



Health and Safety Construction Phase Plan

For

Farmfield Hospital - Reception Extension

Apex Specialist Contracts
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Buntingford
Hertfordshire
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Document Ownership

Construction Phase (Health & Safety) Plan



Document Written By	Date Document Written
Joe McClymont	25/07/2017

Document Revision Log

Revision Number	Date	Revisions	Authored by	Approved by

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1.0 Introduction

This Construction Phase Plan has been prepared in compliance with the duties laid out in regulation 12 of the Construction (Design and Management) Regulations (CDM) 2015.

The plan outlines the systems to be adopted in the management of Health & Safety, by Apex Specialist Contracts, for the works scheduled (see appendix 6) at the specified address to achieve compliance with regulation 13 of the Construction (Design and Management) Regulations 2015.

The risks identified within the plan will be communicated to those that may be affected by the risks highlighted within.

The plan is a 'live' document and will be reviewed and developed during the course of the project by the management team and the author to ensure its relevance to ongoing site circumstances.

It is the project management's responsibility to manage Health & Safety on the project and to ensure procedures and control measures are in place and adhered to.

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2.0 Project Information

2.1 Project Brief & Goals

Nature and Description of the Project:

Construction of single storey extension to main reception

The project goals are:

- To have zero accidents or incidents on site during the construction phase
- To ensure that all risks are highlighted at the right time and the right people are informed.
- To have no cases of occupational ill health arising from working on the project.
- To cause no environmental damage
- To ensure disruptions to the local community are kept to a minimum during the construction phase.
- To exclude all unauthorised persons from site
- To ensure that any residual risks are highlighted and appropriate control measures put in place.
- To complete the project within the given timescales without snagging requirements

2.2 Site Location & Access

Farmfield Hospital,
Farmfield Drive
Charlwood
Horley
RH6 0BN

[Click here to enter text.](#)

2.3 Timescales / Programme

Planned start date of Construction Phase:

21/08/2017

Mobilisation/Preparation Period:

2 Weeks

Planned duration of Construction Phase:

7 Weeks

2.4 Reference of Pre-Construction Information

Refer to Appendix 10

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2.5 Project Directory

Client

Name	Elysium Healthcare Ltd	Contact Name	Mark Lee
Address	2 Imperial Place Maxwell Rd Borehamwood, Herts	Telephone	0208 327 1800
Postcode	WD6 1JN	Mobile	
		Fax	
		E-mail	

Contract Administrator

Name	TBA	Contact Name	
Address		Telephone	
		Mobile	
		Fax	
Postcode		E-mail	

Principal Designer

Name	Apex Specialist Contracts	Contact Name	Joe McClymont
Address	44a South Road Puckeridge Ware, Herts	Telephone	07850 435770
Postcode	SG11 1TH	Mobile	07850 435770
		Fax	
		E-mail	apexsc@outlook.com

Principle Contractor

Name	Apex Specialist Contracts	Contact Name	Joe McClymont
Address	44a South Road Puckeridge Ware, Herts	Telephone	07850 435770
Postcode	SG11 1TH	Mobile	07850 435770
		Fax	
		E-mail	apexsc@outlook.com

Designer

Name		Contact Name	
Address		Telephone	
		Mobile	
		Fax	
Postcode		E-mail	

Designer

Name		Contact Name	
Address		Telephone	
		Mobile	
		Fax	
Postcode		E-mail	

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2.6 Existing Site Information

Additional Information not provided in Pre-Construction Information (Section 2.4)

Site details:	Site is set away from main road via a road of approximately 1 mile
Site history:	Existing healthcare facility
Adjacent use:	Healthcare facility and farmland
Ground conditions (contamination, stability, subsidence):	TBA
Existing structures:	Existing single & 2 storey brick constructed healthcare facility
Previous reports:	N/A
Service plans:	N/A
Surveys (asbestos, building, environmental):	dwgs

2.7 Document Distribution

Who should receive a copy (or part copy) of the Construction Phase Plan?

