2nd June 2021

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West Sussex County Council
County Planning
County Hall
Chichester
PO19 1RH

Our ref: EP1445
Your ref: WSCC/055/20

Dear Sir/Madam

APPLICATION FOR THE SUBMISSION OF DETAILS RESERVED BY PLANNING CONDITION IN RESPECT OF PLANNING PERMISSION REF: WSCC/055/20. THE SUBMISSION IS IN RELATION TO THE FULL DISCHARGE OF CONDITIONS IN RESPECT OF THE WOODLANDS MEED COLLEGE, BIRCHWOOD GROVE ROAD

We hereby submit on behalf of our client ISG Plc on behalf of West Sussex County Council ("the Applicant"), an application for the submission of details reserved by condition in respect of planning permission WSCC/055/20.

BACKGROUND

Planning permission was granted for the construction of a new two storey SEND school with associated landscaping, flood lit all weather pitch, car parking, drop-off/pick up facilities and alterations to existing access arrangements. The site is located within Burgess Hill, under the jurisdiction of West Sussex County Council and Mid Sussex District Council and the site currently a mixed sex college which has 100 no. pupils. Planning permission was granted on the 27th April 2021 subject to a number of planning conditions.

THE PROPOSAL

This application includes submissions for the full discharge of the following conditions in relation to planning permission WSCC/055/20:

- Condition 3 – Construction Management Plan
- Condition 5 – Tree Protection

Full details of the information submitted, and further commentary is included within the table below.

Condition	Submitted information
3 – Construction Management Plan	Construction Phase Plan prepared by ISG Including: Appendix 1 – Woodlands Mead Organogram Appendix 2 – Project Directory Appendix 3 – Project Risk Register Appendix 6 – Traffic Management Plan Appendix 7 – Fire Risk Assessment

	(Appendix 4 and 5 included in main body of the report)
5 – Tree Protection Plan	Arboricultural Method Statement – prepared by Middlemarch Environmental

(Table 1.1 Details submitted to discharge conditions)

SUBMISSION

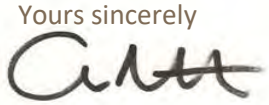
In addition to the amended plans noted in Table 1.1 above the following documents have been submitted electronically via the Planning Portal (Ref: PP-09893703).

- Application form
- Covering Letter (this letter)
- Site location plan

In accordance with the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012, as amended, an application fee of £116 plus a £25 service charge, has been calculated. Payment of the application fee has been made to the Planning Portal and will be paid direct to the Council by the Planning Portal.

We trust that you will find this application to be in order. Should you require any additional information or clarification please do not hesitate to contact the writer.

Yours sincerely



Chris Maltby MRTPI
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West Sussex County Council
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Application for approval of details reserved by condition.
Town and Country Planning Act 1990
Planning (Listed Buildings and Conservation Areas) Act 1990

Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

1. Site Address

Number	
Suffix	
Property name	Woodlands Meed College
Address line 1	Birchwood Grove Road
Address line 2	
Address line 3	
Town/city	Burgess Hill
Postcode	RH15 0DP

Description of site location must be completed if postcode is not known:

Easting (x)	532139
Northing (y)	118380

Description

2. Applicant Details

Title	
First name	
Surname	Director of Property and Assets
Company name	West Sussex County Council
Address line 1	Place Services
Address line 2	West Sussex County Council
Address line 3	County Hall
Town/city	Chichester

2. Applicant Details

Country	
Postcode	PO19 1RG

Are you an agent acting on behalf of the applicant? (●) Yes ( ) No

Primary number	
Secondary number	
Fax number	
Email address	

3. Agent Details

Title	Mr
First name	Chris
Surname	Maltby
Company name	Edgeplan
Address line 1	3rd Floor
Address line 2	16 Upper Woburn Place
Address line 3	
Town/city	London
Country	
Postcode	WC1H 0BS
Primary number	07908046060
Secondary number	
Fax number	
Email	chris.maltby@edgeplan.co.uk

4. Description of the Proposal

Please provide a description of the approved development as shown on the decision letter

Construction of new two storey Special Educational Needs and Disabilities (SEND) College building with associated soft and hard landscaping, a floodlit all-weather pitch, car parking and drop off/pick up facilities and alterations to existing access arrangements

Reference number

WSCC/055/20

Date of decision (date must be pre-application submission)	27/04/2021

Please state the condition number(s) to which this application relates

Condition number(s)

3 - Construction Management Plan
5 - Tree Protection

4. Description of the Proposal

Has the development already started? ○ Yes ◉ No

5. Part Discharge of Conditions

Are you seeking to discharge only part of a condition? ○ Yes ◉ No

6. Discharge of Conditions

Please provide a full description and/or list of the materials/details that are being submitted for approval

Please see cover letter

7. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? ◉ Yes ○ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ◉ The agent
- ○ The applicant
- ○ Other person

8. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ○ Yes ◉ No

9. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. ☑

Date (cannot be pre-application) 02/06/2021

Woodlands Meed SEN College

Post contract team organogram

Client | West Sussex Council

End User | Woodlands Meed College

Project Manager | Faithful + Gould

Wayne Burfield
Operations Director

Alistair Barton
Commercial Manager

BIRCHWOOD GROVE C.P. SCHOOL

Dan Harding
Senior Project Manager

Dean Campbell
Commercial Lead

James Rosser
Senior Planner

TBC
Construction Manager

Jonathan Watkins
MEP

James Dedman
Design Manager

Richard Gendle
Senior QS

Andrew McKim
Aftercare Manager

TBC
Site Manager

TBC
Assistant Site Manager

TBC
Trainee Construction Apprentice

TBC
Site Manager (Groundworks)

TBC
Assistant Senior QS

Design team

- **Architect and Lead Designer** | Claire Barton | Haverstock
- **MEP** | Ryan Skinner | Harrison Barrow Smith
- **Civils and structures** | Hua Chunhui | Atkins
- **Landscape** | Jonathan Hesketh | Atkins

Specialist consultant

- **ICT** | Novatia
- **Acoustics** | Mach Acoustics
- **FF&E** | Space Zero
- **PR/Comms** | Sulis PR
- **SEN Educationalist** | Dr Sharon Wright (The Learning Crowd)
- **SEN specialist coach** | Charlotte Gordon
- **Ecologist** | Middlemach
- **Fire Strategy** | Helios

Offsite support

Paul Kingston-Lee
BIM Manager

Hannah Thorne
Sustainability Manager

Cayleigh Beecham-Marshall
Social Value Manager

Jennifer Mullaney
HSQE Advisor

Buying

IT Systems

Services Commissioning

Human Resources

Accounts

Training/ The Academy

Project Directory TVC0017 - Woodlands Meed

rist						
COMPANY	**CONTACT**	**ROLE**	**TELEPHONE**	**DIRECT LINE**	**MOBILE**	**EMAIL**
Main Contractor						
ISG:-	**Ben Elliott**	Divisional Director	01189 090 070		07718008727	Ben.Elliott@isgltd.com
	Chris Holmes	Commercial Director	01189 090 070		07484 539584	Christopher.holmes@isgltd.com
	Stuart Hardie	Operations Director	01189 090 070		07971 708318	Stuart.hardie@isgltd.com
	Stephen Scard	Bid Manager	01189 090 070		07971 298788	Stephen.scard@isgltd.com
	Karen Vigar	Education Engagement Manager	01189 090 070		07980 785776	karen.vigar@isgltd.com
	Alistair Barton	Regional Commercial Manager	01189 090 070		07939 532876	Alistair.Barton@isgltd.com
	Dean Campbell	Senior Quantity Surveyor	01189 090 070		07470 091 794	dean.campbell@isgltd.com
	Matthew Cann	Cost Planner	01189 090 070		07773 206311	matt.cann@isgltd.com
	George Walters	Design Manager	01189 090 070		07786 516321	george.walters@isgltd.com
	James Dedman	Design Manager	01189 090 070		07866 187 476	James.Dedman@isgltd.com
	Paul Watkins	SCF Framework Manager	01189 090 070		07816 515697	paul.watkins@isgltd.com
	Mel Collins	BIM Manager	01189 090 070		07812 477923	mel.collins@isgltd.com
	Jonathan Watkins	Technical Services Manager	01189 090 070		07980 785680	Jonathan.Watkins@isgltd.com
	James Rosser	Senior Planner	01189 090 070			James.Rosser@isgltd.com
	Jennifer Mullaney	Heath Safety & Environmental Advisor	01189 090 070		07583 050241	Jennifer.Mullaney@isgplc.com
	Hannah Thorne	Sustainability Advisor	01189 090 070		07929 177844	hannah.thorne@isgltd.com
	Elona Stewart	Project Administrator	01189 090 070		07973205900	Elona.Stewart@isgltd.com
	Cat Price	Project Administrator	01189 090 070		07837 556 076	Cat.Price@isgltd.com

CLIENT TEAM						
COMPANY	**CONTACT**	**ROLE**	**TELEPHONE**	**DIRECT LINE**	**MOBILE**	**EMAIL**
Client / Project Manager						
West Sussex County Council Capital Planning & Projects 2nd Floor Northleigh County Hall Chichester, PO19 1RG	Andrew Edwards	Director of Property and Assets				andrew.edwards@westsussex.gov.uk
	Philippa Hind	Head of Development (Acting)		0330 222 3041	07590 601333	philippa.hind@westsussex.gov.uk
	Carol Bruce	Project Manager		0330 222 3055	07515 052588	carol.bruce@westsussex.gov.uk
	Mary Stillman	Programme Support Officer		033 022 23050		mary.stillman@westsussex.gov.uk
	Nabil Ouertani	Corporate Asbestos Advisor		330 22 22782	07974 770784	nabil.ouertani@westsussex.gov.uk

CONSULTANTS						
COMPANY	**CONTACT**	**ROLE**	**TELEPHONE**	**DIRECT LINE**	**MOBILE**	**EMAIL**
Planning Consultant						
West Sussex County Council	Chris Bartlett	Principal Planner - WSCC		0330 222 6946		chris.bartlett@westsussex.gov.uk
Principal Designer						
Faithful + Gould	Richard Glazzard	Associate Director / PD		01892 77 5026	07834 50 6830	Richard.glazzard@fgould.com
	Steven Moore	Associate Director / Project Manager		01892 775004	07834 50 6830	steven.moore@fgould.com
	Mariata Kasujja	Managing Quantity Surveyor		01372 752652	07834 507803	mariata.kasujja@fgould.com
	Andrew Stowell	Managing Quantity Surveyor		01372 752652	07834 50 6393	andrew.stowell@fgould.com
	Jenny Wagg	Senior H&S Consultant / PD		01892 775027	07342 088354	jenny.wagg@fgould.com
Building Control						
Transport Consultant						
Robert West Delta House, 175-177 Borough High Street, London, SE1 1HR	David Hurren	Highways and Transport Consultant		020 7939 9916	07500 041 169	davidhurren@robertwest.co.uk
	William Harwood	Highways and Transport Consultant				williamharwood@robertwest.co.uk
Fire Consultant						
Helios	Jon Davies	Fire Consultant				jdavies@heliosconsultancy.com

DESIGNERS						
COMPANY	**CONTACT**	**ROLE**	**TELEPHONE**	**DIRECT LINE**	**MOBILE**	**EMAIL**
Architect						
Haverstock, Studio 10, Cliff Road Studios Cliff Road, London NW1 9AN	Claire Barton	Partner		0207 2677676		claire.barton@haverstock.com
	Samuel Da Silva Resende	Associate				samuel.dasilvaresend@haverstock.com
	Sandeep Sandhu					Sandeep.Sandhu@haverstock.com
	Kirsten Gollifer	Architectural assistant				kirsten.gollifer@haverstock.com
	Olivia Jones	Architectural assistant				olivia.jones@haverstock.com
Landscape Architect						
Atkins Global	Jonathan Hesketh					jonathan.hesketh@atkinsglobal.com
	Nigel Abbott					nigel.abbott@atkinsglobal.com
	Roger Williams					roger.williams@atkinsglobal.com
Structural Engineer						
Atkins Global	Chunhui Hua					chunhui.hua@atkinsglobal.com
	Mikael Irving					Mikael.irving@atkinsgloabal.com
Civils						
Atkins Global	Austin Brewer					austin.brewer@atkinsglobal.com
M&E						
Hamson Barron Smith	Tim Carden	Associate Director			07920 235 982	Tim.Carden@hamsonbarronsmith.com
	Brian Smith					Brian.Smith@hamsonbarronsmith.com
	Sean Brind					Sean.Brind@hamsonbarronsmith.com

TRADE CONTRACTORS						
COMPANY	**PACKAGE**	**CONTACT**	**ROLE**	**DIRECT LINE**	**MOBILE**	**EMAIL**
Novatia	ICT	Andy Waring				andy.waring@Novatia.com
Space Zero	FF&E	Kaylee Surridge				kaylee.surridge@spacezero.co.uk
		Gladys Marr				gladys.marr@spacezero.co.uk
Mach Accoustics	Accoustics	Andrew Rickard				Andrew@Machacoustics.com

Project	Woodland Meed	Issue No.	2
Client	WSCC	Date	04/11/2020

Item	Description of Hazard / Risk	Drawing No. / Title / Revision	Design & Planning Strategy to Avoid, Reduce and Control Hazard - **PD comments**	Date Noted	Risk Level L- H	Design & Planning Strategy to Avoid, Reduce and Control Hazard - **Designer comments**	Date Noted	Risk Level L- H	Active / Closed	Project Stage	Responsibility (Name / role)	Details of any residual risks	Details of any residual risks at Practical Completion
	ARCHITECTURAL												
1.00	**Design Risks**												
1.01	Maintenance of building features - External - rooflights, spandrels, windows, covered walkways		Access and maintenance strategy to be developed alongside the design for the external building elevations.	26/09/2020	Medium	All roof lights accessed from Roof lights at first floor terrace - have 1100mm upstand. ISG to discuss the likelihood of pupils accessing on top of the rooflight and the requirement for Class 1 or Class 2 glass.			Active	Handover	Architect		Access and maintenance drawings have been developed
1.02	Maintenance of building features - Internal - Double height spaces including atriums and sports halls		Consideration of reducing need for maintainable assets at height inside the building. Where high level access is required consider the floor build up and entrances through the building to allow a route powered access.	26/09/2020	Medium	Tower scaffold - light bulb - sports hall lighting is LED. Atria - High level LED Infrequent maintenance -	21/04/2021		Active	Handover	Architect		Access and maintenance drawings have been developed. All high level lighting is LED and access should be gained via mobile tower scaffold.
#REF!	Cleaning of acoustic baffles and lighting.		Sports hall and atrium high level LED. Ensure floor build up is suitable for access equipment to reach the ceiling.	04/11/2020	Medium	Mobile tower scaffolding to be used to access high-level assets - these are to be infrequent	21/04/2021	Low	Active	Construction / Handover	Architect		Competent contactor only to access high level acoustic baffles
#REF!													
#REF!													
#REF!													

