

Construction Phase Plan

Brooklands, High Street, Botley, Southampton



Project Details

Project No	B002
Project Name	Brooklands
Project Address	High Street, Botley Southampton
Post Code	SO30 2ES

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Construction Phase Plan Revision Sheet -To be reviewed at least every four weeks		
Issue Number	Date of Issue	Reason for Revision and Comments
02	04.03.25	Specific delivery times to suit planning condition comments - page 18/25

Author	R Couchman	Checked by	A Prideaux
Date		Date	

Introduction

This Construction Phase Plan has been produced to comply with the Construction Design and Management (CDM) Regulations 2015.

As the Principal Contractor, we will:

- Address the health and safety issues likely to be involved in the management of the site during the construction phase.
- Plan, manage and monitor the construction phase, providing adequate resources and competent site management that is appropriate for the risks envisaged during the project.
- Provide contractors with the necessary information about the project that they need in order for them to carry out their work safely and without risk to health.
- Facilitate the co-ordination, co-operation and communication between contractors on the site.
- Liaise with the principal designer on design and its implications on health and safety, and provide information on any temporary works.

Applicable parts of this Construction Phase Plan will be issued to all contractors who are asked to tender for works on the site. It is important that contractors read this document so that they fully understand what is required of them whilst working on the project.

Project details

Location

Brooklands is located at the end of a private driveway off the High Street in Botley. To the East of the house is Botley community centre which has a number of uses including a children's nursery. To the East, there is some unused buildings that were previously used as a school.

Scope of works

Single-storey extension to the first floor and Internal alterations and refurbishments completed to the main house. External works include drainage improvements and render and cladding treatment to the full external façade.

Details of Project Team

Client	Hilary Wilson
Address	Brooklands High Street, Botley SO30 2ES
Tel:	07805 337998

Contact:	Hilary Wilson
Email:	Hilary.Wilson@eumetsat.int
Architect	William Monaghan Architects
Address	4 Waltham Cross Cottages Walthams Cross Essex CM7 4QH
Tel:	07708 088601
Contact:	Will Monaghan
Email:	willmonaghan5@gmail.com
Structural Engineer	DSP Structural Engineers
Address	2 Havant Road Emsworth PO10 7JE
Tel:	01243 706463
Contact:	David Shields
Email:	dis@dspstrucu

Principal Designer (Pre-Contract)	William Monaghan Architects
Address	4 Waltham Cross Cottages Walthams Cross Essex CM7 4QH
Tel:	07708 088601
Contact:	Will Monaghan
Email:	willmonaghan5@gmail.com

Contract Administrator and Principal Designer (Post Contract)	EMP Partnership
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Address	54 Alexandra Rd Southampton SO15 5DG
Tel:	07810 155151
Contact:	Ali Prideaux
Email:	info@emppartnership.co.uk
Principal Contractor	Birchen Construction
Address	30 Brownlow Gardens Southampton SO19 7B
Tel:	07921 365 168
Contact:	Richard Couchman
Email:	richard@birchen.co.uk

Programme

Construction Start Date	24/03/ 2025
Construction Programme	31 Weeks

Existing records and plans

Detailed information is available on the following document and will be used to provide information and incorporated into this document.

