

Project

1 Ffrodd Dinas, Cwmavon, Port Talbot SA12 9BS

Document

Project Execution Plan (incorporating the Construction Phase Plan)

Rev 0

Document Control

Issue / Revision
Description:

For Review/Approval

Date:

Approval / Acceptance Status

	Title & Company	Name [Print]	Signature	Date
Author:	Ian Williams	Ian Williams		
Reviewed:		Ian Williams		
Approved:				
3 rd Party Approved: (If Applicable)				

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Revision History

This document, together with any associated documents, should be reviewed at regular intervals during the project and whenever there is a significant change to the site conditions such as a change in scope, site area, construction methods being used.

This document should be reviewed at least every month or as agreed by the HSEQ advisor in order to maintain its effectiveness.

Record the details of any changes made as a result of these reviews in the table below.

Rev:	Date:	Reason for Review:	Nature of Changes:	Prepared by:	Checked by:
1	19-04-23	For Acceptance	First Issue		
2					
3					

Guidance on completing this Plan

Text has been included in 4 colours and each colour should be dealt with as follows:

Note – the latest Pep template update (Revision 14) includes new Sections 2.3, 2.4 and 3.2, 3.3, 3.4.

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1. Introduction and Scope

This document is the project specific Construction Phase Plan (CCP) for the construction phase of the Decant Unit project. It will be reviewed every 4 weeks as the project progresses. It will be made available to all parties involved in the works.

The plan details the management of Health and Safety in accordance with The Construction (Design and Management) Regulations 2015. The individual sections are based on headings detailed in L153, Managing Health and Safety in Construction.

This plan should be read in conjunction with 'The Building Division Guide to Health, Safety, Environment and Quality Management on Site'¹

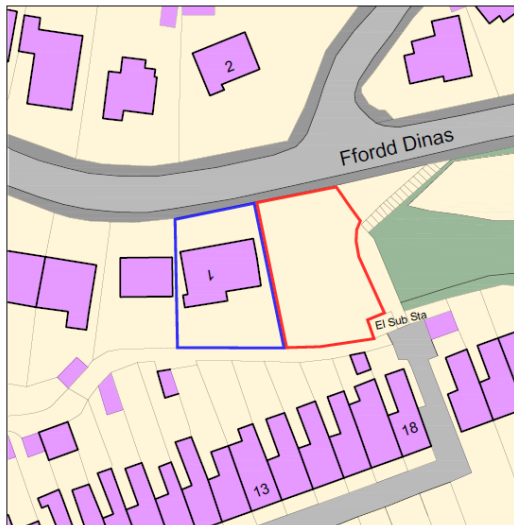
2. Project Overview

2.1 Description of the Project

The aim of this project is to undertake works to create a new build house in an existing street.

2.2 Location of the works

1 Ffordd Dinas, Cwmavon, Port Talbot, Sa12 9BS



NH340_002A_SiteBlockPlan.pdf

Notes		San Williams	
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		Plot adj. 1 Ffordd Dinas, Cwmavon	A4
		Neath Port Talbot, SA12 9BS	DLD
		Site Block Plan	DLD
		DATE 18.01.2023	BY NH340
		PROJECT NO. 002	REV A

2.3 Contract Documentation

N/A

2.4 Contract Review

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2.5 Key Project Dates

- Start on Site – 06.June.2023
- Foundations – 20.6.2023
- Weather tight – 01.12.2023
- Practical Completion – 20.6.2024

2.6 Key Members of the Project Team

Nigel Trott – Nigel Trott Developments - 07432053905

Ian Williams – Private Developer - 07789007300

2.6.1 The Principal Contractor

Nigel Trott Development Limited

35 Channel View
Port Talbot
West Glam
SA12 6JF 01/03/2023
NIGEL 07432053905

2.6.2 The Client / Employer / Project Sponsor

Ian Williams – Private developer
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07789007300

2.6.3 Architect / Structural Engineer

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2.6.4 The Principal Designer

Darkin Architects

3. Arrangement for the Management of the Work

The 'Building Division Guide to Health, Safety, Environment and Quality Management on Site' (also known as the Site HSEQ Manual) sets out the standard arrangements for the management of works on all VCUK Building Division projects. Additional requirements due to the project specific risk and contractual requirements are detailed in this section.

