



The Old Temperance Hall - West End - Magor Monmouthshire - NP26 3HT

Tel: 01633 882754

262 CORPORATION ROAD

CONTAINED WITHIN THIS DOCUMENT ARE:

CONSTRUCTION PHASE PLAN

Appendix A – EMERGENCY PROCEDURES

Appendix B – SITE-SPECIFIC INDUCTION

Appendix C – CONTRACT RISK ASSESSMENT

Issue No.....1

Amendment No.....

Page Nos.....

Date October 2025

262 CORPORATION ROAD

CONSTRUCTION PHASE PLAN

INTRODUCTION

The following document, the Construction Phase Plan for the works, has been prepared by the Principal Contractor as required by the Construction (Design and Management) Regulations 2015 or 'CDM15'

This is a live working document and will be updated throughout the project by Site Management. Following amendments to the Construction Phase Plan this document will be re-issued to all relevant duty holders for information.

Construction Phase Plan Amendments Record			
Section / Page No.	Amended by	Amendment	Date
Section / page no. in the document.	Author of amendment/s	Add here a brief description of the amendment and ensure the amended document is saved as a separate document as evidence and then re-issued to all relevant parties.	00/00/0000

1 THE PROJECT

1.1 Description

The project is to strip out the internal parts of the existing structure comprising of ground floor commercial premises and flats above in order to create two newly refurbished ground floor commercial premises and four 2-bedroom residential apartments above.



The works will include (but may not be limited to) asbestos removal, strip out of the existing building, demolition of internal walls/roofing, installation of steel supports and new roofing, connection to the existing drainage services, installation of utility services such as electricity, drainage etc. Installation of kitchen and bathrooms and plastering, painting and decorating where required.

1.2 Site location

The site and site office address is

262 Corporation Road,
Newport,
NP19 0DZ

1.3 Building Safety Act

The Building Safety Act 2022 applies to all construction. However, as this project is not considered to relate to a 'higher-risk building' (HRB), it should be noted that Part 4 of the Act does not apply.

1.4 CDM Appointments

The Client:

Reenz Property Limited
85 Myrdle Street,
The Whitechapel Centre,
London,
E1 1HL

Contact: Shah Md Kamran Husan
Tel: 07939 699 595
Email: reenzproperties@gmail.com

The Principal Designer:

Belle Partnership Group Limited,
The Old Temperance Hall, West End,
Magor, Monmouthshire, NP26 3HT

Contact: Tom Bailey
Tel: 0333 323 1700
Email: tom@belle-partnership.com

The Principal Contractor:

Belle Partnership Group Limited,
The Old Temperance Hall, West End,
Magor, Monmouthshire, NP26 3HT

Contact: Tom Bailey
Tel: 0333 323 1700
Email: tom@belle-partnership.com

The Principal Contractor's
Health & Safety Consultants:

Wenlock Health & Safety Ltd
The Mill
Jackfield Tile Museum
Salhouse Road
Telford
TF8 7LJ

Contact: Emma Hinkley
Tel: 01952-885885
Email: emma.hinkley@wenlockhs.co.uk

Other Designers:

Structural Engineer
Vale Consultancy

Contact: Louis Morgan BEng (Hons)
Tel: 02920 021 207
Email: Louis.Morgan@vale-consultancy.co.uk

1.5 Duration

The anticipated start date is 13th October 2025

The anticipated duration of the Construction Phase is 52 weeks

An F10 has been issued by the Client and will be displayed on site throughout the Construction Phase.

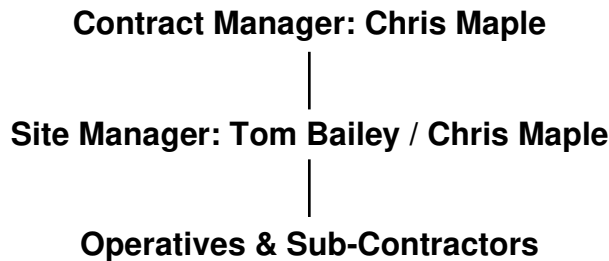
1.6 Existing information

Project information has been received from the Client. This project information is considered adequate to proceed with the preparations for site works.

2 MANAGEMENT ARRANGEMENTS

2.1 Management structure and responsibilities

The proposed construction phase management structure for this Contract is as follows.



The ultimate goal of this project is to produce a finished product to meet the standards required by the Client whilst achieving a very high level of health & safety in the construction workplace. The Company is committed to liaising closely with all appointed personnel to ensure the well-being of every person involved with or affected by the project.

During the Construction Phase, health and safety will be monitored:

- ❑ continually by the Site Manager
- ❑ on a regular basis by the Contract Manager
- ❑ Regularly by the Company's Health & Safety Consultants, Wenlock Health & Safety Ltd

2.2 Regular liaison between parties on site

Informal and continual liaison will ensure adequate communication between the Contract / Site Manager and all relevant parties i.e. the Client, Principal Designer, Designers and Contractors.

If the need arises additional meetings can be arranged either on site or, by mutual agreement, elsewhere.

2.3 Communication and consultation with the workforce

All Company employees (both directly and indirectly engaged i.e. sub-contract) receive site-specific induction prior to the start of the works to ensure that all site rules, risk assessments, method statements, etc are properly discussed and everyone is made aware of the agreed methodology and controls.

In addition, tool-box talks may be held should further risk assessments or method statements, topics issues, reiteration of site rules and practices, require supplementary discussion.

The Company's 'open door' policy encourages discussion between the Site Manager and all employees (both directly and indirectly engaged) ensuring that:

- ❑ unsafe situations can be identified and rectified before causing harm

- ❑ grievances can be aired without fear of retribution
- ❑ safety on site is continually at the forefront of both site management and the workers

2.4 Exchange of design information between parties

It is not envisaged that any significant design changes will be required during the construction process unless otherwise specified by either the Client or the Designers themselves.

However, should *significant* design changes by the Principal Contractor be made necessary (because of, e.g., provision of additional information, or changing site circumstances), both the Client and the Principal Designer will be consulted *prior to those changes being agreed*.

