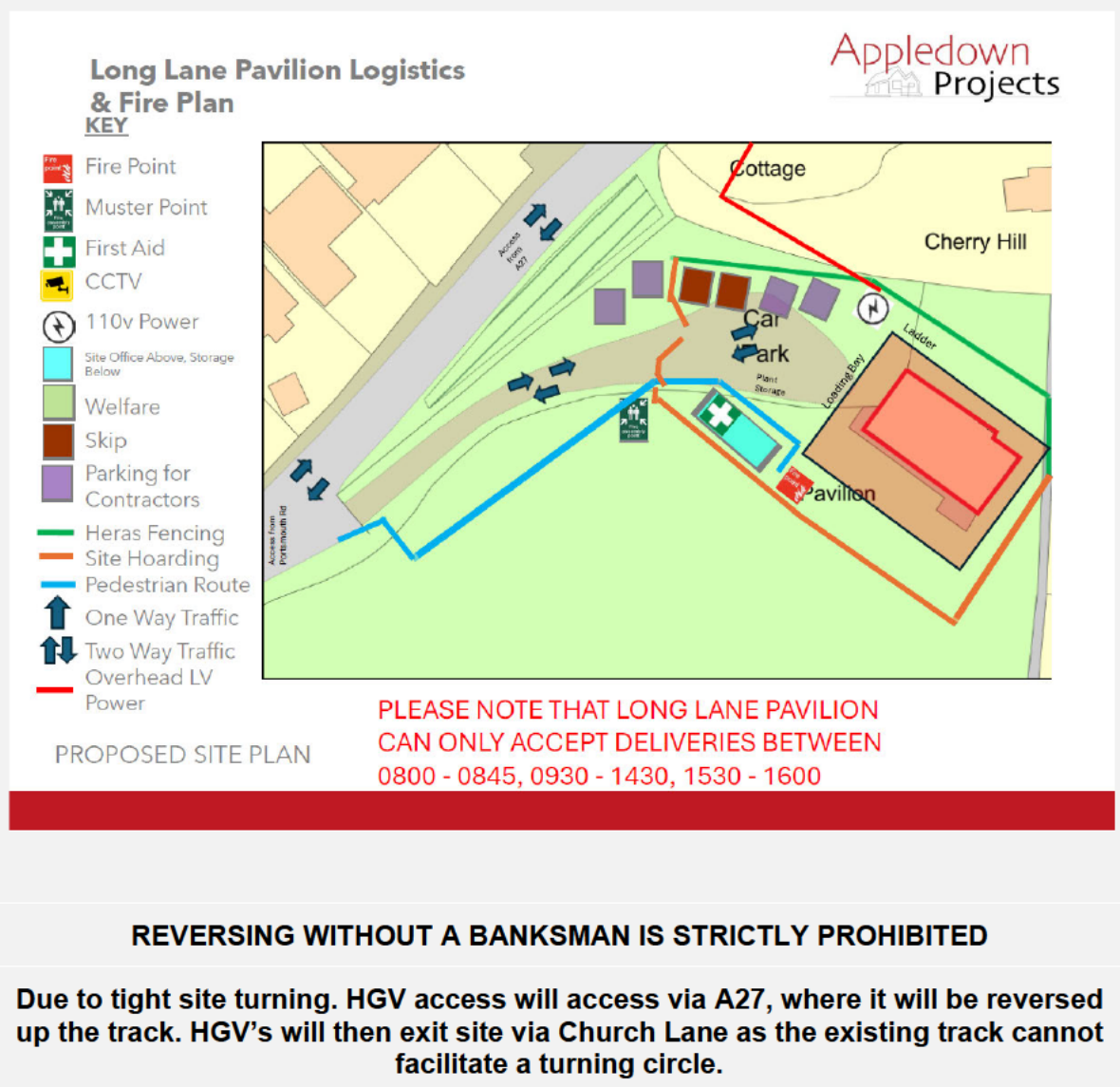
IN THE EVENT OF A SERIOUS EMERGENCY, PHONE 999

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The site manager is the designated first aider and is responsible for ensuring the first aid provision is maintained. The first aid arrangements will be communicated to operatives through the site induction.

4.3 Traffic Plan & Deliveries

Site access	Access to site Via Long Lane off A27
Delivery restrictions	Site compound is small. Deliveries must be reversed into designated delivery area
Site parking	Limited parking is available on site, opposite welfare
Pedestrian segregation	Segregation will be achieved with a separate delivery area, denoted by low level barriers



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4.4 Site Security

The site is to be secure at all times to prevent unauthorised access. Prior to the site being vacated at the end of the working day, the site manager is responsible for ensuring the perimeter fence is in good condition and secured. Significant hazards on site such as scaffolds and excavations are to be made safe prior to securing the site.

