



Construction Phase Plan

Construction (Design & Management) Regulations 2015

**Holly Tree Care Home
Sceptore Grove
Barnsley
S72 8NP**

July 2016

Prepared by:



CONTENTS

Section 1 Description of the project

- 1.01 Project description
- 1.02 Programme details
- 1.03 Existing records and information
- 1.04 Project Directory

Section 2 Management of the Work

- 2.01 Management structure and responsibilities
- 2.02 Health & Safety Goals of Principle Contractor
- 2.03 Liaison between parties on site
- 2.04 Exchange of design information from design team to contractors on site
- 2.05 Handling design changes during the project
- 2.06 Selection and control of contractors
- 2.07 Site security
- 2.08 Site induction
- 2.09 Onsite training
- 2.10 Welfare facilities and first aid
- 2.11 Reporting and investigation of accidents and incidents
- 2.12 The production and approval of risk assessments and method statements
- 2.13 Site rules
- 2.14 Fire and emergency procedures

Section 3 Control of Significant Site Risks to Health & Safety

- 3.01 Working adjacent to the public
- 3.02 Method of Works
- 3.03 Working at Height
- 3.04 Contaminated ground
- 3.05 Asbestos
- 3.06 Traffic Management
- 3.07 Sharps (from unauthorised drugs use)
- 3.08 Manual handling
- 3.09 Reducing noise and vibration
- 3.10 Exposure to UV radiation (from the sun)

Section 4 The Health and Safety File

- 4.01 Layout and format
- 4.02 Collection and gathering and storage of information

Prepared by:



Section 1 Description of the project

1.01 Project description

The project consists of the construction of a single storey extension to an existing care home, minor alterations to the existing dwelling, alterations to the front entrance and external alterations to the surrounding grounds at Sceptore Grove, S72 8NP.

The main works Holly Tree Care Home will comprise of building 1 no single storey extension consisting of 5 bespoke bedrooms to suit the care home market. The property will be traditional brick and block construction with the brick façade to match the existing dwelling meeting planning requirement point 3. Other works will include new drainage, entrance and external landscaping.

1.02 Programme details – (See Appendix A for GANTT Chart)

It is proposed the project will start on site 12th July 2016 and programmed for a period of 16 weeks with an anticipated completion date of 21st October 2016.

1.03 Existing records and information

All works will be carried out in accordance with construction issued drawings and specifications as provided by the architect and engineers, also as information provided by the CDM Coordinator.

Existing services will be clearly identified on site and any existing service drawings will form part of the site induction. These drawings will also be displayed within the site cabin for reference purposes.

Existing trees shall be protected and guarded by the use of hard barriers (heras fencing) to ensure no machinery or persons cannot access the areas of protruding roots. Also machinery to be used shall not protrude higher than 3.75m giving a 0.5m clearance to the crown of the trees ensuring no damaged is caused when plant is travelling underneath the crowns of the trees. This methodology is to meet planning condition point 7.

The works for the project does not consist of any pruning, cutting, removing of existing trees. All/any works to trees that was required was undertaken prior to PBS Group assuming control of the site. Therefore no agricultural method statement is required.

1.04 Project Directory

Client & PD	Trust Care	Tel: 01302 367 398 Contact: Mr Steve Wilson e-mail: stevenwilson@trustcare.co.uk
CDM Consultant	Optimum Commercial Services Ltd 5-9 Reeds Business Park Balby Carr Bank Doncaster DN4 8DP	Tel: 01302 367343 Contact: Mrs Teresa Allison e-mail: Teresa@OCS.limited
Architect	Building Plans Agency	Tel: 07973 673909 Contact: e-mail:
Quantity Surveyor	Optimum Commercial Services Ltd 5-9 Reeds Business Park Balby Carr Bank Doncaster DN4 8DP	Tel: 07501452917 Contact: Mr Chris Clark e-mail: Craig@dbennettandsonsltd.co.uk
Project Manager	Optimum Commercial Services Ltd 5-9 Reeds Business Park Balby Carr Bank Doncaster DN4 8DP	Tel: 07779 020604 Contact: Mr Andrew Mason e-mail: andy.mason@ocs.limited
Principal Contractor	PBS Group 1 Sarah Court, Armthorpe, Doncaster, DN3 3FD	Tel: 01302 364768 Contact: Mr Paul Mulhearn e-mail: Paul.mulhearn@pbsgroup.co.uk

