

Construction Phase Plan		
Ref: WCBC_NS_01	Prepared by: Tom Griggs	
Date: 28/10/19	Verified by: Nick Mostyn	
Issue: One		
Contract: Wrexham County Borough Council - Nant Silyn		

Contract Name:	Wrexham County Borough Council – Nant Silyn
Contract Number:	30 – EN – 60505
Date:	28/10/19

Photo/map of Contract Area/Location



Distribution:	Principle Designer	Nick Mostyn
	Client	Wrexham County Borough Council
	Contract Manager	Steve Lees
	Site Manager	Dafydd Llwyn-Jones
	H&S Advisor	Tom Griggs
Pre-construction information package received from the client		

Construction Phase Plan		
Ref: WCBC_NS_01 Date: 28/10/19 Issue: One	Prepared by: Tom Griggs Verified by: Nick Mostyn	
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Date received:	Revision No:	
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Issue and Arrangements			
Date	Rev	Details	Initials
28/10/19	1	Initial	TG

Associated Documents
The following documents must be read in conjunction with this Construction Phase Plan
Liberty Group Health and Safety Policy
Site Rules and Induction

This plan will be reviewed at regular intervals (not exceeding four weeks) throughout the contract period and update/revised if found necessary.

Update/revision made to the plan must be re-issued to those persons identified within the original distribution such as:

- Changes in site supervision, subcontractors or site organisation
- Changes in designs
- Alteration of fire arrangements and emergency procedures
- Reviewed risk assessment/method statement

Date:	Reviewed by:	Comments/Amendments

Construction Phase Plan		
Ref: WCBC_NS_01 Date: 28/10/19 Issue: One	Prepared by: Tom Griggs	
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Contract: Wrexham County Borough Council - Nant Silyn		

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1.0 DESCRIPTION OF PROJECT	1.1 Project description and programme details:
	The contract consists of:
	Construction of 2 bungalows (1 x 1B2P, 1 x 2B3P), 4 houses (2B4P) and 8 apartments (1B2P).
	The works include:
	Initial groundworks, traditional block and brick construction and associated works with external landscaping with pumping station and installation of SUDS.
	1.2 Key dates:
	1.3 Start Date: 04/11/19
	1.4 Duration of project (weeks): 45 Weeks

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Date: 28/10/19	Verified by: Nick Mostyn	
Issue: One		
Contract: Wrexham County Borough Council - Nant Silyn		

1.0 DESCRIPTION OF PROJECT	1.5 Details of client, Principle Designer, other designers, principal contractor and other consultants.
	Client Carl Jones Wrexham County Borough Council The Guildhall Wrexham LL11 1AY Carl.jones@wrexham.gov.uk
	Principle Designer Nick Mostyn ForViva 52 Regent Street Eccles M30 0BP Nick.mostyn@forviva.co.uk
	Contracts Manager Steve Lees Liberty Group 626 Eccles New Road Eccles M5 5SJ Steve.lees@liberty-group.co.uk
	Site Manager: Dafydd Llewelyn-Jones Liberty Group 626 Eccles New Road Eccles M5 5SJ Dafydd.Llewelyn-Jones@liberty-group.co.uk 07493979004
	Site Supervisor: TBC

Construction Phase Plan		
Ref: WCBC_NS_01 Date: 28/10/19 Issue: One	Prepared by: Tom Griggs	
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Contract: Wrexham County Borough Council - Nant Silyn		

	Electrical Compliance Manager: Andy Siddall Liberty Group 626 Eccles New Road Eccles M5 5SJ Andy.siddall@liberty-group.co.uk
	H&S Advisor: Tom Griggs ForViva 52 Regent Street Eccles M30 0BP Tom.griggs@forviva.co.uk
	Tenant Liaison: Ceri Postle Wrexham County Borough Council The Guildhall Wrexham LL11 1AY Ceri.postle@wrexham.gov.uk

DESCRIPTION OF PROJECT – Emergency Services	Health & Safety Executive: Redgrave Court Merton Road Bootle L20 7HS 0151 951 4000
	Nearest Hospital: Wrexham Maelor Hospital Croesnewydd Road Wrexham LL13 7TD 01978 291100 / 999

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	Nearest Fire and Rescue: North Wales Fire and Rescue Croensnewydd Road Wrexham LL13 7YU 01978 367870 / 999
	Nearest Police Station: Wrexham Police Station Bodhyfryd Wrexham LL12 7BW 0845 607 1002 / 999

