

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

For:

**North Heath Community
Primary School
Erica Way
Horsham
West Sussex
RH12 5XL**

DOCUMENT CONTROL AND SIGN OFF

Rev	Date	By	Description of Modification
Original	7/3/24	A Tams	First issue
A	14/3/24	A Tams	Second Issue
B			
C			
D			

INTRODUCTION

This Construction Phase Health and Safety Plan has been prepared in line with the requirements of Regulation 12 of the Construction (Design and Management) Regulations 2015.

The plan will provide a safe working environment and provide a platform for preparing safe systems of work to address the hazards and risks encountered.

The plan will be subject to regular review by the site management team and the author, to ensure we continue to identify and manage risk and devise safe systems of work.

Relevant parts of the plan will be communicated to all persons who will work on this site along with any supporting documentation. An approved and signed copy of the plan will be available on site.

It is mandatory that all personnel observe this plan and the rules contained within it, work in accordance with detailed safe systems of work and report to any member of the site team any unsafe act or condition.

DESCRIPTION OF THE PROJECT

Project description

Fencing	Ensure you take orange fencing to block off field
Skip	Car park – Not on Public highway
Toilets	Staff toilet
Electricity	With in project area
Water	With in project area
Access	Remove bike stand – reinstate at the end of the project – see map

Removals & Disposal

Removal of all existing fixed equipment including trail items, wigwam posts, sand boxes, and benches

7 Metres of Bow Top Timber Fencing
19 Metres of Dig Pit Sleeper Sides (including Soil)
Access, Mechanical Hire, & Remedial Seeding of access route

2nd April (start school Easter Holidays for 9 working days)

Delivery of Skips/Plant/ materials
Off load in school car park
Site set up
Skip in car park
Materials moved to project area
Do delivery vehicle will drive on any muddy surface just into school car park

3rd – 5 April

Delivery of materials
Skip exchanges where required

8th – 12th April

Continue with project installation
Collection of plant before children return from school holidays

15-18th April

No access for children, built in fence already around project area by the school
Continue with project installation

19th April

Site clean up
Off hire and collect skip
Hand over project back to school

Anticipated number, frequency, and type of vehicles used for construction

Week 1

3x 18 ton on Tuesday
2 x skip lorries on Tuesday
1 skip on Wednesdays
2 x 18 ton on Thursday/Friday

Week 2

Depending on dig
W/c skip lorry
End of week 18 ton to collect plant
All delivery vehicle hard standing only
Various 3.5/5bton delivery of smaller items throughout project