Section 2 Management of the Work

2.01 Management structure and responsibilities

The management team of PBS Group will consist of the following personnel:

Contracts Manager: Teresa Allison Contract Management in all respects

Quantity Surveyor: Chris Clark Quantity Surveying

Project Manager: Andy Mason Day-to-Day Site Supervision in all respects

Site works will be co-ordinated by this team and carried out by our own full time construction staff or sub-contractor's dependant on the type of works.

2.02 Health & Safety Goals of Principle Contractor

As Principle Contractor for the project, our health, safety and welfare goals are as follows:

- To manage health, safety and welfare requirements on site with a systematic planned approach, allowing sufficient time for planning and preparation, in order to reduce or eliminate the incidence of accidents and occupational ill-health arising from the construction/ renovation work.
- Ensure all staff are competent and adequately resourced
- Address all implications for public safety and the safety of our staff
- The responsibilities of all those who have health and safety duties will be clear
- To deal with the residual hazards that have not been possible to eliminate at the design stage, in order to minimise the risks associated with them.
- To identify further hazards that may become evident during the construction phase by way of systematic and routine monitoring and to eliminate or control the hazards to minimise the risks to health and safety during construction work.
- The programme of work will be scheduled in such a way as to facilitate the management of safe working without risk to health and safety.

Monitoring and review of health and safety performance will be managed by a combination of site meetings, accident reporting and investigation, site inspections and toolbox talks.

Clear signage on entry to the project site must be clearly visible and identify the PPE items that are to be worn.

The following 5 items of PPE are mandatory on site:

Protective Footwear, Head Protection, High Visibility Clothing, Hand Protection.

Other PPE such as eye protection may be required when undertaking specific tasks.

2.03 Liaison between parties on site

Regular site meetings will be held at the site as required by the client. These are to be held by PBS Group and include representatives from the client as required. Health, Safety and Welfare will be an item on the agenda of these meetings and will also be integrated into the other agenda items such as performance on site and forward planning of site operations.

Consultation with the workforce and prior to commencement on site, all staff will receive the PBS Group site induction specific to these works.

Health and safety issues raised at site meetings will be communicated to the workforce through the site supervisor.

Issues raised by the workforce will be communicated back to PBS Group via their line management.

Regular toolbox talks will be held by PBS Group for the entire workforce on a monthly basis. Any health and safety notices will be displayed in the site office and other prominent locations around the site.

2.04 Exchange of design information from design team to contractors on site

Design information will be formally issued on site via a document control procedure to ensure that all relevant parties receive the up to date revisions. PBS Group will issue design information to the site team, ensuring that any issues relating to health and safety are briefed to the contractor, and giving sufficient time to plan and re-schedule the work programme to maintain safety if required.

2.05 Handling design changes during the project

Design changes can be communicated in a variety of ways on site. PBS Group will co-ordinate the communication of any changes by means of standard forms such as Confirmation of Verbal Instructions, Requests for Information, Architects Instructions and Site Instructions. The Empire management team will formally issue changes received from the design team to the site team using Site Instructions.

If design changes cause significant changes to the scope of works or the methods of construction, this Health and Safety Plan will be updated to reflect this.

2.06 Selection and control of contractors

The works will be carried out by specialist sub-contractors. PBS Group will manage and coordinate their site operations to ensure that they conform to the site rules. All subcontractors will be notified of the site rules, their responsibilities under COSHH and general Risk Assessments in respect of the activities on the project perceived to involve risks to health and safety.

Sub-contractors will be requested to submit their safety method statement and risk assessments to the project manager for approval.