The following table details the security provision:

Items	Type
Perimeter Boundary	Metal hoarding. Heras fencing to rear for tree protection.
Gates	1 x Metal Vehicle Gates, 1 x Metal Pedestrian Gates
Scaffold	Ladder gates and padlocks to be installed at the end of each working day
Other - list	

4.5 Temporary Works

The contracts manager is responsible for developing the temporary works register in accordance with BS 5975. The site manager is responsible for managing the temporary works arrangements and maintaining the temporary works registers.

The following table details the initial project temporary works, that are to be further developed using the Temporary Works Register: ADP 0124 Temporary Works Schedule and Register - Mansel Park

Temporary Works Type	Temporary Works Risk (L M H)	Class	Designer	Independent Checker (Class 2 & 3 Only)
Scaffold	M	1	Installer	
Hoarding	M	1	Blok n Mesh	
Heras	L	1	Blok n Mesh	
Site Welfare	M	1	Philspace	

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Rhino Decking	L	1	Installer	
Temporary Propping	L	!	Boss	

4.6 Control of Lifting Operations

The Lifting Operation & Lifting Equipment Regulations require the following:

- Suitably plan lifting operations.
- Using people who are sufficiently competent.
- Supervise people and lifting operations appropriately.
- To ensure lifting operations are carried out in a safe manner.

Competent organisations are to be appointed to carry out all contract lifts; lifting plans and competent persons are to be provided by the appointee. It will be the responsibility of the Site Manager to ensure the documents provided are suitable and all who are not involved in the lifting operation are prohibited from the area.

The following table details the activities that require lifting plans:

Lifting Type	Activity
Mobile Crane Lift Plan	Lifting of roof Trusses

Activities that do not require a lifting plan such as standard lifts with an excavator, are to be controlled by the site manager, see AP.HS.OP05.F03 Lift Plan for Common Lifts.

4.7 Working at Height

The planning of working at height must follow the hierarchy of control as required by the Work at Height Regulations 2005:

- Avoid the need to work at height, for example by extending equipment from the ground.

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- Prevent falls using appropriate access equipment such as work platforms.
- Reduce the distance and consequences of a fall should one occur.

Collective measures to prevent falls such as scaffolds should be considered before other measures that may only mitigate the distance and consequence of a fall, such as working from harnesses and lanyards.

All working at height must be planned and organised, including for emergencies and rescue by competent persons. Equipment used in working at height must be regularly inspected and maintained.

The following table details the activities that require working at height:

Activity	Control Measure (MEWP/scaffold/harness etc)
Roof Truss Installation	Access Scaffolding
Roof Tiling	Access Scaffolding

5.0 HEALTH & WELFARE

5.1 Welfare Facilities

Prior to work commencing, the contracts manager will be responsible for ensuring that the provision of suitable welfare facilities meeting the minimum requirements of Schedule 2 of the CDM Regulations 2015 are in place.

Welfare facilities for this project are to be as follows:

Maximum number of persons on site	15
Type of toilets	2 x chemical Toilets, 1 of which female
Emptying frequency of chemical toilets	Weekly

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Number of mess rooms	One
Number of drying rooms	N/A
Type of water supply	Mains
Means of heating food	Microwave
Means for hot drinks	Kettle
Lighting	Mains
Heating	Mains
Housekeeping arrangements	Site manager to ensure facilities are maintained in a good sanitised condition and are correctly provisioned

5.2 Control of Noise and Vibration

The production of noise and vibration are to be limited at source by the careful selection of equipment for the task. Vibration and noise risk assessments are to be carried out to identify who is at risk and to decide upon the most appropriate control measures and to determine if hearing protection zones are required.

5.3 Discovery of Hazardous Substances

Prior to works commencing, a sweep of the site is to be undertaken to determine if there are any existing substances that may be harmful to health and to the environment and to establish the required control measures to deal with the substances in a safe manner.

Substance (sharps/biological/chemical etc)	Control Measure
Fuels and Oils	Spill Kit on site, COSHH Locker

5.4 Control of Dust

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The production of dust is to be reduced so far as is practicable at source, by the use of an Air Scrubber, Vacuuming where possible with an M-class vacuum and ensuring dust producing tools are fitted with requisite extraction system.

5.5 Asbestos

Authority to commence works can only be given when the location of known asbestos containing materials have been identified and the locations and precautions required to prevent release of fibres have been effectively communicated to operatives.

Where notifiable non-licensed asbestos removal works (NNLW) are to be undertaken, such as:

- Asbestos cement products (roof sheeting) where the material has been substantially damaged or broken up as a result of fire or flood damage etc;
- Asbestos cement products (roof sheeting) where the removal activity will mean that the material will be substantially broken up, creating significant quantities of dust and debris ('dropping' an asbestos cement roof);
- Asbestos paper and cardboard products if not firmly bonded in a matrix; and
- Large-scale removal of textured decorative coatings using steaming or gelling methods.