Item	Description of Hazard / Risk	Drawing No. / Title / Revision	Design & Planning Strategy to Avoid, Reduce and Control Hazard - **PD comments**	Date Noted	Risk Level L- H	Design & Planning Strategy to Avoid, Reduce and Control Hazard - **Designer comments**	Date Noted	Risk Level L- H	Active / Closed	Project Stage	Responsibility (Name / role)	Details of any residual risks	Details of any residual risks at Practical Completion
	MECHANICAL AND ELECTRICAL												
2.00	**Design Risks**												
2.01	Plant access and maintenance. - working at height, lifting operations		Access and maintenance strategy to be developed for all plant and maintainable assets - Roof mounted plant above hydrotherapy room is accessible via indoor plant room. Accessible via doors and stairs.	26/09/2020	Medium				Active	Future Maintenance	Architect	End of life removal	
2.02	Asset maintenance inside the building - high level maintainable assets, working at height		Access and maintenance strategy to be developed for all plant and maintainable assets	26/09/2020	Medium				Active	Future Maintenance	Architect & M&E Designer		
2.03	Floodlight to MUGA - Changing light fittings - Work at height		consider retractable floodlights that can be lowered.	26/09/2020	Medium	Retractable floodlights are allowed for in the design	21/04/2021	Low	Active	Future Maintenance	M&E designer	Installation of lighting columns - WAH and lifting operations	Safe working method for the use of retractable flood lights to be included in H&S File
2.04	PV and roof mounted plant - working at height during maintenance - roof parapet at 4-500mm.		Establish maintenance requirements for PV and any other roof mounted plant. Current proposal includes installing latch way system that can be accessed from the roof level plant room via a companion ladder.	01/10/2020	High	Companion way ladder access to the enclosed plant area. PV, Rainwater outlets, Cooling Units Wind catchers accessed from latch way. Edge protection will be installed during the construction phase.	21/04/2021	Medium	Active	Future Maintenance	M&E designer	Safe means of installing required during construction	Access and maintenance strategy to be included within H&S File.
2.05	Pool lighting and plant in pool area - high level maintenance - working at height over water		Avoidance of maintainable assets over the pool or at high level.	02/10/2020	Medium	Provide wall mounted lighting and no plant to be placed in in accessible places within the pool area.	21/04/2021	Low	Active	Future Maintenance	Architect & M&E Designer		All pool lighting and assets accessible for poolside.
2.06	Sports hall - high level maintenance - working at height		Consider means of providing light to the sports hall without needing WAH for access.	03/10/2020	Medium	Consider roof mounted terminals and review lighting and heating strategy for sports hall.			Active	Future Maintenance	Architect & M&E Designer		
2.07	Substation - needs to remain in situ during construction until new build is functional. Risk could lead to power failure to existing school.		There is a risk that the school could use power as a result to failing to switchover correctly or damage to the substation during the project.	04/11/2020	High	no switch over required			Closed	Construction	M&E designer		
2.08	Sprinkler tanks - safe access for inspection and maintenance. Trace heating or lagging for supply?		There may be a requirement for sprinklers in which case we will need to evaluate risks associated with the tank including the means of inspecting and chlorinating it and any requirements for trace heating / lagging any external pipework to ensure the supply doesn't freeze if loaded. Client to confirm requirements	04/11/2020	High	Indicated on HBS Drawing - Sprinkler specialist to evaluate sprinkler tank requirements.			Active	Construction	TBA		
2.09	High level radiant heating - Sports hall		Control panels to be located in accessible positions in corridors.	04/11/2020	High	Design drawing reviews to confirm control panels for radiant heaters are easily accessible. Control panels will be at ground level and accessible from hall.	21/04/2021	Low	Active	Construction and Use	M&E designer	Installation of high level services within double height space should be undertaken using collective edge protection e.g. MEWP or Scaff Towers erected by competent persons	All radiant panel controls at ground level

2.10	Design of sub station. - access into the substation for maintenance and replacement		UKPNS need to confirm the substations design is suitable for the assets they are installing.	04/11/2020	Medium	Substructure issued to structural engineer and design issued to UKPNS for review. Substation is lower than Birchwood Grove Road. Gates to be added to perimeter for access purposes.			Active	Future Maintenance	M&E designer	Foundation to be raised up.	Access statement and details for UKPNS substation to be included in H&S file
2.11													

	Civils												
3.00	**Design Risks**												
3.01	Drainage runs - excavation depths		Potentially deep excavation depths for drainage and attenuation	21/04/2021	Medium				Active	Construction and Maintenance	Civil Designer	Safe means of installing drainage runs during construction to be determined.	
3.02	Inspection chamber access - confined space		requirements to access to chamber are to be minimised and eliminated if possible. Confined space requirements to be determined.	21/04/2021	Medium				Active	Construction and Maintenance	Civil Designer	Safe means of installing inspection chambers during construction	

	STRUCTURAL												
4.00	**Design Risks**												
4.01	Earth movement across the site. Temporary works requirements.		Where possible avoid any sheer cutbacks. Consider temporary works requirements -	26/09/2020	High	**21/04/2021** - ISG are reviewing as part of site access strategy			Active	Construction	Civils Designer		
4.02	Retaining wall		Temporary propping/construction of retaining wall along the west boundary.	01/10/2020	High	**21/04/2021** - ISG are reviewing as part of site access strategy			Active	Construction	Civils Designer		
4.03	Steel Frame - Option for the building construction - option 1		Transportation of large steel sections with limited access around the site. Steel work to be designed with lifting eye connections to reduce the need to sling. Hard surface to be installed prior to frame to provide stable surface for MEWPS and exclusion zones to be present at ground floor. Concrete deliveries will also be required for the composite deck.	01/10/2020	High				Active	Construction	Structural Engineer		
4.04	Pre Fabricated - modular build - option 2		Transportation of prefabricated sections through built up residential areas will need consideration over size of modules and transportation means. Stable ground location for a crane will be required along with multiple crane lifts.	01/10/2020	High				Active	Construction	Structural Engineer		
4.05	RC - concrete frame - option 3		Multiple concrete deliveries will be required unless a batching plant can be allowed. WAH with steel fixing. Protection of openings in the building for riser positions. Edge protection around the perimeter during lifts.	01/10/2020	High	**ISG to comment -**			Active	Construction	Structural Engineer		
4.06	Foundation		strip with pad - excavation 2m deep. Temporary support requirements. Consider pre fabricated steel work to limit need to access excavations for foundation fixing.	01/10/2020	High	**ISG to comment - Trench fills unreinforced**			Active	Construction	Structural Engineer		
4.07	Staircases - trips and falls, fire escape strategy		Consider pre cast concrete staircases to ensure there is a means of fire escape in the building as the levels raise. Also ensure suitable edge protect to those using the stairs.	05/11/2020	Medium	**ISG will use pre cast**			Active	Construction	Structural Engineer	Lifting plan requirements for lifting precast stairs into position. Competent lift personnel to manage lift.	
4.07													

	FIRE SAFETY												
5.00	**Design Risks**												
5.01	Life safety systems - requirement for sprinklers based on Building Control and insurance requirements		Fire strategy to be developed	26/09/2020	High				Active	Future Use	M&E Designer & Fire Engineer		
5.02	Life safety systems - requirements of life safety system cover for the various sections of the building, including; Kitchens and canteens, science labs and voids.		Fire strategy to be developed	26/09/2020	High				Active	Future Use	M&E Designer & Fire Engineer		
5.03	Compartmentation - servery design between kitchen and dining area.		Fire strategy to be developed	26/09/2020	High				Active	Future Use	M&E Designer & Fire Engineer		

5.04	Kitchen - fire risk		Fire rated duct work. Minimise bends in ducting to avoid grease and fat collection. Cooker hood fire suppression	01/10/2020	Medium				Active	Future Use	M&E Designer & Fire Engineer		
5.05	Canopy - material type		Review requirements for sprinkler protection. If external consider trace heating or lagging	02/10/2020	Medium	sprinkler regs state that it is required -			Active	Future Use	Client and Fire Engineer		
5.06	Lift - Fire fighting lift		Requirements for a fire fighting lift are to be determined. Should one be required there will be a requirement for a back up generator or UPS.	04/10/2020	Medium	Requirements for second fire lift to be determined. Access through enclosed courtyard. Primary and secondary lifts allowed for. UPS required.			Active	Future Maintenance	M&E Designer & Fire Engineer		
5.06	Material for external terraces on first floor. Fire risk		Consideration of type of materials being used for floor covering include composite timber, false lawn and rubber crumb. Consideration needs to be given to the suitability of these materials on the first floor terrace areas.	02/11/2020	High				Active		Architect & Fire Engineer		
	LANDSCAPE												
6.00	**Design Risks / Use of external spaces**												
6.01	Potential for falling from height on upper level terraces above courtyard		Collective edge protection to be allowed for	30/09/2020	Medium	Guardrail to be designed to full height of classrooms (circa 3m) with vertical bars, to minimise risk to climbing potential.			Active	Future Use	Landscape designer		
6.02	Potential for tripping / falling on stepped amphitheatre feature		consider design or the amphitheatre steps and users.	30/09/2020	High	Use of amphitheatre to be supervised by staff at all times when the courtyard is accessible. Guardrails to be introduced to wheelchair areas. Contrasting colours to be used to floor surfacing. BS8300-1 compliant steps to be provided as formal route to upper levels. Design to be based on BS8300-2 principles for raked seating.			Active	Future Use	Landscape designer		Contrasting nosing treads
6.03	Potential for students falling down 1:3 gradient grass embankments to southern end of playing field			30/09/2020	Low	Consideration for knee rail to top edge of embankment. Alternative solution to fence of soft play areas, to ensure supervision is provided whenever students are using the space - **21/04/2021** - to be discussed with school			Active	Future Use	Landscape designer		
6.04	Students gaining access to vehicular areas outside of secure boundary line			30/09/2020	Medium	Minimum 1.8m high Weldmesh anti-climb fencing to be used to prevent climbing. Gated access monitored by staff at drop off / pick up times.			Active	Future Use	Landscape designer		
6.05	Injuries from use of play / gym equipment			30/09/2020	Medium	Installation of safety surfacing to be in line with manufacturers recommendations. Use of equipment to be supervised at all times.			Active	Future Use	Landscape designer		
6.06	Risk of poisoning from toxic / planting.			30/09/2020	High	Planting palette to be rigorously checked and reviewed in line with RHS guidance and national plant specification to ensure nothing can cause irritation or poising. Areas of bare soil to be minimised where possible.			Active	Future Use	Landscape designer		
6.07	Presence of birds, bats, badgers, newts, snakes, slow worms, voles, amphibians & all protected species on site.			30/09/2020	Low	Phase 1 Survey required by ecologist. Details to be included in method statement			Active	Future Use	Landscape designer		
6.08	Presence of invasive plants & environmental factors that could affect the Development Site (including Knotweed, Hogwart, Himalayan Balsam, etc.).		Site survey at pre construction stage	30/09/2020	Low	Phase 1 Survey required by ecologist. Details to be included in method statement			Active	Future Use	Landscape designer		
6.09	Unknown location of all services serving the building and around the building			30/09/2020	Medium	Contractor to carry out GPR survey to determine exact locations of underground services along with Utilities Search			Active	Future Use	M&E Designer		
6.10	Contaminated land or soil			30/09/2020	Medium	Undertake ground investigation survey and implement remediation strategy if required			Active	Future Use		Geotech surveys to be consulted	
6.11	Mowing 1:3 soft landscape banks. Undertaking tree maintenance on steeper banks		Landscape designer to review banking proposals for ground finishes around the school	30/09/2020	Low	Phase 1 Survey required by ecologist. Details to be included in method statement			Active	Future Use	Landscape designer		
6.12	Cleaning and maintaining stepped amphitheatre. Risk of falling / tripping from height.			30/09/2020	Medium	Phase 1 Survey required by ecologist. Details to be included in method statement			Active	Future Use			
	Construction												
7.00	**Design Risks**												