Party	Yes/No
Client:	YES
Principal Designer:	YES
Contractors (specify):	Apex Specialist Contracts & sub-contractors
Other:	

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3.0 Site Management

3.1 Site Management Structure

Project Manager		Telephone	07850 435770
Contact	Joe McClymont	Mobile	07850 435770
Company	Apex Specialist Contracts	E-mail	apexsc@outlook.com
Site Manager		Telephone	
Contact	TBA	Mobile	
Company		E-mail	
Site Supervisor		Telephone	
Contact	TBA	Mobile	
Company		E-mail	
Sub-Contractor -		Telephone	
Company		Mobile	
Contact		E-mail	
Sub-Contractor -		Telephone	
Company		Mobile	
Contact		E-mail	
Sub-Contractor -		Telephone	
Company		Mobile	
Contact		E-mail	
Sub-Contractor -		Telephone	
Company		Mobile	
Contact		E-mail	

3.2 Responsibilities

A full description of personnel responsibilities are described within the company Safety Policy Document. The following is a brief description of project personnel responsibilities.

Project Manager

Has overall responsibility of the projects operation including the selection and coordination of subcontractors, the communication of the safe systems of work as well as ensuring the projects continuing compliance with safety management, regulatory and contractual requirements.

Site Manager

Is responsible for ensuring all works under their supervision are carried out in accordance with Health, Safety and Welfare legislation and company safety procedures. The Site Manager is also responsible for ensuring that all personnel on site have received a suitable induction, including a briefing on the safe systems of work, and have the necessary skills, experience and supervision to complete all works in a safe manner and in compliance with contractual requirements as well as ensuring that adequate communication is maintained between all workers and contractors on site in relation to the works being undertaken. The Site Manager is answerable to the Project Manager.

Site Supervisor

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Is responsible for ensuring all works under their supervision are carried out in accordance with Health, Safety and Welfare legislation and company safety procedures. The Site Supervisor is also responsible for the daily management of the site, the allocation of tasks to operatives, ensuring that all hazards are adequately controlled and operatives are following and complying with safe systems of work. The Site Supervisor is answerable to the Project Manager and the Site Manager.

Site Operatives

Are responsible for ensuring they carry out their duties in line with the safe systems of work and a manner that ensures the health, safety and welfare at work of themselves, other operatives and those affected by the works. Site Operatives are also responsible for highlighting any previously unidentified hazards during the construction phase.

Sub-Contractors

Each subcontractor shall ensure that their personnel have sufficient skills, knowledge, training and experience to complete their tasks and shall appoint a competent person to assist with health and safety matters on the project and to liaise with the Client's designated representative as required. Subcontractors are responsible, where appropriate, for supplying safe systems of work for their tasks and ensuring that their operatives are briefed on these systems and adhere to them and the site specific rules and requirements.

Each subcontractor is responsible for notifying the Health and Safety Executive of any reportable accidents to any of their employees as required under RIDDOR 2013.

3.3 Project Liaison & Communication

As Principal Contractor, Apex Specialist Contracts are committed to ensuring that adequate resources are allocated to this project to ensure that the risks associated with the works are successfully controlled and managed.

Protecting the health and safety of all persons working, or visiting, the site is of equal importance as the need to complete the project to a high quality standard and within the timescales agreed. To this end all staff on site will receive a site safety induction detailing the risks, safe systems of work and the rules of the site. In addition, tool box talks shall be provided during the project to maintain ongoing training for personnel or to advise them of procedural changes or changes to working practices or equipment.

All personnel and visitors will be encouraged to participate in accident prevention and occupational health related activities to ensure a high standard of health and safety throughout the project.

3.4 Workforce Consultation

Arrangements for consulting with the workforce shall be agreed on site. As a minimum this will involve:

- Induction
- Safe system of works briefings
- Tool box talks

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The site shall also operate an open door policy to ensure that any person(s) with concerns in regards to health and safety has the ability to raise their concerns to a member of the managerial staff.

3.5 Design Procedures

Where any design issues are raised during construction, such issues shall be put in writing and a meeting held with the Principal Designer and other interested parties in order to reach resolution. Minutes shall be maintained and action points recorded, including who requires additional information.

