

J Berry's, Chipping, Preston

CONSTRUCTION PHASE PLAN

HANDLEYS Environmental Services Ltd



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HANDLEYS Environmental Demolition Services Ltd

<u>REVISION NO.</u>	<u>DETAILS OF REVISION</u>	<u>DATE</u>
1	ORIGINAL SUBMISSION	15.12.16

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1. Project Particulars

The nature of the works:

Strip-out of Kirk Mill, Chipping

Employer (Client)
SCPI Boland Ltd

Structural Engineer
Gravitate

Principal Contractor
Handleys Environmental Demolition Ltd
17 Middlegate
New Moston
Manchester
M40 0JP

Mechanical and Electrical

Architect/Designer
BC architects

CDM Co-ordinator
Innov8

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2. Contact Numbers

Project Director	Roy Handley	07845 792 657
Health & Safety Officer	Roy Handley John Wride	07845 792 657 07866 756 054
Site Manager/Foreman	Roy Handley	07845 792 657
Handleys Head Office		0161 681 7891
CDM Co-ordinator		
First Aider	Roy Handley Jack Sinnott David Turpin	07845 792 657 07977 808 109 07912 619 172

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3. Relevant Documents can be found in the site file situated in site cabin

- **Asbestos Report**
- **Method Statements / Risk Assessments**
- **Staff Training certificates / Site induction forms**
- **Permits to work**
- **Site Plans**

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4. Site Operations

- **A full schedule of works can be found in the site file.**

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5. Company Management Structure

- **Roy Handley – Managing Director**
- **Roy Handley – Project Director**
- **Roy Handley, John Wride – Health & Safety**

Goals: The Safety and Health goals of this project

- **Be accident free**
- **Detect and address Safety and Health problems early in the life of each project**
- **Don't accept unnecessary or extreme risk**
- **Every team member must contribute to safety and Health**
- **Educate the workforce and promote safety as a new way of business and show how the project and the employee benefit from safety.**

Objectives: The Safety and Health objectives of this project

- **Managers, Supervisors and workers shall be held accountable based on the current project for Safety and Health.**
- **Safety and Health expectations shall be communicated to the workforce through periodic Safety meetings.**
- **The workforce shall have the Safety and Health training needed to perform the work at hand based on this project.**
- **Injury and property damage shall be avoided through early detection and management of hazards.**

Handleys Ltd will maintain full compliance with the Safety requirements and focus on Safety and Health during this project.

The goal is to provide the equipment and methods needed for safe work practices and to train the workforce in working safely and using the correct Personal Protective Equipment.

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6. F10 Document

7. Works Programme

Can be found in the site file

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8. Site specific risks and hazards

- **Services –**
Gas, Water and electricity are all present and should be disconnected
Before any Strip-out begins.
- **Protection of the public –**
Suitable signage will to direct any visitors to the site office
- **Traffic Management –**
All deliveries to be brought through the gates leading onto the site
relevant pedestrian safety will be in place on all deliveries and removals.
- **Welfare**
Welfare facilities to be arranged when on site.

All Asbestos surveys are to be found in the site office room
Hard copies are available in the client's office.

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9. Site Procedures

A. Site inductions and Risk Assessment

- **All operatives will be site inducted prior to commencing work on this site. Operatives will be asked to sign a form to say they have Been inducted, copies are kept in the site file**
- **All operatives will be briefed on Handleys drug and Alcohol policy before commencing work.**
- **Site-specific risk assessments and method statements will be produced for all activities. Copies of these will be in the site file.**
- **All operatives will be briefed on their method statements prior to commencing work.**
- **Contracts Manager Roy Handley to review / approve relevant information.**

B. Welfare facilities

- **The welfare facilities deployed to this project will be in full compliance with CDM Regulations 2007**

C. Segregation of Pedestrians and Works Traffic

- **Access and egress will be through the rear entrance, of the Building**
- **Operative and visitors will be asked to sign the visitor's book, located inside the building.**
- **All operatives and visitors will be expected to wear high visibility vests, appropriate footwear and hard hats as a minimum requirement**

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D. Access to site

- **Unauthorised access to the buildings will be prevented by means of a full site lockdown after each working shift.**

E. Work at Height

- **Tower scaffolding for works are to be erected by a competent person.**

F. Control of noise and dust

- **Any and all plant will be within noise regulation limits however, it is not envisaged that significant exposures to noise will be generated during the project. Equipment and working methods will be selected to minimise the exposure of individuals to noise. Where necessary, suitable and sufficient ear defenders will be worn by operatives.**
- **Work which generates dust will be dealt with appropriately, fine water spraying, dust mask, appropriate PPE**