2.07 Site Security

PBS Group are aware the compound, plant and equipment could be prone to unauthorised access and incidents of theft or vandalism. PBS Group will provide a secure area on the site consisting of locked steel container for storage of small plant, equipment and materials as applicable and secured by existing boundary fence and lockable gates.

Traffic will be kept to a minimum on site because of the limited site space. The existing hedgerow has been removed to aid in deliveries from Hawthorne Street. (See appendix B for TMP). The project is situated adjacent to a side road where vehicles when not in use can be parked, all working vehicles must be kept locked at all times when unoccupied or not in use.

2.08 Site induction

The PBS Group site induction will be carried out for all site staff on their first day on site, before starting work and visitors to the site. The contents will include:

- An overview of the project
- Current site operations
- Any hazards and the risks associated with them
- Existing live services and location of site plan drawings identifying these.
- A briefing of relevant risk and COSHH assessments
- Briefing on methods of work to be carried out
- Welfare arrangements
- Site access and locations for deliveries of equipment and materials
- Site rules
- Emergency procedures
- First Aid and accident reporting
- Opportunity to ask questions about Health, Safety and Welfare on site

The persons receiving the induction will sign the induction form to show they have been briefed and understand their own Health & Safety responsibilities.

2.09 Onsite training and general employee development

We may use our own full time experienced staff on this project. We may also employ a small number of apprentices who work alongside the experienced staff and are supervised at all times.

2.10 Welfare facilities and first aid

The welfare facilities such as toilet and washing facility are on site within the compound area.

We have a member of staff on site that is qualified in first aid at work. Contact details will be published to all site staff with instructions of who to contact in the event of an accident where first aid is required. A list of local hospitals and emergency numbers will also be provided with the contact details.

2.11 Reporting and investigation of accidents and incidents

In the event of an accident or/and incident, including near misses, the PBS Group accident procedure will be carried out. In addition to this, a site accident reporting book will be kept. The investigation will be carried out by the PBS Group Project Manager as soon as possible after the event. Any reportable accidents, diseases or dangerous occurrences will be reported to the HSE by PBS Group.

2.12 The production and approval of risk assessments and method statements

Risk assessments will be produced by the relevant sub- contractor who will be carrying out the work with regards to the specialist trades.

PBS Group, in conjunction with the designer and the CDM Co-ordinator will decide which elements of the project require risk assessments to deal with any residual hazards present on the site and for any hazardous identified during the construction work operations.

A register of risk assessments and method statements will be kept by PBS Group.

2.13 Site rules

A copy of the site rules will be available on site, including the drug and alcohol policy will be handed out and briefed during site inductions.

2.14 Fire and emergency procedures

A list of emergency contact details will be displayed at the site compound location. The PBS Group site manager is to be informed of any emergency that takes place and have a mobile phone to be used in case of emergency and therefore be able to contact the emergency services if necessary.

Fire

Escape routes from the existing building will be kept clear and protected in accordance with the requirements as set out in the Pre-Construction information. Suitable fire extinguishers will be located in the Site Office and strategically positioned and indicated about work areas when necessary. Site Fire Points will be equipped with sufficient fire extinguishers and types of extinguisher compatible with fire risks that will be determined.

2.15 Accident

The following procedures will be adopted if an accident occurs.

1. Remove other persons from any danger ensuring personal safety is maintained at all times.
2. **IMMEDIATELY** approach the Site manager and advise the nature and extent of the incident.
3. The site manager will initiate First Aid treatment of the victim, call any emergency services.
4. The site manager or appointed representative will implement emergency and general accident procedures as considered necessary.
5. The site manager will action completion of accident forms where appropriate in conjunction with the Health and Safety Manager who will also carry out a thorough investigation.

Section 3 Control of Significant Site Risks to Health & Safety

3.01 Working adjacent to the public

Public Interface

Work carried out on this contract is in close proximity to the general public, all site personnel are to be polite and courteous to the public and other employees.

Control of risks to the public:

- Deliveries to the site compound will be supervised by a banksman and off-loading will take place as per traffic management plan (Appendix B).
- Heras fencing access to the site will be kept closed to minimise vehicular access via the access road to the site.
- All delivery drivers are to contact the site manager prior to entering the site location.