7.01	Demolition of the existing building. Asbestos and other potential harmful products		Commission full demolition asbestos survey.	26/09/2020	High				Active	Construction				
7.02	Demolition - isolation of services		Ensure all services are identified and isolated at source. No demolition to commence until isolation certificates have been obtained from statutory service providers.	26/09/2020	Medium				Active	Construction				
7.03	Traffic management - entrance via built up residential area - Vehicle and pedestrian interface, road cleanliness beyond site, turning and manoeuvring large vehicles on site		Traffic management plan to be developed pre planning. This will need to capture all items identified in the risk section. Consideration through design of the type of construction type and the impact on the vehicle management to the site e.g. volume of concrete deliveries, size of steel section deliveries.	26/09/2020	Medium				Active	Construction				
7.04	Earth movement - volume of earth that will require storing and stockpiling. Risk of stockpile collapse		Review volume of earth to be retained on site and locations for storage. Consider need for temporary works to eliminate the risk of collapse.	26/09/2020	Medium				Active	Construction				
7.05	Services Strikes - avoidance of services strikes		Utility drawings are available and identify services on the site. Further surveys will need to be undertaken to determine and confirm locations of services.	26/09/2020	Medium				Active	Construction				
7.06	Interface with the existing live school during construction													
7.07														
7.08														

Construction phase plan

Project Name	Woodlands Meed College	Project No.	TVC00017
Client (Name and Address)		**Site Address**	
West Sussex County Council, County Hall, West St, Chichester, PO19 1RG		Woodlands Meed College, Birchwood Grove Rd, Burgess Hill, RH15 0DP	
Site Telephone No	TBC		

Authorised By	Job Title	Signature
Wayne Burfield	**Director Responsible**	
Daniel Harding	**Project Lead/Nominated Manager**	
Jennifer Mullaney	**Health & Safety Manager /Advisor**	

The director responsible for the workstream and Project Health & Safety Manager / Advisor must authorise on first issue, the Project Lead is required authorise all subsequent revisions.

Revision Record

This document has been reviewed and where necessary updated as detailed below.

If there are no changes to be made records the review as “Reviewed. No changes required”. Do not change the revision letter.

Revision	Date	Summary of changes (Enter page and section number and brief details of change.)	Updated By
0	24/05/2021	First Draft	DH
A			

Circulation

Further guidance & information relating to the construction phase plan and CDM requirements is located within the ISG Company Management System (CMS).

A copy of the latest version of this document is to be uploaded on onto the ISG Document control platform, or physically shared with subcontractors

Issued to:	Company:
ISG Project Team	N/A
Client	West Sussex County Council
Principal Designer	Haverstock Associates LLP
Project Managers	Faithful+Gould
Architect	Haverstock Associates LLP
Structural Designer	Atkins
Mechanical & Electrical Consultants	Hanson Barron Smith
Client appointed Consultant	Faithful+Gould (PM/QS & CDMA)
Building Control	Horsham Building Control
Appointed Subcontractors	**Refer to Project Directory**

Table of Contents

1. Introduction

This Construction Phase Health and Safety Plan contains the arrangements that will be implemented to ensure the safe execution of the works in compliance with the Construction (Design and Management) Regulations

It has been compiled from information obtained from the pre-construction information pack, issued by the Principal Designer, Haverstock Associates LLP, and from supporting information obtained from site visits, Designers Risk Assessments and drawings and specifications issued by other members of the project team. This is a live document and will be maintained, reviewed and updated by the project team at least monthly.

This project is known as Woodlands Meed College.
Works will not commence until this plan has been completed to a satisfactory standard and has been deemed suitable by the Principal Designer. Additionally, the Construction Phase Health & Safety Plan must also be authorised and signed by the appropriate persons of the Project Team. The Scope of works includes:

- Construction of a new SEN college and associated amenities;
- Construction of a large all-weather pitch and smaller multi-use-games area;
- Demolition of an existing single storey college building.

Whilst undertaking these works it is our policy to endeavour to:

- Prevent accidents and ill Health to our employees, Client, Contractors, third parties and members of the public
- Provide a place of work that is safe and without risk to the Health, Safety and Welfare to all those involved in the project and third parties
- Create a positive Health and Safety culture and ensure that Health and Safety is our highest priority
- Consult and communicate to all those involved in the project and listen when feedback is given

This Health and Safety plan follows procedures and guidance contained within the ISG Management System and Health and Safety Policy and reference to these will be made throughout this plan.

Project programme dates	
Planned commencement date	Early works are due to commence on 27th July 2021
Planned completion date	26th June 2023
Other key project dates: e.g. – sectional handover / power on (delete / add as required)	Sectional Completion 1A – New Carpark September 2022 Sectional Completion 1B – New Building December 2022 Phase 2 (PC) – Demolition of existing school and Large MUGA Pitch – June 2023

The following existing restrictions have been identified from the Pre-Tender Health and Safety Pack and supporting information, such as Designers Risk Assessments and site visits. These will be taken into account throughout the works:

Existing Structures **Site Description**
Woodlands Meed College is located in Burgess Hill and sits within a densely populated residential area. The existing college buildings are adjacent to birchwood grove road at the most northly part of the site. To the south-east of the site is Birchwood Grove Primary School which will remain live throughout the duration of the construction phase. The existing college building is circa 40years old and constructed using the timber frame Derwent system, widely used in the construction of educational facilities during the 1950's. The Derwent system comprises permanent buildings of one or two storeys, mainly based on a timber post and plywood box beam framing construction. The buildings are braced by tongue-and-groove roof boards and framed external wall panels. Later forms of the system used different types of cladding such as brick work and tile hanging, although the same principle of structure remained. In addition to the main college building, there are three modular classroom blocks all of varied ages which have helped to aid the expansion of the college over the past 20 years. The "site" in relation to the section 1 new building works, is currently defined as a playing field space to the south-western boundary of the site. This area is accessed via the shared Birchwood Grove Primary access road. To the west and northern boundaries of the site are residential properties, the closest of which is a garage plot on Ryeland road. To the South of the site is Folders Meadow, a public open space owned by the local town council, which is accessed through the adjacent housing estate and/or from Folders Lane.   

Existing Hazard / Consideration / Restriction	Notes / Controls (Provide details or mark as N/A)
Boundaries and Adjacent Land Use	Site hoarding will be used to the adjacent live educational facilities. The remaining boundaries will include secure fencing to enable access for sheet piling and retain wall boundary treatments.
Adjoining sites	The “site” in relation to the section 1 new building works, is currently defined as a playing field space to the south-western boundary of the site. This area is accessed via the shared Birchwood Grove Primary access road. To the west and northern boundaries of the site are residential properties, the closest of which is a garage plot on Ryeland road. To the South of the site is Folders Meadow, a public open space owned by the local town council, which is accessed through the adjacent housing estate and/or from Folders Lane.
Live Services	There are live services within the existing college building and its surroundings. This also applies to the adjacent primary school and surrounding boundaries. Services will be isolated and disconnected where possible prior to works commencing in these areas. A permit of isolation system is to be implemented and all existing service drawings will be displayed within the site office and adjacent to the individual areas.
Existing Tenants	The existing college buildings are adjacent to birchwood grove road at the most northly part of the site, and to the south-east of the site is Birchwood Grove Primary School; both of which will remain live throughout the duration of the construction phase.
Access to the site	The existing college and adjacent primary school access the site through the main birchwood grove entrance; this would therefore be shared with construction traffic throughout the construction phase. Contractors are not to access site during the peek college/school pick-up and drop-off times.
Existing Health Hazards	
Asbestos	An asbestos management survey was carried out in June 2020, the management report identifies asbestos containing materials (ACMs) within all of the existing buildings on the site. A new refurbishment and demolition asbestos survey must be carried out by a competent and licenced specialist and removal of any ACM’s shall also be removed by a competent and licenced specialist prior to any works commencing within the existing buildings fabric. Any works associated with ASMs will be carried out in accordance with the ISG Asbestos Management Procedure.
Contamination	None found.
Occupational Health	
Dust	There is a possibility for dust created during the earth works and demolition stages of the project. However, suppressive measures will be implemented as required and in accordance with ISG minimum standards.
Vibration	HAVS ISG minimum standards to be observed.
Noise	ISG minimum standards to be observed.
Waste	ISG minimum standards to be observed.

IMPORTANT
CONSTRUCTION WORK SHALL NOT COMMENCE UNTIL THE PRINCIPAL DESIGNER AND CLIENT ARE SATISFIED THAT THIS CONSTRUCTION PHASE PLAN HAS BEEN SATISFACTORILY DEVELOPED – AND HAVE ADVISED US ACCORDINGLY IN WRITING.

2. Project Team Details & Organisation

Professional Team

Client:

Name	Address	Contact No
Philippa Hind Head of Development (Acting) on behalf of West Sussex County Council	West Sussex County Council Capital Planning & Projects 2nd Floor Northleigh County Hall Chichester, PO19 1RG	Office 0330 222 3041 Mobile 07515 052588 Email Philippa.hind@westsussex.gov.uk
Carol Bruce Project Manager on behalf of West Sussex County Council	West Sussex County Council Capital Planning & Projects 2nd Floor Northleigh County Hall Chichester, PO19 1RG	Office 0330 222 3055 Mobile 07515 052588 E-mail carol.bruce@westsussex.gov.uk

Principal Designer:

Name	Address	Contact No
Samuel Da Silva Resende, Architect on Behalf of Haverstock	Studio 10, Cliff Road Studios Cliff Road, London NW1 9AN	Office 0207 2677676 Mobile E-mail samuel.dasilvaresend@haverstock.com

Project Manager:

Name	Address	Contact No
Steven Moore Project Manager on behalf of Faithful+Gould	7-9, Wellington Gate, Church Rd, Tunbridge Wells TN1 1HT	Office 01892 775004 Mobile 07834 50 6830 E-mail steven.moore@fgould.com

Designer Architect:

Name	Address	Contact No
Samuel Da Silva Resende, Architect on Behalf of Haverstock	Studio 10, Cliff Road Studios Cliff Road, London NW1 9AN	Office 0207 2677676 Mobile E-mail samuel.dasilvaresend@haverstock.com

Designer Structural & Civil Engineers:

Name	Address	Contact No
Chunhui Hua, Strucural Engineer on Behalf of Atkins Global	Woodcote Grove, Ashley Road, Epsom, Surrey, KT18 5BW	Office 01372 752219 Mobile E-mail chunhui.hua@atkinsglobal.com

Designer Mechanical and Electrical:

Name	Address	Contact No
Tim Carden Associate On behalf of Hanson Barron Smith	Hayworthe House, Market Pl, Haywards Heath RH16 1DB	Office Mobile 07920 235 982 E-mail Tim.Carden@hamsonbarronsmith.com

Building Control:

Name	Address	Contact No
Brett Peate, Building Control Surveyor, on behalf of Horsham Building Control	Sussex Building Control, Parkside, Chart Way, Horsham, West Sussex RH12 1RL	Office 01403 215635 Mobile E-mail Brett.Peate@horsham.gov.uk

Principal Contractor: ISG

The following people make up the ISG project team for this project:

Name	Position	Contact No
Rob Martin	Regional Manager Director (RMD) / Divisional Managing Director (DMD) (delete as appropriate)	Office: 0118 909 0070 Mobile: 07721 748 277 E-mail: Rob.martin@isgplc.com
Ben Elliott	Regional Director (RD) / Project Director PD / Cluster Director (CD) (delete as appropriate)	Office: 0118 909 0070 Mobile: 07718008727 E-mail: Ben.Elliott@isgltd.com
Jennifer Mullaney	Health and Safety (HS)	Office: 0118 909 0070 Mobile: 07583 050 241 E-mail: Jennifer.mullaney@isgplc.com
Daniel Harding	Project Manager (PM)	Office: 0118 909 0070 Mobile: 07929754613 E-mail: Daniel.Harding@isgltd.com
Lukasz Borkowski	Construction Manager (CM)	Office: 0118 909 0070 Mobile: 07929177867 E-mail: Lukasz.Borkowski@isgltd.com
Jonathan Watkins	Building Service Manager (TSM)	Office: 0118 909 0070 Mobile: 07980 785680 E-mail: Jonathan.Watkins@isgltd.com
Dean Campbell	Commercial Manager	Office: 0118 909 0070 Mobile: 07971983042 E-mail: Dean.Campbell@isgltd.com

TBC	Ganger (G)	Office:
		Mobile:
		E-mail:
Cat Price	Document Controller (DC)	Office: 0118 909 0070
		Mobile: 07837 556 076
		E-mail: Cat.Price@isgltd.com
TBC	COSHH Co-ordinator (CC)	Office:
		Mobile:
		E-mail:
TBC	Site Safety Supervisor (SSS)	Office:
		Mobile:
		E-mail:
TBC	Fire Safety Co-ordinator (FSC)	Office:
		Mobile:
		E-mail:
TBC	Temporary Work Coordinator (TWC)	Office:
		Mobile:
		E-mail:
TBC	Lifting Operations Appointed Person (AP)	Office: Mobile: E-mail:
TBC	Electrical Authorised Person (AP)	Office:
		Mobile:
		E-mail:

Contractors

Details of the Contractors working on this project will be maintained on a project directory, a copy can be found in **Appendix 2**. This will be updated when new contractors or staff members join the team.