G. Deliveries

- **Deliveries to site will be through the front gated area.**
- **A sign with the site telephone number will be placed on the main gate leading to site.**

H. Use of cranes

- **Not applicable to this project**

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I. Excavations/Confined spaces

- **Not applicable to this project**

J. Mobile Plant

K. Access for emergency vehicles

- **Site access will be clearly identified**
- **Hospital Route and Telephone numbers are issued in the site file and on canteen notice boards**

L. Hot Works

- **A hot work permit will be applied for all cutting and burning operations**
- **Fire extinguishers will be available for all hot works**

M. Management of unforeseen events

- **Handleys Ltd will hold regular meetings to discuss forthcoming events, those in attendance will be the Project Manager, Health and Safety Officer, Client and if applicable CDM Co-ordinator And design team.**

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N. Communication with the workforce

The methods of communication are;

- **Site Induction prior to commencement of work**
- **Discussions on method statements and risk assessments**
- **Toolbox talks**
- **Safety leaflets and posters**

O. Management of the Health and Safety Plan

- **Weekly meetings are held between Handleys Management team. Meetings with the design team and CDM Co-ordinator will be monthly or more frequent if necessary**
- **Visits to the site by the Health and Safety officer will be recorded and actioned by the Project Manager accordingly, copies are kept in the site file**

P. Reporting of accidents and incidents

- **Reportable accidents and dangerous occurrences will be reported to the HSE as required by law**
- **A Handleys representative will take any required witness statements and photographs at the scene in order to collate a report**
- **Handleys' health and safety officer will be advised as soon as is practicable.**

Q. Arrangements for the exchange of information around the design team

- **Designers shall be made aware of the clients requirements and design brief including the pre-tender health and safety plan**
- **The means for communication will be direct verbal contact, memos, letters instructions, permits to work, notices, drawings, plans and meetings. Contact may also be via telephone, fax, post or email.**

Selection and control of contractors Policy Statement

Handleys Ltd endeavours to ensure that it complies with all current Health and Safety legislation and undertakes to provide safe places and safe systems of work. This extends to ensuring that contractors have and give all necessary information to ensure the continuation of this principal.

Handleys Ltd will discharge its duties with all due care and diligence, and promote Health and Safety as a prime consideration.

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The following identifies persons responsible for the management, control and implementation of health and safety duties for the project

- | | | |
|-----------|--|-------------------------------------|
| 1. | The correct upkeep of the health & safety plan
During the construction phase | Roy Handley |
| 2. | Welfare arrangements generally, provision and
Maintenance of | Roy Handley |
| 3. | Method statements and safe methods of work | Roy Handley |
| 4. | Site safety induction for all workforce and
Visitors to site | Roy Handley
Jack Sinnott |
| 5. | The person/s responsible for the continued
Consultation and communication with the
Workforce | Roy Handley |
| 6. | Protection of the public, maintenance of
Protective controls, signage, fencing etc | Roy Handley
Jack Sinnott |
| 7. | Management of traffic, personnel to and from
Site etc. | Roy Handley
Jack Sinnott |
| 8. | Effective co-ordination between the site and
Others i.e. external authorities, emergency
Services etc | Roy Handley
Jack Sinnott |

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|------------|---|-------------------------------------|
| 9. | Temporary structures, scaffold, access equipment
Harnesses etc | Roy Handley
Jack Sinnott |
| 10. | Cleanliness and acceptability of all areas of site | Roy Handley
Jack Sinnott |
| 11. | COSHH Issue of PPE, identification, control and
Supervision | Roy Handley |

Employees of Handleys Demolition should only use hazardous chemicals if they are authorised to do so, have received adequate training in the risks associated with them and have the associated hazard data sheets available.

Employees should only use hazardous chemicals for the task intended. Unauthorised use could result in mixed chemicals giving off dangerous fumes or undergoing a violent reaction

Hazardous chemicals must only be stored in the containers intended for such storage. The hazard warning labels appropriate to the contents should be clearly displayed on the container.

The Contracts Manager / site agent / foreman should ensure material safety data sheets are obtained where hazardous chemicals are stored, handled, transported and or used.

Handleys Demolition will ensure a competent person has conducted a COSHH assessment sheet that must be kept up to date and must describe the chemical, its reaction, what to do in an emergency, how to dispose of the chemical, how to dispose of the container etc. These sheets should be available / accessible for all staff likely to be exposed to the chemical.