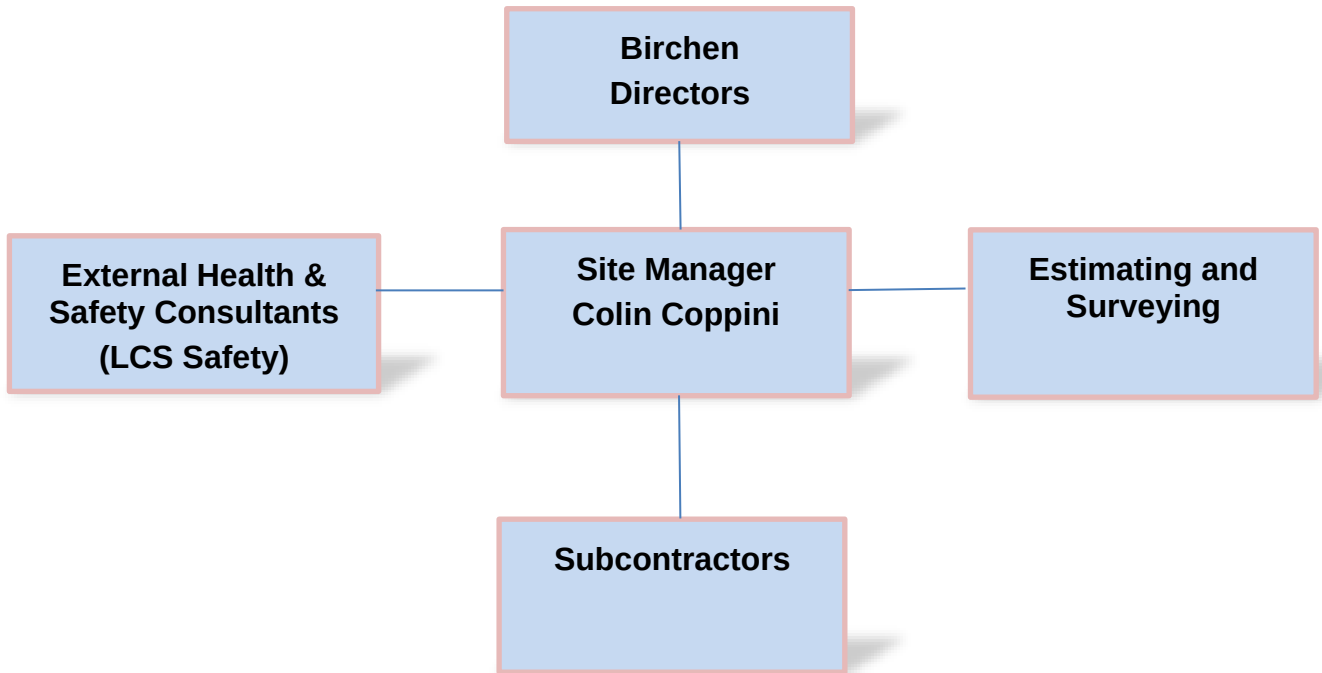
- CONSTRUCTION DRAWINGS Prepared by William Monaghan Architects
- Pre Construction H&S Plan Prepared by William Monaghan Architects
- Hazard Awareness Risk register Prepared by William Monaghan Architects

All existing services to the site have will remain live during the works to supply the existing house.

Birchen will however undertake surveys as required in order to isolate supplies to the work areas and make safe.

Management of the Work

Management structure



Management responsibilities (Birchen)

Description	Person(s) Responsible
Director	Richard Couchman/ Ben L'Enfant
Site Manager	Colin Coppini
Contract Surveyor	Ben L'Enfant
Temporary Works Co-ordinator	Richard Couchman
Review and update Construction Phase Plan	Colin Coppini
Collate Health and Safety File information	Richard Couchman
Carry out and record excavation/scaffold/lifting equipment inspections	Colin Coppini
Carry out daily briefings	Colin Coppini
Fire Safety Co-ordinator	Colin Coppini
Preparation and Review of Fire Safety Plan & Drawing	Colin Coppini
Fire Warden(s)	Colin Coppini

Health and safety goals for the project

The Birchen project team has the following goals:

- To achieve, as far as is practicable, a site with zero harm.
- To carry out weekly health and safety inspections for the entire site.
- Health, safety and environmental monitoring carried out at least once every 4 weeks by H&S consultant appointed by Birchen
- Communicate health and safety issues/objectives with sub-contractors through trade meetings.
- Carry out or arrange at least one toolbox talk per sub-contractor per month.

