



Construction Phase Plan for:

Conversion of Field House, 15 Wellington Road, to Form 23 Residential Apartments

1.0	Description of the Project
1.1	Location of the works: Field House, 15 Wellington Road, Dewsbury, WF13 1HF
1.2	Description of works: • Site set up including site welfare, power, temporary lighting and crane • Tree protection measures • Asbestos removal • Stripping out / demolition work to existing building. • Removal of existing roof structure • Structural work to the existing structure including 2nd floor repairs & steelwork to 4th floor roof level • New roof structure constructed • Masonry repairs to existing structure • Drainage and foundation work as per structural design details • New / modified openings to be formed in external and internal walls. • Internal space formed to create 23 apartments • Provision of new lift to service all floors • New windows and doors to all existing and new openings as identified on designers plans. • Internal 1st & 2nd fix works and finishes • All works as per pre tender documents & design detail
1.3	Timescale for the works: The estimated timescale for the works is 12 months with work commencing at the start of December 2022 Working Hours (Monday to Friday): (Monday to Friday): 7.30 am – 6:30 pm / 8.00 am – 1pm Saturdays No construction activities on Sundays or Bank Holidays
1.4	Contact details: Please refer to key contacts document attached, further contact details may be added throughout the contract Contact Details for out of hours contact will be posted on the external of the site hoarding and will list both company directors responsible for site safety these being: Yunus Patel Tel: 07980 840337 Gulfaraz Ahmed Tel: 07809 449704

1.5	Provision of existing health and safety files and information: • Asbestos Survey (Acorn Analytical Services) • Existing Services Information • CCTV Drain Survey • Condition Survey All existing services on site will be identified and clearly highlighted with controls implemented to minimise the potential for damage.
2.0	Clients Considerations & Management Requirements
2.1	Arrangements: 2.1.1 Safety Goals It is our aim that in carrying out this project we will avoid or control foreseeable risks to the Health and Safety of persons involved in the construction work and third parties who may be affected by our work. We will also be keenly aware of persons who use or carry out maintenance work to the completed structure(s). 2.1.2 Management A site supervisor will be appointed for the duration of the works. 2.1.3 Communications and Liaison Daily communications will be maintained with the site manager / supervisor & site personnel, with the site manager reviewing safety on a daily basis. Gulfaraz Ahmed will visit site on a regular basis to discuss project details and complete a formal site safety inspection; this will be recorded in the site safety file. Progress meetings will be held with Principal Designer, Client and Designers as required (N.B. This frequency may be reduced should the need arise). Site visits will be made by the Principal Contractor's H&S Advisor where a formal H&S inspection will be carried out with the site manager and a full report being made with copies circulated to the Principal Contractor and site personnel. 2.1.4 Exchange of Information Changes in design detail will be discussed with designers as required, with revised drawings being issued by the client for inclusion in the health & safety file. The Principal Designer & client will be informed of any changes in the Construction Phase Plan, project time scales & relevant project information during the monthly site meetings or on a more frequent basis as required 2.1.5 Design Changes Design changes will not be made without the authorisation of the designer & Client. All amended documents will be logged on the site document register. 2.1.6 Selection & Control of Contractors Sub contractors will be selected inline with the companies approved contractor's procedure. Copies of training certificates, licences, insurance documentation and risk assessments will be obtained from sub contractors.

2.1.7 Exchange of Health & Safety Information

All relevant documentation relating to the contract will be forwarded to the Principal Designer.

The Pre-Construction Health & Safety File & Construction Phase Plan will be retained within the site safety file.

Safety related information will be briefed directly to site personnel on a daily basis as required by the site manager.

Employees will be briefed on the contents of the H&S file and site-specific risk assessments and will sign them prior to commencing works on site

All employees, contractors and visitors will attend a site induction

2.1.8 Site Security

Traffic management controls including, cones, barriers, signage etc are to be provided and positioned as required prior to the commencement of works on site

A site compound will be erected within the ground floor of the existing building.

Site safety fencing and signage will be posted externally to secure the front of the building and will encompass the agreed main ground floor access door.

A separate secure fenced area with signage will be located to the right of the building off Wellington Street. Skips and waste chutes from each floor will be located within this area.

All visitors and deliveries will be co-ordinated by the site manager or foreman.

Equipment and materials will be stored in a secure store located on site within the area of works.

Site vehicles will be parked in a designated area off Old Westgate as identified in the Traffic Plan.

2.1.9 Site Induction & Training

All personnel working on site will attend a site induction as enclosed in the H&S file retained on site.