Roles and Responsibilities of the ISG Project Team

This must be used as a check list throughout the various stages of the project.

Responsibilities – General	Role
Read and comply with the ISG Health and Safety Policy and ISG Company Management System (CMS or PMS).	All members of the Project Team

Actions / Responsibilities – Pre-Construction	Role
Organise and Chair Project Start up Meeting	PM
Identify significant hazards and read the relevant sections within the Company Management System. Complete the Project risk register. Obtain from the Health and Safety department guidance and advice as required.	PM
Obtain any tender Health & Safety information such as the Pre-tender Health & Safety Pack. Prepare and maintain this Construction Phase Plan	PM/DM
Issue this Construction Phase Plan to project team and all contractors.	PM
Prepare a Site Logistics and Traffic Management Plan	PM
Obtain, complete and display a copy of the F10 - Notification of construction project	PM
Hazardous Waste Notification to Natural Resources Wales	PM
Obtain additional notifications from Local Authority, HSE etc	PM
Obtain and display a copy of the ISG Health and Safety Policy Statement	PM
Obtain and display the current ISG Public Liability Insurance Certificate.	PM
Contact the service authorities and establish the location of existing services	N/A
Prepare a project directory.	PM
Notify third parties e.g. adjacent projects, neighbouring houses, schools, businesses, etc. where necessary.	PM
Plan and arrange Site Welfare Facilities	PM
Plan and Arrange Temporary Services and Electrics	PM/TSM
Check that the temporary site building(s) comply with the requirements of the code of practice for fire prevention on construction sites.	N/A
Ensure a comprehensive fire risk assessment is carried out.	PM/SCM
A fire detection system is installed within the Project Offices	PM/TSM

Important: Work shall not commence until the Principal Designer and Client are satisfied that this Health and Safety Plan has been satisfactory completed**.**

Actions / Responsibilities – Safety Planning	Role
Obtain Designers Risk Assessments/develop a Project Specific Risk Assessment and issue to the Contractors –	DM
Display Emergency Telephone Numbers on the site notice boards.	SCM /CM
Ensure Contractors have produced Works plans, Method Statements and Risk Assessments prior to any work starting	PM/CM/TSM
Ensure all Contractor Works plans, Method Statements and Risk Assessments are reviewed before work starts	PM/CM/TSM
Ensure all operatives, staff and members of the Professional team attend the project inductions	PM/CM/TSM
Ensure all Contractors have identified Hazardous Substances and issued the associated COSHH Assessment and Material Data Sheets	CM
Review all COSHH Assessments	CM
Ensure areas have been allocated for material storage and that precautions and measures are in place for the storage of any hazardous materials	CM
Ensure adequate PPE is available for visitors	PM
Ensure Site Logistics and Traffic Management Plan implemented and communicated to staff	PM
Ensure Major Incident Plan has been communicated to staff and procedures within implemented	PM
Ensure lifting operations are planned, controlled & supervised at all times. Ensure that lifting plans are compiled maintained and reviewed.	PM/CM
Ensure that DABs and weekly review lifting team meetings are held and recorded.	CM

Actions / Responsibilities – Supervision and Co-ordination	Role
Ensure all Risk Assessments, Method Statements and COSHH Assessments are communicated by the Contractor to their operatives.	CM
Issue requirements for regular Tool Box Talks to Subcontractors	CM
Implement Red Yellow and Green Card System	CM
Implement Subcontractor HSQE league scoring criteria and League table	CM
Organise, attend and manage the following meetings as detailed in this Construction Phase Plan.	CM
Carry out daily inspections on site to review Subcontractor compliance with Method Statements and Risk Assessments	Project Team / Subcontractors
Where necessary issue Improvement Notices or Prohibition Notices to Subcontractors.	All Site Staff

Actions / Responsibilities – Inspections/Records/Audits (cont.)	Role
Ensure all mobile towers, podiums, delta-decks, ladders, step-ladders & podiums have a Suitable Tag (e.g. Scaff Tag, Ladder Tag), recorded on a plant register and that they are inspected: ▪ Every 7 days ▪ Before use ▪ After any event that could have affected stability	CM
Ensure all MEWPS, PECO's & ECO's have a suitable daily inspection tag / sheet attached to the plant and a written register maintained: ▪ Every 7 days ▪ Before use After any event that could have affected stability	CM
Ensure all Hoists and lifts are recorded on a plant register and inspected: ▪ Before first use and visual daily check ▪ Weekly by operator ▪ Every 6 months by manufacturer / installer ▪ In accordance with manufacturers recommendations	CM
Ensure that all lifting equipment is identified and recorded onto a register and that inspections are carried out on all lifting equipment i.e. cranes, slings, chains, eye bolts, Fork Lift Trucks, Genie lifts, etc ▪ Before each and every use ▪ At least every 6 months by the appointed competent person ▪ At any other intervals recommended by the supplier	CM
Carry out and record weekly site safety inspections	CM
Carry out inspections on Excavations daily prior to work, and after any event that could have affected stability	CM
Inspect Confined spaces prior to any works	Subcontractor
Ensure all plant is recorded onto a plant register and that it is inspected ▪ Before use ▪ In accordance with manufacturers recommendations and planned maintenance schedule	CM
Ensure all electrical equipment is PAT tested and inspected: ▪ Before use ▪ Every 3 Months	Subcontractors / CM / SSM
Carry out safety inspections/system checks on the site conditions	PM/CM
Carry out Health and Safety audits on the implementation of the Company Management System	CM/PM
Report Health & Safety performance to the Client within the Project Reports and Client Meetings	PM
Provide the Principal Designer with the relevant documentation required for the H&S file. (If the PD is appointed by the client for the duration of the Design and Construction Phases) If PD is not appointed for the Construction Phase then it shall be the duty of the PC to compile and present the H&S file to the client.	PM/DM
Chair the Project HSQE Review Meeting	PM
Attend the Project HSQE Review Meeting	ISG Project Team

Roles and Responsibilities of Client West Sussex County Council

Throughout the project the Client will be responsible for:

- Clients have to ensure that suitable arrangements are made to manage the project safely.
- Clients have to ensure that suitable welfare arrangements are in place prior to and during construction.
- Clients to ensure that designers and contractors are promptly supplied with information relevant to their purposes.
- Clients to ensure that designers and contractors are promptly supplied with information relevant to their purposes.
- Client must ensure that contractors (Principal Contractors on notifiable projects) are informed of the minimum time to be allowed for planning and preparation before construction commences.
- On notifiable projects the Client must appoint in writing a Principal Designer and a Principal Contractor, otherwise he will himself be deemed responsible for the duties assigned to those roles.
- On notifiable projects the Client must ensure that construction does not commence before a Construction Phase Health and Safety Plan is in place.
- In addition to the above ISG will ensure that the client is aware of their responsibility in accordance with the CDM regulations.

Roles and Responsibilities of the Design Team

The Design Team will be responsible for:

- Ensuring the Client is aware of his duties.
- Avoiding risk to construction workers, cleaners, maintenance workers, and anyone affected by their activities, together with anyone using the structure if it is designed as a workplace, - (an important new requirement)
- Eliminating hazards, and reduce the risk from remaining hazards, giving priority to collective measures.
- Providing sufficient information regarding the design to assist the Client, Principal Designer, other Designers and Contractors.
- Not carrying out design (other than initial design) for a notifiable project unless a Principal Designer has been appointed.
- Providing information regarding a notifiable design promptly so that the Health and Safety File may be prepared and issued on completion of the project.
- Ensuring that the design takes into account the Workplace Health, Safety Welfare Regulations.
- In addition to above the ISG will ensure that designers are aware of their responsibility in accordance with the CDM regulation.

Roles and Responsibilities of the Principal Designer

The Principal Designer is responsible for:

- On notifiable projects the Principal Designer will be required to advise and assist the Client, in addition to his current duties to co-ordinate and to liaise with the Designers and the Principal Contractor. Through this closer relationship with the Client the Principal Designer is expected to have greater influence than hitherto, however, the Principal Designer has not been given authority in his own right and will be dependent on the Client in this respect.
- The Principal Designer will be responsible for ensuring that the information required from the Client is obtained and issued to all who require it. However, the Principal Designer will not be required to prepare a formal Construction Phase Plan, but information required from the Client, Designers and others must be included in the package issued to the Principal Contractor (Pre-Construction Information Pack).
- Where the Client has appointed a Principal Designer for both the Pre-construction and Construction phases, the Principal Designer is required to prepare the Health and Safety File and pass it on to the Client at the end of the construction phase.
- If the Principal Designer's appointment concludes before the end of the project, the Principal Designer must pass the health and safety file to the Principal Contractor
- In addition to above the ISG will ensure that the Principal Designers are aware of their responsibility in accordance with the CDM regulations.

Roles and Responsibilities ISG

- For all projects that require a Principal Designer, subcontractors must not commence work unless they have been provided with the names of the Principal Designer.
- ISG will ensure that every subcontractor is informed of the minimum time provided for planning and preparing before construction works commences.
- ISG will ensure that every construction worker is provided with suitable site induction training.
- ISG will ensure that their employees have been provided with the necessary information and training, and that other subcontractors have complied with a similar duty.
- ISG is responsible for planning, managing and monitoring the construction works, and for ensuring that the other subcontractors carry out their duties.
- ISG is responsible for giving access to the relevant parts of this Construction Phase Plan to the other Contractors, and for consulting with those subcontractors before finalising the relevant parts of the Plan.
- ISG is required to identify from each subcontractor the information required for the Health and Safety File, and to ensure that the information is promptly provided to the Principal Designer.
- If the Principal Designer's appointment concludes before the end of the project, ISG will ensure the Health and Safety File is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occur

3. Health and Safety Objectives and Standards for the Project

Company Goals

Whilst undertaking these works it is our policy to endeavour to:

- Prevent accidents and ill Health to our employees, Client, Subcontractors, third parties and members of the public
- Ensure all works are carried out in accordance with all relevant Legislation and Codes of Practice.
- Provide a place of work that is safe and without risk to the Health, Safety and Welfare to all those involved in the project and third parties
- Create a positive Health and Safety culture and ensure that Health and Safety is our highest priority
- Consult and communicate to all those involved in the project and listen when feedback is given
- Reward those who make a positive contribution towards Health and Safety Best Practice
- Cause minimal Environmental Impact and damage

Project Specific Goals

The specific goals for this project are to execute the works with:

- Maintain high standards of Health, Safety and Welfare at all times to always ensure we achieve a company standard project.
- To achieve zero reportable accidents and incidents
- Have no incidents relating to any lifting activities
- Reward High standards of Health and Safety and Best Practice
- Act on all reported unsafe acts and conditions
- Minimise disruption and nuisance to other tenants
- Ensure all operatives and visitors wear the correct PPE at all times throughout the project
- Undertake monthly review of these goals

4. Information for Subcontractors

Information from Design Team

All Designers Risk Assessments will be reviewed and issued to the appropriate subcontractor, so they can take into account the risks and control measures identified when planning their works.

A register of all drawings prepared by the Design Consultants, and the subcontractors will be maintained on site, via the document control system. All drawings and specifications will be reviewed and issued to the relevant subcontractor associated with the works, or who may be affected by the works.

Inductions

All personnel (including visitors or the Client's professional team) wishing to access and work on this project must attend the site safety induction. On this project there will be 4 types of Induction (amend as required):

- Full site-specific induction – which everyone **shall** attend
- Site supervisor's induction – which the Contractors Foreman and Site Managers **shall** attend
- Lifting team induction which all members of the project lifting team **shall** attend.
- Visitors induction – which **all** visitors **shall** attend.

All personnel attending the ISG induction must bring with them relevant training and competency cards or documents. Personnel must also be able to identify who they are employed for on the project.

This informs all operatives, staff and management of the specific risks associated with this project together with the arrangements in place for Health, Safety and Welfare.

The Supervisors induction is specifically addressed to the subcontractors site management and supervisors and is to complement the full Site Induction. This tells the subcontractors site management and foreman what we expect from them and how we expect them to behave and act to set a good example to others and in particularly their own operatives.

The supervisor's induction **shall** be given to each supervisor before they commence work on site and shall be signed to indicate acceptance, understanding and compliance before access to site.

The site visitor's induction will be given to every visitor that comes on to this site, including our own staff (no matter how senior), any HSE Inspectors, any person from the client's team etc. This induction highlights specific risks to any visitors Health and Safety whilst they are on this site. The visitor's site induction shall be read by/to each visitor as they sign in at the security / signing in point. Additional information may be given to them as required.