If the need arises additional meetings can be arranged either on site or, by mutual agreement, elsewhere.

It is expected that all Architect's Instructions will be sent to all relevant parties i.e. the Client, Principal Designer and Principal Contractor for information and record purposes.

Where relevant, the Principal Contractor will ensure that such information is also the passed on to the Contractor/s.

If changes to design become necessary based on the legal requirement under the Building Safety Act 2022 to notify the Building Safety Regulator of:

- a) any an occurrence or incident involving, *or risk that could cause*:
 - structural failure, which poses a risk to people in and around the building
 - the spread of fire or smoke, which poses a risk to people in and around the building

or

- b) occurrences that resulted in, *or are likely to result in*:
 - the death of a significant number of people
 - serious injury that needs immediate treatment in hospital for a significant number of people
 - a permanent or irreversible disabling condition to a significant number of people

then, as the PC, a Change Control Application will be submitted to building control to correct designs.

2.5 Control of Contractors

All Contractors appointed will have been previously assessed by senior Company management for both:

- ❑ health & safety competency, and
- ❑ the ability to allocate sufficient time and resources to this project.

The Site Manager is responsible for ensuring that all Contractors are made fully aware of the site-specific expectations, restrictions, risks and control measures related to this site and the implications for their works. This may be done by:

- passing this, or relevant part of, the Construction Phase Plan to the Contractor and/or
- site-specific pre-start induction, instruction, and agreement with the Contractor

If the need arises the Site Manager will arrange meetings, either pre-start or during the works, between Contractors to ensure adequate co-ordination.

Contractors are expected to submit their own *site-specific* risk assessment/s and/or method statement/s before the start of their works in sufficient time to allow scrutiny, agreement and co-ordination with other Contractors. No work will be allowed to start until the Site Manager has agreed that Contractor documentation is sufficient and suitable in relation to the site, expected operations, the programme of works and any interaction with other Contractors.

As above, all Contractors are given all necessary site-specific information and induction prior to the start of their works and are kept fully informed throughout construction of any issues that relate to or affect the health & safety of their personnel. In return (and as is legally required under CDM), all Contractors are expected to keep the Principal Contractor fully informed of any issues, problems, shortage or resources, altered systems or work, etc which could affect health or safety on site, co-ordination with other Contractors or the proficiency of the work itself.

The Principal Contractor cannot and will not be held responsible for any unsafe situation resulting from lack of communication or disclosure, or commitment to health & safety, by any Contractor on this site.

2.6 Site security

The property will have to be secured throughout the duration of the works due to being on the high street and so not able to be fenced off from trespassers as this would block the pedestrian footpath. The works area from inside the property will be blocked off to prevent persons from entering the works area/building until works are fully completed. Where practicable the working area to the side of the property will be secured to prevent access from the neighbouring property by using ladder guards. Regular liaison with the neighbouring property will take place to inform them in advance should any access be required from their property.

During the demolition stages of the works, additional controls will be implemented externally to prevent the neighbouring properties being disturbed or affected by noise. The works area will remain secure to prevent unauthorised access.

The Site Manager is responsible for ensuring that these agreed arrangements are properly managed, verified effective and continually checked, particularly prior to leaving the site unattended *at any time*.

2.7 Welfare facilities and first aid

Welfare is to be provided by means a CDM compliant welfare provisions which will be on the ground level of the building whilst the first phase of the works takes place upstairs. Hot

cold running water and mains assisted toilet will be available and somewhere to sit/eat/warm food during rest periods.

Facilities will be kept clean by means of regular cleaning and monitoring of the welfare facilities. Dirty or unkempt conditions or welfare practices will not be tolerated; offending workers will be suitably disciplined.

2.8 First aid

The first-aiders on this site are to be:

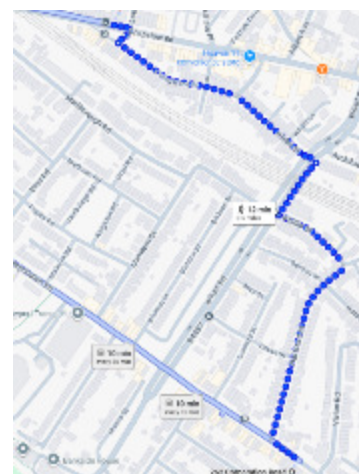
1. Tom Bailey
(who will also be responsible for ensuring the first-aid box is kept adequately supplied)
2. To be confirmed during site inductions.

First-aid facilities are to be kept within the welfare area.

Full details of all first aid and emergency arrangements are to be posted in the welfare area.

The location of the nearest registered defibrillator is:

81 CHEPSTOW ROAD, NEWPORT, NP19 8XD



2.9 Reporting and investigating of accidents, incidents and near misses

ALL accidents, incidents and near-misses are to be reported to the Site Manager who will then relay the information to the Contract Manager for appropriate action to be advised and taken, and reporting to the HSE under RIDDOR if necessary.

In the event of a fatality, major injury or dangerous occurrence, the Contract Manager ***MUST BE CONTACTED BY THE SITE MANAGER IMMEDIATELY*** in order to summon the HSE (and, if necessary, the Police) immediately and with full Company control

For information, the HSE can be contacted:

For fatalities or very serious injuries and incidents, report direct to the HSE on central reporting number: **0345-300 9923**

For less serious but still RIDDOR reportable injuries, occupational diseases and over 7-day incapacities, report via the HSE website:

<http://www.hse.gov.uk/Riddor/report.htm>

2.10 Risk assessment and written safe systems of work

Generic assessments have been carried out for all commonplace construction issues. These are held at Head Office and on site (as deemed applicable) and are used as reference material when determining risk factors and writing the site-specific risk assessments, method statements and other documentation necessary to ensure safe systems of work on site.

A 'Contract Risk Assessment' has been prepared for the construction phase of the project, and is appended to this Construction Phase Plan, to give *an over-view* of the main anticipated risks to health and safety, and brief details of the proposed methods of risk elimination or reduction so far as is reasonably practicable and foreseeable at this stage.

Over and above this, specific risk assessments will be written for specific situations and operations deemed to present higher or further significant risks and, thus, requiring specific controls. Reference is made to the site-specific risks and arrangements detailed in both Section 3 below and the Contract Risk Assessment.