Tool box talks will be provided by the site foreman and the company H&S Advisor during site audits as required.

2.1.10 Welfare Facilities & First Aid

Welfare provisions including a W/C, site office and rest room will be provided within the existing building on day one of the project and will remain on site for the duration of the works. A toilet will be provided at each floor level. Where facilities within the building cannot be maintained then mobile facilities will be provided.

First aid provisions will be retained in the site office, with the site first aider being identified to all site personnel during the induction.

2.1.11 Accident Reporting & Investigation

Accidents occurring on site will be recorded and reported inline with the companies Construction Accident Procedures as listed in the site safety file.

The Principal Designer and the client's safety contact will be informed of all accidents occurring on site at the earliest convenience, with RIDDOR 2013 Reportable accidents being reported immediately.

	2.1.12 Risk Assessments & Method Statements Risk assessments and method statements will be retained in the construction phase health & safety file. 2.1.13 Site Rules Site rules will be covered during the site induction with copies being posted in the site rest area & office. 2.1.14 Fire Emergency Plan The fire emergency plan will be prepared and briefed to all site personnel during the site induction. The fire assembly point will be located to the outside of site hoarding on the paved surface to the front (West side) of Field House on Wellington Street. Fire extinguishers will be provided on site at all floors of the building throughout the construction phase. Smoking and open fires are not permitted on site. 2.1.15 Complaints Procedure In the unlikely event of a complaint being made regarding the ongoing works then the site manager will complete a full investigation, implement remedial controls as required and a report being completed and passed onto company directors and relevant parties 2.1.16 Auditing Daily site walk through's will be completed by the site manager, with formal weekly audits being completed by the site manager and a company director. Further to the above the YMG H&S consultant will complete random unannounced audits of the site. Any actions arising from the audits will be addressed and noted
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3	Arrangements for controlling Significant Risks
3.1	3.1.1 Delivery & removal of materials, Waste & Equipment All equipment will be delivered to site will be co-ordinated so as not to congest local access routes or adjacent residential premises or commercial premises and their start / finish times. (Please refer to the traffic management plan) Materials will be stored in a designated area within the working area; this area may change/move during the project with any changes will being discussed at the site meetings. Waste materials will be placed in skips located on the paved area to the South side Field House. Waste will be removed from the upper levels of Field House by means of waste chutes from each level, directed into skips as outlined above. Debris netting will be located at the base of the chutes and around the skips. Any waste spoil will be stored in a designated area on site until disposed of via a licensed waste contractor. Locations of material and waste spoil storage will be agreed with the client prior to the project commencing. All waste transfer notes will be retained on site for inclusion in the health & safety file upon completion of the works. 3.1.2 Site Services Existing services on site will be identified and where services are to be stripped out then they will be isolated at the relevant points and tested to ensure that they are not live prior to being stripped out Site boards will be installed on each floor to provide localised power on each floor All electrical works will be completed by a competent electrician The gas serviced in the basement and will be tested by a competent Gas Sae Registered Engineer prior to work commencing on site 3.1.3 Accommodating Adjacent Land Use A pre-development road condition survey will be undertaken and will include photographic record of the surrounding roads, delivery area, paved areas, kerbs, manhole covers and signage. The condition survey will be submitted to the Local Planning Authority prior to works commencing. Following completion of the project a post-development road condition survey and schedule of remediation work will be completed and submitted to the Local Planning Authority. Access roads to site will be maintained at all times with parking on access roads prohibited. Access to neighbouring properties will not be obstructed throughout the construction phase. Deliveries will be coordinated and overseen so as to minimise congestion.

3.1.4 Preventing Falls

Risk assessments & method statements are to be prepared for works at height both by the principal contractor and sub-contractors as required. Once approved by the site manager all risk assessments & method statements will be filed in the site safety file.

Suitable access equipment will be used at all times including scaffolding and ladders where applicable.

All scaffolding will be erected by competent personnel and will be scaff tagged and checked on a daily basis by operators and weekly basis or following damage, impact or alteration.

All external scaffolding will be either hoarded off or the ladders removed when not in use

Where ladders are to be used, they will be used for works of a short duration and footed at the base of securely tied off at to prevent them slipping during use

Where required podium scaffolding will be used within the building to access areas at height

3.1.5 Control of Lifting Operations

Lifting operations will be over seen by the site manager or where appointed a specialist lifting contractor.

A lift plan will be produced by a suitably qualified competent person prior to the use of cranes.

Copies of operator training certificates, plant test certificates and lifting inspections will be retained in the site office.

A specialist lifting contractor will be used to carry out complex lifting operations.