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1.0 DESCRIPTION OF PROJECT	1.6 Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate. Client will provide all relevant asbestos information needed to undertake the works. This will include refurbishment and demolition surveys in the required property types The client will also provide asbestos information from its asbestos register. There are currently no existing Health and Safety files for this project Access and egress to site will be managed by the site manager and a traffic management plan is available. Reference to access/egress drawings must be adhered to. Existing customers will be notified. Works requiring further structural investigation will be identified as part of the surveying process and investigations will be undertaken on behalf of the client prior to the commencement of the particular element of work. The investigation will be undertaken by a trained and competent person. All necessary gas related works will follow and comply with the clients procedures
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2.0 MANAGEMENT OF THE WORK	2.1 Management structure and responsibilities. Refer to Appendix 1 and 2.
	2.2 Health and safety goals for the project and arrangements for monitoring and review of health and safety performance. Health and safety goals Our goal is to create an attitude where health and safety in the working environment is founded on collaboration and the freedom to question and participate without fear of conflict or embarrassment. We are committed to achieving this through the creation of an Incident and Injury Free (IIF) culture. This requires that we all observe and question our own and others' actions and apply good common sense. If in doubt stop, think, ask. You will be supported. IIF is simple. It is about protecting your own wellbeing, that of your colleagues and those around you and as such your family and friends. It is a lifetime commitment to health and safety and is an integral part of everything that we do. IIF is achievable and we are all involved in making it happen. Monitor and review of health and safety performance The Principal Contractors Contracts Manager will carry out site inspection to monitor compliance with its legal and moral duties, and those of the contractors working on our behalf. Formal written reports will be issued on completion of each site inspection. Each report will highlight areas in which corrective action must be taken. Any corrective items noted must be actioned immediately. Weekly Health and Safety inspections will be carried out by the Site Manager/Supervisor and Health and Safety reps as required. Such inspections will be recorded and maintained in the Site Health and Safety File and in H/O

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ARRANGEMENTS:	Site personnel and support personnel will also be given praise when identified, for evidence of best practice by exceeding compliance. All electrical works will be inspected by a qualified electrician/surveyor from the client. Reviews of any non conformance including gas will be discussed in the site meetings.
	2.3 Regular liaison between parties on site Health and Safety issues including all CDM aspects will be subject to continual liaison as part of the monthly progress meetings between the Site Manager (Principal Contractor) Contract Administer, Design team and the Client or his representative There will be regular liaison between Liberty Group and other Contractors on site. In addition, the following meetings will take place:- Weekly – between Site Manager/Supervisor and Sub Contractors Location Liberty Group offices/on site. Monthly Formal - Between Site Manager/Supervisor Contracts Manager Client Representative Design Team Principle Designer Other parties as required by the contract. Note: Standard agenda can be seen at Appendix 3.
	2.4 Consultation with the workforce Liberty Group Management and Safety Representatives attend The Health and Safety SEG meeting, which convene on a bi-monthly basis. A Health and Safety board in the break area and entrance to the office to have all relevant information. Including H&S policy, a board will also be situated within the site office on the project.

Construction Phase Plan		
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Date: 28/10/19	Verified by: Nick Mostyn	
Issue: One		
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Relevant and up to date information will be added as and when required in a timely manner.

Toolbox Talks and Method Statement Briefings are also used as methods of engaging the workforce. Tool box talks are scheduled on a bi-monthly basis. However, site specific tool box talks will be called as and when necessary. All operatives must be inducted on to site and be informed of the type of property they will be working on there first time on site.

It should also be noted that any outside contractors used on this contract will also be consulted through inductions and tool box talks.

The Site Safety Information Board will also be used to display relevant information.

Information regarding the properties where the removal of asbestos has been carried out has been shared with all sub-contractors and operatives involved in the works, via site induction and meetings.

2.5 The exchange of design information between the client, Principle Designer and contractors on site

The Designer is in-house, and has a duty to pass information to the relevant duty holders. The in-house surveyors will liaise with the Principal Contractor. These activities may be co-ordinated by the Principle Designer.

When the Principal Contractor carries out design work they will appoint a Principle Designer who will be responsible for ensuring that information is exchanged as required under CDM.