Skips on site

Before the hired skip arrives, ensure that the area it is going is clear there should be easy access to allow for the truck to change the skip and if that means moving parked cars then get them moved.

When the truck arrives, the skip transfer will be supervised by a banksman and off-loading will take place within the site. Public will be kept away from the area and allow for the skip to be maneuvered in place.

3.02 Method of Works:

Risk assessments along with method statements and COSHH assessments supplied with this plan will also be kept on site. These will be updated as required and when the project progresses.

3.03 Working at height:

Internal work at height will be carried out using mobile aluminium tower scaffolding erected by trained operatives on site, or the use of mobile hydraulic platforms. In small confined spaces and at lower level for short periods only folding roommates and podium steps will be used. Stepladders are only to be used for light / short duration activities where other forms of access are not possible. As a rule, steps are not allowed except in exceptional circumstances. External work at height will be carried out using scaffolding erected by a scaffolding sub-contractor for the building or the extension, pitched roof work and regular safety inspections of the scaffold will be carried out. Access equipment will be inspected to ensure all access equipment is fit for purpose and working platforms are at the correct platform height. Any damaged or defect equipment will be removed from site immediately to ensure no other operative can use the equipment and making sure the equipment is marked up clearly as being damaged or defective.

3.04 Contaminated ground

There is no evidence provided of contaminated ground and this has been identified as not applicable within the information provided. However, if any suspicious materials are found during excavations on the site for the extension or drainage then the following procedure will be adopted.

1. Cease work
2. Do not disturb the material
3. Evacuate the immediate work area
4. Inform others locally not to disturb the material
5. Inform the site supervisor for Reshape Housing who will call for advice and assistance
6. Do not return to the area until it has been deemed safe by the Contract Manager.

3.05 Asbestos

Existing building built in 2002. No asbestos anticipated.

However, if asbestos is found whilst work is in progress the following procedure will be carried out:

1. Cease work
2. Do not disturb the material
3. Evacuate the immediate work area
4. Inform others locally not to disturb the material
5. Inform the site manager for Empire who will contact a specialist asbestos removal firm.
6. Do not return to the area until it has been deemed safe by the Empire site manager

3.06 Traffic Management

See appendix B

3.07 Sharps (from unauthorised drugs use)

It is not envisaged that discarded needles and sharps will be found on the site. However, they pose a biological hazard and precautions should be taken at all times due to the location of this project being sited in a public open space with access to the park area allowed at all times. Biologically hazardous agents are living micro-organisms capable of causing disease or harm. Pathogenic micro-organisms have special adaptations allowing them to colonise a host and cause disease. Other organisms are opportunist pathogens and are able to cause disease in debilitated hosts or those with immune deficiencies. The occupational acquired infections which are normally associated with discarded needles and sharps are Hepatitis B and HIV infections.

If sharps are identified, then the control of risk associated with sharps are as follows:

- All employees working on the site are to be made aware of the precautions to be adopted and the potential hazards associated with this kind of debris.
- If discarded needles and sharps are found accidentally, then work in that area is to be suspended until the debris has been cleared. Contact the site manager who will arrange for a trained team to clear the debris.
- Should a worker receive a cut or puncture wound from a needle or sharp, then he is to inform his Medical Practitioner at the earliest opportunity.

Where employees are exposed to discarded needles and sharps or other material that may be contaminated with human secretions, the following precautions must be adopted:

1. Keep cuts and abrasions covered with an impervious dressing;
2. Wear heavy duty, impervious gloves to protect the hands whilst collecting the sharps, etc;
3. *Segregate the needles and sharps from other rubbish in a disposable plastic container;*
4. Dispose of the container and its contents by contacting the local authority's Environmental Health Department;
5. Ensure a strict hygiene culture is enforced prior to eating, drinking, smoking, etc.

3.08 Manual handling

Manual handling hazards are often present in construction work. At induction, each worker will receive a risk assessment briefing regarding manual handling.