A mobile crane or tower crane will be used for lifting operations. Crane specification / type has not been finalised at the time of completing this document.

Approximate locations for both crane options can be seen within the proposed Crane Location Plan included within the Traffic Plan document. Details of crane selection to be updated once available.

3.1.6 Maintenance of Plant & Equipment

Plant and equipment used on site will be maintained in line with the YMG Construction procedures manual and manufacturer's recommendations.

A weekly plant inspection will be completed for plant operating on site.

All maintenance and repairs will be carried out by competent personnel or service engineers as required.

3.1.7 Work on Excavations

Excavations will be minimal on site however where they are required then service records will be requested from service providers as required. Where service records are not available the work area will be inspected using a Cat Cable detection device, with all suspected areas being clearly identified with spray paint.

Hand digging will be implemented in the vicinity of sub surface services.

A banks man will oversee all excavations throughout the works.

Access to excavations will be restricted by barriers to the perimeter.

Where there is potential for access by unauthorised personnel then the excavation area will be fenced of with Heras type security fencing.

	3.1.8 Traffic Routes Site traffic routes will be identified with routes to the work area, site compound and parking facility highlighted with signage. Parking for site vehicles is available at an off-site area at land off Old Westgate Road which is in close proximity to site. This area is highlighted within the Traffic Plan. Changes in the plan will be briefed at the site meetings as required. 3.1.9 Tree Protection Measures Tree protection measures to trees located at the West of Field House will be implemented and maintained to meet Planning Condition No.12. All measures will meet standard BS5837:2012 and include site hoarding to all sides of the trees. An outline of the hoarding location is indicated in colour on the Site Setup Plan which is included within the Traffic Plan. 3.1.10 Existing Structure Remediation The existing structure will be surveyed once all ceilings are stripped out and areas are visually accessible. A structural report will be prepared by the appointed structural engineer where it is identified that ceiling and building structures require supporting then suitable propping systems will be incorporated, inline with the engineer's design.
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3.2	3.2.1 Manual Handling Manual handling will be kept to a minimum on site, where possible mechanical equipment will be used to transport & handle materials. Where required loads will be split to lighten the load and two person lifting implemented as required 3.2.2 Control of Substances All materials being used on site will be preceded by copies of the Material Data Sheets All substances will be stored in the manufacturer's containers. The storage of substances on site will be kept to a minimum. Suitable PPE will be worn at all times when handling or working with COSHH Substances. 3.2.3 Reduction of Noise, Vibration & Dust Where available low noise and vibration equipment will be used on site Hearing protection will be worn as required in line with the Control of Noise at Work Regulations 2005. Job rotation will be implemented where excessive vibration is present Regular maintenance will be carried out of equipment to minimise the potential for noise and vibration. Neighbours will be consulted where noisy work is unavoidable. Dust will be minimised throughout the project by utilising on-tool water suppression and on-tool dust extraction. Dry sweeping will be kept to a minimum with industrial vacuums used to limit the creation of dust. The external façade of the scaffold / building to the A638 and Bond Street will be clad in debris netting reducing the potential for dust emissions from site 3.2.4 Provision, Use & Storage of PPE All site personnel are issued with PPE as per the PPE assessments retained in the site safety file. Tool box talks will be carried out on the correct use and storage of the PPE as required. Subcontractors are responsible for providing PPE to their employees. YMG Construction site foreman will monitor PPE use on site. 3.2.5 Permit to Work Systems Permits to work will be used for high-risk activities as required. 3.2.6 Asbestos Materials An asbestos refurbishment / demolition survey has been carried out and asbestos containing materials found throughout the building. Liaison with the asbestos removal's subcontractor will be planned to ensure the building is structurally safe prior to asbestos removal works commencing. Additional asbestos surveys will be instructed in areas previously not accessible during the asbestos survey. All asbestos materials shall be removed under licence by a licensed asbestos removal contractor, with the relevant notifications issued to the HSE prior to removal (Where applicable) Following asbestos removals, a four-stage clearance will be undertaken and Certificate for Reoccupation issued. All relevant documentation and certification will be retained in the site health and safety file.
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	Employees will be briefed on the possibility of further ACM's being present on site during their induction, should a suspect ACM be unearthed or identified then the client will be informed and works will cease until the suspect materials can be tested.
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4	Health & Safety File
4.1	4.1.1 Layout The content of the Health & Safety File will be as required in Section 5 of the Pre-Construction Information Pack. 4.1.2 Collating and Storage of Information Information will be collated and stored on site in the Site Health & Safety File in the format as required by the Pre-Construction Information Pack.