

7th March 2025



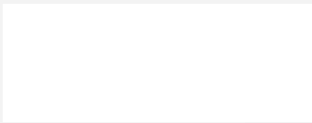
Creative Building Projects Ltd

Construction Phase Plan

NAVE CENTRE BARNSELEY ROOFING WORK

NAVE Barnsley,
St Marys Gate Barnsley Westgate ,
Barnsley,
South Yorkshire,
England,
S70 2SR



Title	NAVE Centre Barnsley Roofing work
Location Name	NAVE Barnsley
Location Address	NAVE Barnsley, St Marys Gate Barnsley Westgate , Barnsley, South Yorkshire, England, S70 2SR
Start Date	19th January 2025
End Date	25th April 2025
Created Date	7th March 2025
Author	Michael Smith
Author Job Role/Position	Site Manager / Joiner
Author Signature	
Assessed By	Dave Burton

Project Management			
Title	Name	Phone	Email
Client	Barnsley District Council		
Architect	Garry Quinn / James Woodhouse		
Principal Contractor (Emergency Contact)	Creative Building Projects		
Site Manager	Michael Smith		
Operations Manager	Dave Burton		
Contract administrator (1)	Ben Hope		
Project Manager	Ian Leander		
Scaffolding contact	Zac Rowalnd - Rowald Scaffold		
D&D Roofing Ltd	Joseph Kay		
Contract administrator (2))	Pete Roberts		
Principle Designer	Martin McGoldrick		

PPE Requirements					
Dust Mask	Eye Protection	Ear Protection	Foot Protection	Hand Protection	Head Protection
 WEAR MASK	 WEAR SAFETY GLASSES	 WEAR EAR PROTECTION	 WEAR FOOT PROTECTION	 WEAR HAND PROTECTION	 WEAR HEAD PROTECTION

Activity Description

This Construction Phase Plan

The proposed works will be undertaken at the above site which was an old courthouse, former police station, and an old Computer Centre, the building, which has been unoccupied for a number of years, will be the home of the world leading Barnsley Youth Choir.

Installation of a full perimeter scaffolding system to include a full tenting structure, stair case, and material hoist. Strip of the existing roof, remedial works to be carried out to the structure and re fitting of original tiles. Flat roofing system installation to a small section of the building

- Strip off of roof
- Roofing alterations
- Joinery
- Window repairs and replacement
- Upgrade to the existing facade
- Heating and plumbing
- Installation of temporary Kitchen, office and Toilet facilities
- Temporary electrical and plumbing works to accommodate the works.

All activities will take into consideration the Pre Construction information and the Design risk register provided at time of building possession. At all times throughout the project all requirements of the CDM 2015 Regulations will be met or exceeded.

The compound and site boundary to the North of the site will be set up on the 17th Jan 2025, with the installation of a temporary chemical toilet within for the site set up team.

Scaffolding to the East of the site (St Marys Place) will commence on Sunday 19th Jan 2025 as per the license / permit issued by the council. The rest of the perimeter scaffold will continue from there. As soon as reasonably practicable the perimeter fencing will be installed around the side and rear of the building as required to include a pedestrian gate to allow access into the welfare/office area inside the building, and a pedestrian gate to the goods holding area (currently the car park) to the rear of the building. The fire escape for the neighboring property will remain clear throughout the work.

Temporary welfare is to be installed within the existing structure accessible through the rear door closest to Westgate at the south side of the building. The facilities are to consist of an office / meeting area, a unisex toilet, and a canteen. Temporary power and water systems will be installed to serve these areas utilising the existing water and electrical feeds already installed to the north east corner of the building. The corridors adjacent to the facilities will be blocked with fixed timber hoarding and signed appropriately to prevent access to the rest of the building. Set up will be completed as soon as possible upon possession of the premises before the work commences.

No third parties outside of Creative Building Projects are anticipated to be working within the clients premises or grounds during the works.

There are adjacent/nearby residential properties, these will remain occupied during the works.