Arrangements for monitoring and review of health and safety performance

Monitoring will be carried out by our Site Manager who will maintain a constant presence on site. They will carry out their own site checks daily. These will be further supplemented by our appointed Health & Safety consultant who visit on a monthly programme, or fortnightly when there are activities that are considered high risk. Should there be any serious concern about the health and safety on the site, work the work in question will be halted until improvements are completed.

The safety inspections will be used to prepare a report for Senior Management within Birchen in order to highlight any trends within the company that require looking into.

Subcontractors are expected to carry out their own individual monitoring of site works in addition to the above and their ability to do so is checked prior to awarding contracts with them.

Regular liaison between contractors on site

A positive health and safety culture has effective co-operation and communication at its heart.

Birchen has the following liaison procedures in place for this project.

Site office meetings	Site Manager and Trade Supervisors	Held monthly
Hazard Board update	Site Manager	Updated daily
Workplace/Progress meetings	Site Manager with Trade Supervisors	At least monthly
Site Safety Induction	Site Manager / Assistant Site Manager with Operatives	Carried out daily early morning or as required for visitors.
Toolbox Talks	Delivered by Trade Supervisors/ Birchen	Contractors are required to deliver weekly toolbox talks to their operatives, and a record provided to the Site Manager Birchen will deliver monthly talks to trades on subjects relevant to the stage of the contract - see training 3.12
RAMS briefings	Delivered by Trade Supervisors	Before starting site works

Contractors working on the site will be expected to cooperate with the above table so that Birchen can carry out the principal contractor's duties effectively.

Consultation with the workforce

At the site induction, it will be made clear that Birchen want to actively engage with the workforce on the project for feedback on near misses or any health and safety issues. Ideas to improve health and safety on the site are welcomed to instil a better attitude towards health and safety culture on the project.

It is important that supervisors on the project convey all health and safety information to their team working on the site, and that the risk assessments and method statements provided must be explained to the workforce prior to the activity starting. If there are comments on these documents by the site operatives, then they must be taken into consideration and if necessary the documentation changed to suit. If any documentation is changed after Birchen have agreed on the content, then this must be resubmitted for approval. This may be a simple exercise of visiting the site office and discussing with Birchen site management.

Site safety information

The following will be displayed in the site canteen on the site safety notice board.

- HSE Law Poster.
- Certificate of Employers Liability insurance.
- F10 notification of project.

- Details of actions to be taken in the event of a fire.
- Details of the nearest A&E department.
- Details of first aid arrangements for the site.
- Fire wardens
- Site rules

Externally near to the site canteen the daily hazard board will be displayed. All operatives on site are asked to read this board daily so that they are aware of the changing risks on the site.

Exchange of design information and design changes

Birchen will liaise with the Principal Designer for all design carried out during the construction phase, including any design by a specialist contractor.

A drawing register will be compiled to control the issue of design information to relevant contractors and members of the project team. This will be monitored by the Site Manager.

Design meetings will be held pre-construction and during construction as necessary. These will be attended by the designers and as required by the Principal Designer, contractors and clients' agent.

Any changes to the initial design or additional design works which may include temporary works will be reviewed in regard to the health and safety aspects of the construction. The Principal Designer will be informed of any Temporary Works designs that may be required in order for the construction works to progress, so that this information can be communicated to other designers on the project.

Selection and control of contractors

Birchen requires that all contractors are evaluated to the Stage 1 Pre-Qualification Process prior to selection as per Appendix 4 of the Construction (Design and Management) Regulations 2015, Where high risk activities are being undertaken, Birchen's safety advisor LCS Projects will be involved to provide assistance in the evaluation process.

The Site Manager will review risk assessments and method statements (RAMS) issued by sub-contractors prior to commencement on site.

All high risk activities will be reviewed with the Richard Couchman and agreed prior to the work starting on site.