In addition, and where deemed necessary, method statements will be written to ensure that all personnel involved (both directly and indirectly engaged) are made aware of the agreed safe system/s of work.

As above, Contractors are expected to present their own site-specific risk assessments and, where deemed necessary, method statements to ensure full Principal Contractor control over site-wide operations.

3 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT RISKS

3.1 General risk issues

□ The locality & local restrictions

The property can be accessed from Corporation Road which is a main road within Newport City Centre. This road has limited parking with double yellow lines outside of the property and traffic wardens are regularly visiting the area. There are no spaces available for contractor parking and side streets are also limited. There are currently no permits in place for skips or use of the pedestrian footpath which would need to be applied for prior to use.

There is no access to the rear of the property.

Waste must not be allowed to accumulate so deliveries and material storage must be appropriately planned to ensure safe access/egress and limit hazards on site.

All associated activities audible beyond the site boundary must not occur outside the hours of 08:00 -18:00 Mondays to Fridays and 08:00 -13:00 on Saturdays. There shall be no development on Sundays or Bank Holidays.

The neighbours will be given advance notification of any works likely to affect them. There will also be a notice displayed on the shop front for the site managers contact details in the event of any issues arising during the works.

□ Accommodating adjacent sites (commercial, public, other construction sites)

The property is attached to a neighbouring radio repair business which will be occupied throughout the duration of the works.

The neighbouring property will need to be updated on any site related activities that may affect them including significant noise production during certain periods of the works. Site personnel must remain vigilant and ensure all tools and equipment always remain secure and that the site is secured throughout the works due to being on the high street. Expect trespass and theft.

As the property is within both a residential and commercial area, noise and dusts must be always kept to a minimum.

Parking of vehicles must be done safely without blocking of access areas.

To avoid the build-up of congestion it is important to ensure that site traffic and deliveries are kept to a minimum during rush hour times.

The contractors especially waste removal companies must be vigilant of pedestrians passing the property / using the road when entering and leaving the site and avoid reversing without the use of a banksman.

The Site Manager must ensure access is always provided to pedestrians to avoid them walking into the road and also ensure the nearby residents and their visitors maintain access to their own properties to prevent the build-up of traffic.

Core working hours may need to be introduced to prevent nuisance to residents and the nearby commercial properties. This will be monitored by the Site Manager throughout the duration of the project. Weekend working is only permitted with prior authorisation by the Site Manager.

❑ **Delivery and removal of equipment, materials and waste**

All waste accumulated and formed during the project will be relocated taken off site during each shift due to there being no suitable place for waste skips. All deliveries and waste collections must be co-ordinated and a banksman in place to ensure the safety of the pedestrians, commercial property visitors, and nearby residents.

The site manager will carry out regular checks to ensure compliance and good levels of housekeeping on site throughout the construction phase.

Operatives are responsible for the waste they generate and the housekeeping in their works area. Anything which is no longer required on site is to be removed. The site manager is responsible for ensuring that the waste is cleared regularly.

Due to the location of the site, all deliveries will be pre-planned by the site manager to limit site traffic.

In addition, impact onto the local residents and businesses will also have to be managed, particularly, the business next door to the property due to being joined to the building and contractors requiring access at certain points of the project.

Equipment will be left secure when not in use. The site manager is responsible for ensuring that all equipment, tools and materials are left secure, expect trespass and theft where possible do not leave equipment on site outside of shifts.

3.2 Site-specific risk issues

❑ **Asbestos**

To ensure the safety of the contractors and residents an asbestos refurbishment / Demolition survey has been completed by the Client. All identified asbestos will be removed by a specialist asbestos contractor, City Environmental Services prior to works starting within these areas. All contractors will be briefed on the contents of the survey, who will in turn sign it to confirm receipt.

Should further asbestos containing materials be found, works in that area will stop, and suspected materials will be tested. Only once written confirmation has been sought, and any asbestos removed by a specialist contractor, will works be allowed to continue/ resume.

All Operatives and subcontractors are to be trained in asbestos awareness. This training must be maintained.

Workers must not deviate from the working area. Do not tamper with or handle anything that you suspect has the potential to contain asbestos.

If operatives suspect asbestos is present in the working area, stop work immediately, and contact the site manager immediately. No work is to be completed until an additional survey has been completed. Only an approved, licenced asbestos removal company will be commissioned to remove the asbestos present in the building.

❑ **Existing Internal Services**

All existing services must be isolated prior to any demolition/strip out works taking place. This work must be carried out by a competent person, and records kept on site of this.

❑ **Demolition / strip out**

The property will require some demolition to the existing internal structure in order to create the new walls and additional living space.

All demolition, dismantling and structural alteration to the property will be carefully planned and carried out by competent persons to ensure the safety of workers.

The working area is to be kept clear from non-essential personnel to ensure that people are kept as far as possible away from the risks of falling materials and projectiles.

The method statement for the demolition/strip out works should identify the sequence required to prevent accidental collapse of the walls.

Gas, electricity, water and telecommunications services need to be disconnected before demolition/strip out work begins. No electrical live working is permitted. All isolations will be locked off with only one person having the ability to reinstate the supply. Whilst works are taking place upstairs during phase one, there must still be a supply to the welfare provisions downstairs (hot water / toilet / electric for kitchen areas).

Hazardous materials should be considered including dust, and respirable crystalline silica (RCS). An asbestos survey has been completed, and all asbestos will be removed by a licence contractor prior to strip out works taking place in the areas containing asbestos. The Site Manager must ensure all personnel are wearing the correct PPE and RPE to avoid inhalation of dusts. Face fit records must be kept on site.

❑ **Hot Works**

There should be no hot works on this site as most of the plumbing works will require crimping. In the event that any hot works occur on site they are to be controlled via a permit to work system, issued by a competent person prior to any hot works being carried out and only closed and cancelled after a sufficient fire watch period has elapsed.

Prior to carrying out any hot works the competent contractor is to ensure that all combustible materials are removed from the area and that suitable fire extinguishers are available in the vicinity which must only be operated by trained and competent persons.