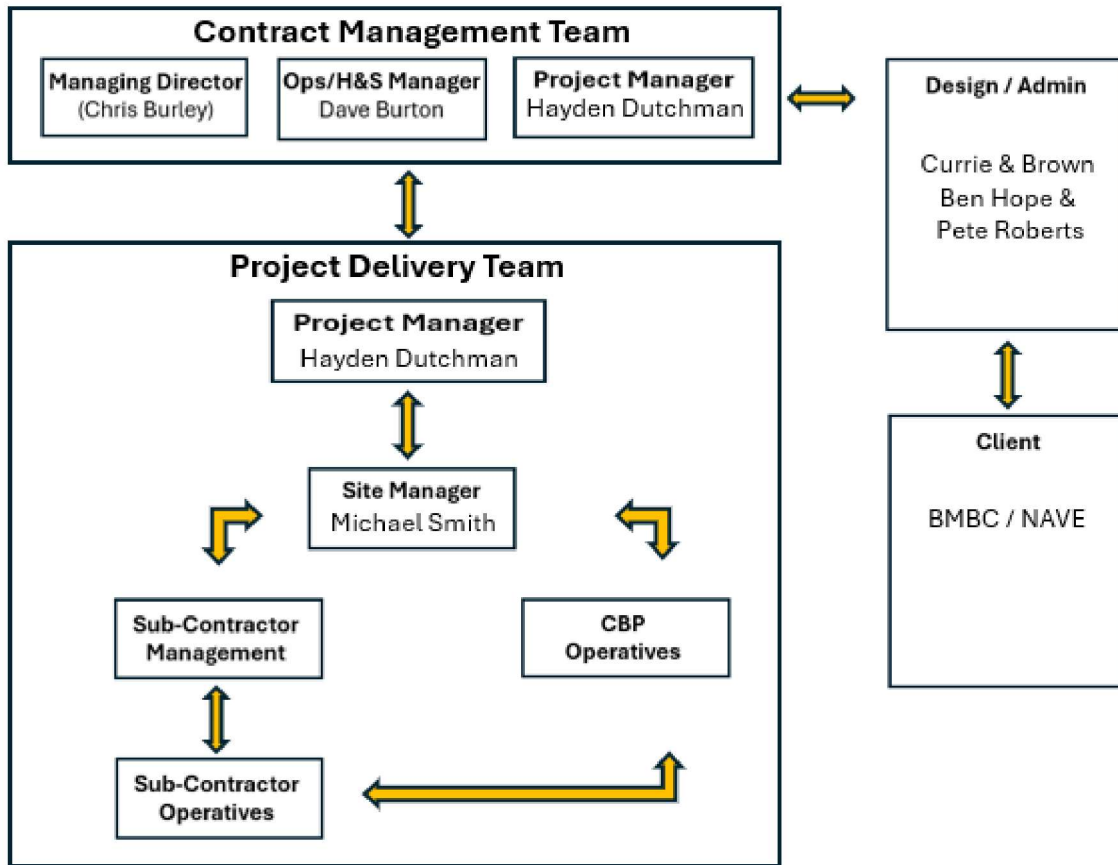
If significant changes occur within the program or scope of works a revision of this document will be issued to all interested parties.