Site security

The site security measures allowed for this project are as follows:

Boundary Fencing/Hoarding

2m high anti-climb Heras panels will be erected to the perimeter of the site. The site is located within the boundary of the house and the fencing used to secularly segregate it.

The existing opening between the main house and Annexe B will be boarded up and secured to prevent access from the existing house side.

Site Gates.

Heras non-climbable gates will be used for the entrance into the site.

Signing-In Procedures

All operatives will be expected to sign in as they enter the site. The signing in book will be located in the site office. All operatives will be issued with an ID card when upon induction as a means to identify site personnel if requested to.

Site inductions and onsite training

Project specific site inductions and toolbox talks must be carried out for all persons working on site. A site-specific induction will be produced as a presentation to operatives and will be delivered by the Site Manager prior to all individuals being allowed to start work on site.

Visitors to site will receive a shorter induction if they are to be accompanied – otherwise the full site induction will be provided.

As part of the Birchen onsite training scheme, all operatives working on the site will receive regular and pertinent extended toolbox training sessions delivered by the health and safety team. A Record of this training will be kept.

Safety aspects of all operations will be delivered via toolbox talks by Trade Supervisors. Face to face communication of safe working methods is considered to be a far more effective method of communication than the provision of documents. Evidence of the communication will be required from the Trade Supervisor.

Welfare facilities

The welfare facilities provided by Birchen for this project are as follows:

Maximum No. of persons on site	6
No. and type of toilets	1+1
Canteen	Cabin within welfare area
Drying Room	Separate specific drying room with pegs and heaters
Water Supply	Temporary mains supply will be available
Equipment for heating food	Microwave
Equipment for hot drinks	Boiler/ kettle within the welfare unit.

All persons on site will be expected to treat the facilities with respect and report any defects to the Site Manager for correction immediately.

The canteen must not be used as a site office for trades, or for the storing of materials or plant.

Site layout (welfare facilities, storage areas etc.)

The site set up is as shown on the drawing contained within Appendix A.

The drawing shows the office areas, assembly point, material storage, and site parking.

The site welfare area will be set up at in the East corner of the driveway and will contain the following:

- Site office
- Welfare Facilities.
- Storage Container.

First aid

Birchen will provide First Aid cover for all those working on and visiting the site.

The site First Aiders for the project are:

Name	Title
Colin Coppini	Site Manager

The names of first aiders and location of first aid equipment will be identified and included on the Emergency Notices section for the project that will be displayed on the project's health and safety notice board in the site office, and also in the canteen.

These persons will also be identified to all employees during their induction and first aiders will be identified by green cross stickers on helmets. A 'First Aid' green cross symbol will be shown on the site office door.

The first aid requirements for this project are as follows:

No of first aid boxes and size:	1 x 25 persons
Location of first aid box:	Site office

Reporting and investigation of accidents and near misses

In the event of an accident or incident on site, the priority will be to make the area safe and to ensure that any injuries are dealt with swiftly. Procedures outlined below that may follow such an incident are designed to enable Birchen to determine the causes of the incident in order to be able to prevent a recurrence.

Following any accident/incident or near miss, the Site Manager will complete an incident report form. The purpose of this is to gather information as early as possible in order for the appropriate procedures to follow. Such procedures may include taking witness statements and photographs, calling in the Health & Safety Manager, or in the most serious cases, ensuring the accident is reported to the HSE under RIDDOR. Contractors will be expected to provide all assistance necessary in order to be able to investigate the accident fully.

Records will be held securely and confidentially on the Incident Register/Database on the Group Intranet for Data Protection purposes.

The requirement to report all incidents, method of recording, and location of blank incident reporting sheets will be communicated to persons working on the project during the site induction.

Where any accident is reportable to the Health & Safety Executive the employer of the injured person will be responsible for ensuring it is reported, a copy of the F2508 will be filed (confidentially) on the site. Where a contractor does not provide evidence of reporting to the Health & Safety Executive the project's management team will report it directly to the Health & Safety Executive on behalf of the contractor.