❑ **Stability of structures**

There are some structural works required to create the additional accommodation internally.

During the works, the stability of the existing structure will be monitored by the Site Manager especially during the removal of existing walls. If in doubt, the structural engineer will be consulted, and all appropriate action taken as and when required.

❑ **Temporary works
(above or below ground)**

There will be low risk temporary works on this site. This will be overseen by the site manager.

Temporary works will be managed as per the sections of this Construction phase plan.

❑ **Work at height
(including fragile materials)**

All work at height will be subject to risk assessment, taking particular account of the ground/floor conditions. The Site Manager will not permit any operatives or sub-contractors to commence work at height until a suitable and sufficient risk assessment is in place and the task has been discussed. Sub-contractors will be required to provide their own assessments for work at height.

Scaffolding will be required for the installation of the new roof. Scaffolding will only be erected/alterd by competent scaffolders only who are in possession of a CISRS Card. All scaffolders will be required to work to SG04 at all times.

Scaffolds will be inspected every 7 days by a competent person, recorded and held on site. In addition, the scaffolds will have tickets/tags on them with these inspection dates.

Suitable edge protection will be positioned along the whole scaffold. Where falls cannot be prevented by edge protection, fall arrest equipment will be used to reduce the impact of a fall i.e., air bags/ safety netting. To protect persons below from potential falling tools and materials, brick guards will be placed on the scaffold. Any requirements for scaffolding over the footpath will require permits from the council. Brick guards and safe and suitable access will be provided for pedestrians to prevent risk of falling materials, trip hazards and prevent them having to walk in the road. A traffic management plan for pedestrians will be developed in this instance. Ladders will be secured with ladder guards when not in use or removed from site.

It is envisaged that any work at height off steps and ladders, will be for short duration works. These are to be checked prior to their use by the operatives and included in the weekly recorded checks. Do not use defective steps or ladders. These are to be removed from site immediately and replacements sought.

Any ladders and steps used will be of a suitable class and deployed correctly and fit for use/ purpose.

❑ **Lifting operations**

There will be a requirement to install additional steel to the existing structure therefore a lift plan will be required taking particular account of flooring conditions, segregation and

available space within the structure; a competent Site manager will be present during all lifts. The lift plan must be submitted prior to the lift for review and approval by Belle Group.

Under no circumstances are lifts to be conducted without a suitable and sufficient lift plan and risk assessment.

Only competent, trained and authorised persons to be involved in any lift. Records to be kept of all plant and equipment used, as well as the lift plan itself.

The new roof will be constructed and installed on site.

❑ **Inspection & maintenance of plant & equipment**

It is the responsibility of both the site manager and the personnel using the equipment to ensure that all tools, plant and equipment is kept in good working order and meeting all current health & safety requirements.

All items must be checked before use each day, with more thorough inspections being recorded weekly in line with current legislation and Company policy. Damaged or faulty items will be withdrawn from use until rectified or replaced.

Copies of maintenance inspections and relevant certification will be kept on site and held by the site manager. Plant and equipment will be inspected by the site manager on arrival at site and a record made on the Company Inspection Register. Weekly inspections will then be recorded on all plant and powered equipment, and also any other items that carry significant risks.

Sub-contractors are to comply with the inspection and testing regimes. Failure to provide evidence of maintenance and inspection will result in the item(s) not being permitted on site.

Where possible it is preferred that battery or air operated tools are used. All electrical items will be run from a main distributed transformer that will require all plant and tools to be 110v only

3.3 Health issues

❑ **Inhalation of dusts**

As with all construction, dusts will be produced which will pose hazards to both site personnel and members of the public in the local vicinity. All dusts will be suppressed using vacuum attachments (fitted with Hepa 13 standard filters) at source and/ or water suppression.

Under no circumstances can dusts be generated without adequate control measures. There is a high likelihood of the surrounding businesses and pedestrians being affected by uncontrolled dusts, which is not acceptable.

This will be controlled by the site manager and reviewed/monitored regularly to ensure compliance.

During internal works, dust extraction will be used and windows will be opened to help ventilate the areas. Throughout the works, any escaping dusts will be hoovered up with the appropriate M Class hoover. Do not sweep dusts up.

Face fitted dust masks are required for all dusty operations.

This will be controlled by the site manager and reviewed/monitored regularly to ensure compliance.

❑ **Hazardous substances**

All hazardous materials will be stored in a lockable secure container. If possible, those items not required/ not in use will be taken off site by the individual contractors. COSHH assessments will be on site and communicated to all at induction.

Only persons trained in the correct handling and use of hazardous substance will be allowed access to said substances. Once the substance is no longer required, it must be securely stored after use, in order to prevent unauthorised use.

The site manager is to monitor the use and storage of COSHH substances throughout the build and the site manager should always expect trespassers and ensure all chemicals are secured outside of work hours.

In compliance with legislative requirements, health surveillance of workers potentially exposed to noise, vibration, dust and other health related hazards must be completed regularly by all contractors.

There are a significant number of gas bottles stored next to the building (within the radio repair premises) and in compliance with fire regulations these will need to be relocated to reduce fire risks and risk of damage to them during roof and scaffolding works.

❑ **Manual & mechanised handling**

There will be manual handling on this project as it will not be possible to eliminate on this particular project; however, all manual handling will be subject to a risk assessment and mechanical means will be used wherever possible to reduce unavoidable incidence. Good instruction in manual handling techniques is essential.

Good lifting techniques will need to be followed and Site Manager to monitor materials/equipment that will have to be carried up a ladder.

PPE to be worn at all times.

❑ **Noise & vibration**

Noise on site will be limited to the site and its effect on the neighbouring business and nearby residents will be monitored at all times. Should the site manager determine that noise levels could be disturbing them or other local residents, core hours will be introduced and monitored by the site manager. Where possible, noisy activities will be

segregated on site. Due to the closer proximity to the neighbouring business, the site manager is to maintain a good working relationship with the neighbours, as noise may be an issue during key times of the build.

Where excessive noise is produced on site, hearing protection must be worn. Where the site manager is unsure if hearing protection is applicable, a noise assessment of the task/ environment will be carried out.