Site working hours are 07:00am to 16:30pm

Start on Site: 19/1/2025

Completion: 11/5/2025

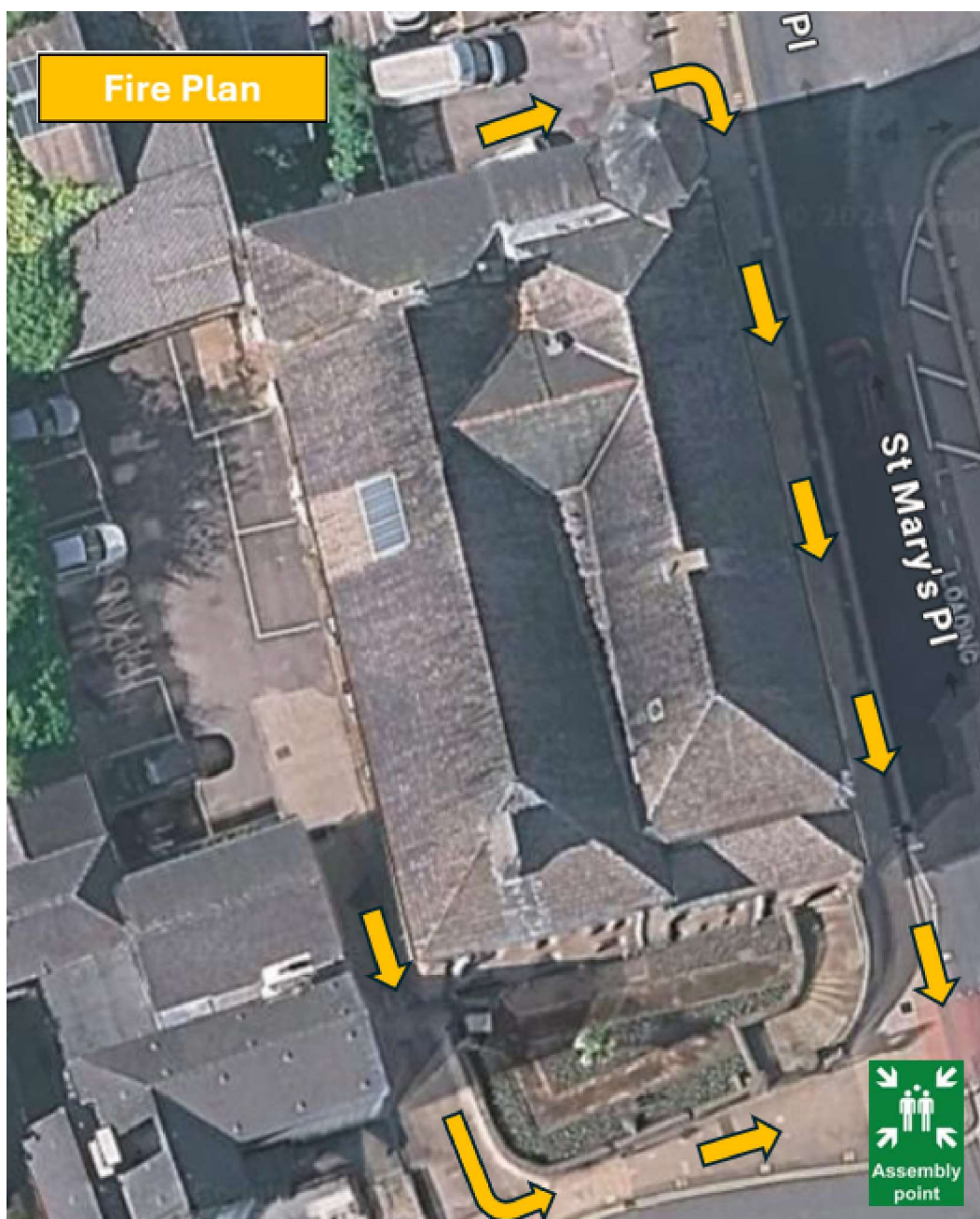
Contract Organisation Chart





Emergency Arrangements Fire Precautions

- If you discover a fire, immediately sound the alarm.
- Alert others on the site by shouting "Fire!, Fire!, Fire!" or by using the alarms on site.
- Alert people in the adjoining buildings as fast as possible as they may not be able to hear the alarms or shouting from inside their building
- Immediately call the emergency services, Provide your location and the details of the fire.
- Only attempt to put out the fire with fire fighting equipment if trained and safe to do so.
- Evacuate the area through the designated fire escape routes indicated on induction.
- Assemble at the designated fire assembly point for the headcount to be carried out by the site manager





Emergency Arrangements First Aid Measures

The Following first aid procedure is to be used in the event of an accident:-

- Ensure that you are not able to be injured whilst responding to the incident.
- Call for assistance - Even untrained personnel can assist in the event of an incident
- Secure the scene to prevent further injury or damage to the person.
- Stop work in the immediate area and block off the scene to prevent access by unauthorised personnel.
- If the accident is serious or life-threatening, call emergency services immediately.
- Contact the site manager who is the designated first aiders to arrange immediate first aid response.
- If the accident is not serious or life-threatening, conduct first aid where trained.
- Assist the emergency service with information - send a marshal to the Main Road (St Mary's Place) to direct the emergency services to the scene, providing all relevant detail that will assist with recovery.
- Document the incident - Once the situation has been resolved, document the incident within the site accident book for recording on Tensh.
- Investigation of the accident: After the incident has been resolved, assist with the accident investigation to determine the cause
- The main site first aid kit and eye wash station will be located within the site office - other "minor" stations may be located throughout the work area if it is deemed required depending on the work activities taking place.
- The Nearest Hospital (approximately 10 minutes away) is:

Barnsley Hospital A&E, Gawber Road, Barnsley, S75 2EP



Emergency Arrangements Site Welfare Facilities

Creative building projects view welfare as a fundamental and basic necessity for workers. Providing the right welfare sets the tone for a project and demonstrates our commitment to meeting workers' needs.

Our Welfare facilities form an important control measure in their own right as well. They help protect our workers against the risks from hazardous substances such as cement, lead or micro-organisms

Initial site set up for welfare facilities will in the form of a chemical toilet, delivered on 17th Jan and placed in the compound to the North of the site once established.

Once full possession of the building has taken place the site welfare facilities will be built within the main building. The facilities consist of a managers office, a canteen / rest area and a unisex toilet. The welfare facilities will be mains fed and kept clean, tidy and well stocked at all times. The welfare facilities will exceed the minimum requirements as set out within Section 2 of the Construction (Design and Management) Regulations 2015 (CDM 2015)

General safety information will be displayed in the site office.

On-Site Health & Safety Arrangements

Management of Health, Safety and setting of standards

Initially the scaffolding company will provide a site supervisor for the installation of the scaffolding. Creative building projects will then appoint a Site Manager who will have the day-to-day responsibility for ensuring the site is run in a safe manner, as far as is reasonably practicable. The Organisation section of the Health and Safety Policy outlines the hierarchy of the management and their various responsibilities within the company.

The aims for this project are that:

All persons working on this scheme will ensure that safety will always be of the utmost concern and will assist all parties in achieving this standard wherever necessary.