Investigations will be carried out and risk assessment reviews undertaken following the investigation. Where lessons can be learnt, Safety Alerts, Toolbox Talks, Information Sheets or other appropriate media will be used to communicate the information across the Company.

Significant near misses will be treated in the same manner as an accident with appropriate investigations undertaken. Operatives are encouraged to report near misses to the Site Manager as these figures are part of the Birchen accident analysis statistics.

Risk assessments and safe systems of work

Risk Assessments must be provided by contractors for all hazardous operations involved in the project. Method statements and permit to work systems will be introduced as applicable, and these will be mandatory for high-risk activities.

Birchen require all contractors to provide their risk assessment and method statements for their works on site at least ten days prior to starting on site. This allows time for the documentation to be checked and altered when required to do so.

A log of all contractors' risk assessments / method statements required are held securely on the company Z-Drive. This will be updated as contractors are appointed through the lifetime of the project. The project's contracts management team will ensure that all risk assessments and method statements have been briefed to all relevant personnel and keep records of briefings held on site.

Contractors will not be allowed to work on this project until they have provided the required documentation as appropriate and received a positive review back from the contracts management team. The RAMS Review Form (6021) will be attached to the document reviewed.

Where required, a permit to work shall be issued by the Site Manager. The persons issuing and receiving the permit will sign it off and a copy of the permit will be held by both parties, when the work is completed the appointed person will check the work area before closing out the permit.

Permits for this project will include:

- Permit to dig
- Permit to carry out hot works
- Permit to enter confined spaces
- Permit to work on live electrics

Details of hot work permits

Hot works permits will be required for:

Trade	Activity	Location	Contractor
All	Metal cutting or grinding	Site	TBC

Plumber	Soldering Pipes	Site	TBC

Site rules:

- Report to the Site Manager on arrival at site and sign in.
- Attend the site induction and act on what is said.
- Read and work to your risk assessment/method statement – if you have any problems with the contents raise these with your supervisor immediately.
- Wear the minimum Personal Protective Equipment at all times. Hard hat, site footwear, high visibility jacket.
- Wear additional Personal Protective Equipment when it is deemed necessary for any specific undertaking or activity.
- Ensure tools and plant are secure when left unattended preventing unauthorised use.
- Do not use personal music equipment on site.
- Do not consume food or drink on site other than in the canteen.
- Any operative suspected of being under the influence of drugs and/or alcohol will be told to leave site and their respective employer will be informed.
- Inform the Site Manager if you have been prescribed medicines or have a medical condition that may be relevant for the work that you carry out.
- Do not interfere or misuse anything provided in the interests of health and safety.
- If you require an adaptation to scaffolding, inform the Site Manager do not attempt it yourself.
- If you see any hazardous situations, tell the Site Manager.
- Keep the site in a tidy condition – trips and slips cause the majority of site accidents.
- Store equipment in the designated areas only.
- Report all incidents, spills, near misses and accidents to the Site Manager.
- Be familiar with the location of fire extinguishers, fire exits and the site assembly point.
- Smoking is only permitted in the designated smoking area.
- All reversing vehicles must be marshalled until the vehicle is ready to be driven forward
- Deliveries using mechanical handling equipment such as skip deliver or HIAB lorry mounted cranes will be under the control of a banksman.
- The site speed limit must not be exceeded.
- No “Bombing” of materials on site.

Fire and emergency procedures:

The fire and emergency procedures shall be reviewed at regular intervals throughout the project's duration or following any incident. Regular workplace fire inspections will be carried out by the Site Manager. The Emergency Notice for this Project will be displayed on the site notice board and explained during the site induction. Details will be communicated to all personnel & visitors during their site induction. Details of responsibilities for the Responsible Person and the Marshalls can be found in the Fire Safety Plan (A7.1).