Where possible the use of vibrating equipment will be minimised. Where this cannot be achieved, low vibration equipment will be selected. All plant and equipment is subject to pre-use checks to ensure that they are in good working order.

In compliance with legislative requirements, health surveillance of workers potentially exposed to noise, vibration, dust and other health related hazards must be completed regularly by all contractors.

❑ **Exposure to UV and any other health issues**

This contract is to be carried out throughout all seasons but most of the works will be internal so is unlikely to have long periods of sun exposure and hot weather.

However, should unusually hot weather prevail, site personnel will be encouraged to cover-up, bring their own sunscreen and take regular breaks for rest and drink water.

Operatives will be informed of the dangers of UV light during induction where applicable.

4 THE HEALTH & SAFETY FILE

4.1 Responsibility for collation

Under CDM15, it is the responsibility of the Principal Designer to have established the Project Health & Safety File during the planning and design stage, and to continue adding and reviewing information therein throughout the Construction Phase.

As it is a responsibility of Contractors to provide relevant information for that File throughout the construction period, all Contractors working on this project are required to co-operate with any such requests from either the Principal Contractor or the Principal Designer by supplying adequate and appropriate documentation in a timely manner. Failure to co-operate and provide requested information will be detrimental to future work.

Information will be collected during the construction period by the Principal Contractor and collated in a Site Safety File; as this provides a focal point for health & safety-related documentation, Contractors are free to view the File at any time should they have a legitimate reason for doing so.

Information relevant to the Project Health & Safety File will be passed to the Principal Designer as it becomes available throughout the project.

4.2 Information required

On this project, the required Health & Safety File information will include (but may not be limited to):

- ❑ **Full record and/or as-built drawings** – exactly what work was carried out where, including all service information (existing or new)
- ❑ List of Contractors complete with full contact details and the nature of their works
- ❑ List of materials, suppliers, manufacturers and specifications used within the end-product, complete with contact details for future reference
- ❑ Operations and maintenance information for relevant installations, fixtures and fittings
- ❑ Reasons for, and details of, significant design changes
- ❑ Any additional surveys or investigations, including mains services
- ❑ Test and commissioning certificates, relating to either the installations or the construction materials used
- ❑ COSHH data sheets for any non-generic materials used
- ❑ Construction or installation information concerning elements of the end-product likely to present difficulties or risks for future maintenance, repair, alteration, cleaning or removal

262 CORPORATION ROAD

CONSTRUCTION PHASE PLAN – APPENDIX A

EMERGENCY PROCEDURES

Immediate Action

This basic guidance is included for use in emergency situations such as:

- ❑ Fire
- ❑ Injury
- ❑ Striking an underground or overhead service
- ❑ Discovering suspected asbestos, ground contaminants or other hazardous substances.
- ❑ Collapse of a structure or a lift

The Site Manager is responsible for the overall control of **ALL** emergency situations and the immediate management of any such occurrence.

To assist in pre-planning for an emergency, the Site Manager is responsible for nominating suitably trained and sufficient numbers of fire wardens and first-aiders, **nominating deputy supervisory control during periods of unavoidable absence from site**, safe emergency exit routes, safe assembly points, and all other necessary emergency systems to ensure safe evacuation and well-being.

In addition, and to prevent delays in an emergency, the Site Manager is responsible for ensuring that this Appendix A is properly discussed during induction and relevant details are displayed in the canteen, offices and, if necessary, throughout the site.

Fire:

Only attempt to tackle the fire with extinguishers if:

- ❑ there are properly trained personnel who can do so
- ❑ the fire is still small and controllable

Otherwise:

- ❑ evacuate all personnel immediately to safe assembly points, and any others who may be affected (workers or the public from adjacent properties, etc.)
- ❑ prevent anyone re-entering
- ❑ call **999** (landline) or **112** (mobile) and ask for the 'Fire' services. *Only use a land-line in a site office if you can do so without putting yourself in danger*

Injury:

- ❑ Summon a first-aider **immediately** and **ring 999 or 112 immediately if deemed necessary**; ask for the 'Ambulance' services.

Meanwhile:

- ❑ Assess the situation and make the area safe before you, the first-aider or anyone else is allowed near, even to attend a patient.

- If the injury is deemed minor and non-life-threatening by the first-aider, and the patient is well enough, he/she can be taken by car to the nearest hospital or a GP; the address and phone number of the nearest Accident & Emergency Unit and GP surgery is given below
- However, transportation by a non-medical vehicle can often cause significant complications; if in doubt, **ALWAYS** summon emergency assistance rather than risking further harm to the patient.

Striking a service (underground or overhead):

In general, evacuate the area of **ALL** persons (including the public if applicable); the Site Manager is responsible for controlling of the situation and taking action as necessary.

Make the situation safe:

Gas – immediately extinguish all cigarettes, switch off all plant and equipment and barrier the area to a safe distance.

Electric – electricity can arc to extensive distances so **never go near**. If electric cables (overhead or underground) are hit by plant or vehicles, the driver must remain in the cab to avoid earthing; if this would be life-threatening, the driver must *jump* well clear.

Water – evacuate trenches, manholes, and everything below ground, immediately.

BT – if an optic fibre cable is hit, **never** look directly into the end (they are lasers and will burn eyes)

Call the emergency phone numbers immediately and let them deal with the problem – **never improvise**:

Emergency services if injury results **999**

Gas	0800-111 999 (national)
Electricity	08457-331331 (GPU 24hr. Power Loss Helpline)
BT	Dial 0800-917 3993 “Dial-Before-U-Dig” or 100 for operator services; they will transfer to emergency call-out
Water	Welsh Water DWR CYMRU Tel: 0800 052 0130

Collapse of a structure or other dangerous occurrence:

- Evacuate the area immediately, call the emergency services **and the HSE**
- Secure the site to prevent intrusion
- **Never** put yourself in danger by attempting rescue.