In some cases contractors have a design brief. Relevant information produced by designers will be passed onto the Principal Contractor prior to their subcontract design work commencing (usually during the subcontract tender period). Where hazards have been identified but the complete risk assessment has not been carried out, then the contractor will be asked to undertake the assessment and

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	incorporate the relevant aspects of the outcome within the subcontract, before the work continues.
ARRANGEMENTS:	2.6 Handling design changes during the project No design changes will be undertaken by the Principal Contractor or Contractors without prior consultation with the Client and Principle Designer. Any changes made to the design may be an addition to the contract.
	2.7 The selection and control of contractors The Principal Contractor use only contractors that have acquired CHAS or SMAS accreditation and have successfully completed a health and safety evaluation process, only then are they placed onto Liberty Group select list of approved contractors. In addition before works start all contractors must provide specific RA and Method Statements (MS). The in house H&S advisor is used throughout the process to ensure that best practice is being used. All suppliers of materials must provide the Principal Contractor with adequate information regarding health and safety of use and disposal of their products. The Principal Contractor will ensure any machinery and plant to be used on this project is regularly maintained and inspected and operatives are suitably trained in its operation, this information is to be recorded and available for inspection. (POWER Regulations)
	2.8 The exchange of health and safety information between contractors Prior to start on site all Subcontractors will be made aware of the content of this Construction Phase Plan and will be issued subsequent amendments. Subcontractors will be required to prepare risk assessments and method statements before work commences. This information will be included within the site specific induction carried out by the Site

Construction Phase Plan		
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Issue: One		
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Manager and will include details of any significant interfaces with other subcontractors.

Representatives of each subcontractor will also be invited to the Monthly Health and Safety Site Meeting as well as the Principle Designer.

Communication and Liaison between parties will take place throughout the course of the project. Specific issues will be discussed on a daily basis.

Before any contractor goes on site they will receive a site induction by the Site Manager and be given any other Health and Safety information that may be required e.g.:

- This Construction Phase Plan, Method Statements and the "Site Specific Risk Assessments"
- Site specific Risk Assessments, which outline the control measures, required eliminating the anticipated hazards and thus avoiding risks.
- COSHH Assessments, which outline the control measures required whilst using substances hazardous to health

2.9 Site security

The main site storage compound will be based either at the site or at the most applicable location to the site.

The Site Managers shall ensure that steps are taken to limit the number of people on site to those directly concerned with the construction work and to ensure that the security of the site as a whole is maintained and that the security of the Client's undertaking is preserved.

The Site Managers shall discuss arrangements with the customer and Client's representative before commencing work.

The Site Managers shall identify by clear signage any safety hazards such as site area, dangerous substances and equipment that are placed out of use. Reliance should not depend entirely on

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written warning signs where there is a possibility that some people may not read them and suffer injury as a result. If deemed appropriate additional aids, such as cones and warning tape shall be used to maximise safety on site.

It should be noted that all on site personal will have, wear and display their identification badges or branded Hi Vis while undertaking this work.

ARRANGEMENTS:	2.10 Site induction The Site Manager/Supervisor shall deliver a site induction and issue site rules to all employees or visitors on this project, these inductions will be recorded and kept on file. Upon the discretion of the Site Managers, site rules need not be issued to those site visitors who will be escorted whilst on site At site induction all personnel CSCS card details will be recorded and copies obtained. Prior to work commencing “health check” surveys will be conducted for those operatives working on this project; these will be recorded and placed on file. Any external contractors used on this project will be required to provide the same information for their personnel. Operatives will be reminded of the health risks associated with silica dust and the PPE requirement at site induction
	2.11 Identifying needs and arrangements for competent training The Site Manager/Supervisor is responsible for ensuring that site personnel (including visitors): • Have sufficient training for their needs • Are provided with on-site training where required • Have adequate health and safety information, and • Are provided with a site safety induction

Construction Phase Plan		
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Contractors are responsible for ensuring that their operatives have received suitable induction training. All persons will on their initial visit to site receive site-specific induction training from the site manager and after significant changes in the site hazards. Sub-contractors are to ensure that their employee's are adequately trained to carry out their work. Copies of the relevant training records / certificates must be forwarded to Liberty Group if they do not have the required training they will be asked to leave the site.