Week 3

Skip lorry collection

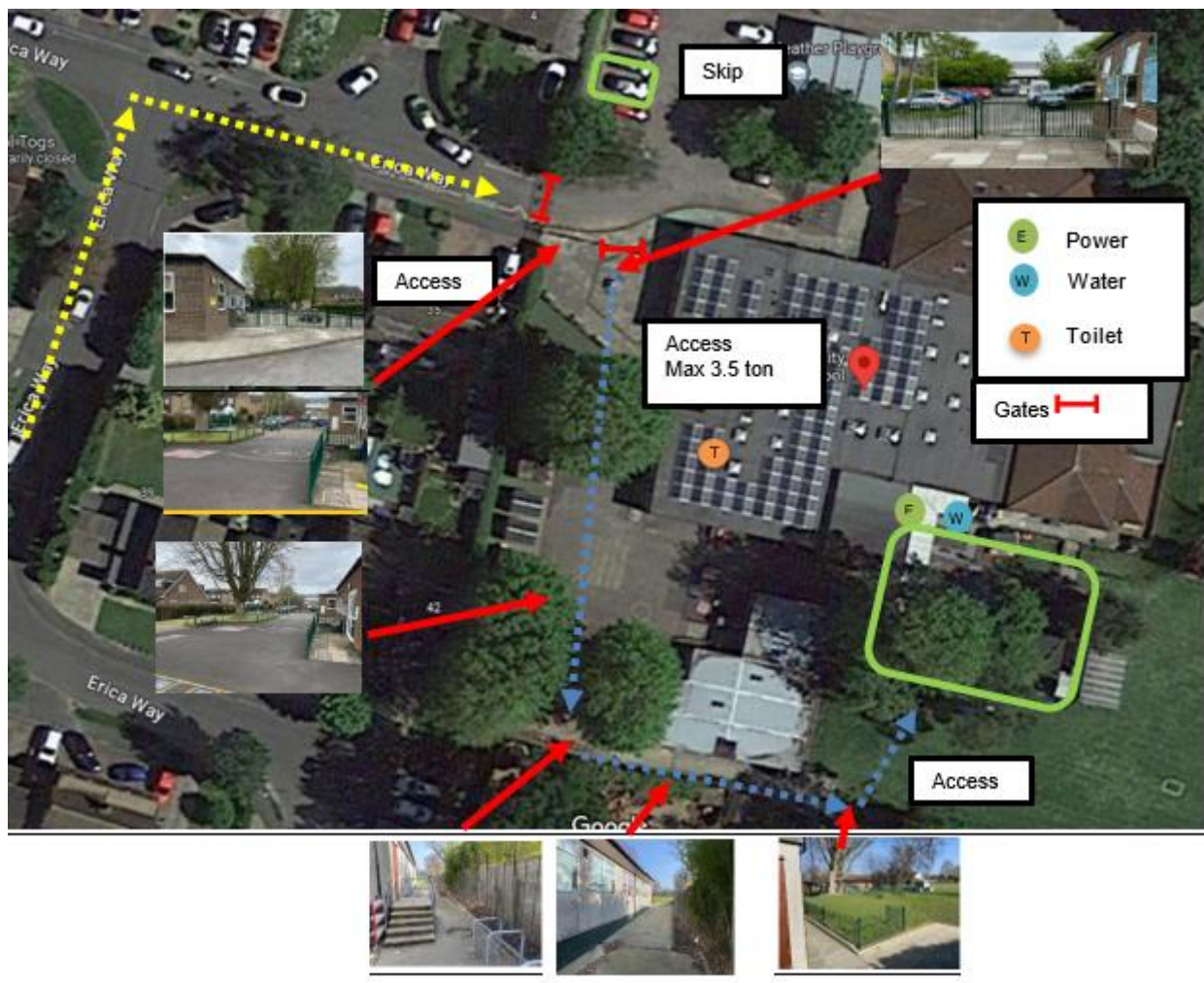
- No wheel washing facilities are required
- In regard to public engagement, leaflet drops will take place for all neighbours on Erica Way to advise them of the schedule of works and expected vehicular movement in advance, and site contact details provided should the public need to engage with the school and/or contractor regarding the construction whilst it is taking place.

Fixed Resources

Performance Stage with Chalkboard
Rope and Pulley Materials Mover
Investigative Tree Top Learning Den
Sand Pit Cover for Investigative Tree Top Learning Den
Giant Whiteboard on Posts
Wigwam
Giant Playhouse

Surfacing

209 Playturf, Shockpads, & Baseworks
Playturf All Weather Artificial Grass
Shockpads will be required underneath the Investigative Tree Top Learning Den, as this has a CFH of 1.4m.
Note: the artificial grass surface will rise by 25mm around the fall zone of the equipment.
106 M² Wetpour Roadway & Path Design
Bespoke design including:
black roadway with yellow markings
beige & brown fleck pathway connecting canopy space to roadway and investigative area
20mm depth throughout



Project Personnel and Responsibilities

Client	
Name	North Heath Community Primary School
Address	Erica Way Horsham West Sussex RH12 5XL
Role and Responsibility	<ul style="list-style-type: none"> ➤ The client must make suitable arrangements for managing a project, including the allocation of sufficient time and other resources. ➤ Arrangements are suitable if they ensure that – the construction work can be carried out, so far as is reasonably practicable, without risk to the health or safety of any person affected by the project. ➤ The client must ensure that these arrangements are maintained and reviewed throughout the project ➤ The client must provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project. ➤ The client must ensure that – before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor; and the principal designer prepares a health and safety file for the project, which – complies with the requirement of regulations. Is revised from time to time as appropriate to incorporate any relevant new information; and is kept available for inspection by any person who may need it to comply with the relevant legal requirements. ➤ The client must take reasonable steps to ensure that – the principal designer complies with any other principal designer duties. ➤ If the client disposes of the client’s interest in the structure, the client complies with the duty by providing the health and safety file to the person who acquires the clients interest in the structure and ensuring that that person is aware of the nature and purpose of the file. ➤ Where there is more than one client in relation to a project – one or more of the clients may agree in writing to be treated for the purpose of these regulation as the only client or clients.