It should be noted that whilst the CSCS card (Construction Skills Certification Scheme) is the accepted standard for operatives on site, there may be instances where this 'card' is not held/inappropriate; in these cases, consultation with ISG will ascertain the standards etc of the required operative. Whilst no unreasonable request shall be refused this does not give Companies the automatic right to introduce non CSCS carded operatives and supervision.

Note: All visitors to site will need to be **accompanied at all times** when they are not in a clearly designated safe route or area.

Non-English-Speaking Personnel

All 'non-English speaking' personnel must be able to receive English spoken and written site communications and instructions.
The standards of safety competence and training requirements required within the contractor's workforce are constant for all personnel regardless of native origin and/or language spoken.
The contractor is fully responsible for all additional resources and associated costs required to affect satisfactory levels of 'competence' and 'communication' within their workforce."

In addition, when companies employ non-English speaking operatives as a substantial part of their site workforce, they are required to ensure that approved copies of Risk Assessments and Method Statements (RAMS) and other relevant 'paperwork' are supplied in the appropriate language(s).

Health and Safety Information Posters

Site health & safety posters and Statutory information will be displayed on the site Noticeboard.

5. Subcontractor Selection Procedures

Tendering and Subcontractor Selection

Tender lists will be prepared of potential Contractors.

Each potential subcontractor shall be selected from the ISG Subcontractor Database as either 'Green' or ‘Amber’ status, as this shows that they have passed the Pre-Qualification process and demonstrated their Health & Safety competency. Any potential contractors which are not listed on our ISG subcontractor database will be asked to submit a Pre-Qualification Questionnaire. The returned questionnaire will be checked by the Health & Safety Department to determine competency.

Potential Contractors will be sent tender documentation, including drawings and specifications, a copy of this Construction Phase Plan and associated Health and Safety information. Also, each potential Subcontractor will be required to complete a Subcontractor H&S declaration questionnaire which assesses their Health and Safety competency and it requests them to demonstrate their previous experience of similar projects to this one.

All potential Contractors **shall** be required to attend a Subcontractor Pre-Start Meeting post tender interview prior commencement on site to review their procedures/arrangements for managing Health and Safety; this will be the final check to ensure that they have allocated sufficient resources for Health and Safety for this project.

All Subcontractors to supply up-to-date insurance certification before commencement of any works. (Public liability and Employers liability are mandatory for all contractors on all projects. Professional indemnity is required where the Subcontractor has a design responsibility).

Design and Build Projects

For Design and Build Projects the following arrangements are in place for selecting competent designers

- Suitable skills for undertaking a project of this nature;
- Knowledge and experience of delivering projects of this type;
- The expertise, either in house or contracted in, to develop a scheme of this type;
- The organisational capability to meet the project deadlines and programme without compromising the design;
- A proven track record for identifying and preventing the key risks and/or being able to manage and control them during the design process and in the final design;
- The appropriate insurances and liability cover in place for the value of the project.

6. Co-ordination, Communication and Co-operation

Construction Programme

All works will be carried out in accordance with the Construction Programme(s) as prepared and updated as required. The Construction programme sets a sequence to which all design and works are to be undertaken in a safe and logical approach.

To assist the design team in prioritising the release of design information and associated Designers Risk Assessments, an Information Required Schedule will be produced. This will link the release of design information to the construction programme and Contractor package procurement. The Designers will be required to follow this schedule in order that each package obtains all the relevant information, including the relevant Designers Risk Assessments at the required time.

Project Meetings

To assist in the smooth running of this project the following project meetings have been implemented to assist in Co-ordination, Communication and Co-operation between all parties involved.

Meeting	Purpose	Parties Involved	Frequency
Design Team Meetings	Co-ordinate design Resolve design issues Monitor information release	TBA Contractors ISG	Weekly
Client Project Meetings	Gives Client an overall picture of the project, including Health and Safety	ISG All member of the Client Project Team	Fortnightly
Contractor Directors Meeting	Review project Health and Safety, progress, and financial issues with the Contractors Directors.	ISG Contractors	Monthly
Contractor Progress Meeting	Review progress against programme Resolve co-ordination issues Discuss key issues including Health and Safety	ISG Contractors	Weekly
Contractor Health and Safety Meetings	Review all aspects of Health and Safety on site with all Subcontractors supervisors	ISG Contractors	Weekly
HSQE Review Meetings	Internal review of the HSQE performance and issues over the past month.	ISG Project Team	Monthly
Contractors Supervisor Walk round	To resolve all co-ordination issues on site. Resolve housekeeping and material storage issues	ISG Subcontractors	Weekly

Meeting	Purpose	Parties Involved	Frequency
Lifting team weekly review meeting	To ensure co-ordination, communication and update of the project lifting plan.	Project lifting team members	Weekly
Lifting team daily co-ordination meeting	To ensure co-ordination of contractors using lifting equipment on the project	Project lifting team members / Subcontractors' representatives.	Daily

Hazard Identification and Communication

Prior to any works on site starting each Contractor **shall** be required to produce and issue Method Statements, Risk Assessments (which shall include Working at Height and Noise Assessments in line with current legislation) and where necessary COSHH Assessments. These will be reviewed by the package manager and maintained within the project office. Where lifting operations are required these items shall be reviewed by the ISG Appointed Person and incorporated within the project lifting plan.

Each Contractor **shall** be required to communicate the contents of all their Method Statements, Risk Assessments and COSHH Assessments to their operatives. Evidence of this must be provided to the Package Manager prior to works starting. Reference should be made of section 4 on non-English speaking personnel.

As design develops through the Construction phase, the Design Team **shall** be required to produce and update Designers Risk Assessments. These will be requested by the Project Manager, and when received will be reviewed and issued to the appropriate Contractors and those that are affected by the findings on the Risk Assessments.

Toolbox Talks

Each Contractor will be required to carry out regular Toolbox Talks to their operatives to communicate and reinforce Health and Safety issues, and the requirements of Method Statements and Risk Assessments. All Toolbox Talk records will be maintained within the Project Office and can be requested by ISG Management as part of the weekly H &S Returns.

Liaisons with Enforcement Authorities

All visits from an enforcement authority representative or inspectors must be notified to the Head of Health and Safety/ Head of Sustainability and the Divisional Managing Director as soon as they have been completed. The Enforcement authority visit form should be completed.

Co-operation must be given to Enforcement Authority inspectors always and any instructions complied with. All correspondence received from the Enforcement Authority must be copied to the Head of Health and Safety/ Head of sustainability. The head of Safety/Sustainability, the Divisional Managing Director or their designee(s) must approve any proposed reply.

Third Party and Client Considerations

Co-operation and communication with third parties and the Client will be maintained at all times throughout this project. The following third party and Client considerations will be taken into consideration:

Issue	Comment
Noise	**See Working Restrictions**
Access	**Goods required to be booked in with Site Logistics**
Occupied Building Hazard(s)	**Area(s) of Restriction apply to Site Boundaries**
Multiple principal contractors	**Regular harmonisation meetings**

7. Project Specific Health and Safety Risks

Construction Phase Hazard Identification and Risk Assessment

Prior to works starting each Contractor **shall** be required to identify significant hazards and prepare Risk Assessments and Method Statements (RAMS) for each work activity. These will be reviewed and authorised by the Package Manager. Copies of all Contractor Risk Assessments and Method Statements will be maintained within the project office.

Specific Project Risks

The specific Risks associated with this project have been detailed in the attached project risk register; these have been identified from the Designers Risk Assessments shown in Appendix 3.

Control of Substances Hazardous to Health (COSHH)

Where harmful substances cannot be substituted with less harmful substances, each Contractor will be required to maintain and issue a register containing all harmful substances that they intend to use on this project.

For each hazardous substance or process identified, the Contractor responsible **shall** produce a task specific COSHH Assessments and issue a Material Data Sheet for the substances. These will be maintained within the project office. Each COSHH Assessment and Material Data Sheet **shall** be reviewed by the Package Manager; where possible alternative solutions will be offered to minimise and reduce the risk to health and the environment.

When using Hazardous substances, the Contractor must provide evidence that the findings of each COSHH Assessment has been communicated to their operatives and those affected by the use. These records will be maintained within the project office.

Special attention and control measures **shall** be given to the use of the following substances / activities to prevent the risk to the Health of third parties and other operatives:

Activity / Substance	Control Measures
All Construction generated Dusts / wood dusts	Vacuums used in place of brooms wherever possible Design review to eliminate mechanical cutting where possible Vacuum extraction complete with M/H class filtration, for mechanical wood cutting operations Best available suppression system to be used for cutting silica based products Dedicated cutting and mixing zones to be established remotely from the workforce and other stakeholders. Minimum FFP3 face masks to worn where highlighted in COSHH assessment. The wearer is to be clean shaven and possess a current valid face fit certificate for the face mask used.
Solvent Glue	Adequate ventilation/PPE
Dosing Chemicals	Certificate to Discharge into water supply will be required
Adhesives	COSHH Assessments/Ventilation
Red Oxide/Galvafroid/Solvent Paints	COSHH Assessments/Ventilation
Soldering/Welding/Gas cutting	COSHH Assessments/Ventilation

Asbestos

The project asbestos arrangement will be managed in accordance with the ISG Asbestos management procedure.

An asbestos management survey was carried out in June 2020, the management report identifies asbestos containing materials (ACMs) within all of the existing buildings on the site. A new refurbishment and demolition asbestos survey must be carried out by a competent and licenced specialist and removal of any ACM's shall also be removed by a competent and licenced specialist prior to any works commencing within the existing buildings fabric.

In the areas of the existing building where the presence of asbestos has been identified, or is suspected ISG will commission a Refurbishment & Demolition Asbestos Survey (R&D) to be carried out prior to commencement of work, this will cover all areas where works will take place. The scope of the survey will include all the relevant information i.e. asbestos management plan, previous survey reports, full site layout etc and reflects the requirements of the scope of works

Once completed the survey report will be checked by the project and HSQE team to ensure it is suitable and sufficient for the specific planned works.

Vibration at Work (Hand Arm Vibration)

Specific activities have greater chance of causing vibration injuries than others on site. It is therefore important that all jobs be 'risk assessed', initially to ensure those with a risk of vibratory injuries are recognised. Any job assessed as having a risk of vibratory injury shall be fully 'risk assessed' by the Contractor involved to ensure a full method of use including a Safe System of Work is fully developed. This system should be developed in such a way that the risk is recognised and 'trigger times' are not over reached, primarily by the rotation of the work through different operatives, or any other way the Contractor decides.

Manual Handling

All Manual Handling activities shall be the subject of a job specific risk assessment and Method Statements as required. These shall be made with a view to eliminating or reducing the manual handling as much as possible with training in Manual Handling techniques frequently carried out in the form of Toolbox Talks etc as required.

Whilst some manual handling cannot be avoided every opportunity should be given to either eliminate or reduce any manual handling by a choice of the following methods:

- Use of wheeled bins
- Flatbed trollies
- Sack trucks
- Pallet trucks
- Stillages
- Other mechanical means

It should be noted that this list is not exhaustive and other means can and should be utilised as appropriate to reduce manual handling activities as much as possible.

Contractors should be aware of the HSE recommendation of the maximum single person lift of 25 Kgs. However, they should also be aware that this is not an all-encompassing restriction – each person is an individual with their own limitations. There is therefore a requirement for group training to ensure that 'team lifting' is used for the heavier lifts.

It will therefore be a prerequisite for contractors to review construction with available access restrictions to ensure material is able to be fitted with due consideration of the Manual Handling Regulations. Specific examples are [add / delete as required]:

- Chilled Beam Installations
- Toilet Pods
- Sliding/Folding Partitions
- Joinery Partitions/Ply Board
- Glass Panelling
- Gypsum Boarding
- Pipe work
- Steel work
- Brick & Block work

Attention should also be given to the ramping of the storage area and the 'run off' from the hoist.

Noise at Work

The Noise at Work Regulations require construction operations to have a 'Noise Risk Assessment' carried out before work commences (to be submitted with the Method Statement for approval by the Package Manager). To conform to these regulations all activities shall be monitored for Noise and standards maintained. ISG Site Management, Contractor Supervisors and Operatives shall be trained as required in the actions to be taken requirements according to each Action Level (especially the 1st level of 80 dB(A) and the 2nd level of 85 dB(A).

Working at Height

All work at height shall be monitored closely as statistics indicate that falls of both personnel and materials are responsible for a large amount of the accidents on Construction Sites. To this end Working at Height Risk Assessments shall be produced for all activities at height, no matter the height to be worked at. Risk Assessments shall be presented for acceptance with the Method Statement required for all activities on site. The risk assessment shall indicate how attempts to avoid work at height have been looked into, and if required, the provision of stable, fenced work platforms, to work from.

The use of step ladders and hop-ups is not permitted on ISG projects. Instances where there is no other viable alternative a justification report is to be produced and submitted to ISG at least 24 hours prior to use. Control measures associated with the use of step ladders will be detailed in the justification report. In the scenario where it is accepted that the use of step ladders is justified, a permit for that operation will be issued.

Any ladder found in breach shall be removed from site.