The Site Manager/Supervisor will retain copies of the training records as part of the developing Construction Phase Plan

2.12 Welfare facilities and first aid

The Principal Contractor will be based at Nant Silyn, Pont Wen, Wrexham, LL13 8SQ.

The facilities will be suitable and sufficient for the numbers of workmen expected on the site. The accommodation will also be available for the displaying statutory notices, company policy statements, procedures and project specific information.

The accommodation consists of adequate working utilities, electric, hot and cold water.

The Principal Contractor will also provide a minimum of:

- A suitable number of water flushing toilets,
- A suitable number of wash-hand basins with soap and hot and cold running water;
- hand cream station;
- drinking water with a supply of cups
- kettle and microwave for making hot/warm food and drinks:
- dedicated canteen area with seating;
- drying facility for wet clothes.

Provision will be made for regular cleaning and replenishment of consumable items. There is no requirement to tie in to existing services on this project as the dwelling will already have a domestic power supply. Any appliances will have been PAT tested in accordance with Liberty Group procedures. The electrical consumer

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unit for the property being used will be locked off and access restricted to competent persons.

Trained First Aiders will be based on site. Additional First aiders will be, noted and identified on Site Safety Information Board and their names will be included in the site specific induction. This location will be identified by a First Aid sign, which will also display the names of the Site First Aider(s).

There will be a first aid box located at the site office these boxes will be inspected prior to the project and through out the project at weekly interval. Items used will be reported to the site manager so replenishment can be arranged.

ARRANGEMENTS:	2.13 The reporting and investigation of accidents and incidents, including near misses Sub-contractors and employees must inform the site manager of all accident's and enter them into the Pentana accident reporting database. The database will notify the Health and Safety Team of all incidents and accidents. All accidents will be investigated by the site manager assisted by the Health and Safety Team as required. All RIDDOR's will be further investigated by the Health and Safety team and a report submitted to the Executive Management Team if necessary. All records will be kept on the company web based platform 'Pentana'.
	2.14 The production and approval of risk assessments and written systems of work Risk Assessments will be undertaken prior to the start of the contract and any method statements required would be identified. The assessments will be periodically reviewed by the Contract/Site Manager/Supervisor and H&S team. A further assessment will be made matters affecting the scope or methods of working.

Construction Phase Plan		
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Date: 28/10/19	Verified by: Nick Mostyn	
Issue: One		
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Where external contractors issue RA and MS to the Principal Contractor they will be reviewed by the site manager/supervisor. No contractor shall begin work until the RA's have been verified by the site manager/supervisor and the Health and safety advisor. Any significant findings will be communicated to the on site workforce by direct means and tool box talks.

2.15 Site rules including client requirements

- All Contractors and site workers must have authorisation from the Principal Contractor before working on any site.
- All operatives and contractors must report to the site office on arrival and sign in daily and must sign out at the end of the day or on leaving site, failure to comply with this will result in disciplinary action.
- Site workers will wear some form of identification and Liberty Group or jointly branded Hi-vis jackets.
- Visitors and site workers must identify themselves to the Principal Contractors site representative before entering the site and sign in
- It is the Principal Contractors responsibility to ensure, the site is kept secure.
- All visitors must be issued with protection required by the Principal Contractors own site rules, e.g. Liberty Group Hi-vis. Notification of potential visitors to site is recommended so they can ensure they are equipped to walk on site, e.g. safety boots& hard-hats.
- All visitors must be supervised while in the site area.
- The tenant liaison is to liaise with the client/contractor/tenants regarding any particular tenant requirements.
- The client will provide information not likely to be obvious to the Principal Contractor such as potentially violent persons or disabled etc.
- It is essential that the security of properties be maintained at the close of each working day.
- All Contractors vehicles are required to include sufficient identification and livery in line with requirements of the client specification.

Construction Phase Plan		
Ref: WCBC_NS_01	Prepared by: Tom Griggs	
Date: 28/10/19	Verified by: Nick Mostyn	
Issue: One		
Contract: Wrexham County Borough Council - Nant Silyn		

- Respectful and safe standards of dress should be maintained at all times. Lewd or derogatory behaviour and language should not be tolerated under threat of severe disciplinary action pride in the management and appearance of the site and the surrounding environment is to be shown at all times. Operatives should be instructed in dealing with the general public.
- Radios and personal hi-fi's will not be permitted where there may be a risk caused by use of such devices.
- The Principal Contractor shall ensure that all contractors and site workers receive a site induction and any further information that may affect their or others health and safety including Customers.