The Contracts Manager / site agent / foreman will ensure that containers which have held hazardous chemicals are disposed of as per the supplier's instructions.

The person who buys or supplies hazardous chemicals within Handleys Demolition has a duty to obtain the necessary hazard data sheet and to ensure that it is distributed.

In the majority of instances only small quantities of hazardous substances will be stored or available on site. It will be the responsibility of persons in charge to ensure that the "safety information" on the labels are read, understood and adhered to.

- | | | |
|------------|---|------------------------------------|
| 12. | Environmental security – pollution, waste disposal
Documentation etc | Roy Handley |
| 13. | Access egress and methods of working | Roy Handley |
| 14. | First Aid and emergency treatment | Roy Handley
Dave Turpin |
| 15. | Emergency plans, evacuation procedures,
Fire plans etc.
Plans included in the site file and on canteen
notice board. | Roy Handley |
| 16. | Site security, unauthorised entry to site etc | Roy Handley |
| 17. | Routine site safety inspections, rectification
Procedures and general compliance with
Health and safety. | Roy Handley |

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10. Fire plan/special site instructions Hospital Route

Project: Demolition of J Berry's Factory, Chipping, Preston.

- **General Precautions**

All site personnel will be advised of escape routes and fire fighting equipment at induction stage and a copy of the fire plan will be kept in the site file and on canteen notice boards

Hospital Route

The Hospital route will be displayed in staff canteen and in site office.

- **Hot Work Permit**

A hot work permit will be issued for any Grinding works

- **Security Measures**

Site Manager to make sure everywhere locked after everyone has left at the end of the days work.

- **Material storage and waste management**

All site waste to be put into a designated area for removal. Site to be kept clean of any debris at all times. Materials are to be stored neatly.

- **No smoking allowed inside the building at any time, this includes the rest room facilities**

- **Plans drawn up and included in site file.**

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11. Site traffic management plan

Copy in the site file

12. Site layout plan

Copy on site in site office

13. Existing services plan

Copy on site in site office

14. Standard forms

Method statements

Induction records

Permits to work

All kept in the site file on the Ground floor

Construction Phase Plan

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Layout and Format

The principal Contractor is required to prepare information for the Health and Safety file in format as agreed with the CDM Co-ordinator including information from the sub-contractors. Information is to be provided in hard copy and electronic format. Electronic drawings, documents...etc, should be saved in pdf or dwg format as well as format they were created in. The CDM Co-ordinator will prepare the master version of the health and Safety file (paper copy and 2No CDs) incorporating information from the Principal Contractor as well as from the client, designers and contractors.

Arrangements for collecting and Gathering Information

The final version of information for the Health and Safety file is to be submitted to the CDM Co-ordinator a minimum of one week before the anticipated date for Practical Completion of the works. However information will be gathered throughout the construction period. The health and safety file is to be handed over to the client at Practical Completion.

Storage and information

1 'Controlled' hard copy Health and Safety file to be held by the client with 2 No CD's.

HANDLEY'S EMERGENCY RESPONSE ACTION PLAN

Actions to be taken in the event of a Health and Safety Emergency

THOSE DIRECTLY INVOLVED SHOULD

- Make the area safe for themselves and others who may be exposed when safe to do so).
- Raise the alarm and instigate site incident Response Plan / Fire Plan as necessary.
- Treat those who need attention.
- DO NOT make changes to the scene apart from those making the area safe – evidence will be required to aid investigation.

TAKING COMMAND OF THE SITUATION

The following should occur

1) IMMEDIATE REPORTING

- To a member of Handleys site management
- To your supervisor who should then report to a member of site management.

Handleys site management will then put into action the incident response plan and report to the associated enforcing authorities. HANDLEYS will maintain a proactive stance on reporting of incidents to the proper authorities.

2) EVALUATE THE AREA FOLLOWING THE SITE DESIGNATED PROCEDURE

3) INSTIGATE HANDLEYS ACCIDENT / INCIDENT REPORTING PROCEDURE

TO ASCERTAIN WHY THE INCIDENT OCCURRED – THIS WILL NOT BE TO ASSIGN BLAME BUT TO PREVENT RECCURANCE.

- 4)** Review Risk Assessments Method Statements to ensure that the content still reflect the situations on site.
- 5)** Site management must monitor the situation until such time that the incident is passed and the site has returned to normal working conditions. In addition to continuous monitoring of all other site activities.
- 6)** A meeting should take place in order to learn from the event and information fed back to Handleys to aid continuous improvement.