3.1 Project Health and Safety Objectives

- No major accidents or incidents.
- Lost time injury
- No RIDDOR
- Site induction and site rules regularly reviewed to ensure they remain site specific, to increase engagement and buy in from operatives.

3.2 Site Rules

Site rules have been developed which are specific to this project. A copy of the site rules will be displayed on the site Notice Board and will be included in the site-specific induction.

IMPORTANT NOTE: All personnel are required to carry out their work in compliance with current Government Guidance on COVID-19 to minimise the risk of spread of COVID-19 to other site personnel and the general public

- Ensure you have a site induction before you proceed on to site.
- Be courteous and show respect to others including neighbours
- All visitors must sign in and out and receive the daily briefing. You will be advised of high-risk activities, access arrangements for the day and any restricted areas.
- Always Conduct yourself in a safe manner whilst on site.
- Visitors are always to be accompanied by NTD staff whilst on site.
- Use dedicated access/egress routes when on site.
- Smoking is not permitted on the grounds or house
- In the unlikely event of a fire, please leave by the nearest possible exit and make your way safely to the assembly point located on the main road ffordd dinas .
- If you become aware of any potential hazard during your visit, please report this to a member of the project team as soon as possible.
- Do not go onto scaffolds, ladders, plant or roofs unless directed to by NTD senior management.
- Visitors must stay clear of plant, equipment and tools when on site.
- No food to taken onto site, please use canteen facility provided.
- The project is adjacent to occupied properties and public areas please refrain from using inappropriate language on or around the public areas, access/egress routes.
- Only use mobile phones when you are standing away from the work front on a designated pedestrian route, and NEVER use a mobile phone while you are operating plant or equipment.
- Please be aware that you may be subjected to a random drugs and alcohol test.
- Radios, music players or similar are not permitted on site.
- Follow safety signage and instructions.
- Only use designated parking areas outside on the road adjacent to the property
- Rules and Standards for Clothing and Personal Protective Equipment.
- Except where specifically risk assessed and approved by NTD ensure that as a minimum you have a hard hat / bump hat, high visibility jacket/waistcoat, safety footwear, eye protection and cut 3 safety gloves.
- Ensure you have the right PPE for the task as detailed in your RAMS and task briefing.
- Do not alter or misuse PPE.

-
- Clothing is to cover legs, torso and upper arms.
 - Display your company's logo on clothing and hats.
 - Display your name on the front of your helmet.
 - PPE is to be in good condition.
 - Be aware of the risks of exposure to the sun. Wear appropriate clothing to cover your skin and apply sunscreen before periods of work where you could be exposed to the sun.
 - All PPE must be worn within the work area including task specific requirements. General access to and from the work area does not require the wearing of glasses / eye protection.

Rules and Standards for Welfare

- A good standard of welfare is provided.
- Welfare is to be appropriate for the site operations and size of workforce.
- Welfare facilities are to be regularly cleaned and maintained.
- Welfare facilities are to be respected and looked after by all those using them, abuse of facilities impact on everyone and will not be tolerated.

Rules and Standards for Access and Circulation

- Access to site and work zones is via designated points and access routes only
- Fencing and gates are there to protect the public and the workforce and must not tampered with.
- Always follow designated routes. No short cuts.
- Do not cross, barriers or enter restricted areas unless authorised to do so.