The Client has placed the following working time restrictions on Liberty Group, these times are to be strictly adhered to:

Monday – Friday 08.00 hrs to 17.00 hrs

Works outside these designated working periods will require the written agreement of the contract manager. The contract manager will require sufficient notice to consult the contract administration before agreement of a variation in working hours.

2.16 Fire and emergency procedures

Fire and emergency procedures will be given at site induction. In the event of a fire all operatives and staff will report to the main assembly point located in the site fire plan. This procedure will be agreed in conjunction with our H&S advisor on commencement of works. Customers will be consulted and made aware of all site and fire procedures by letter and site visit.

Traffic routes are to be serviceable at all times to allow the safe and quick passage of emergency service vehicles in the case of an emergency. Emergencies can and do occur to other premises and private dwellings not affected by our works. However every effort shall be made to avoid putting the rescue of persons or property at risk due to delaying the emergency services on our part

Construction Phase Plan		
Ref: WCBC_NS_01	Prepared by: Tom Griggs	
Date: 28/10/19	Verified by: Nick Mostyn	
Issue: One		
Contract: Wrexham County Borough Council - Nant Silyn		

As part of the induction all employees will be informed of the process if a fire occurs in a tenanted property and the measures to made to notify those residents of the evacuation procedure.

Construction Phase Plan		
Ref: WCBC_NS_01	Prepared by: Tom Griggs	
Date: 28/10/19	Verified by: Nick Mostyn	
Issue: One		
Contract: Wrexham County Borough Council - Nant Silyn		

3.0 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS	3.1 Delivery and removal of materials (including waste) and Equipment.
	The Site Manager will operate and maintain a site visitors book The storage of site materials will be at the site or the main depot. The Site manager/supervisor will call down materials at regular intervals as required. All material deliveries will be by arrangement. A member of the construction site team shall be on site to meet and direct delivery vehicles and drivers at the drop off zone. Traffic routes will be defined and set out by the site manager/supervisor to separate pedestrians from construction traffic. Where deemed necessary these routes will be identified by demarcation. Consideration shall be given to members of the public and site visitors as well as site staff. All waste will be collected and removed from site on a daily basis. Waste disposal methods will be detailed within the Site Waste Management Plan. Waste will be removed daily. Detailed proposals required for daily control and disposal of waste. The name of the registered waste carrier and registered waste disposal contractor will be detailed within the SWMP, as will the validity of licenses. Special consideration will to be given to the removal of products that are identified as asbestos containing materials. They will be removed by a licensed contractor and removed to the requirements of the CAR regulations. When managing skips on a daily basis, the Principal Contractor will protect them if they cannot be removed at the end of the working day. The Principal Contractor will further: • Provide lockable skips (if required)

Construction Phase Plan		
Ref: WCBC_NS_01	Prepared by: Tom Griggs	
Date: 28/10/19	Verified by: Nick Mostyn	
Issue: One		
Contract: Wrexham County Borough Council - Nant Silyn		