3.6 Selection and Control of Sub-Contractors

All sub-contractors will be assessed for competence through the company sub-contractor procedure prior to appointment. All necessary documentation will be reviewed and, where required, Apex Specialist Contracts will support appointed subcontractors to achieve the required levels of compliance.

Monitoring of subcontractors will be completed by site management throughout the project to ensure that the required levels of competence are maintained.

All subcontractors will be required to supply any equipment (including personal protective equipment) and personnel to ensure that their tasks are completed safely without risk to their personnel or others within the allotted timescales.

3.7 Training

Ongoing training will be achieved by tool box talks & safety briefings and shall be given to all staff on a regular basis or following any incident or change in hazards, work procedures or equipment. An induction shall be provided to all staff by site management with confirmation of attendance recorded within the site file.

Sub-contractors will be asked to provide proof of training for all personnel and permanent supervision for inexperienced operatives. Those who cannot provide proof of training or experience will not be permitted on site or will be restricted as to the works that they are able to undertake.

3.8 Site Security

Gate to secured compound to be opened for site access. All works to be undertaken within secured compound. Gate to be locked when not in use. All site operatives to sign in & out at main reception each day.

3.9 Welfare Facilities

As per existing site welfare

3.10 First Aid

First aiders to be identified during induction and on site signage. Full first aid kits provided on site

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3.11 Reporting & Investigation of Accidents / Incidents

All accidents, incidents and near misses shall be reported immediately to the Site Manager and recorded within the accident book or on a near miss form. In turn, this shall be reported to the Project Manager for investigation as required.

Each contractor has a responsibility for its employees and subcontractors in relation to reporting any accidents, which are identified within RIDDOR 2013, to the enforcing authorities. ProActive Safety Services (UK) Ltd. shall be responsible for undertaking any reporting on behalf of Apex Specialist Contracts.

All such incidents shall be reported to the Client via the Principal Designer.

3.12 Fire & Emergency Procedures

As per existing hospital procedures

3.13 Risk Assessments & Safe Methods of Work

All work activities shall be assessed with the findings of the assessments formally recorded and adequate control measures formulated and implemented.

The risk assessment for each specific task will be communicated to the relevant members of staff and a formal record of the briefing shall be held within the induction section of the site file.

All risks assessments and method statements shall be project specific.

The risk assessments will contain the following information:

- Identified hazards
- Who is at risk from these hazards
- The severity of the consequences if the hazard occurs
- The likelihood of the hazard occurring
- Evaluation and control of the risk

A method statement will be prepared when the risk assessment identifies the need for a safe system of work to be implemented as part of the risk control measures.

Site management, supervisory staff and safety staff shall monitor the onsite activities and review risks, working practices, method statements and risk assessments on an ongoing basis.

The identified significant risks that will require suitable control measures for this project are:

- Access and Egress
- Demolition
- Excavations
- Electrical installation
- Exposure to UV radiation from the sun
- Fire

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- Hazardous Materials (COSHH)
- Manual Handling
- Noise and Vibration
- Plant movement
- Roof works
- Scaffolding
- Temporary Electrics
- Traffic management and interaction
- Trespass
- Vermin (Leptospirosis)
- Work adjacent to the public
- Working at height
- Working in occupied premises
- Working with / alongside live electrics

3.14 Temporary Works

The temporary works identified below will be used on this project. These elements will be controlled and monitored on the temporary works register.

- Scaffolding
- Mobile Tower
- Rubbish chutes
- Ground Works
- Battered Excavations
- Formwork
- Edge Protection

The temporary works procedure will be based on BS5975 and the table within these standards will be used to determine the risk category.

If additional temporary works are required as the project progresses this Construction Phase Plan and the Temporary Works Register will be updated accordingly.

Category	Scope	Comment	Independence of checker
0	Restricted to standard solutions only, to ensure the site conditions do not conflict with the scope or limitations of the chosen standard solution.	This applies to the use of standard solutions and not the original design which will require both structural calculation and checking to category 1, 2 or 3 as appropriate.	Because this is a site issue, the check may be carried out by another member of site or design team.
1	For simple designs. These may include: formwork: false work (where top restraint is not assumed): needling and propping to brickwork openings in single storey construction.	Such designs would be undertaken using simple methods of analysis and be in accordance with the relevant standards, supplier's technical literature or other reference publications	The check may be carried out by another member of the design team.