Discovery of suspected asbestos, contamination or harmful substances:

- Cease work, evacuate and secure the area, and inform the Site Manager **IMMEDIATELY**
- The Site Manager is responsible for reporting the incident to the Contract Manager for appropriate action to be advised and taken, and reporting to the HSE under RIDDOR if necessary
- **NO WORK CAN RE-COMMENCE UNTIL THE AREA HAS BEEN VERIFIED FREE OF ASBESTOS IN WRITING**

Aiding Emergency Services

When contacting emergency services (or statutory bodies), give as much information as possible to help them locate the site and attend to the emergency quickly; give full address and landmarks, if possible, contact name and telephone number, quickest access route into site, type of incident and conditions to be expected, and any other relevant information.

Whilst waiting for their arrival, the Site Manager must help them by organising:

- ❑ identified, unobstructed and the quickest access into and around site to the incident (station banksmen at the roadway and strategic points to flag down and direct them),
- ❑ any specialist p.p.e. or r.p.e. that might be necessary
- ❑ any drawings, COSHH assessment, etc., that might help them to locate and access victims, to identify hazardous substances and likely risks, etc.

Medical Assistance

The nearest Accident & Emergency Unit is located at:

The Grange University Hospital - Emergency Department
Llanfrechfa Grange

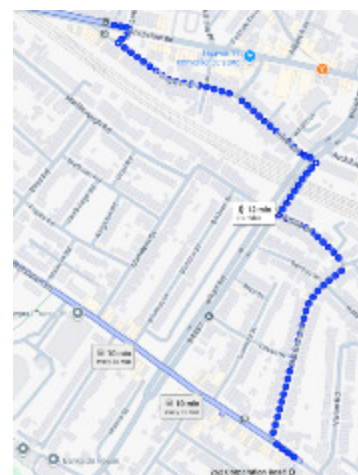
Caerleon Road
Cwmbran
NP44 8YN

Tel: 01633 493100



The location of the nearest registered defibrillator is:

81 CHEPSTOW ROAD, NEWPORT, NP19 8XD

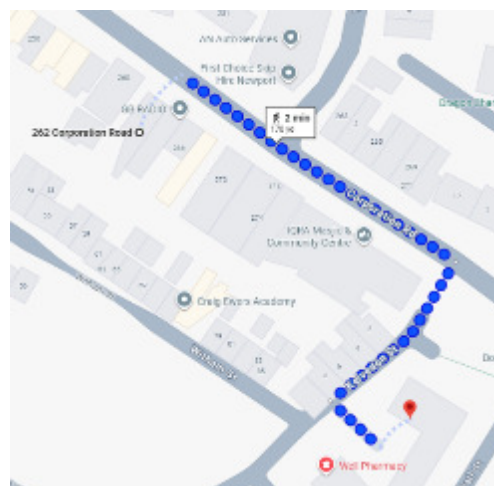


The nearest doctor's surgery is located at:

The Rugby Surgery

1-5
Kelvedon Street
Newport
NP19 0DW

Tel: 01633 258565



The Site Manager is responsible for ensuring these details are displayed in a prominent position using the green & white emergency contact posters and alongside the names of nominated first-aiders, and for ensuring they are fully explained and discussed with **ALL** site personnel pre-start, including all Contractor workers, all visiting management or project-related personnel.

Reporting & Investigation Procedures

Once the patient/s and immediate emergency have been dealt with and the situation has been stabilised, the Site Manager must ensure that the Contract Manager has been promptly and fully informed of all details, including circumstances on site at the time of the incident.

The Contract Manager must notify the relevant bodies (the HSE if notifiable under RIDDOR, and Police where necessary), and liaise promptly and fully inform both the Health & Safety Director and Wenlock Health & Safety Ltd for advice and additional action.

Should this be necessary, it is the responsibility of the Health & Safety Director, (or the Contract Manager in his absence) to notify family contacts and instigate an investigation where deemed necessary.

In the event of a very serious incident or a fatality:

- It is imperative that the Health & Safety Director **and** Wenlock Health & Safety Ltd are notified **immediately**. If the HSE and/or Police need to carry out an investigation, it is vital that Wenlock Health & Safety Ltd are involved and have immediate access to the site from the outset in order to best guide and assist the Principal Contractor

In addition:

- Do not allow any more work to take place
- Do not allow **anyone** to leave site until the HSE/Police have attended site and allowed people to leave; it is the duty of **ALL** employees, in whatever form (including the Client and all visiting site-related personnel), to remain on site until properly authorised to leave
- If any member of the public is a witness to the incident, the Site Manager should try to persuade that person to stay on, or with the site staff, until the HSE/Police have attended

and taken a statement. If the person is keen to leave, the Site Manager should take the statement and including personal contact details.

- The Site Manager must gather as much information as possible at the scene of the incident for **confidential** internal Company investigation use, e.g:
 - photos of the incident area, the environment (weather and conditions), any relevant plant or equipment, the patient's p.p.e/r.p.e., signing, lighting, etc.
 - note any other observations and potential mitigating circumstances
 - signed statements from witnesses

262 CORPORATION ROAD

CONSTRUCTION PHASE PLAN – APPENDIX B

SITE INDUCTION LITERATURE FOR ALL SITE WORKERS

Part A - this should be retained by the worker

Site management: Contract Manager: Chris Maple
Site Manager: Tom Bailey / Chris Maple

Facilities

Site address: 262 Corporation Road,
Newport,
NP19 0DZ

Car parking facilities are not provided for this site. There is parking available around the area and ASDA is a 6-minute walk away.

On no account is any site-related or private vehicle permitted to park on or obstruct local roads unless specifically authorised and controlled by the Site Manager.