	• Locate skips within a secure compound area. • Temporarily, but securely, cover the skip. • Erect a suitably robust protective screen around the skip. A registered waste company will then transfer the waste to a registered skip for disposal or re-cycling. Records of waste transfer tickets will be maintained in the site office. Storage of materials (particularly hazardous materials) and work equipment. This project consists of working near occupied properties; all waste will be placed appropriately inside the site, but cleared and removed from site on a regular basis. All materials and equipment to be used on site will be stored within the site boundaries and locked away when not in use, or delivered directly to site for immediate use. Traffic Routes and Segregation of Vehicles and Pedestrians The properties and surrounding amenities will remain in use during the works. Access to the works will be across existing estate roads and pedestrian walkways. This information will be given to all site personnel upon induction. Given that there are a number of arterial routes within the confines of the various estates, the main access and egress will be provided by utilising the site specific traffic management system which will be located in the site office and discussed on induction. Access to the working areas will require site related traffic to park sensibly on car parking bays or roadside areas relevant to the property where they will be working. Careful consideration must be given to the Residents when parking. Traffic routes leading to the site office will be kept clear with extreme caution being exercised when both entering and leaving
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Construction Phase Plan		
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Date: 28/10/19	Verified by: Nick Mostyn	
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	the site. Additionally deliveries will be organized to avoid peak times of third party activity (i.e. the school run etc) All necessary warning signs and notices will also be displayed to supplement the control measures detailed above. Where the scaffolding contractor proposes to use flat bed storage units on estates they are to be located in areas away from pedestrian and traffic routes and maintained in a safe and secure condition throughout the working day, on no account are they to be left on estates overnight. Delivery's to sites will be planned on a per-site basis paying attention to the location and needs of that area. Where this is not possible and access is a requirement the contractor will erect barriers and signage to segregate pedestrians and vehicles from the work area. Vulnerable and Potentially Violent Persons etc Liberty Group applies zero tolerance to violent and aggression and all incidents will be reported to the Site Manager. Prior to commencement of works Liberty Group must have information provided by the client, to identify any and all properties that have been identified as a potential hazard. The Liberty Group Violence at work procedure will be followed. Where required Liberty Group will request additional information from the client. All operatives will be instructed to avoid confrontation. Other risks may be: • Disabled persons, • Elderly persons, • Persons with health problems, • Persons with non-English speaking languages • Businesses/Traders stakeholders in the area. • Tenants with particular health or mobility problems that may be exacerbated by the works. • Residents, stakeholders, residences and local businesses that maybe effected by the works, e.g. Noise, traffic, dust and debris.
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Construction Phase Plan		
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Issue: One		
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	• Any other works that may already be underway, that may impact on this Contract Tenants/residents with hearing difficulties or who are visually impaired. The above list is not exhaustive and the Client will provide advice on any specific issues the pre-contract meeting. All works will be done to ensure that the customer's needs are met. Services, including temporary electrical installations Liberty Group will ensure that all electrical circuits and services within the work areas are working and secure at all times. Where appropriate Liberty Group allow for suitable lighting for the duration of the works. All Liberty Group gas procedures will be followed at all times. Accommodating adjacent land uses. This has not been identified as a hazard on this project. Preventing falls Fall prevention measures will be in accordance with the Work at Height Regulations 2005 Work at height relates to all heights where a person could fall a distance liable to cause personal injury if measures are not taken. It refers to falls from above ground, or to falls below ground Where practicable collective prevention measures scaffold, handrails etc will be chosen rather than individual measures (e.g. harness). A hierarchy of control measures should be applied, whereby prevention from falling should be considered before making arrangements to mitigate injury after the fall has occurred Work at heights will occur on this contract when: • loading / offloading materials • Fitting of rain water goods • Working on the roofline
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Construction Phase Plan		
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Issue: One		
Contract: Wrexham County Borough Council - Nant Silyn		

	• Fitting roof joists • Fitting windows • Laying brick Suitable and Sufficient scaffolds will be provided by a competent contractor for these works. The type of scaffold will be assessed on an individual property basis; fixed scaffold will be inspected by a competent person on a weekly basis. The Liberty Group Working at Heights procedure must be followed. This not an exhaustive list and is intended as a guide only. Control of Lifting Operations & Plant and Equipment The Site Manager/Supervisor shall ensure that work equipment used on the project:- • is properly maintained in an efficient state, in efficient working order and in good repair; • has maintenance logs maintained and kept up to date; • has any on-site maintenance undertaken without exposing people to risk; • is taken out of service when damaged or in need of repair, has a "Do not use" tag attached and placed in quarantine. The Site Manager shall be informed immediately equipment is placed in quarantine. • Tools likely to be used on this project will be mainly hand held battery operated tools. Any power tools used will be 110 volt and use a Centre Tapped Earth Transformer and will have had relevant PAT tests. • All tools will be visually checked before use to ensure they are in good order paying close attention to plugs and electrical leads. • All mechanical lifting machinery is in a good state of repair and is in an efficient working condition. (for roof work)
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Construction Phase Plan		
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Date: 28/10/19	Verified by: Nick Mostyn	
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	Equipment shall be checked at a predetermined frequency to ensure that safety related features are functioning correctly. The frequency at which maintenance activities are carried out shall also take into account the: • intensity of use - frequency and maximum working limits; • operating environment; • variety of operations; • risk to health and safety from malfunction or failure Poor Ground Conditions or Contaminated Ground Not applicable to this project Managing Temporary works All scaffolding and fencing will be design by a competent person where needed. All scaffolds will be erected by a competent contractor and 7 day inspections will be undertaken by a qualified person. Liberty Group site staff will walk around the scaffold daily to ensure and defects or damage is corrected. Areas of scaffolding will be fenced off and made safe to ensure no access to members of the public or residents of the block access to these areas will be restricted during work hours. The scaffolding will be sheeted during the works to ensure that dust and debris is contained within the working area as much as possible. The area will be cleaned up on completion of the works. Sheeting will be securely fixed and work will be stopped in high winds. Where scaffolding remains in situ overnight a visual inspection will be carried out on a daily basis by the principal contractor to ensure warning signage is displayed and no access ladders or materials are left on the scaffolding to reduce the risk of unauthorized access. Manual Handling Liberty Group will assess the risk involved in manual handling. All employees have undergone H&S manual handling training. The
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Construction Phase Plan		
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Issue: One		
Contract: Wrexham County Borough Council - Nant Silyn		