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2	On more complex or involved designs. Designs for excavations, for foundations, for structural steelwork connections, for reinforced concrete.	Category 2 checks would include designs where a considerable degree of interpretation of loading or soils' information is required before the design of the foundations or excavation support or slope	The check should be carried out by an individual not involved in the design and not consulted by the designer.
3	For complex or innovative designs, which result in complex sequences of moving and/or construction of either the temporary works or permanent works	These designs include unusual designs or where significant departures from standards, novel methods of analysis or considerable exercise of engineering judgement are involved.	The check should be carried out by another organization

The responsible person for the temporary works will be TBA. They will be responsible for ensuring the designs and calculations have been checked for suitability prior to their installation. During the installation the responsible person shall ensure that all designs and calculations are followed and that the works are installed to the designer's specification. In the event that adjustments are needed to the temporary works they shall inform the Contract Manager to arrange for additional designs and calculations to be organised prior to the change being implemented. The responsible person shall also ensure the required inspections are completed on time and recorded within the site file.

3.15 Personal Protective Equipment (PPE)

The following PPE is compulsory on all sites:

- Safety footwear
- Hi-Viz clothing
- Hard hat

Other PPE is to be worn as indicated in risk assessments and method statements. PPE must be suitable for the task and be maintained to ensure that it remains effective. Damaged or broken PPE will be replaced immediately.

3.16 Permits to Work

Permits to work will be issued according to the type of work that is being undertaken. The permits will be issued by the management team with records of authorised permits held in the site file.

Permits that may be required include:

- Confined space Permit
- Electrical Permit
- Hot work Permit
- Permit to dig
- Permit to work

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Each permit will identify the requirements to allow work to commence and confirm that site management has confirmed that adequate control measures are in place for the works being undertaken.

3.17 Traffic and Pedestrian Management

All works to be contained within secured compound. Deliveries to be made to segregated area of car park before being transferred to within compound

3.18 Waste

All waste to be disposed of in on-site skips provided by a registered carrier

3.19 Working Periods

Works shall be carried out between 8:00 – 16:00 during weekdays. Weekend work shall not be carried out unless specifically agreed to between the Principle Contractor and the Client.

3.20 HSE Notification

Notification of the project to the HSE will be made by the Client by use of an F10 form, a copy of which will be provided. This document shall be updated by the Client if there is a requirement for the project to be extended or the scope of works change significantly.

A laminated copy of the most up to date F10 notification form shall be displayed on the front elevation of the building, this location being adjudged to be the most prominent and practical location.

3.21 Health & Safety Goals, Monitoring & Review Arrangements

The health & safety goals of the project are to carry out all works in a safe and efficient manner. At all stages of the project the health & safety of all staff employed on the project & those who may be affected by the works is paramount.

In addition, Apex Specialist Contracts also recognises the safety goals set out in Section 2.1.

The supervisor will be on site at all times to monitor adherence to site health & safety. In addition, an appointed representative will carry out random audits of the project during the construction phase.

3.22 Site Rules

Site specific safety rules will be briefed to all site staff and visitors. In addition, rules shall be posted on site for all to see. A copy of the site rules is contained within Appendix 1.

4.0 Arrangements for Controlling Significant Risks

4.1 Risk Control Procedure

Risk assessments supported by safe methods of work shall outline the appropriate safe system of work for the project.

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4.2 Project Specific Risks

Identification of the hazards and risks associated with the works and their subsequent assessments are included within Appendix 8 of this plan.

5.0 Health & Safety File

The Principle Contractor will make arrangements for all relevant information required to be included in the safety file to be collected and made available to the Principal Designer as set out in the pre-construction information.

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6.0 Appendices

Construction Phase Plan approved on behalf of the Principle Contractor by:

Signed:

Name: Joe McClymont Date: 27/07/2017