All Contractors must comply with the ISG approved & preferred access solutions.

The ISG project team and Contractors will comply with the ISG Work at height - Product and access equipment selection and guidance.

Scaffolding - Fixed Scaffolding

All fixed scaffolding provided **shall** be erected, altered or dismantled by trained and experienced persons under competent supervision. All Scaffolders Record Cards will be recorded and maintained on a register kept within the Project Office.

The Scaffolding Company **shall** be required to issue the ISG management a handover certificate, to confirm a competent installation. The handover certificate will be kept on site.
From the day of handover, weekly inspections will then be undertaken and recorded by a competent person (this will be undertaken by the installing Scaffolding Company). Records will be maintained on site. The Scaffolding Company **shall** provide the register and this will be kept within the project office.
An inspection will also be undertaken and recorded after the scaffold has been adapted and altered. Only competent persons can alter and adapt scaffolding.

The requirement of Monoflex sheeting shall be reviewed case by case and shall be assessed for whether its purpose is for weather protection or falling debris protection.

All scaffold works will be undertaken in accordance with ISG scaffolding minimum standard.

Working at Height Access Equipment

Mobile Towers

All Contractors bringing Mobile Scaffold Towers onto site **shall** ensure that they are:

- Erected by a trained and competent person (PASMA trained or Equivalent).
- Erected in accordance with the manufacturers' recommendation and Method Statement. The manufacturers' guides are made available.
- Mobile scaffold access towers and podiums shall be inspected following erection and prior to use.
- The inspection shall be undertaken by a suitably competent person.
- Mobile scaffold access towers are to remain static should be further inspected at intervals of no greater duration than every 7 days/or sooner should the scaffold have been damaged or affected by/been subject to extreme weather conditions or any other event that might have compromised its integrity.
- The result of inspections shall be recorded using the 'scaff tag' system and a record of the equipment inspected maintained using the ISG Mobile Scaffold Tower and Podium Inspection Register.
- Completed inspection registers shall be forwarded to ISG via the Contractors Weekly Meeting – NB: The completion and maintenance of these register by contractor shall form part of the ISG Contractors Safety League scoring criteria.
- Daily inspections **shall** be undertaken by the ISG Project Lead/Nominated Manager/Site Safety Co-ordinator to ensure compliance.

PECOs, Push Along Vertical (PAV) & MEWPs

PECOs, PAV's and MEWPs are subject to Report of Thorough Examination by a competent person every 6-months under LOLER. Such reports should be retained in contractor folders.

All MEWP's are to be issued with a plant sticker upon receipt of a current Through Examination certificate.

The equipment should also be visually inspected by the operative before use and also on a weekly basis. The daily / weekly inspections should be recorded and submitted each week by the Subcontractor.

Persons carrying out daily and weekly checks on such equipment must receive familiarisation training on the equipment as a minimum.

Where MEWPS can be driven or are articulated boom types the operative must be IPAF trained.

The Contractor must brief all operatives on rescue procedures for PECOs and MEWPS.

The Operator must have documented familiarisation training on the make and model, be fit to work and possess the relevant category of PAV, IPAF or CPCS.

Anti-collision controls are to be installed on all MEWPS in accordance with the ISG Company Management Systems – Working at height requirements

Podiums & Delta-Decks

Any podium used on an ISG Project must be compliant to BS8620 which sets the benchmark for strength, access, stability and rigidity.

Podiums shall only be used where mobile towers, PECOs or MEWPs cannot be reasonably used.

Podiums & Delta-decks must be erected and checked by suitable trained individuals and a scaff tag system used with 7-day inspections.

Podiums must be erected as per manufacturers guidance with outriggers fitted and deployed where applicable.

Podium breaks must be engaged and the gate shut when in use.

Tool Tethering

When undertaking works at height, **all hand tools must be fully tethered** (unless a risk assessment has been undertaken which determines a tether would introduce additional greater risks, with this accepted by the ISG management team), in accordance with the ISG Prevention of Falling Objects Guidance and Strategy.

Any contractor undertaking any works at height where there is a risk of falling materials must reduce the number of loose items being taken to height wherever possible. This could be achieved through the design process, fixing at ground level or merely limiting loose components at any given time.

Material Storage and Distribution

See Appendix 6 - Traffic management and Logistics plan.

LPG – Storage and Use

LPG and highly flammable liquids **shall** be stored in a secure well-ventilated cage and kept separated from other materials. Additional warning signs will also be put up to warn operatives of the risks.

When not in use LPG Cylinders **shall** be kept in their storage areas, this includes empty cylinders. **The use of LPG will be under strict control and subject to authorise Method Statements and Risk Assessments.**

The use and storage of LPG's will in accordance of the project fire risk assessment and 9th Edition of the joint Code of Practice on the protection from fire of construction sites and buildings undergoing renovation.

See Appendix 6 - Traffic Management and Logistics plan for further information.

Storage of Fuels, Oils and Chemicals

Fuels, oils and chemicals shall be stored away from drains and watercourses, to prevent them from entering the water table through accidental spillage. They will also be stored in well ventilated areas.

In addition, all fuels, oils and chemicals will be stored in specific bunded areas (110% of the total volume of the contents) or in double skinned containers which are secure and safe from accidental damage and vandalism, and shall have a spill kit located close to them.

Additional control measures are detailed in the Project Sustainability Plan.

See Appendix 6 - Traffic management and Logistics plan.

Access / Egress Arrangements / Transport and Traffic Management

This site is planned and arranged in such away and has the necessary control measures in place to reduce the risk of an accident involving vehicles and the transportation of materials.

Pedestrians and vehicles have been segregated by means detailed in the project Logistic Plan.

ISG will monitor and review the existing site layout, and the existing environment, including the Risk Assessment and the Logistic Plan on a regular basis.

A Logistic Plan specific to this project has been included as Appendix 6 and defines:

- Security arrangements
- Client occupied areas
- Access/Egress points to the build and site
- Traffic/Pedestrian routes – include one-way systems (if applicable).
- Location of temporary site accommodation (site offices, toilets, drying rooms, canteen etc).
- Safe walkways to the site accommodation (day one only).
- Location of unloading, layout and storage areas
- First Aid Points
- Fire Points
- Emergency exits
- Location of fixed plant, such as Hoists, Scaffold Gantries etc.

Transport and Traffic Management

- Hoist Procedures – which shall be formulated prior to the completed installation of the hoist and before use.

This plan will be updated and re-issued as site conditions change.

Security Arrangements

To prevent unauthorised access to site the following arrangements will be implemented:

Description
Access to site operative will limited to the work zones only
Site access will be limited to two areas; vehicular pedestrian access via the shared site access road and a secondary pedestrian access route through the folders meadow entrance to the site.
ISG will employ a traffic management contractor who will implement a three-way traffic management system. As such, all deliveries to site will be pre-booked.
All pedestrian site entrances will have turnstiles with a digital login system, remotely controlled within the ISG site office.
A monitored CCTV system will be implemented for out of hours security management.

Plant

The following items of plant have been provided for common use, to assist in material delivery and as means of access and egress:

- Telehandlers/Forklifts
- Top slewing Hydraulic Luffing jib tower crane
- Access hoists/platforms

These items of plant will only be operated by a trained person i.e. by a person who holds a valid CITB CTA, NPORS card or submits a letter signed by their Employer confirming that they are competent to operate the item of plant.

A record of all items of plant listed above brought onto site, together with details of their operators, will be maintained and evidence of periodic checks from plant hirers that the plant has been adequately maintained, will be obtained and maintained on site.

All plant **shall** be regularly maintained, and an authorised maintenance schedule **shall** be maintained on site.

Common use Plant and Machinery

Machinery and other plant to be supplied for common use, such as hoists, cranes etc will be properly selected, taking into account Safe Working Loads and logistics, correctly used by trained and authorised personal only, and maintained. Training will be provided by the Subcontractor supplying the equipment. Only authorised competent personnel will be allowed to operate such equipment.

Lifting Equipment and Lifting Operations

All lifting operations will be undertaken in accordance with the ISG Lifting Operations Guidance.

Tests, thorough examinations and inspections **shall** be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) and the relevant ACOP. Crane companies shall provide copies of relevant test certificates prior to their equipment being used on site. These will be maintained within the project office.

All lifting equipment and lifting activities shall be planned, controlled and supervised by the ISG Appointed Person and in accordance with the Project Lifting plan and ISG Lifting Operations Guidance.

A written Method Statement and Risk Assessment **shall** be required prior to implementation for every lifting operation (excluding material deliveries using the hoist), which clearly identifies the measures necessary to control any potential hazards and risks which may arise.

Only those operatives that have had specific training relevant to the task they are undertaking will be allowed to participate in any lifting operation.

Temporary Works

All temporary works are to be undertaken in accordance with the ISG Temporary Works procedures.
A temporary works register shall be completed and maintained on site.
All elements of temporary works that will be installed on this Project are detailed in the project Temporary Works Register.

The design, checking, installation and removal of all elements temporary works will be undertaken in accordance with ISG temporary works procedures

Each site shall appoint a Temporary Works Coordinator (TWC) where the temporary works identified are greater than low risk i.e. sites do not need to appoint a TWC where the only temporary works on site are 110v Temporary Electrical System and simple temporary site office and welfare and hoarding.

All designs of temporary works must be retained within the temporary works folder.

Temporary Services

All work on the installation, maintenance and removal of temporary electrical services is to be undertaken in accordance with the ISG Electrical Safety Rules and Procedures

The following temporary services will be provided:

SERVICE	LOCATION
110v power distribution and transformers	As required
415v power supply for welding equipment and flushing equipment	To be determined by the Subcontractor
Water supplies	Within the canteen and in the washing area / water shown on the logistics plan

All electrical supply installations **shall** comply with IEE Wiring Regulations and Electricity at Work Regulations.

Temporary electrical installations are to be installed to a design.

A schematic drawing detailing the layout and loadings should be provided by the installer

All mains powered portable electrical equipment and tools used on this project **shall** be 110v, PAT tested, identified and recorded onto a plant register. A copy of all plant registers will be maintained within the Project Office. The site 110v temporary electrical installation shall be inspected and tested. every 3 months by a competent person.
All Electrical equipment will be subject to planned maintenance and inspections by a competent electrician:

Equipment	User Checks	Formal Visual Inspection	Combined thorough Inspection and Testing
Office equipment such as computers	No	Yes, every 2 years	Yes, up to 5 years
Photocopiers, fax machines	No	Yes, 2 – 4 years	Yes, up to 5 years
Earthed Equipment E.g. Kettles	No	Yes, every 6 months	Yes, every 12 months
Hand held tools	Yes, prior to use	Yes, every 2 – 4 weeks	Yes, every 3 months
Cables / leads	Yes, prior to use	Yes, every 2 – 4 weeks	Yes, every 3 months
Fixed Installations	No	Yes, earth loops and RCD's every 12 months	Yes, every 5 years
RCD's Portable	Daily / Every Shift	Weekly	Before first use on site and then monthly
RCD's Fixed	Daily / Every Shift	Weekly	Before first use on site and then 3 monthly

Suitable and sufficient safety lighting to be provided:

- Every work places
- Every traffic routes
- Every dangerous opening

Provision will also be made for Emergency lighting in case of mains / power failure.

Contractors shall provide task lighting to undertake their works

Note: Halogen lamps **shall not** be used in any form on this contract.

All drainage systems and manhole covers will be identified, blue for surface water and red for foul water system. All waste connections and toilet sewage will be correctly connected to the foul water drainage system (red) and not the surface water system (blue). All foul water connections will be done with permission from the local sewerage undertaker.

Provisions **shall** also be made for disposing of chemicals from activities such as flushing and washing out paintbrushes.

All gas supplies **shall** be installed by a member of the Gas Safety Register.

Permits to Work

Permits will be required for the following work activities

Permit/Activity	Authorised Signatory	Maximum Duration
General permit to work	ISG	Duration of task
Hot works permit	ISG	Daily
Confined spaces permit	ISG	Daily
Permit to demolish	ISG	Prior to commencing demolition
Ladder Stepladder LLP Hop-Up Permit	ISG	Duration of task
Permit to Break Ground	ISG TWC	Designated excavation
Permit to work - Electrical Permit to energise	Building services manager/ Approved person / Electrical Duty Holder	Duration of task
Limitation of access permit	ISG	Duration of task
Permit to lift	ISG	Daily
Temporary Edge Protection - Permit to alter adjust remove	ISG TWC	Duration of task

Further procedures shall be prepared and displayed as required.
These form **part** of a **Safe System of work** and **shall** be complied with at all times. All details and parts of the permits must be completed before they can be authorised.

ISG management will provide Contractors with a coloured armband ensuring that the permit is displayed within it and that the armband is worn by the individual who has signed the permit whilst the permit is live.