	site manager will assess all situations and use mechanical means of handling where possible to reduce the risk of injury in addition all working environments will be suitable and kept clear of hazards at all times. Material deliveries will be as small as possible, and suppliers will provide the contractor with the weight of materials. The Removal of Asbestos Not applicable to this project. Reducing Noise and Vibration The Principal Contractor has assessed the noise and vibration level for all typical tools. The occupier will be informed of any potential noisy works and suitable noise exclusion zones will be provided where necessary, this can only be specific to the instance. The site manager will be responsible for assessing this situation and monitor this through out the project. All operatives will wear PPE when operating tools or within 2m of any drilling/chasing operation. Control of Construction Dust There are no demolition works taking place on site as all previous structures have already been demolished. Ground works with the ability to create dusts will be completed during winter months and as such operations taking place with the ability to create dust in dry conditions (such as piling or use of construction machinery) will not be a significant hazard. With regards to superstructure works the likely points of dust creation are when cutting brick/block using an abrasive wheel (such as a Stihl saw), when using plasterboard or plastering and the creation of softwood dusts when completing joinery works. Specific controls will be in place to manage these hazards and are outlined below; • Use of abrasive wheels – all abrasive wheels shall be used in external areas only (never inside a building). All abrasive wheels will have water fed dust suppression at all times; any
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Construction Phase Plan		
Ref: WCBC_NS_01	Prepared by: Tom Griggs	
Date: 28/10/19	Verified by: Nick Mostyn	
Issue: One		
Contract: Wrexham County Borough Council - Nant Silyn		