Actions to be taken in the event of an Environmental Emergency

In the event of an actual or suspected pollution involving

- Spillage of oils or chemicals; or
- Discharge of silty water or other pollutant such as concrete (watercourse or land)
- Flood
- Fire (emissions to air); firewater runoff
- Discovery of potentially contaminated land

The following should occur

1) REPORT IMMEDIATELY

- To a member of Handleys site management.
- To your supervisor who should then report to site management.
- Handleys management will then put into action the Pollution Incident response Plan and report to the appropriate authorities.

2) TRY TO IDENTIFY THE SOURCE OF THE POLLUTION AND STOP THE FLOW IMMEDIATELY.

- Switch off sources of ignition
- Identify the material which may be burning and, if it can be done safely, extinguish with an appropriate fire extinguisher.

3) AVOID THE SPILLAGE OR FIRE WATER RUNOFF SPREADING

- Check the site drainage plan – where will the spillage go?
- Stop the flow if possible;
- Dam the flow with earth / sand / polyurethane / absorbent material;
- Divert the flow from drains / water courses where possible;
- Use drain covers if available.

4) GET A SPILL KIT

- Use absorbent material if appropriate.
- Place boom across watercourse if applicable.

- 5) DO NOT WASH SPILLAGE OR FIRE WATER RUNOFF INTO THE DRAINAGE SYSTEM IT ONLY MAKES IT WORSE.
- Never use detergents.
 - Use sand or absorbent pads to mop it up and dispose of special waste.
 - If the spill has already entered the drains-block the drains off if at all possible.
 - Seek specialist advice or seek authorisation from the environmental advisor before moving contaminated material.
 - An investigation will be carried out by Handleys to ascertain why the incident occurred.

6) SITE FIRE SAFETY PLAN

NOMINATED PERSONNEL:

The appointed site fire safety co-ordinator is **R Handley**

DUTIES:

The Fire Safety Co-ordinator and Fire Marshall shall:

1. Ensure that all procedures and safety measures in the site safety plan are understood and complied with all those on site.
2. Ensure that Hot Work Permit is established and monitored on site
3. Carry out daily / weekly checks on firefighting equipment and escape routes from demolition site.
4. Liaise with local fire brigade, HSE, Police, security.
5. Maintain records of checks and inspections.
6. Execute the duties for the safe evacuation of staff, contractors and visitors to relevant assembly points.
7. Ensure a suitable and sufficient fire risk assessment is completed for all hot works on site.
8. Ensure that the emergency services are provided with site plans and information required in an emergency.

	<u>Concrete / cement</u>	<u>Paints</u>	<u>Oils</u>	<u>Detergent</u>	<u>Silt</u>	<u>Chemical</u>
SPILL ON GROUND			Oil spill kit			Chemical spill kit
Sand	yes	yes	yes	yes	no	yes
Straw Bales	no	no	yes	no	yes	no
Absorbent Granules	no	no	yes	no	no	yes
Geo-Textile Fence	yes	no	no	no	yes	no
Drip trays	no	yes	yes	no	no	yes
Pads/Rolls	no	no	yes	no	no	yes
Drain Seals	yes	yes	yes	yes	yes	yes
Earth Bunds	yes	yes	yes	yes	yes	yes
SPILL IN WATER						
Straw Bales	no	no	yes	no	yes	no
Pads/Rolls	no	no	yes	no	no	yes
Booms	no	no	yes	no	no	yes

ENVIRONMENTAL SPILL CHART

EMERGENCY CONTACT DETAILS

In the event of an incident or suspected incident, the appropriate person will assume control of the situation and direct the immediate response through delegation.

SITE NAME AND ADDRESS

Emergency Services..... Tel: 999

Local Police..... Tel: 101

Preston General Hospital.....Tel:

Area HSE..... Tel:

Environmental Agency..... Tel:

	Contact Name	Office Hours	Out of Hours
Local Authority		01934 632567	
Gas – Transco	Emergency No	0800 111 999	
Water	Leak Reporting	0345 6004 600	
BT – Telecom			
Electricity			
Specialist Advice			
Specialist clean up Company			
Environmental Health Department			

SITE FIRE SAFETY PLAN (Subcontractor)

Clearance of Rubbish / Materials

All spoil or combustible materials to be placed in relevant skips immediately for removal from site.

Date: Time:	
Subcontractor:	
Location:	
We confirm having instructed you to clearing/move your rubbish/materials from the above location. If the above is not undertaken within the next 4 hours, then the works will be carried out by ourselves, and the costs contra-charged to yourselves	Notice period has expired and the work has been undertaken by Subcontractor..... Handleys Signed: Date:
Signed:	