A live permit board which allows an A1 site plan to be attached should be located in the ISG Site Offices. The board is used to display the location of any live permits; coloured counters are used to differentiate between the different permit types, the counters are also numbered to correspond with the permit number

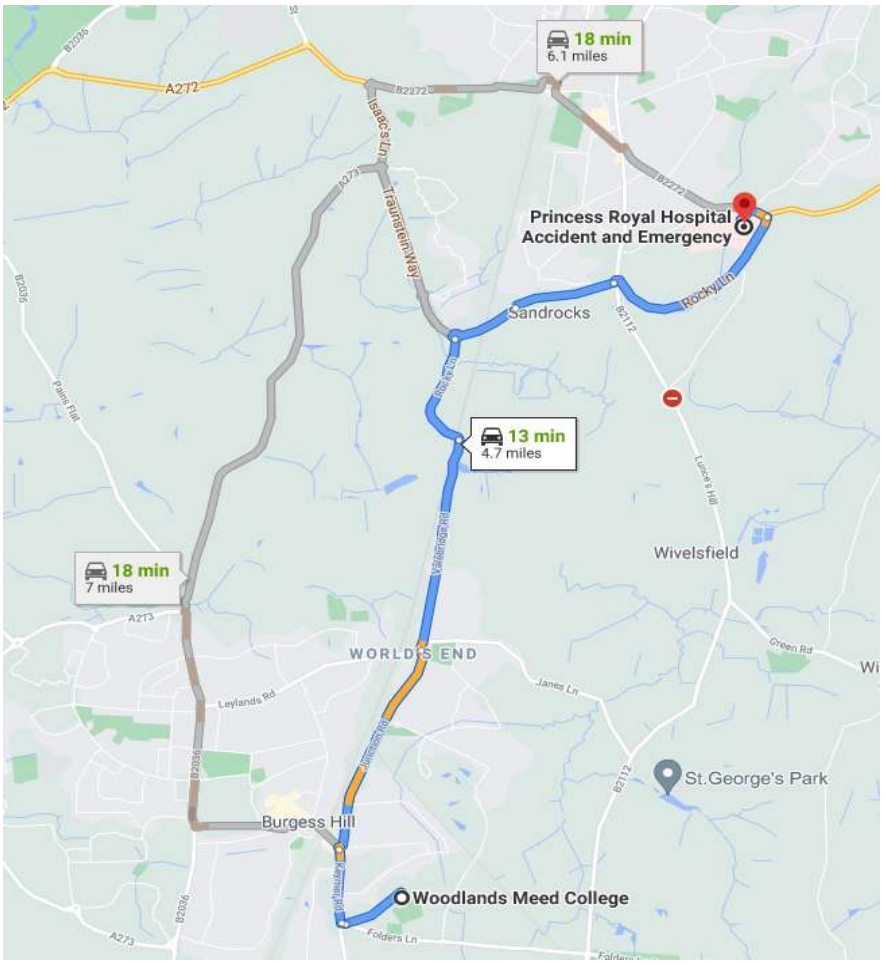
The electrical installation permits are to be issued in accordance with the ISG Electrical safety rules.

8. Emergency Procedures

Emergency Numbers

Emergency telephone numbers will be prominently displayed on the site notice boards and will be issued to all members of the Project Team.

The following are the emergency service telephone numbers:

Service	Telephone
Fire	**999**
Ambulance	**999**
Police	**999**
ANTI – TERRORIST HOTLINE	**0800 789 321**
Local Hospital Address:	Princess Royal Hospital Accident and Emergency, Lewes Rd, Haywards Heath RH16 4EX 

The following ISG personnel can be contacted in the event of an accident/ incident / near miss or emergency:

Role	Contact Name	Mobile Number
Project Director	Wayne Burfield	07779545726
Construction Manager	David Loasby	TBC
Health & Safety	Jennifer Mullaney	07583050241

Major Incident Plan

Detailed procedures for different types of emergencies are to be specified within the ISG Major Incident Plan.

First Aid

The following are qualified first aiders:

Name	Certificate expiry date
David Loasby	TBC
Lukasz Borkowski	May 2024
TBC	TBC

The first aiders on site will identify themselves by wearing Hard Hats with a White Cross on a Green background.

All Contractors are to provide suitable and sufficient ‘First Aiders’ and equipment in accordance with the Health and Safety (First-Aid) Regulations .

The following equipment is located on site, the equipment is inspected week to ensure that it is maintained and fully stocked.

Equipment	Specification	location
First Aid kit no 1	Medium	ISG Project Site Office
First Aid Kit no 2	Small	ISG Project Site Office
Defibrillator NO 1 Defibrillator NO 2	N/A	ISG Project Site Office
Eye Wash station	N/A	ISG Project Site Office
Burns kit	Medium	ISG Project Site Office

Based on risk assessment contractors are to have a fully stocked first aid kit and a fully trained first aider.

A copy of all first aid certificates will be maintained within the project office – only those ‘First Aiders’ whose certificate copies are lodged in the project office will be deemed suitable ‘First Aiders’ for this site.

The project team and workforce have access to the following mental health first aiders

Fire Prevention

Refer to Project fire plan

9. Accident and Incident Reporting

Accident and Incident reporting

Within ISG there are 7 classifications of accidents / incidents that we record:

1. Any incident involving Plant & Equipment
2. Near misses
3. Dangerous Occurrences
4. Minor injury
5. Lost time (ISG anything over 1 day) 7 day +
6. Major injury
7. Fatality

All accidents / incidents that occur on this site including those that occur to Contractor operatives and visitors shall be recorded immediately on the ISG accident investigation form

All accidents recorded within the Accident Book, to Subcontractor operatives **shall** also be recorded in their Employers Accident Book as well.

Incidents that have the potential to classified as 3,5,6 or 7 will be reported in accordance with the ISG significant event reporting protocol.

In the event of a Reportable Accident or Dangerous Occurrence the Major Incident Plan **shall** be referred to. This complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

- Contractors shall ensure that all accidents are recorded within their own accident book following any injury to their personnel. All accidents shall be recorded in the ISG accident book.
- All accidents and near misses must be reported to ISG Safety Department immediately to allow internal company procedure of accident and dangerous occurrence procedure to be followed.
- ISG and all Contractors SHALL ensure a company director attends site within 48 hours of an employee been involved in a Significant Accident/Incident.
- Reporting of injuries, Diseases and Dangerous Occurrences Regulations.
    (a) accidents causing injuries, fatal and non-fatal
    (b) occupational diseases and
    (c) dangerous occurrences, even when no injury results
- The relevant contractor shall investigate all HSE reportable accidents and a suitable accident report shall be submitted to the Project Lead. The Statutory reports form F2508 used to notify the HSE of such accidents should also be copied to the Project Lead.

Calling for the Emergency Services

- Only personnel from ISG or Security are to call the emergency services unless otherwise directed.
- Security or a designated person will be at the entrance to the site to escort the emergency services to the location of the incident.

See section 8 for the near hospital contact details.

Near Miss Reporting

- All near misses must be reported immediately to ISG on a Near miss report form
- All near misses will be investigated by ISG, who will take the appropriate action

10. Welfare Facilities

The following project office, welfare facilities and storage areas **shall** be provided (size and number) by ISG.

Facility	Location/Size and Number
Project Office(s)	South end of site – 4 modular units
Induction Room	South end of site – 1 Room
Meeting Room	South end of site – 1 Room
Canteen	South end of site – 1 large Canteen
Drying /Locker Room	South end of site - 1 Room
TOILETS/Washing – MALE	South end of site
TOILETS/Washing - FEMALE	South end of site
Hot and Cold Drinking water	South end of site – Canteen
Electric Supplies	South end of site adjacent to site welfare cabins
Water Supplies	South end of site adjacent to site welfare cabins

All welfare facilities provided will be in accordance with the Construction (Design and Management) Regulations.

Maintenance

All welfare facilities **shall** remain in a good state of repair and cleanliness. A cleaning regime for the site offices and all welfare facilities will be put into place.

Regular daily inspections will be carried out of the toilets, canteen, and drying rooms. The Construction Manager will ensure that the cleaning and routine inspections using the Site Welfare Monitoring Form, take place and are displayed within each facility.

11. Information and Training of People on Site

Induction training **shall** be provided to everyone wishing to work and visit this project (see Section 4 of this Construction Phase Plan). Refresher induction training **shall** be provided as site conditions change.

The following tasks have been identified as requiring specific training:

Task	Training Required
Manual handling	Manual Handling Training Certificate / Toolbox talks to operatives
Use of Mobile Elevating Work Platforms (MEWPs) & Push Along Vertical (PAV)	IPAF Appropriate category, complete with familiarisation training
Hot work Permits – Fire Watcher	Competent training
Scaffold erection	CISRS photo I.D. card to be submitted
Work on electrical systems	Recognised electrical qualification – ECA / JIB
Use of hand tools	Cert. of competence recognised training establishment
First aid	Certificate of Training meeting HSE requirements
Hoist Driver	Certificate of achievement / Familiarisation Training
MAST Climber operator	Certificate of competence
Mounting abrasive wheels	Certificate of competence
Erection and safe use of mobile towers	Certificate of competence (P.A.S.M.A.)
Scaffold inspection	Scaffold Inspection Course / CISRS
Work on gas systems	Gas safety register
Work within confined space	Certificate of training

To reinforce the site rules, the requirements of Method Statements and Risk Assessments and to raise the awareness of specific issues, such as Manual Handling and Hand Arm Vibration, each Contractor **shall** be required to provide their operatives with Toolbox Talks. These **shall** be carried out weekly and recorded. A register of all Toolbox Talks given **shall** be maintained and kept within the project office.

Statutory notices and safety awareness posters **shall** be displayed on the Health and Safety board which is located **in the site canteen.**

Other training, as required, has been indicated in other areas of this plan.

A copy of this Construction Phase Plan, together with the project specific site safety rules **shall** be formally issued to each Contractor prior to their start on site.

12. Health and Safety Consultation

Induction

All personnel attending site to undertake any works are required to attend the ISG project health and safety induction prior to accessing the site and commencing work activities. Any visitors to site will be required to complete the visitor's induction.

In addition to the ISG induction, sub-contractors are required to undertake their own induction with their workforce which should also include the necessary method statement briefing prior to starting work activities.

Pre-Start / daily briefings

Daily activity briefings (DAB) are to be undertaken by all contractor supervisors with their respective teams to communicate the safe system of work, incorporate any minor changes since the original RAMS briefing (e.g. change in work environment) and provide an opportunity for the workforce to seek clarification, provide feedback and suggest alternative methods.

Workforce consultation meetings

Workforce consultation meetings are to be held on a monthly basis. ISG management and members of the workforce from each contractor should attend these meetings. These meetings provide an opportunity for the workforce to consult with ISG site management on matters concerning health and safety, to provide both positive and constructive feedback, raise concerns and make suggestions.

The output from these workforce consultation meetings should be communicated to the remainder of the workforce in the form of minutes displayed on a site notice board or in the form of "You Said, We Did" notices / posters displayed in prominent locations across site.

Safety alerts / bulletins / notices

ISG will share all safety alerts and associated information with contractors and the workforce as and when required to ensure key information is made available to the relevant stakeholders.

Green cards

Health and Safety Consultation

At the Site Induction, operatives will be encouraged to make suggestions, report unsafe working practices, near misses and generally communicate their concerns and ideas regarding Health and Safety to the project team throughout this project.
Green Cards are issued by ISG to those individuals who can demonstrate a positive commitment to site health and safety over and above what is routinely expected of them.
The aim is to raise and maintain high standards of health and safety across the board for the duration of the project and beyond.
There is no limit on the number of green cards issued to an individual.

Suggestions

Suggestion, hazard observation and near-miss cards will be provided on site and available for the use of all cards. Suggestion card boxes will be located in the canteen and / or prominent locations across site which all site personnel are encouraged to use if they would like to provide feedback in this manner.

Confidential phone line

ISG have a confidential phone line where site staff can make suggestions for improvement or report site problems confidentially.

The number is 0800 915 1571 and the ISG Tell us poster shall be displayed on the site notice boards.

13. Project Specific Site Rules

PPE Requirements

All Staff, personnel, operatives and visitors to this site **shall** be required to wear the following PPE at all times (in accordance with the ISG PPE RPE Procedure:

Item	Specification	Notes
Helmet	To EN397	This will normally be complete with ISG logo (or contractors own) and chinstrap where required. Must not be more than 3 years old and changed if subject to any significant impact
General protective glasses	To EN166	This is the standard issue spectacle for day-to-day usage. Specific tasks may require a specific and detailed risk assessment and specialist guidance on appropriate specification standards for the task in question.
Hi-visibility coat	To EN471	Jacket to come with ISG logo or contractors' own logo only. Jackets must be in good condition and fit for purpose.
Hi-visibility vest	To EN471	Vest to come with ISG logo or contractors' own logo only. Good clean condition fit for purpose.
Safety boots	To EN345-1	The boots must come with steel / safety toe cap **and** midsole protection.
Gloves	To EN388 (Mechanical Risks) EN12477 (Welding) EN10819 (Vibration) EN60903 (Electrical Risks) EN407 (Thermal Hazards)	Gloves to be suitable for hazards encountered.eg fingerless gloves may not be suitable for manual handling of abrasive materials. Gloves must be in good serviceable condition and fit for purpose.