	use without water suppression will result in removal from site for the offending party. All abrasive wheel tasks will be undertaken with appropriate face protection and RPE enforced for the user and anyone working in the area, this RPE will be face fit tested to ensure appropriate levels of protection. All RPE in use should offer an Assigned Protection Factor of 20 and adhere to EN149, EN1827 or EN140 with appropriate filters. - Plasterboard & plastering – where possible plasterboard will be used in “full” sheet sizes, to eliminate the need for cutting of boards. Where cutting is necessary the use of a “score and snap” technique rather than reciprocating sawing method will be used. If sanding joints is necessary then on tool extraction will be a requirement, as these are likely to be cordless and battery operated tools there is no classification system for these filters. RPE will be enforced for the person completing these tasks and anyone working in the area, this RPE will be face fit tested to ensure appropriate levels of protection. All RPE in use should offer an Assigned Protection Factor of 20 and adhere to EN149, EN1827 or EN140 with appropriate filters. When cleaning plaster dusts from internal areas an appropriately rated vacuum cleaner will be used rather than sweeping so as not to increase airborne particles. - Softwood dusts – where possible items will be ordered to site in the size required to eliminate the need to cut on site. Where cutting is required and the creation of dusts likely RPE will be enforced for the person completing these tasks and anyone working in the area, this RPE will be face fit tested to ensure appropriate levels of protection. All RPE in use should offer an Assigned Protection Factor of 20 and adhere to EN149, EN1827 or EN140 with appropriate filters. When cleaning wood dusts from internal areas an appropriately rated vacuum cleaner will be used rather than sweeping so as not to increase airborne particles. The above items will be supervised, monitored and controlled by the site manager, and adherence to the above mandatory for all
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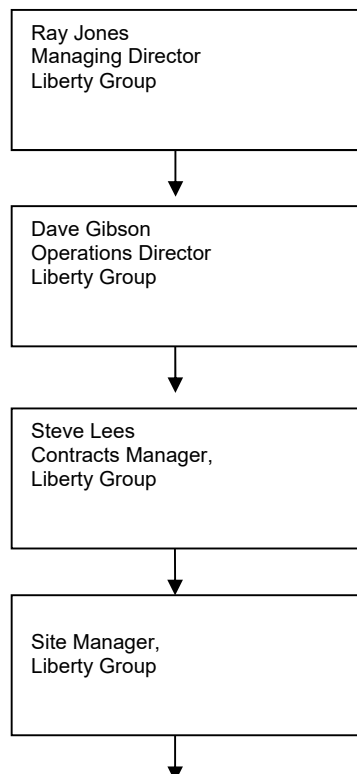
	workers on site. Records will be kept of all face fit tests (either provided prior to work or completed on site), toolbox talks and other communications regarding the risks associated with construction dust will be completed and available on site. In addition to the proposed dust control measures our site manager will carry out daily visual assessments of potential dust from construction operations, and also they will document the results in a site logbook. Where dust emissions are identified appropriate remedial action will be taken, details of which will also be recorded. Hazardous Substances e.g. Bio and Animal Hazards (such as rats and Leptospirosis) This has not been identified as a hazard on this project. However, Leptospirosis is clearly a risk associated with working near /on drainage and sewers. All operatives and visitors shall receive an induction which will identify the risk of Weils Disease. Suitable protective equipment should be provided and worn by site operatives where there is a risk of Leptospirosis. Welfare facilities must be provided in accordance with the CDM regulations 2015. All PPE must be used in accordance the Liberty Group policies and procedures. When taking possession of the site office the Principal Contractor will ensure all legionella procedures have been follows prior to use (L8, the control of legionella in water systems and a risk assessment undertaken by a competent person if areas of contamination are identified. Exposure to UV radiation. This is a hazard where working outside during the summer months. All operatives will have factor 50 sun creams readily available for use as necessary.
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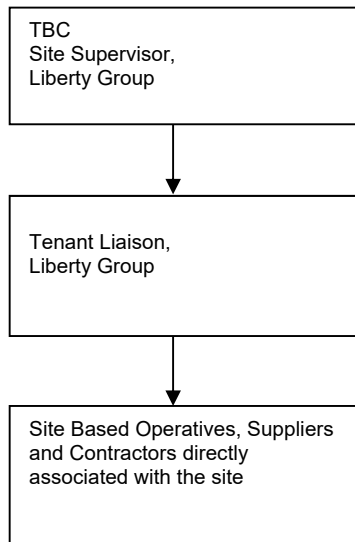
4.0 HEALTH AND SAFETY FILE ▪ Layout and format. ▪ Arrangements for the collection and gathering of information. ▪ Storage of information.	Contractors are responsible for submitting all appropriate information to the Principal Contractor for inclusion within the Health and Safety File. This should include information such as those listed below. (Note this suggested list is not exhaustive) All information for completion of the H&S File will be issued to the Principle Designer within 2 working days of the issue of the certificate of completion. Delivery tickets and receipts may form part of the handover package. On completion of the contract, the information will be issued to the Client for further reference and use.
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Appendix 1

Project Organisation Report.



Construction Phase Plan		
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Appendix 2

Responsibilities

Director of Liberty Group – Overall responsibility for Management of Liberty Group

Contracts Manager - Responsibility for the management and delivery of all of the Liberty Group New Build/Planned/Cyclical Works

Site Manager – Responsibility for all site activities, including monitoring of Health and Safety, day to day activities, inductions and management of all contractors on site.

Site Supervisor – Responsibility for site activities, including monitoring of Health and Safety, day to day activities, inductions and supervision of all contractors on site.

Electrical Compliance Manager – Responsibility to oversee and sign off any electrical works carried out on this project.

Tenant Liaison – Responsible for being link between the customer and Liberty Group.

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Appendix 3

Meetings agenda

Minutes of previous meeting

Contractor's Progress/Report

Customer Liaison Issues

I.D. and Livery

Labour on Site/Resources

Programme

Health and Safety Issues

Asbestos Survey

Sub-contractors

Contract Issues

Tenant Issues

Interim Certificates

A.O.B.

Date and Time of Next Meeting