Any breach of safety standards will not be tolerated and may result in dismissal from the development.

Current CDM regulations and ACOPS will be regarded as the minimum standards for this site with the aim of no lost time accidents or dangerous occurrences.

We aim to achieve 100% Health and Safety success by ensuring that all operatives working on site receive a Health and Safety induction prior to starting work. This induction highlights the critical elements of the work as well as ensuring that the operatives understand activities, methodologies and the associated risks. The induction also covers statutory duties including fire plans, traffic routes and site-specific requirements. This will be conducted by the site manager in the site cabin. A daily briefing will also take place to ensure all operatives, and where applicable external parties, understand the activities for the day and include any health and safety matters. Risk assessments will be produced initially by the Creative Project manager and communicated to the workforce by the site manager. The existing risk assessments can be amended or where appropriate the site manager can create his own point of work assessment for unforeseen activities via the Creative Building project safety management system. The risk assessments are all stored digitally and available in hard copy if required. Understanding of the RAMS is confirmed either on the digital system or via a register on the hard copy.

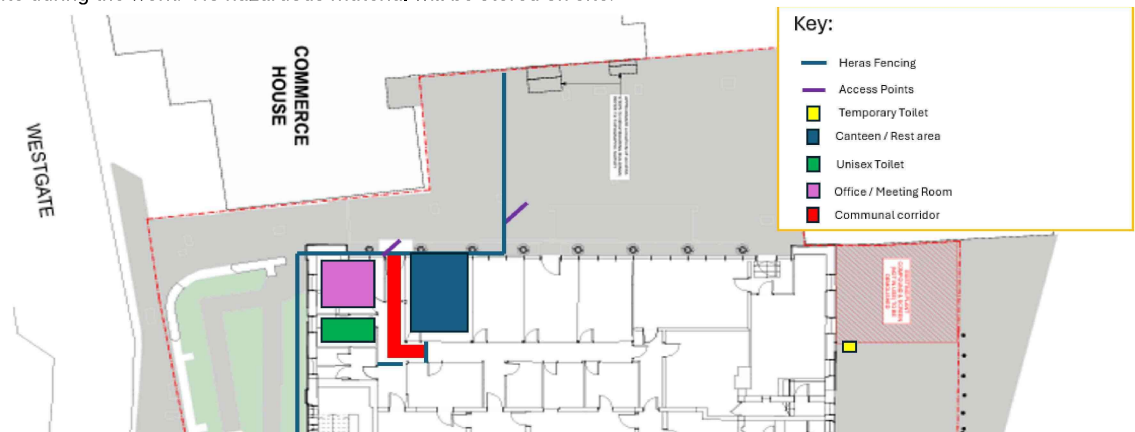
We generate a culture where everyone irrespective of their position realises that they have a part to play in ensuring that accidents are preventable.

We ensure that there is co-operation and co-ordination of activities between all personnel and contractors to achieve a safe working environment. Special attention has been given to the co-ordination between the neighboring building users and our activities

We consider how works may impinge on the undertakings of others, particularly the public, and to reduce the impact of those undertakings before their commencement.