Principal Designer	
Name	Pentagon Play
Address	Unit 6, Orpen Park, Ash Ridge Road, Bradley Stoke, South Gloucestershire BS324QD
Contact Tel	01173790899
Email	andrew@pentagonplay.co.uk
Role and Responsibility	<ul style="list-style-type: none"> ➤ The principal designer must plan, manage, and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health and safety. ➤ In fulfilling the duties and when – design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and estimating the period of time required to complete such work or work stages ➤ The principal designer must consider the general principles of prevention and where relevant, the content of any construction phase plan and health and safety file. ➤ The principal designer must identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health and safety of any person – carrying out or liable to be affected by construction works; maintaining or cleaning a structure; or using a structure designed as a workplace. ➤ The principal designer must ensure all designers comply with their duties. ➤ In fulfilling the duty to coordinate health and safety matters the principal designer must ensure that all persons working in relation to the pre-construction phase cooperate with the client, the principal designer and each other. ➤ The principal designer must – assist the client in the provision of the pre-construction information required by regulation and so far, as it is within the principal designer’s control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project. ➤ The principal designer must liaise with the principal contractor for the duration of the principal designer’s appointment and share with the principal contractor information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase.

Principal Contractor	
Name	Pentagon Play
Address	Unit 6, Orpen Park, Ash Ridge Road, Bradley Stoke, South Gloucestershire BS324QD
Contact Tel	01173790899
Email	andrew@pentagonplay.co.uk
Role and Responsibilities	<ul style="list-style-type: none"> ➤ The principal contractor must plan, manage, and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health and safety. ➤ In fulfilling the – design, technical and organisational aspects are being decided to plan the various items or stages of work which are to take place simultaneously or in succession; and estimating the period of time required to complete the work or work stages. ➤ The principal contractor must consider the general principles of prevention. ➤ The principal contractor must – organise cooperation between contractors (including successive contractors on the same construction site): coordinate implementation by the contractors of applicable legal requirements for health and safety; and ensure that employers and, if necessary for the protection of workers, self-employed persons – apply the general principles of prevention in a consistent manner, where required, follow the construction phase plan. ➤ The principal contractor must ensure that – a suitable site induction is provided; the necessary steps are taken to prevent access by unauthorised persons to the construction site; and facilities that comply with the requirements provided throughout the construction phase. ➤ The principal contractor must liaise with the principal designer for the duration of the principal designer’s appointment and share with the principal designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.

MANAGEMENT OF THE WORK

Management Structure and Responsibilities

Quality Site Supervisor	Andrew Tams
Role and Responsibility	Overall responsible for project delivery

Site Manager	Nathan Ingram
Role and Responsibility	On site Management

Health and Safety Arrangements

A site visit may be made by Mr P Harrison our safety adviser to carry out a health and safety audit.

The site foreman will carry out toolbox talks on site. The site foreman or site supervisor will consult with subcontractors, suppliers, the site manager, head teacher the public (Inc. neighbours if appropriate) Safety data information sheets will be made available to any employee or sub-contractor who wishes to see them.

All health and safety information will be communicated to sub-contractors via the site manager during progress meetings. Any health and safety issues the sub-contractors may have can be raised with the site manager at any time

Site Induction

All those working on site will be briefed during the induction stage on the main risk associated with the site and relevant information which can be found in appendix A.

The site foreman will check for evidence of competence when person arrive on site which may include training records. Visitors will be given a brief site induction- they will be accompanied at all times. A young person's risk assessment will be carried out at this stage for all personnel who are under 18 years of age, and this will be held in the company health and safety folder located in the site office.

Welfare facilities and first aid arrangements

The welfare facilities will be provided by School. / Pentagon Play.