The following control measures will be put in place:

- Utilise mechanical lifting and carrying aids where possible.
- Operative involved in handling to be assessed for physical capability prior to lifting and carrying (operative to be trained in Kinetic method of lifting).
- Operative to get assistance if load too heavy for their physical capacity. (team lift if necessary) Items over 25Kg shall lifted with assistance.
- standards i.e. site kept tidy/waste build-up minimized.
- Ensure access equipment, ladders etc will take weight of operative and load being carried.
- Ensure loads being carried are secure and are not likely to move during the lift.
- Operative to wear PPE against substance / material being carried.

3.09 Reducing noise and vibration

Noise will be kept to a minimum on the site. If any operations involve the need to use equipment that creates noise above the Upper Exposure Action Values of - a) daily or weekly exposure of 85 dB; and b) peak sound pressure of 137 dB, then control measures will be put in place as follows:

- Hearing protection issued to employees who need to work with noisy machinery:
- limit the time spent in noisy areas — every halving of the time spent in a noisy area will reduce noise exposure by 3 dB.

Other control methods include creating noise barriers, or housings around noisy equipment, but in practice, the type of machinery on the site will be mobile plant such as breakers, excavators and dumpers.

They will also be a need to use some power tools and equipment that presents the hazard of vibration. If any equipment warns of risks to health through vibration, then the equipment will be recorded in the vibrating tool site register and the manufacturers recommendations for use of the equipment will be followed, to limit the exposure to vibration to those operating the equipment.

3.10 Exposure to UV radiation (from the sun)

All site workers will be informed of the risks to health through exposure to UV radiation. The risk will be controlled by keeping skin covered up, i.e. wearing long sleeves and trousers and recommending a hat to keep the sun off the head. In addition to this sun cream with a minimum SPF15 will be available to all employees on site.

Section 4 The Health and Safety File

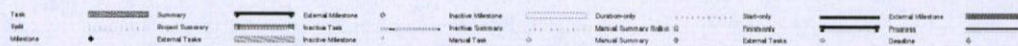
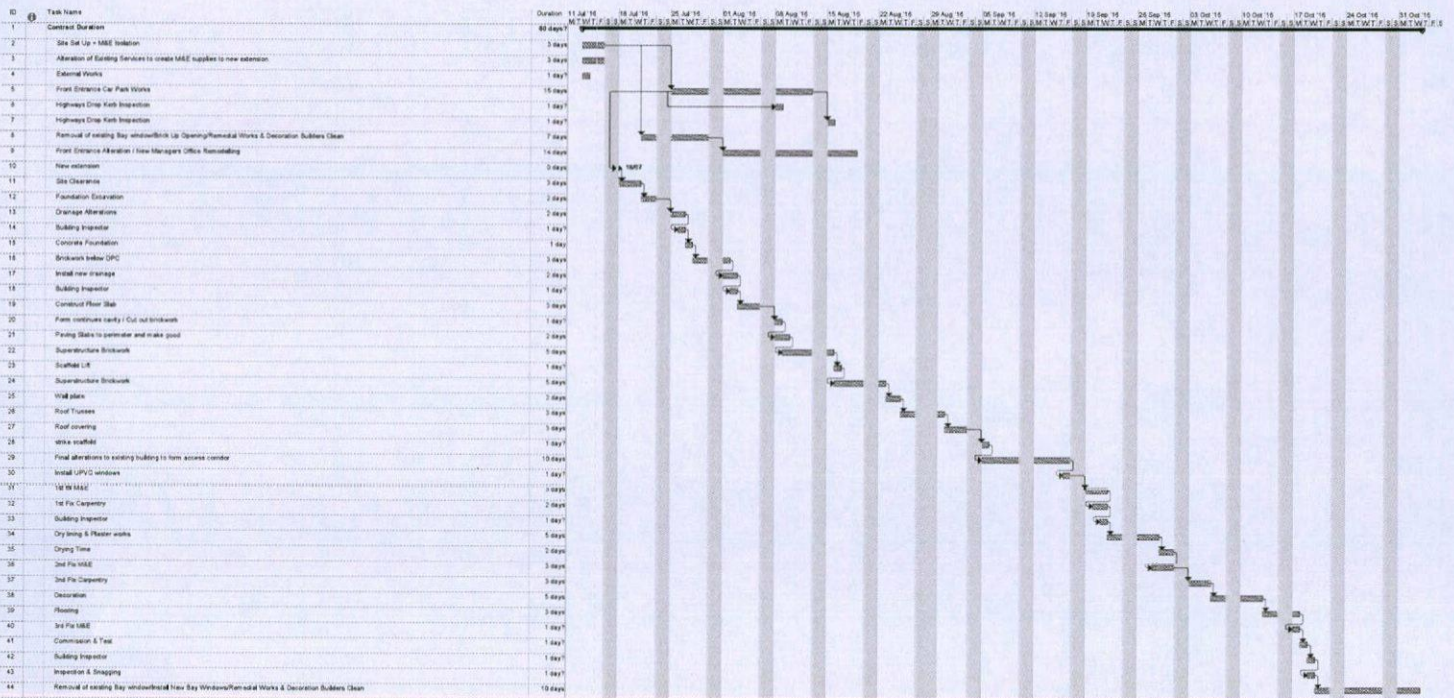
4.01 Layout and format