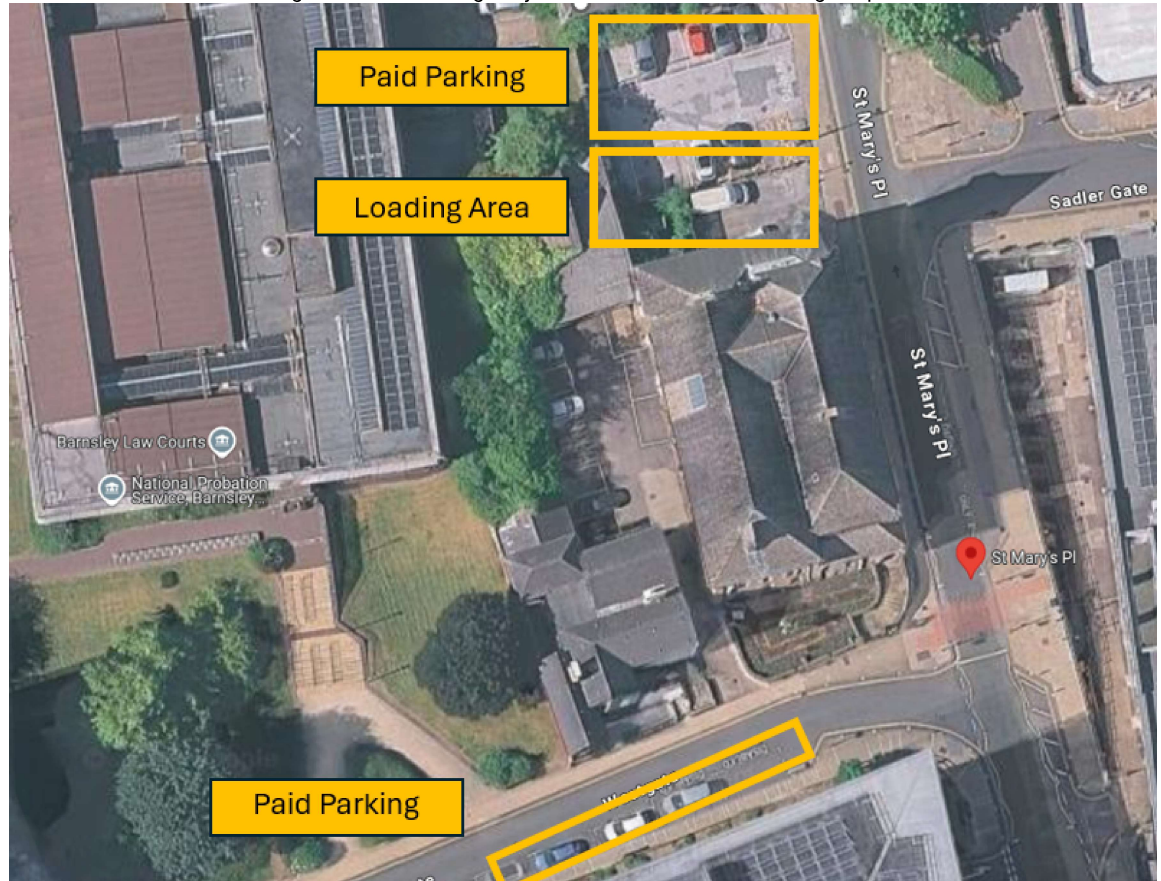
The COSHH hierarchy will be adhered to i.e., should a safer material be available it will be used in preference if all other characteristics including price are suitable.

All chemicals that are controlled under CoSHH will have a suitable assessment in place. No chemicals will be stored on site during the work. No hazardous material will be stored on site.

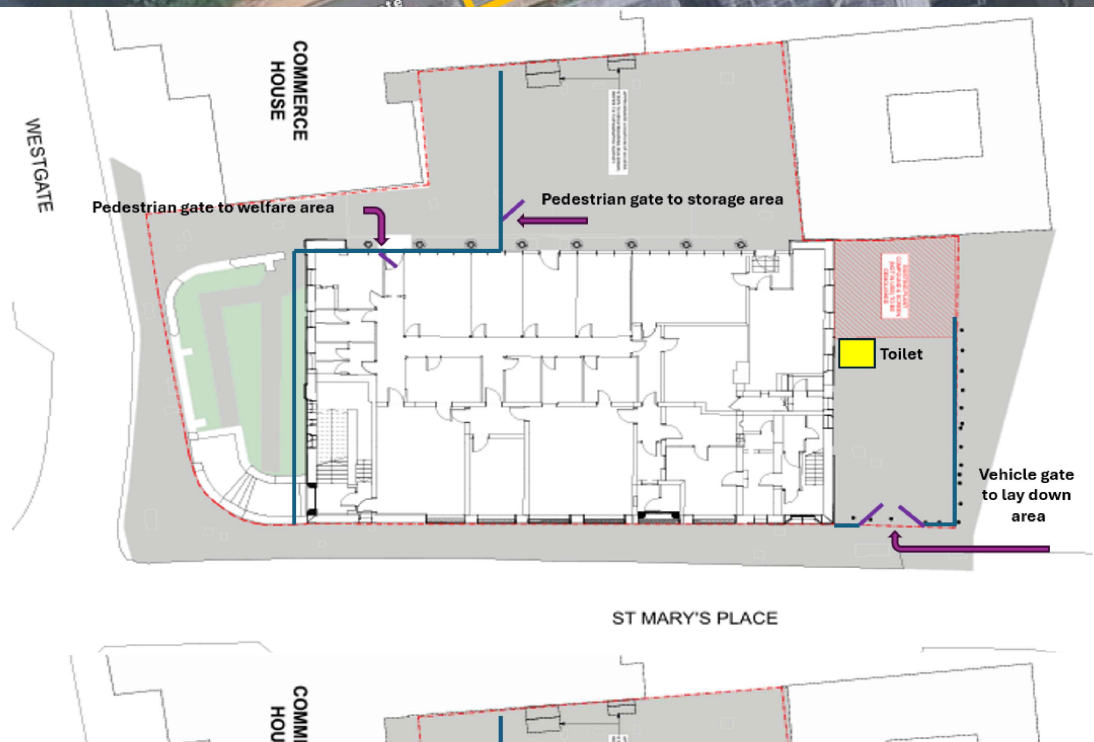


Paid parking is available adjacent to the site on Westgate or to the north of the site in the St Marys Place Shoppers Car Park (S70 2DJ) . These areas are also used by members of the public and no special treatment is given to site operatives or visitors.