Responsible Person	Site Manager
Fire Marshall	Site Manager
Deputy Marshall	Contractors Supervisors
Access for emergency vehicles	Through driveway.
Fire assembly points	In site compound
Types of extinguishers	Water, foam and powder
Location of extinguishers	As Fire Layout Plan, this will be updated as the project progresses
Means of raising the alarm	Mobile sounders
Flammable material storage areas	See Fire Layout Plan

Location of nearest accident and emergency department

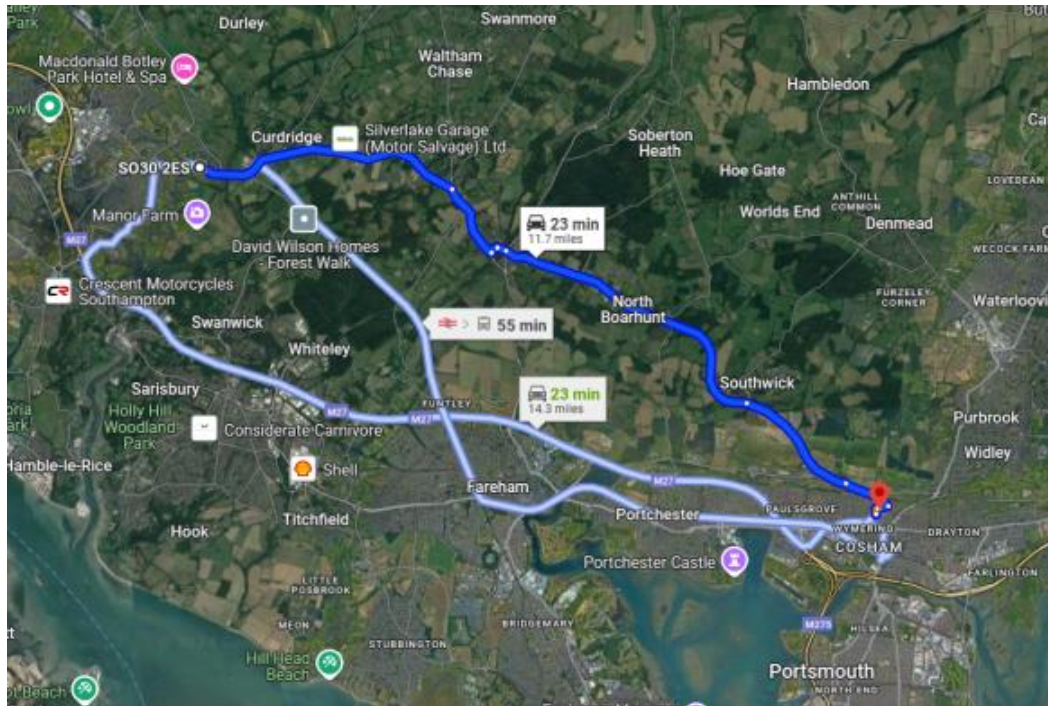
Important:

In the event of a serious accident, an ambulance must be called to transport the injured person to hospital. Please be aware that using private cars can be dangerous, particularly as there may be injuries that cannot be seen.

Fire & Police Emergency	999
Electricity Emergency	0800 40 40 90
Gas Emergency	0800 111 999
Water	0330 303 0368
Health and Safety Executive Nearest office Basingstoke	<u>0300 003 1747</u>

Name of Hospital	Queen Alexandra Hospital
Address	Cosham, Portsmouth
Postcode	PO6 3LY
Telephone number	023 9228 6000
Distance in miles	12 miles

Route to hospital



Delivery and removal of materials to site.

Access the site will be via the shared driveway with the neighbouring property.

Hauliers, material suppliers and sub-contractors will be advised of the restraints around the site by the buying and surveying department at the time of placing orders. This will include the times for deliveries and the requirement to inform Birchen of approximate delivery times so that arrangements are in place to ensure control of vehicles. **Delivery times and any removal of materials is to happen outside of key school opening and closure times i.e. between the hours of 07:00-08:00; 09:30am-14:30pm and 1600:17:30 Monday to Friday.**

Birchen signage will be displayed at junctions along Botley High Street to help drivers navigate, nearer the site local signs will warn other drivers of the danger of emerging vehicles.