NNLW Activity	ASB NNLW1 Ref	Date of Notification

Approved licenced contractors are to be engaged to remove asbestos containing materials that are either no non-licenced or notifiable non-licenced. A detailed risk assessment and a copy of the HSE's licence is to be submitted for evaluation prior to works commencing.

Licenced Activity	ASB5 Ref	Date of Notification
N/A	N/A	N/A

6.0 WORK INVOLVING PARTICULAR RISK

6.1 Schedule 3 of the CDM Regulations 2015

Where relevant, specific measures concerning work that falls within one or more of the categories listed in Schedule 3 must be developed and recorded.

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The following table lists the categories and the required specific planning arrangements:

Activity	Yes	No	Arrangement
Work which puts workers at risk of burial under Earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used by the environment at the place of work or site.	☒	☐	Reduce Dig where possible. If this is not achievable, then nobody is to enter a trench without proper protection in place
Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring.	☐	☒	
Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999.	☐	☒	
Work near high voltage power lines.	☐	☒	
Work exposing workers to the risk of drowning.	☐	☒	
Work on wells, underground earthworks and tunnels.	☐	☒	
Work involving the assembly or dismantling of heavy prefabricated components.	☐	☒	

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Sub – contractor RAMS are approved and are available upon request.

APPENDIX A – SITE RULES & EMERGENCY PROCEDURES

SITE RULES & EMERGENCY PROCEDURES

The following site rules and emergency procedures are to be used in conjunction with specific written systems of work and any other relevant legislation and code of practice:

Site Rules

1. Head Protection must be worn at all times in designated areas.
2. Suitable safety footwear must be worn at all times.
3. Specific items of PPE must be worn at all times when required by specific risk assessments, COSHH assessments or as directed at by the site management.
4. Ladders are to be in good condition, tied or footed and made inaccessible when no personnel are on site. Ensure that all ladder work is carried out in accordance with The Work at Height Regulations 2005.
5. Scaffold platforms must only be erected or adapted by an authorised scaffolder.
6. Only authorised and certificated persons are allowed to operate plant.
7. No lifting appliance or equipment/excavator will be allowed on site unless the statutory documentation is available.
8. All working areas must be kept in a clean condition.
9. All edges and openings must either be covered or barriered off.
10. All electrical equipment must be a maximum of 110 volts.
11. Parking of contractor vehicles to be only in designated area.
12. The general public, any neighbouring residents and any Client's staff must be separated from the workplace during the execution of the works and at any time whilst there is scaffolding erected or materials temporarily or otherwise stored adjacent to the works.
13. Use of radios and mobile phones will not be permitted at any time within the confined of the site.
14. Smoking will not be permitted on site, other than smoking area
15. The use of drugs and alcohol will not be permitted on site.
16. Delivery of materials must be under the direction and control of an appointed person to ensure the safety of construction workers, visitors and neighbouring residents of adjacent properties. Mechanical wheel washing is not provided on site but where soil/dirt is excessive the wheels will be brushed down and/or hosed down prior to leaving site. If this is ineffective then ADP will arranged for the road to be scraped and/or contract a mechanical road sweeper. All ADP and sub-contractor deliveries must be arranged and coordinated so that they are made at

least 30 minutes before and after school drop off times as Long Lane becomes gridlocked at these times.

17. Site fires are strictly prohibited.
18. The use of and positioning of any lifting equipment in relation to the works must be carefully considered in relation to: the local ground bearing conditions, the impact on persons in close proximity to the works, pedestrian and vehicular routes and in relation to emergency vehicles.
19. Directly employed personnel and sub-contractors are responsible for clearing waste / rubbish accumulated from each work element. This is to be done as work proceeds or at the end of each day to a skip provided.
20. Permit to work policy must be complied with.
21. A reasonable dress code will be followed.
22. No tools, plant or equipment are to be left accessible to the public.

EMERGENCY PROCEDURES

1. A record of who is on site must be maintained at all times, therefore, all trades and visitors are required to sign in and out of the visitor's book.
2. In the advent of an emergency situation, an air horn will be sounded; evacuation must be immediate and to the designated muster point leaving all tools etc., behind.
3. If there is an overlap with an existing system, on hearing that alarm, evacuate as described above.
4. All accidents must be reported to the site management team and to the Health and Safety Advisor and Top Management.
5. If a fire is discovered, the alarm should be immediately raised, and the fire should only be tackled if trained to do so.
6. A copy of the site fire plan will be displayed on the site notice board.
7. A copy of the hospital route will be displayed on the site notice board.
8. The site manager will be responsible for coordinating the emergency procedures.
9. All escape routes must be kept clear at all times.
10. A site induction is to be held for all operatives and visitors; this induction will give clear guidance of escape routes and further site-specific emergency procedures.