In some instances loading may take place in the small compound to the north of the site however these must be booked in advance with the site manager and the main highway must not be obstructed during the process.



Parking and Site Access



Construction Phase Plan

Site Security	All areas will be appropriately signed and segregated from members of the public. The Site will be fitted with the relevant H&S signage to ensure both site operatives and members of the public are aware of H&S requirements and restrictions whilst the works are being undertaken. The work area will be protected by screened Heras type fencing system that will contain site safety information that is applicable to the work activities. These areas will be locked when the site is unoccupied or if hazardous work is taking place.. This equipment will be checked regularly to ensure its condition is maintained and it remains fit for purpose. The welfare area and office will be locked when unoccupied and the general area secured externally with Hearas type fencing which will also be locked. The fencing where appropriate will contain Site safety and general information.
Traffic Management Plan	No Traffic will be present on site due to the limited access. All vehicles will be parked in public car parks off of site. Both St Marys PLace and Westgate are busy public road and as such they must not be obstructed . Any large deliveries must be planned in advance.
Waste Management	All substances must be used and stored in compliance with manufacturer instructions, COSHH assessment and suitable safe system of work. Personnel using materials must follow a suitable safe system of work and wear personal protective equipment as specified for the duration of task. Measures will be in place for dealing with accidental spills (spill kits) to prevent leaching into ground systems and to ensure safe collection and disposal. Substances must not be disposed of into foul or surface water sewers but should be held in containers for safe disposal via authorised waste management Waste must be removed to waste skips by the end of every shift if appropriate. Skips provided will be via a third party waste company with the relevant license's and certificates in place for the safe and efficient disposal of the waste created. Skips will be located in the north compound. Waste transfer notes will be obtained for any waste that is removed from site.
Contractor Coordination	We consider how works may impinge on the undertakings of others, particularly the public, and to reduce the impact of those undertakings before their commencement. All co-ordination for the site contractors will be done by Creative Building Projects. It is not anticipated that any third party companies will be working within the clients boundary however should any unexpected work needs to take place, this will be coordinated to ensure no conflict is present. Unexpected activities such as emergency plumbing / electrical may be required at times. This is controlled by the client. This will not be under the control of CBP.
Site Safety Inspections	All Plant and Equipment will be inspected prior to use and as legally required; all findings shall be recorded in the plant inspection register. Work equipment will be stored in the site cabin when not in use and removed from site when no longer required. Where an inspection reveals a defect, it will be the responsibility of the PM / Site Manager to ensure that the equipment is not used until such time as a suitable repair has been carried out; if the equipment is beyond repair it will be discarded whether or not a suitable replacement is available Full site safety inspections as well as any specific equipment (such as scaffolding) will take place weekly by the site manager as part of their statutory duty. This information will be recorded on the companies Health and safety management system.

Construction Phase Plan

Site Rules	1. PPE must be worn at all times whilst working on site. (Mandatory - Hardhats, high visibility vest and protective footwear) plus any task specific PPE as required 2. Protective footwear and high visibility vests are also to be worn within the perimeter of the site. 3. No person is to be under the influence of drugs or alcohol, and these must not be consumed on site. 4. No burning of rubbish will take place on site. 5. Only qualified scaffolders to erect, dismantle or adjust scaffolding/towers. 6. Only certified operators are to operate relevant plant. 7. All materials are to be lifted with a mechanical aid if possible. 8. No tomfoolery or horseplay allowed on site. 9. Ladders are to be tied or footed when in use and made safe or stored when the site is closed. 10. Eye, ear and respiratory protection will be issued when the task requires and must be worn. 11. Trousers and short sleeved shirts are the minimum dress requirement. 12. All portable tools and temporary lighting should be 110v maximum. 13. Plant is only to be operated by trained, competent, authorised personnel aged 18 or over. 14. No excavation is to be entered unless authorised to do so by Site Management. 15. Do not leave any unprotected holes uncovered. 16. If chemicals are to be used ensure that you are acquainted with the COSHH Assessment. 17. All injuries, however trivial, must be reported and recorded in the Site Accident Book. 18. Ensure you know the Site First Aider and Emergency Procedures. 19. Keep welfare facilities clean and tidy and put all rubbish in bins provided. 20. Keep your work area tidy and do not leave rubbish or equipment where people can trip over it. 21. Do not attempt to lift any load which is too heavy for you, get help. 22. Personal radios are not permitted on site. 23. Do not enter barriered off areas unless authorised to do so. 24. When entering a noise protection zone, always wear ear protection. 25. Reversing plant on site is forbidden, except with the aid of a banksman. 26. Smoking or Vaping is not permitted anywhere within the grounds of the UOS
Arrangements for monitoring	It will be the responsibility of the Site Manager/Supervisor to monitor the activities and agreements with contractors on a day-to-day basis to ensure that they are undertaking their activities in a safe manner and in line with any written task specific Risk Assessments & Method Statements. Initially, the Project Manager vets' methods of work prior to commencement of site operations. The Site Manager/Supervisor will then ensure site operations comply with the agreed methods of work. The Site Manager/Supervisor has the ability to comment on a contractor's approach to safety and compliance with agreed methods of work using first, verbal warnings, followed on further breaches of Health and Safety Breaches by a written notice. Regular site visits by the Project manager and Operations Manager will further enforce both quality and Health and Safety requirements. Where appropriate, actions will be physically recorded and communicated with relevant parties.
Noise	Any noisy works will be communicated to the staff and building users where possible. Creative building projects will ensure that they comply fully with the statutory requirements of the current Noise at Work Regulations for all operatives within the site. Example - A request for Prior consent under Section 61 of the Control of Pollution Act Creative building projects will also ensure that the minimum of inconvenience and disturbance is caused to neighboring premises. Due attention will be paid to any reasonable request to limit the effect or to obviate disturbance to the occupiers of the other premises. Efforts will be made to contain noise within the local area by enclosure, i.e., closing doors, erecting partitions etc. The Principal Contractor is aware that heavy penalties may be imposed on failure to comply