First aid

First Aid	A fully stocked first aid kit will be located in the site vehicle, there will be a mobile phone available on site to summons an ambulance if needed.
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Reporting and investigation of accident, incidents and near misses

All accidents, incidents and near misses, however minor, will be reported in line with the Pentagon Play Accident/Incident/Near Miss Reporting Procedure using the Accident Report Form and recorded in the Site Accident Book.

The site foreman will be responsible for completing a RIDDOR form where necessary and will advise the site manager of all accidents, incidents and near misses. All RIDDOR forms will be forwarded to HSE by the manager (this can be done online).

Site rules

All those working on this project will be briefed on the site rules during the **induction stage**.

There is no smoking anywhere in the School/Nurse/ Academy buildings or in the grounds.

Permits to Work

School to arrange a permit if required:

Permit to Dig

Fire and emergency procedures

This will be covered in the customers induction when you arrive.

Site attendances register to be completed by all entering or leaving the site, The pentagon team leader will manage their own register

Assembly Point will be highlighted to all Contractors.

Waste management

Waste will be removed by Pentagon play Site team.

Skips for the genre of waste materials will be provided and all relative permits required.

Asbestos

You must be aware of the contents of the asbestos report before you begin any work on the school site. Should you have any reason to suspect that you have disturbed previously identified asbestos or encountered asbestos that is not identified within the asbestos report you must?

- stop work immediately
- evacuate the immediate area
- close all the doors/fencing behind you
- prevent further admittance
- report your suspicions to the Site Manager / Health and Safety Officer is Andrew Tams
- t: 0117 403 3381 option 2

ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

The following significant site risks have been identified through review of the Pre-Construction Information, examination of the site and design risk information. These risks will be reviewed and kept current as work proceeds:

- Risk: Manual Handling

Control: The larger timbers must be carried and positioned by two installers, attempting to move these timbers individually may result in serious injury. It is important to have these delivered as close to the work area as possible and to keep them dry whilst storing them on site.

When moving heavy materials i.e., 25kg bags of post Crete more than 2 meters; load the materials into a wheelbarrow to transport them.

Any team working with Playturf or Saferturf must have access to a carpet trolley for Playturf greater than 18sqm or Saferturf greater than 32sqm. 2 people must operate the carpet trolley for heavier loads. These products must only be moved in teams not individually. Use of metal bars inserted into both ends of the carpet roll give a better grip, posture, and lift region for lifting the roll onto a trolley and manoeuvring in areas.

- Risk: Plant and underground services

Control: Site service plans are/may be available, a CAT Scan should be available to scan the area. Only trained operatives will participate in excavation work.

- Risk: The maintenance of plant and equipment

The purpose of an inspection is to identify whether work equipment can be operated, adjusted, and maintained safely, with any deterioration detected and remedied before it results in a health and safety risk. ... The need for inspection and inspection frequencies should be determined through risk assessment.

Not all work equipment needs formal inspection to ensure safety and, in many cases, a quick visual check before use will be sufficient.

Work equipment that requires inspection should not be used, unless you know the inspection has taken place. Where it leaves your undertaking, or is obtained from another (e.g., a hire company) it should be accompanied by physical evidence of the last inspection, such as an inspection report or, for smaller items of equipment, some form of tagging, colour coding or labelling system.

An inspection can vary in its extent, as the following demonstrate:

quick checks before use (e.g., electric cable condition on hand-held power tools, functional testing of brakes, lights on mobile machinery)

weekly checks (e.g., presence of guarding, function of safety devices, tyre pressures, and the condition of windows, mirrors, and CCTV on mobile plant)

more extensive examinations, undertaken every few months or longer (e.g., general condition of a ladder, close examination of a safety harness, portable appliance testing)

Records are not normally required to be made for the simplest pre-use checks.

ARRANGEMENTS FOR CONTROLLING HEALTH RISKS

The following significant health risks have been identified through review of the Pre-Construction Information, examination of the site and design risk information. These risks will be reviewed and kept current as work proceeds:

Contaminated Land	Not applicable
Use of hazardous substances	Copy of COSHH assessment to be completed and held on site for all expected hazardous substances to be used on site
Manual handling	All operative to have received manual handling training, mechanical lifting equipment used where necessary. See Risk Assessment
Noise	See Risk Assessment
Dust	See Risk Assessment
Vibration	See Risk Assessment