The canteen, washing and toilet facilities provided for you are to be kept clean, tidy and used for the their proper purposes

Dirty or unkempt facilities will not be tolerated as it can result in vermin and also HSE enforcement. If a prohibition notice is issued by the HSE because of dirty facilities, it will affect everyone immediately – the site will be shut down until everything is cleaned up and **no work, no pay.**

Emergencies

The first-aiders are:

- ❑ Tom Bailey (who is responsible for keeping the first-aid kit stocked)
- ❑ To be confirmed during site induction

There is a first-aid kit in the site canteen

Green first-aid posters are displayed giving the names of the first-aiders, emergency contact details and other emergency information

Medical Assistance

The nearest Accident & Emergency Unit is located at:

The Grange University Hospital - Emergency Department Llanfrechfa Grange

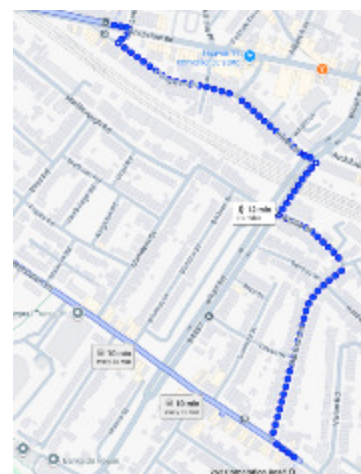
Caerleon Road
Cwmbran
NP44 8YN

Tel: 01633 493100



The location of the nearest registered defibrillator is:

81 CHEPSTOW ROAD, NEWPORT, NP19 8XD

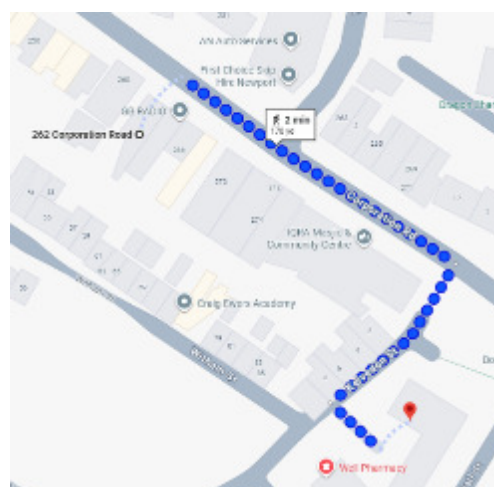


The nearest doctor's surgery is located at:

The Rugby Surgery

1-5
Kelvedon Street
Newport
NP19 0DW

Tel: 01633 258565



All accidents, injuries, incidents or 'near-misses' must be reported immediately to the Site Manager for appropriate action and entry in the Accident Book.

In the event of a fatality or serious injury, **immediately** contact a first-aider and the Site Manager. **Do not leave the site or touch anything** until instructed to do so by the Site Manager; to do so may be a criminal offence.

In the event of a serious incident (striking a gas, water or electric service, collapse, fire or explosion etc.), evacuate and seal off the area **immediately** and tell the Site Manager. **Do not go back or touch anything**, but do not leave the site.

The Site Manager (or the Nominated Deputy in his absence) is in charge during any emergency on this site; you must follow his instructions if the alarm is heard. If there is an emergency requiring evacuation:

- ❑ The alarm signal will be to shout 'Fire, Fire, Fire'
- ❑ Switch off all equipment and make it safe before evacuating **unless this delay would put you in danger**
- ❑ It is important that you follow the designated safe routes to the assembly point so that everyone is accounted for. **Never leave site until you are given permission to do so**

You are only allowed to use fire extinguishers if you have been trained to do so and the fire is still small enough to extinguish without risk to yourself or others; otherwise, **raise the alarm, help evacuate the area immediately and summon assistance**. The Site Manager should be contacted as soon as possible; however, never waste time to do so, but contact the Emergency Services (**112** from a mobile) yourself if necessary.

Personal safety

- ❑ Everyone arriving on or leaving site must book in and out at the site office with the Site Manager.
- ❑ This site-specific induction is given to all site workers (both direct and indirectly employed) and gives details of the relevant risks, controls, and procedures relating to the project operations and site circumstances. Non-compliance (whether by a worker or manager, direct employee or Contractor's employee) will not be tolerated and may result in disciplinary action or removal from site. The Site Manager's decision is final.
- ❑ Anyone found damaging anything within the site or behaving irresponsibly will be disciplined or removal from site; you, and all others on site, have a legal duty not to put themselves and other people at risk through irresponsible or negligent behaviour.
- ❑ Anyone found, *or suspected*, to be under the influence of alcohol or drugs (recreational, or other types of drugs or medicines should safe working be compromised) will be removed from site; again, this can put others on site in danger and cannot be allowed. (Don't forget that alcohol or drugs may remain in your system for lengthy periods e.g. from the previous day).
- ❑ Personal use of mobiles (whether for making calls, texting, social media or any other function) is not permitted on this site. Mobiles are a dangerous distraction and they must be left away from the working area. Their use is strictly limited to break times and **where you are safely within a non-working area**.

If there is a legitimate reason for the carrying and use of a mobile, this **must be authorised by the** Site Manager. Control must be exercised even where permission has

been given; no calls can be made or taken **unless stationary and standing in a place of safety.**

- ❑ The use of personal audio equipment or any other non-site-related apparatus that inhibits hearing is **banned from this site.**
- ❑ Smoking areas are strictly designated outside of the building; **use of e-cigarettes is included in the ban** of smoking anywhere other than these areas. Smoking breaks during work periods are not permitted.

Any person found breaking the smoking rules will be disciplined.

- ❑ This site is not designated a 'Hard Hat Site' as the majority of the works will be internal. However (as required by law), hard hats **MUST** be worn with all external (or internal) work where there is a risk of head injury e.g. where there are overhead works or work near plant
- ❑ Safety footwear **MUST** be worn by everyone **AT ALL TIMES.**
- ❑ High-viz vests or jackets **MUST** be worn **AT ALL TIMES** in areas where there is a risk of being struck by moving plant or vehicles which will be during deliveries and waste removal activities outside.
- ❑ Other PPE (e.g. ear-defenders, respiratory protection, goggles and gloves) must be worn as specified in relevant risk assessment; particular attention **MUST** be paid to high risk tasks such as use of power tools.
- ❑ Don't forget that you are under a legal duty to follow whatever rules your employer has made about the wearing of protective clothing; the rules are made for your safety and **must** be followed. Non-compliance may result in disciplinary action or removal from site. The Site Manager's decision is final.