Controlling the reduction of dust, noise and vibration	Processes emitting excessive dust will be carried out with a suitable dust extraction, filtration system or dampening in operation, e.g., sawing timber board materials or cutting of hard materials. All plant and equipment will be provided with noise and vibration reduction measures where possible. These may include silencers, muffler or soundproof enclosure, cushioned mountings, anti-vibration dampers and cushioned hand grips. Operatives must be aware of the effects of noise and vibration and will be required to work in compliance with the Creative building projects SSW or similar. Any restrictions imposed by the local Environment Agency will be upheld.
Working at height	Before working at height a permit must be obtained, especially if it working from an existing structure. Structures must be inspected to ensure the suitability for use and ensure their integrity. Edge protection must be in place before access to any roof is made

Significant On-site Health & Safety Hazards	
Hazard	Control Measures
Asbestos	- The building is thought to have contained Asbestos-containing materials. Areas of work must be surveyed and any potential issues identified before work commences. - As with all soft strip out/construction, and refurbishment etc. projects, caution must always be taken, and in the event of any suspicious material being encountered, "then work must stop, the area made secure and the site manager contacted immediately for further instruction and / or advice etc.
Hot Work	- A hot work permit system will be implemented that requires workers to obtain permission before conducting hot work activities. - We will ensure that appropriate fire extinguishers, are readily available and properly maintained near the work area. - The hot work area will be isolated by cordoning it off or using physical barriers to prevent unauthorised access. - A person will be assigned to undertake a fire watch person whose sole responsibility is to monitor the work area during and after hot work for at least 60 minutes to ensure no smouldering or ignition has occurred. - We will remove or relocate flammable materials, liquids, and gases from the hot work area. - All workers performing hot work are trained, qualified, and certified for the specific task they are undertaking.
Lead	- All employees and subcontractors must wear gloves, eye protection and safety footwear when handling lead materials. - After handling gloves, operatives must wash hands and forearms with onsite welfare facilities - After handling lead, employees and subcontractors must not eat, drink or smoke until they have washed their hands and forearms.

Significant On-site Health & Safety Hazards	
Hazard	Control Measures
Manual Handling	- Ensure that the route the materials are being carried is free from any tripping hazards and remove any obstructions. - Manual handling is limited to no more than 25kg per lift per person without team lifting or the use of mechanical lifting aids. - Employees and subcontractors must follow good manual techniques provided as part of their training. - Utilise the TILE system for manual handling activities  T TASK i.e. the type of manual handling activity, such as pushing, pulling, lifting or carrying etc.  I INDIVIDUAL i.e. the capabilities of the person carrying out the manual handling activity.  L LOAD i.e. the size, shape, surface-type and weight of the object being moved.  E ENVIRONMENT i.e. the area in which the object is being moved.
Risk to Members of Public	- The company will erect sturdy fencing around the entire construction site to restrict unauthorised access. - Access gates with locking mechanisms will be established, and control access through designated entry and exit points. - We will implement a clear access control system to authorised personnel only whilst maintaining a log of individuals who enter and exit the site. - We will display clear and visible warning signs stopping unauthorised persons and also indicating construction site safety measures including PPE requirements and warnings of site hazards.