The layout and format of the Health and Safety file will follow that laid out in the pre-construction information provided.

4.02 Collection, gathering and storage of information

The Contract manager for PBS Group will collect all the relevant information from suppliers and contractors throughout the contract and file them in the draft health and safety file on site. As and when required, this information will be sent to the CDM Co-ordinator. A copy of all information will be retained by PBS Group in paper form and electronically.

Appendix A – Programme of Works





Planning Development Management,
Barnsley Council,
PO Box 634,
S70 9GG.

Date: 12th July 2016

Application No 2016/0039

Description: Errection of single storey extension to residential nursing home
Location: Holly Tree Lodge, Scepton Grove, Shafton, Barnsley, S72 8NP

Dear Sir or Madam

In reference to the above named application number we write to request discharge of the following planning conditions:

- 5 No development shall take place, including any works of demolition, until a Construction Method Statement has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be adhered to throughout the construction period. The Statement shall provide for:
 - The parking of vehicles of site operatives and visitors
 - Means of access for construction traffic
 - Loading and unloading of plant and materials
 - Storage of plant and materials used in constructing the development
 - The erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate
 - Wheel washing facilities
 - Measures to control the emission of dust and dirt during construction
 - Measures to control noise levels during construction**Reason: In the interests of highway safety, residential amenity and visual amenity and in accordance with Core Strategy Policy CSP 26, New Development and Highway Improvement, and CSP 29, Design.**

Please find attached the H&S construction phase plan & traffic management plan which describes the measures taken in reference to the items listed above.

1 Sarah Court
Yorkshire Way
West Moor Park
Armthorpe
Doncaster
DN3 3FD

Telephone Number 01302 34576

Fax Number 01302 364768

Email admin@pbsgroup.co.uk



- 7 No development or other operations being undertaken on site shall take place until the following documents in accordance with British Standard 5837:2012 Trees in relation to design, demolition and construction - Recommendations have been submitted to and approved in writing by the Local Planning Authority:

Tree protective barrier details
Tree protection plan
Arboricultural method statement

The scheme shall then proceed in accordance with the approved details.

Reason: To ensure the continued wellbeing of the trees in the interests of the amenity of the locality in accordance with Core Strategy Policy CSP 36 Biodiversity and Geodiversity.

Please refer to the attached H&S construction phase plan plan 1.03 which outlines our proposal.

We believe all remaining planning conditions are statements and require no further correspondence. Should you have any further queries please do not hesitate to contact me on the details below.