Rules and Standards for Carrying Out Works

- Make sure you have read, understood, and signed your RAMS for the task you are carrying out.
- Do not start work until you have been briefed by your supervisor.
- Tell your supervisor if your RAMS are wrong or could be improved.
- Only competent and suitably qualified persons are to carry out the works and proof of competence is to be provided by operative/supervisor which will be recorded and documented by NTD.
- Use mechanical means where possible in lieu of manual handling. If materials need to be manually handled, ensure a manual handling assessment has been carried out specific to the task being undertaken.

Rules and Standards for Housekeeping

- Always keep the site and your workplace tidy (Tidy as you go).

-
- Protect materials and work to avoid damage and waste.
 - Use the right skip to maximise recycling.
 - Only laydown plant and materials in agreed locations.
 - Ensure work zones are clean and safe at the end of each shift to prevent materials from causing a hazard i.e. high winds.
 - An untidy workplace is an unsafe one. Stop and tidy.

Rules and Standards for Engagement and Reporting

- All accidents and incidents are to be reported.
- Potential, hazardous conditions and acts to be reported.
- All Environmental Incidents are to be reported.
- The workforce is to be engaged regularly by supervisors, employees, and site management on health and safety matters.
- Feedback and ideas for improvement is welcomed.
- IHP have an “open door “policy and encourage openness as regards health and safety.
- No one should have any doubts on health and safety, if in doubt **STOP WORK AND ASK.**

Other Site-Specific Rules and Standards

- Working Hours 08.00hrs -17.00hrs Monday to Friday.
- Do not interfere with scaffolding, ladders, guard rails and barriers.
- Never attempt to operate machinery, plant and working at height equipment unless you have been trained and authorised to do so.
- Do not use any machinery, plant or working at height equipment that is defective and report any defects to your supervisor.
- Firefighting Equipment to be sited close to the Workfront.
- No Hot Works are to take place without a task-specific, and location-specific permit issued in sight of the workforce on the day the task is due to take place.
- When hot works have been completed, checks will be carried out at regular intervals for 60mins after all works have been finished and the area rechecked 2 hours later to ensure no ignition or smouldering has taken place. A similar level of control is needed during breaks mealtimes.
- Ensure you understand the contents of Control of Substances Hazardous to Health (COSHH) assessment for materials you are using on site.
- The following works and areas require a permit to work/access.
 - Roof access.
 - Hot Works including cutting and grinding.
 - Working in live switch rooms, equipment rooms and substations.

-
- Use of Stepladders.
 - Work in Confined Spaces.
 - Other specific areas of work that may arise may be subject to permit requirements. This will be identified in the Method Statement for each particular task.
 - No one should have any doubts on health and safety, if in doubt **STOP WORKING AND ASK.**
 - Complacency causes accidents.

We ask **EVERYONE ON SITE** to adopt six essential behaviours:

- Be aware of the hazards and risks involved in your work.
- Always follow the rules and work safely.
- Stop and speak up if you can't do the job safely.
- Intervene to stop others from getting hurt.
- Share personal experience and knowledge.
- Report all injuries and concerns

Site rules have been developed which are specific to this project. A copy of the site rules will be displayed on the site Notice Board and will be included in the site-specific induction.

3.3 Arrangements to ensure cooperation between project team members and coordination of their work

The following coordination routes will be used on this project:

- Prestart Health and Safety meetings
- Communication and collaboration on the Risk Control Schedule
- Regular progress meetings
- An Open-door policy for all VCUK managers.

3.3.1 Project Review Meetings

An internal project team meeting will be held on a weekly basis

Individual Subcontractor meetings will be held on a weekly basis

including the names of the persons exercising control.

- An assessment of the degree of compliance with standards, including corrective action taken to address failings.
- The impact on accident data.
- Feedback following a HS&E advisor visit.