General site risks and controls

- ❑ You cannot construct, alter, modify **or in any way interfere** with any type of working platform (mobile towers, platforms, etc.) unless properly trained, experienced **and clearly instructed to by the Site Manager.**

Scaffolding can only be handled by qualified scaffolders; if any other person is found to be responsible for removal, modification, adaption or in any way interfering with scaffolding, this will result in **immediate** dismissal from site.

For your own safety, always visually check that scaffold, towers, platforms, etc appear to be safe, stable and complete before each ascent. **Do not ascend if in doubt**, but report the issue to the Site Manager **immediately.**

- ❑ Whenever ladders are used, they must be secured near the top (or, if only for very brief use, fitted with a suitable non-slip device) at all times when in use. But remember: ladders should be regarded as for **access only** as they do not make safe and stable work places.

Access equipment must be agreed with the Site Manager before work at **any** height begins – even low level falls can kill.

- ❑ Please immediately report to the Site Manager **any situation** you may notice where a person could fall a distance and sustain injury (stairwells, open floors, excavations etc.) and there is no edge protection in position.
- ❑ To make sure that all safety precautions have been taken before the start of some very dangerous operations, the Company uses 'permits-to-work'. This means that a signed permit-to-work **MUST** be given to you **by the Site Manager** (of the Nominated Deputy in his absence) before any of the following operations begin:
 - *ANY ground disturbance of any kind*
 - *Work in ANY type of confined space*
 - *Hot works (including hot cutting, plumbing and possible use of cutting equipment)*
 - *Any work in areas where services (gas, electric, water, BT, etc.) needed to be disconnected or diverted*
 - *Electrical or gas works on existing circuits/services*
 - *Work under or near to overhead cables*
- ❑ Contact between plant or vehicles and those on foot are one of the highest causes of fatalities and serious injuries on construction sites. Please take care of yourself, never take risks, and help stop this happening to others:
 - Where possible, separate routes have been set out for vehicles/plant and those on foot; these are detailed on the displayed site plan. For your own safety (and remember your legal duty to follow the rules), you must follow these routes and not take short cuts.
 - No plant or vehicle should ever be allowed to reverse in areas where there are, *or may be*, pedestrians without either *functional* all-round visibility being fitted to plant / vehicles, or being properly controlled by *trained* banksmen. Stop the operation and report to the Site Manager **immediately** any situation where this is happening.
 - If you are the pedestrian, **never move any closer than 4 metres to plant unless the machine is stationary, and you are sure the driver has seen you by them giving the thumbs up specifically to you.**
- ❑ All plant can only be operated by trained and experienced employees both holding a CITB plant operators card or similar certificate of competence **and** authorised to do so by the Site Manager. Irresponsibility when operating any type of plant will not be tolerated and may result in disciplinary action or removal from site. The Site Manager's decision is final.
- ❑ Only those authorised plant operators holding a **current full road driving license** are allowed to operate plant on existing roads, even inside cones and barriers. Report to the Site Manager **immediately** any situation where this is not happening.
- ❑ All construction and site-related equipment can only be operated by those who are properly trained, experienced **and** authorised to do so by the Site Manager.
- ❑ The onus is placed on Contractors themselves to ensure that their employees and the tasks have been properly authorised by the Site Manager before their work begins.

Site-specific risks and controls

Significant site-specific risks and controls include (*but may not be limited to*) the following: *Project management **must** fully describe here IN DETAIL both the risks and what is expected of site workers to address and control each of the site-specific issues; the Site Manager **must** fully discuss both the risks and what is expected of site workers during this induction to **MAKE SURE THEY UNDERSTAND***

Detail issues such as:

- ☐ Asbestos removal and/or avoiding of disturbance
- ☐ Work at height, internal as well as external
- ☐ Protection of others from work at height
- ☐ Use of plant and vehicles in a limited site area
- ☐ Heavy lifting operations
- ☐ Control of dusts from cutting, etc
- ☐ Mechanised rather than manual handling
- ☐ Use of significant noisy or vibratory equipment, restricted periods, etc
- ☐ Prevention of hypothermia or heat stress and sun-burn
- ☐ The public, particularly when plant or vehicles need to cross the public footpath or working within a live premises

The Site Manager is responsible for establishing safe systems on this site. You have a legal duty to follow all instructions, use anything (equipment and PPE) provided in the manner intended, and to generally help the Site Manager help you stay safe.

Please make sure you understand what is required from you and what safety measures are to be put in place – if not **please ask**.

The Principal Contractor operates an ‘open door’ policy; communication is freely available to all employees and Contractor employees. Please report **any** issue of concern to the Site Manager **before that issue becomes an accident**.

And, if you have a issue or problem with any matter relating to your personal health, safety or welfare, or you are concerned for others, please don’t hesitate to contact the Site Manager or the Company’s Health & Safety Consultants, **Wenlock Health & Safety Ltd**, on **01952 885885**.

Health & safety is everybody’s concern

We **all** have the legal duty to take care of ourselves and others we affect;
we **all** have the right to go home safely at night

262 CORPORATION ROAD

SITE INDUCTION LITERATURE

This acceptance and acknowledgement form must be kept within the Site Safety File
(except where confidential medical conditions etc. are declared)

- ☐ I have attended a site induction for this contract, and have understood its contents and my duties under both site rules and the law. I agree to the site rules and expectations, to carry out my tasks in a responsible manner, and to always pay due regard to my own safety and that of others I may affect
- ☐ I understand that non-compliance may result in disciplinary action (including removal from site) being taken against me
- ☐ I also understand that I am under a legal duty to tell the company (in confidence) about:
 - any medical condition which is known, *or may become known*, to me (e.g. hearing or eye defects, asthma, epilepsy, heart condition, claustrophobia, dermatitis etc.)
 - any medication being taken now *or in the future* that is likely to affect performance or cause drowsiness

Note: this information is important to ensure that you are not given work that may affect, or be affected by, your medical condition

I have the following medical condition / I am taking the following medication:

This results in:

(please let us know of any work that you cannot do, or any symptoms that limit what you can do)

(Should circumstances change during this contract, you must tell the Site Manager)

Name of the person giving the induction:

Your name:

Your employing company:

Your signature:

Date:

THANK YOU – YOUR CO-OPERATION IS VERY MUCH APPRECIATED