Significant On-site Health & Safety Hazards	
Hazard	Control Measures
Scaffold	- Scaffold will be erected by competent individuals, operatives must not change or alter the design in any way during its use. - Scaffold must be inspected following installation and before first use by a competent individual. - All employees, subcontractors and site visitors must ensure they are wearing head protection at all times working on a construction site. - Scaffold must be inspected at least every 7 days after the first inspection by a competent individual. - Should high winds occur during work, a competent individual must carry out an integrity inspection before it is used again. - All operatives using scaffold as an access platform must have undertaken working at height training. - Access to the scaffold must be limited outside of working hours through the use of suitable means i.e site perimeter fencing. - Access ladders to the scaffold must be removed from the scaffold at the end of the shift to prevent unauthorised access. - Access ladders must be inspected for integrity before use with attention to footings, rungs and condition. If any defects are present, do not use them and report to a manager or supervisor. - Three points of contact must be used when ascending the access ladders on scaffolding.
Structure Collapse	- Qualified structural engineers will be engaged to design and assess the structural integrity of the building or structure during construction. - Construction plans and designs will be strictly adhered to alongside building regulations and best practice. - Thorough geotechnical investigations will be conducted to assess ground conditions and identify potential issues that could affect the stability of foundations. - Only high-quality, approved construction materials that meet or exceed industry standards will be utilised during the construction phase. - Foundations will be designed to accommodate loads and environmental conditions specific to the projects. - Regular structural inspections by qualified engineers or inspectors will be undertaken at various stages of construction. - Shoring and bracing systems will be used to support walls, floors, and other structural elements during the construction phase
Substances Hazardous to Health	- The company will undertake relevant COSHH assessments for hazardous substances on the projects and communicate relevant control measures during induction. - Flammable Hazardous Substances must be stored away from work activities and other sources of ignition with adequate signage designating the materials as being flammable. - Staff should use provided spill kits in the event of any spillage of hazardous substances in the work area.

Significant On-site Health & Safety Hazards	
Hazard	Control Measures
Working at Height	- Working at height equipment will be selected for their suitability based on tasks undertaken by trained and competent individuals - Only trained and competent individuals or those under direct supervision can ladders. - Before work with working at height equipment begins, staff will undertake a visual inspection of focusing on safety features and the integrity of components. Should it have any noticeable defect, inform a manager or supervisor and do not use. - Before work, you must check the stability of working at-height equipment and check for overhead obstructions. - Task-specific risk assessments will be developed for the projects including control measures to limit the likelihood and impact of an injury related to working at height.
Working with Electricity	- Work on electrical circuits and systems must only be carried out by competent individuals with relevant qualifications and experience. - The work area should be limited to those carrying out work on the electrical systems only. - Before work commences on or near an electrical apparatus, a competent individual must isolate the electrical supply. Testing must be done to confirm the system is dead and any stored charge has been discharged. - When isolating the system, a competent individual must carry out a lockout and tag out procedure, ensuring the system cannot be energised during work. - Upon locking off, you should place a notice on the system warning others that it is being worked and not to re-energise. - Voltage detectors used for ensuring isolation must be identified for defects before use. - You must ensure that the work area is free from clutter and has adequate lighting. - All equipment used must be free from defects and properly insulated. - Work can only be carried out on a live system when there is no other option available. - Live working must not be carried out by lone workers. - Whilst working on live systems, employees and subcontractors must be wearing insulated gloves and using insulated matting.
Unstable Structural Elements	- No area of the internal building is to be accessed outside of the welfare and office area - do not breach the hoarding - For access to existing roof structures, a permit must be obtained after consultation with the site manager and confirmation risk assessments and method statements are suitable and sufficient.
Interface with Adjacent main Roads	Information given to operatives during initial site induction regarding safety in relation to the main roads.
Environmental Considerations	- Consideration must be given to wild life that may be present on site although at the time of handover there is no anticipated risk of disturbance to Nesting birds/owls/bats or any other breed of animal. - It is not foreseen that any harmful emissions will be created during the project or that any substances will be at risk of contaminating the ground.

Significant On-site Health & Safety Hazards	
Hazard	Control Measures
Deliveries	• Banksman / Assistance to be present to assist all deliveries. • Deliveries to be planned in advance and to avoid peak times
Lack of planning and risk Assessment	• Site / Task specific RAMS must be produced for each activity • All workers must comply with guidance and instructions as per the RAMS and other documentation associated with this project
Exposure to Dust	• Cutting equipment to be used in conjunction with a dust suppression unit. • FF3P Face fit dust mask where required

Additional Comments

If significant changes occur within the program or scope of works a revision of this document will be issued to all interested parties.

A Health and Safety / O&M file will be collated at the end of the project by the Project manager and submitted in desired format (electronically or physically)

I have read and understood the entirety of this document. Where there was something I did not fully understand, it was explained to my satisfaction. I agree to comply with the required directions and instructions in this document. If at any point, I cannot comply I will highlight this before continuing.

Name	Job Role / Position	Signature	Date
Martin Day	Multi Skilled / Site supervisor		7th March 2025