Yours Sincerely

Paul Mulhearn

Operations Director

PBS Group Ltd

1 Sarah Court
Yorkshire Way
West Moor Park
Armthorpe
Doncaster
DN3 3FD

Telephone Number 01302 34576

Fax Number 01302 364768

Email admin@pbsgroup.co.uk

Traffic Management Plan



**Holly Tree Care Home
Sceptore Grove & Hawthorne
Road, S72 8NP**

July 2016

Section 1 Site Specifics

1.00 Site Address

Holly Tree Care Home, Sceptore Grove, S72 8NP, Barnsley.

1.01 Project Location

The project is sited between Sceptore Grove and Hawthorne Road, S72 8NP.

1.02 Project Description

The works at Holly Tree will compromise of a single storey extension to the existing dwelling protruding from the rear of the existing towards Hawthorne Road.

Section 2 Site Working Times

2.01 Site Operation Times

Generally working days are Monday – Friday 8.00am – 18.00pm, with occasional Saturday working 09:00 – 13:00 to ensure flexibility around critical deadlines and flexibility of receiving deliveries. This is adhering to the conditions of planning, point 4.

Section 3 Routeing of Demolition, Excavation and Construction Vehicles

3.01 Supply Route to and from the Site

The routes to and from the site for delivery will be via Hawthorne avenue and delivery's undertaken via waiting loads. Waiting loads must not be undertaken on the T junction joining Blacker Lane to Hawthorne Street.

All these roads are suitable for delivery vehicle access. Also relevant signage shall be erected highlighting dangers and providing the required information to ensure efficiency and safety.

3.02 Awareness of the route to others

As Principle Contractor for the project, our aim is to ensure that all contractors, delivery persons and visitors are made aware of the route to and from site and any restrictions imposed on the site. To ensure the TMP is adhered to, a copy will be sent to all contractors prior to starting works at the site.

Section 4 Site Access

4.01 Site Plan Access, Egress Routes and Storage

Please see attached site plan which highlights temporary waiting vehicles and proposed site location in accordance with the footprint of the building utilising the majority of the space near to the boundary line. Access to the site will be via Hawthorne Street utilising public parking and entering the site via an access ramp into the site compound/welfare *just off Hawthorne Street at the South/West corner of the site.*

4.02 Delivery Loading/Unloading

All vehicles will be able to load and unload materials at the site compound via hi-ab lorry from Hawthorne Street once consent is given by the site manager and the delivery properly planned. Site plan shows the identified area to load and offload as this will have minimal impact on the current traffic flow.

4.03 Vehicles Accessing the Site Daily/Weekly

The number vehicles proposed to visit the site has been minimised to circa 3 per day due to the construction programme. It is anticipated, vehicle sizes shall be no bigger than a medium sized van. Personnel visiting site shall be making use of the free parking areas adjacent to site but must not block any driveways or turning circles and an effort will be made not to drag site debris into public areas via boots etc.

4.04 Site Deliveries and Collections

All deliveries will be between 10am and 4pm which is outside the peak travel times into.

4.05 Wheel Wash Facilities

Water and brush will be made available to wash down any boots and vehicles. However, debris from site shall be kept to a minimum due to delivery's and vehicle parking been off site.

4.06 Co-ordination of Delivery Vehicles

All deliveries will be arranged by telephone and followed up in writing via email for a specific delivery time slot - details will be sent regarding the peak train times and that no deliveries will be accepted out of the dedicated time of 10am – 4pm.

Trained banksman will direct and support the drivers at all times to ensure safe manoeuvrability. Once in place on Hawthorne Street, hard barriers shall be used to separate site vehicles from members of the public.

4.07 Responsibility for Supervising, Controlling and Monitoring vehicle movement

All site supervising, controlling and monitoring of any vehicle movements will be the responsibility of PBS Site Manager.

Section 5 Impact on other Highway Users

5.01 Spoil Removal Method

All spoil will be removed via a grab lorry facility with a wait and load method. This is anticipated to take between 30 and 45 minutes.

5.02 Concrete Delivery to Site

Concrete will be delivered as per spoil removal. Projected Site time on site for a 6m³ delivery is 30 minutes.



Site Plan - Holly Tree Traffic Management Plan