Information is shown on the traffic management/site layout plan in Appendix A.

Services: water, gas, electricity.

Existing Services within the house will be located and isolated before starting strip out work. There is no Gas at the property. Before any excavation take place a CAT scanner will be used to scan for buried services and a permit to dig procedure followed.

There is an existing overhead BT line that connects into the first floor of Annexe B. this will remain live during the construction and be clearly marked up to prevent damage from site operations.

Adjacent land use and impact on Neighbours

The entrance driveway to the property is shared with the neighbouring house. The neighbour will be notified of the works before starting on site and deliveries banked along the driveway to minimise disruption.

Delivery times / restrictions on working

Working hours on this site are from 08:00 am until 5:00 pm as stated through Planning although the site may be open earlier. No deliveries will be carried out before or after these times. Hauliers suppliers and sub-contractors will be made aware of traffic restrictions around the site via the buying and surveying department who will convey relevant information at the time of placing the order.

Clear signage will be displayed on the roads surrounding the site to warn of the presence of construction vehicles. Signage will also be displayed to direct vehicles into the site accurately to reduce the possibility of construction traffic having to turn in the residential roads surrounding the site.

There is a nursery in the neighbouring Community Centre, Birchen will try to minimise any deliveries at the start and end of their care day.

Stability of structures

During the installation of the steels and construction of the parapet wall at the front of the building the existing roof joist will need to be propped. While the propping is in place, daily checks will be made to ensure the stability of the structure.

Removal of asbestos

The work is being carried out to an extension of the building that was built in 2015 so highly unlikely that any Asbestos would be found. If any Asbestos or materials that look like Asbestos are found, they will be tested to confirm that asbestos is present and a removal plan created.

During the identification process, work will be stopped in the area and the material covered or left in a way that it will not be disturbed or spread.

A plan to remove can then be formed and followed.

Excavations

When carrying out any excavation in the ground, suitable support will be available to use to provide stability to the trench. The type of support will depend on the depth of the excavation and type of ground, and will have been determined by carrying out a risk assessment before the works start on site. A permit to excavate must be completed prior to opening up any ground.

All excavations will have suitable edge protection, and if necessary, will also be covered to prevent persons falling into them.

A daily inspection of the excavation will be undertaken by a competent person and a record kept if the excavation is to be accessed.

Temporary works

A Temporary Works register will be used to control and monitor this element of the project. The temporary works procedure will be based on BS 5975 and the table within that document will be used for the risk category.

If a Trade Contractor has a requirement for other temporary works, then this must be notified to the Site Manager who will update the Temporary Works register. The Contractor must comply with the temporary works register and where necessary engage designers to provide drawings and details of the temporary works.

Scaffolding on the project must comply with TG20:21. All scaffolding will be inspected at least weekly and the results recorded on the inspection sheets.

The Principal Designer will be provided with a copy of the Temporary Works register.
The register is form 6045 on the Birchen Intranet.

Temporary Works designs will be dictated by the risk categories assessed in the Temporary works Register.

Working at height/preventing falls on site.

All work at height will be carried out after undertaking a risk assessment for the activity. The hierarchy of controls will be adhered to and if it is necessary to carry out work at height then this will be by using scaffold access or mobile scaffold towers.

All scaffolding will be handed over by the scaffolding contractor by issuing a compliance sheet for the structure inspected weekly, or after inclement weather or alteration.

Mobile towers on site must be inspected prior to use and a weekly inspection sheet provided to Birchen site office.

Controlling of lifting operations

Lifting Plans will be required for the following operations on site:

- Loading of trusses

A Hiab is planned to be used for this operation and will be risk assessed and planned using a non-crane lifting plan.