3.4 Arrangements for involving workers *(Building Division Guide to HSEQ Management on Site reference 9)*

The following 2-way Communication routes will be used on this project:

- Company Induction
- Site Specific Induction
- Site Specific Orientation
- Prestart Health and Safety meetings
- Communication and collaboration on the Risk Control Schedule
- Task Briefings
- Toolbox talks
- Close Calls / Positive interventions reporting
- Regular progress meetings
- General communications to Supervisors

Relevant statutory notices such as “Health and Safety Law” poster and a current version of the Employers Liability Insurance Certificate, Form 10 will be displayed on the notice board. Other communication media will be found on topic specific notice boards

3.5 Site Induction Arrangements *(Building Division Guide to HSEQ Management on Site reference 2.5)*

All personnel entering the works will attend an online company induction, online site induction and an onsite orientation session, introduced by the SSR.

Visitors will attend a visitor induction and be always accompanied.

3.8 Welfare Facilities

The welfare facilities and security arrangements as below

3.9 Fire and Emergency Procedures

The relevant appointed roles and any relevant subcontract appointed roles are organised into the following reporting structure:

The local fire brigade will be contacted and offered an orientation session on the site.

The following response/evacuation drills will be conducted regularly:

- Fire
- Evacuation
- First Aid Rescue

3.15

Indicative Logistics Plan Phase



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	Rev	Comment	By	Date	PROJECT TITLE: New Home	
					PROJECT ADDRESS 1: Plot adj. 1 Ffordd Dinas, Cwmavon	
					PROJECT ADDRESS 2: Neath Port Talbot, SA12 9BS	
					DRAWING TITLE: Site Block Plan	
	A	Revised Layout	AV	18/01/2021	DATE: 18/01/2021	SCALE: 1:300
					DRAWN BY: AV	REV: NH340
					REVISION NO: 002	REV: A

Car parking for 3 vehicles can be managed on the existing road with no effects to residents. All other parking has agreed to be at Cwmavon rugby club

4. Specific Site Risks *(Building Division Guide to HSEQ Management on Site reference 2.6)*

The Project [Risk Control Schedule](#) (RCS) will identify the controls for the significant risks related to the current activities being carried out on the project. The RCS will be reviewed as a minimum on a monthly basis or in line with the Construction Programme, and incorporate risks identified by Subcontractors. The reviewed document will be shared with all Subcontractor on the project to ensure they can Plan, Manage, Monitor and Co-ordinate their site teams in line with the current risk profile.

A [Risk and Opportunity Register](#) shall have been prepared in pre-construction; this shall now be maintained by the SSR.

The following specific risks from Schedule 3 of the CDM regulations exist on this site:

4.1 Schedule 3 Risks

. Adjacent working to a live road and private dwellings .

With regards to working near a live street certain measures need to be followed. Haris fencing will be needed to keep members of the public from entering the work area.

Temporary Walkways.

Temporary walkways on site will be installed by a competent and DDF compliment company. All safety features will be installed by the company. Walkways will be in satisfactory condition for use and kept clear of any building materials.

5. Additional Requirements

5.1 Permit Systems *(Building Division Guide to HSEQ Management on Site reference 4.2)*

The following permit systems will be implemented on this project

- The Hot Works Permit
- The Permit to Dig
- The Confined space

5.2 Health Risk Management

The main health risks for the project and the arrangements for managing them are detailed in the Risk Control Schedule.

Additionally, a Health Risk Management Plan has been produced for this project giving further detail on arrangement for managing specific health risks.

5.3 Lone Working

The following activities could lead to a Lone Working situation:

- No lone working will be taking place on this project.

These will be managed through Risk Assessment for the specific work activity

5.4 Environmental Risk Control

5.5 Site Waste Management

A Site Waste will be removed from site via a skip and this will be located on the road outside the property
Excavated Material

Excavated material will be managed by:

All excavated will be retained on site with levelling works undertaken with the landscaping

5.6 Water *(Bui*

Daily Watercourse Inspections² will be undertaken and water will be managed on site via soakaways

5.7 Site Boundary

The Site Boundary is checked as part of the Weekly Site Inspection

² VB-ENV-FR-0009-0002