Maintenance of plant and equipment

All plant will be inspected prior to use by the operator. A weekly report sheet will be required from each Contractor for the plant that they have on site. Certificates for any plant requiring thorough lifting examination on site will be presented to the Site Management prior to its use.

Small tools will be 110v or battery powered. Electrical hand-held tools will undergo a Portable Appliance Test every 3 months.

Traffic routes; segregation of vehicles and pedestrians

The Traffic Management Plan is shown on the site setup and include the following details:

- Vehicle routes and turning areas
- Parking
- Vehicular/pedestrian access/egress from site
- Segregation of vehicles/plant and pedestrians/operatives
- Material unloading areas

In addition, signage will be clearly displayed on the approaches to the site warning of the danger of the site entrance.

Storage of hazardous materials and work equipment

Contractors will be made aware of their responsibilities and any such materials will be suitably stored in areas where they will not affect others or the environment. The arrangements for storage of such items will be detailed in the risk assessments/ method statements provided by subcontractors.

Dust on site

The Site Manager will monitor the works for unacceptable levels of dust production and where necessary, will implement arrangements to control emissions.

Arrangements for Controlling Significant Site Health Risks

Asbestos

Asbestos will be removed by a specialist contractor under licence following approved methods if found during the works.

Manual handling

Manual handling will be reduced as far as is reasonably practicable by the use of mechanical means.

Where possible the manual handling risk will be reduced through the use of trolleys and pallet trucks. Sub-contractors will be required to consider the risk of manual handling tasks through their risk assessments and method statements.

Use of hazardous substances

COSHH assessments will be produced by the employers of those affected for hazardous materials used during the construction phase. COSHH assessments will be presented and explained to operatives.

Reducing noise and vibration

Noisy activities will be minimised where practicable. The standard required will be identified within the risk assessment and will be communicated to the operatives. Suitable PPE will be worn if other measures cannot reduce the noise to an acceptable level.

Records will be kept by employers of individual exposure to vibration. Birchen Ltd will expect Subcontract employers to comply with their duties under the Control of Vibration Regulations 2005.

Silica

All cutting of concrete will be avoided as far as possible to by ordering materials to size and specification of the job.

Where cutting or works where silica dust may be produced are to be carried out, dust suppression or collection measures will be used.

Operatives involved with these processes will wear FFP3 face fitted masks suitable for the task.

Arrangements for compiling the Health and Safety File

Responsibilities

Birchen in liaison with the Principal Designer will be responsible for compiling the Health & Safety File during and at the end of the project.

During the construction phase of the project the Health & Safety File will be located and managed on the intranet where it can be accessed by site staff or the head office.

On completion of Construction, the Health & Safety File will be submitted to the Principal Designer in the required format for approval and handing over to the client.

Health & Safety File contents

Layout and Format

Both a hard copy and electronic version of the information to be included in the Health and Safety File will be provided to the Principal Designer. As agreed with the Principal Designer the information for the file will be presented in the following layout:

Contractors' will be advised on what information to provide with their work order

- Index
- Principal Designer information (to be provided by the Principal Designer)
- Description of the project
- Details of parties involved in the project
- Schedule of materials involved in the project
- List of suppliers
- General details of construction methods and finishes schedule
- Description of equipment/facilities installed
- Description of maintenance procedures for the structure
- Mechanical and Electrical O&M Manuals
- Hazards data sheets for materials used and details of any residual hazards
- Certificates
- Details of utilities, incoming positions etc.
- Record drawings
- Tenants manual

Collection and passing on of Information

All contractors will provide the information in pdf and Word format. Pdf copies must be indexed for hyperlinking to sections

Storage of Information

Information will be available on site in the Health and Safety File from early stages as records of installed services and drainage will be available for site use

Appendices

1 - Site Layout Plan

APPENDIX 1

Site Layout plan

Birchen.