N.B. "Approved Style" of glove indicates that the style of glove should fit the work involved. This means that 'cutting jobs' using various knives etc might show a cut resistant Kevlar / Dyneema or similar style required. 'Manual handling' jobs would entail the use of riggers gloves, etc. The style of glove required for the separate jobs should be indicated in the relevant Risk Assessment. The incorrect use of a glove could and will lead to both the possibility of injury to the operative and 'a site notification' being issued not only to the operative concerned but also his supervisor and eventually an 'Improvement Notice' to their company. Whilst this may mean changing gloves for different jobs this is preferential to operatives receiving harm to their hands through wrong usage and thus being unable to work for an appreciable length of time, to the detriment of all.

There will be adequate PPE provisions for ISG visitors. PPE designated for visitors will be clearly marked and stored in the ISG office. A record **shall** be kept to whom it is issued to, to ensure that it is returned.
Contractors **shall** be responsible for issuing their own employees with PPE. They **shall** also be responsible for ensuring that their Sub – Contractors and self-employed operatives provide (are provided with) their own PPE. All Subcontractors working on this site **shall** provide their operatives with Safety Helmets, Safety Footwear, Safety Gloves, Light Eye Protection and High Visibility Vests (unless an approved Risk Assessment states otherwise) to the standards set out above.

Any additional PPE required **shall** be identified on each Contractors Method Statement and Risk Assessment, when this is the case the Contractor **shall** ensure that the additional PPE identified is provided to each operative, used correctly and stored and maintained in accordance with the manufacturer's recommendations.

All PPE zones are clearly identified and areas where PPE will not be required are identified below:

LOCATIONS WHERE PPE IS NOT REQUIRED
SAFE ACCESS / WALKWAYS / OFFICES
SITE WELFARE FACILITIES

Site Hours

The sites normal working hours will be as follows:

Day/Night(s)	Working Hours
Monday - Friday	07:30am – 17:30pm
Saturday	08:00am - 13:00pm
Sunday	No working
Bank Holidays	No working

The above times will be displayed on the main site notice board.
If instructed or agreed with the ISG Project Manager, we may work different hours to those quoted above.

Additional Project Specific Rules

The project specific site rules contained within **appendix 4 shall** be implemented on this project.

They **shall** be communicated and given to all operatives and personnel at the site induction.

14. Information for the Principal Designer, H&S File

The Project Leader / Nominated Manager will establish what information the Principal Designer requires for the compilation/addition to the Health and Safety File at the early stages of the project; where the Principal Designer is appointed by the client for both the Design and Construction Phases. Where the Principal Designer is appointed only for the Design Phase the PC shall be responsible for producing the Health and Safety File and pass it on to the Client. These requirements will be communicated to each Contractor as soon as they are appointed where practicable.

As a minimum the Principal Designer **shall** be provided with the following information:

- A description of the works carried out
- Residual hazards and how they have been dealt with (for example asbestos, buried services, contaminated land)
- Key structural principals incorporated in the design of the structure (e.g. bracing) and safe working loads for floors and roofs
- Hazards associated with the materials used (e.g. hazardous substances, lead paint etc.)
- Information regarding the removal or dismantling of installed plant and equipment
- Health and Safety information about equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including fire-fighting services and equipment
- Information and as built drawings of the structure, its plant and equipment

15. Arrangements for Monitoring

Verbal Warning

In cases of Minor breaches of site rules an operative **shall** initially be given a recorded **verbal warning** that he is in breach of site rules and further breaches could lead to the issue of either an ISG Yellow or Red Card.

Red and Yellow Card System

The ISG Disciplinary guidance procedure shall be followed. The Red and Yellow card system is a disciplinary tool for warning Contractor operatives if they are working unsafely or in breach of the site rules. It **shall** be used to monitor Contractor performance.

Yellow cards **shall** be issued to operatives as a warning if they break the site rules (e.g. someone found not their safety helmet) or when they are found not to be working safely and not in accordance with their Risk Assessment or Method Statement. A yellow card **shall** also be issued to an operative in breach of permit conditions. For example: carrying out hot works without a fire extinguisher.

Red Cards **shall** be issued to operatives if they are found to be in serious breach of the site rules e.g. smoking on site, working dangerously, putting someone else's health or safety at risk, or by gaining 2 yellow cards. This issue of a red card gets the offender an instant dismissal from site.

Any ISG Manager may issue either a Yellow/Red Card, however these are never to be issued lightly. All verbal warnings, yellow cards and red cards are to be recorded and submitted to the regional office.

Yellow Card

The individuals name is taken and passed to their supervisor, who is advised of the situation. The individual will attend an informal meeting to investigate the infringement within one hour of the occurrence. At the meeting the outcome of the supervisor's investigation will be discussed, and a decision made

Red Card

Offenders name is taken as above and passed to supervisor/manager.

In addition, the Project Lead will communicate the results of the league table to the trades at the Contractor's directors meeting and the information **shall** be used to contribute towards the Contractors Safety league

Contractor Health and Safety League

ISG Project Manager will set up the Subcontractor Health and Safety league. Contractors will be marked against the ISG scoring criteria

The results of the Monthly Contractor award **shall** be included within the Project Report and will be discussed at the Subcontractors Directors meeting, where the award will be presented to the best performing Subcontractor. Failure to improve will be escalated to the H&S advisor / manager.

Poor performing Contractors **shall** be informed and requested to improve their performance.

Site Safety Inspections

The following site safety inspections **shall** be carried out to monitor Health and Safety standards on site and monitor Contractor compliance with the site rules and project objectives:

Inspection	Description	Frequency
Site Safety Coordinators Inspection	The Safety Coordinator **shall** carry out an inspection of the site on a daily basis. Any problems or breaches of site rules will be dealt with as found.	Daily
Fire Co-ordinators Check List	The Fire Co-ordinator **shall** carry out an inspection of the firefighting equipment and emergency escape routes using the ISG Weekly fire point inspection record. The Fire Co-ordinator will also be tasked to attend client liaison meetings to co-ordinate fire drills and the like.	Once a Week

Scaffold Inspections	A competent person **shall** inspect fixed Scaffolding. That is somebody who is trained and has the relevant experience in scaffold erection and safety, this service can be provided by the Scaffolding company. For further information on Scaffolding please refer to Scaffolding Section CMS/PMS. All inspections **shall** be recorded in a written report / log.	• Before use (handover certificate will be issued) • After an alteration • After adverse weather • Every 7 days
Mobile Scaffold Tower Inspections	Contractors who use Mobile Scaffold Towers are responsible for their maintenance, use and inspection. Mobile Scaffold Towers **shall** be recorded on a plant register and **shall** have a scaff tag attached to them that can be reference to the tower.	• After erected and prior to use • Every 7 days • After an event that could affect its strength and stability
Plant Inspections and Registers	A plant register is required from every Contractor detailing their plant. All electrical equipment **shall** be PAT tested at least every 12 months. Specific plant must be inspected and maintained in accordance with the manufacturer recommendations. This **shall** be detailed within each Subcontractors Method Statement	• When it arrives on site • Before use • In accordance with the specific manufacturers recommendations and planned maintenance schedule. • 110V power tools – every 3 months. • 230v equipment – every 3 months

Health and Safety Audits

Independent inspections and audits of the site **shall** be undertaken, and reports issued by the visiting ISG Health and Safety Advisor and Contractors representatives. The basis of such inspections and audits will be the Health and Safety Plan, Major Incident Plan, compliance with the Company Management System and relevant legislation. Contractors **shall** fully co-operate with this activity and provide any information that maybe requested. Contractors are to be given copies of reports and **shall** comply with any corrective actions requested

The visiting ISG Health and Safety Advisor for this project is Jennifer Mullaney, and they **shall** be carrying out inspections and/or audits. The ISG Health and Safety Advisor will also undertake specific Occupational Health audits throughout the course of the project.

Designated senior managers will undertake regular recorded health and safety tours of the project

The results of such inspections/audits shall be recorded. Any resulting instructions are to be passed in writing to the site management and **shall** be complied with by the action date stated.

A file of all such reports **shall** be maintained within the project office.

Prohibition and Improvement Notices

In addition to red and yellow cards which discipline and give warnings to individuals, a Subcontractor can be stopped working or made to improve their working practice by the issue of a Prohibition Notice or Improvement Notice

A Prohibition Notice stops work completely and prevents the work or activity taking place again. This is only issued in cases of a severe risk being realised.

An Improvement Notice stops the work until satisfactory improvements in the method of working have been implemented to make the activity safer. The Improvement Notice will specify a date by when the improvements have to be made, this time period must be no greater than 21 days.

Health Surveillance

The following activities **shall** require health surveillance:

Activity	Substance	Person Affected	Arrangements for Health Surveillance
Night working		Operator	Risk assessments and observations.
Use Of powered hand tools	-	Operator	Risk assessments to cover exposure levels and maximum periods of use.
Asbestos removal	Asbestos	Operator	Health screening, correct use of PPE by asbestos monitor.

16. APPENDICES

APPENDIX 1 PROJECT ORGANISATION CHART

APPENDIX 2 PROJECT DIRECTORY

APPENDIX 3 DESIGNERS RISK ASSESSMENT / PROJECT RISK ASSESSMENT

APPENDIX 4 PROJECT RULES

APPENDIX 5 SCORING CRITERIA

APPENDIX 6 TRAFFIC MANAGEMENT AND LOGISTICS PLAN

APPENDIX 7 PROJECT FIRE RISK ASSESSMENT AND PLAN

Appendix 1 - Project Organisational Chart

Appendix 2 - Project Directory

Appendix 3 - Designers Risk Assessment

Appendix 4 - Project Rules

'ISG' will apply the following site rules and take all measures to ensure that they are observed and complied with by everybody on the project

1. The site shall be kept clean at all times, and waste materials shall be cleared away as soon as possible

2. Safety helmet, safety footwear, light eye protection (No helmet visors) hand protection (gloves minimum requirement 4343) and high visibility clothing must be worn at all times on site, outside the safe areas

3. No safety helmet visors to be worn on site. Unless specific risk assessment is in place and approved by ISG.

4. Personal protective equipment is appropriate to the task being carried out shall be worn at all times – no shorts to be worn on site

5. All personnel shall be properly trained for the work which they are undertaking

6. All personnel to understand the Method Statement and Risk Assessment that applies to the task

7. No personnel, including visitors, to have access to the site without an induction

8. All operatives and personnel, including visitors, to be aware of the Emergency Evacuation Procedures

9. All dust, noise and pollution must be kept to a minimum, and all measures taken to prevent any nuisance arising out of the works

10. No drugs or alcohol shall be allowed on the site, nor any person who is considered to be under the influence of alcohol or drugs

11. No smoking shall be permitted within the site boundary including the scaffold gantry

12. No playing of radios (entertainment receivers), use of mobile devices, or similar

13. Mobile telephones/radio transceivers are only to be used in ‘safe areas’ and in a safe manner

14. Lone working on site is not permitted

15. Strictly no unauthorised access into restricted areas without the correct permit

16. No eating or drinking, with the exception of water, outside the mess area

17. Abusive language, wolf whistling or harassment of any kind [including gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability (physical and mental)age, pregnancy, trade union membership] is strictly forbidden. Show considerations for neighbours/general public/building occupants

18. No horseplay or games such as football or golf to be played at any time on any part of the site.

19. All scaffolding (including mobile towers) to be 'Scaff-Tagged' at all times

20. All mains powered electrical power tools to be 110v only, & to be in date Portable Appliance Tested (to include new equipment & leads)

21. All unsafe conditions and practices to be reported to ISG

22. Any person found damaging or vandalising plant, material, welfare facilities or safety equipment will be removed from site

23. No cameras on site without authorisation and no contact with the media

24. Yellow/Red cards, Improvement/Prohibition Notices are in operation for breaches of Health & Safety

25. No loitering outside the entrance to site

26. No works are to be undertaken under the raised floors inside normal working hours. NB areas requiring access are to have a barrier around the affected areas.

Appendix 5 – Scoring Criteria

Health & Safety Leagues

For projects that are over 3 months in duration the Project Leader/Nominated Manager must set up a Subcontractor Health and Safety League. Subcontractors shall be marked in accordance with the following marking scheme criteria to ensure consistency throughout ISG (see the ISG Subcontractor HSQE league scoring criteria):

The Scoring System is:

5 = Excellent – Proactive and planning well in advance of the work

4 = Good – No infringements recorded

3 = Acceptable – Adequate with some ISG reminding / enforcement

2 = Poor – Constant reminding required and repeat infringements found

1 = Not Acceptable – Disregard and constant enforcing / reminding

0 = Failure - Situation must be rectified immediately, Subcontractor constantly failing to deliver.

N/A = 3 points

NB: Discretion and flexibility should be exercised when applying NA ratings or scoring those contractors who have a very small presence on site and / or are only on site for a very short duration. – They may not be able to achieve similar ratings (due to an obvious short fall of available resources) in certain areas, especially when compared to other contractors who have a significant presence and / or are on site for a longer duration (i.e. such as undertaking weekly safety inspections / tool box talks etc).
In such situations the nature of the contractors' works (i.e. low or high risk) and their overall level of safety performance and 'pro-activeness' whilst on site should be taken onto account. In certain cases it may be more appropriate not to include them in the performance league until they have a more significant presence on site.

Scores should be allocated to each of the following categories:

- Method statements/Risk assessments
- Safe Working Practices
- Supervision
- Housekeeping
- PPE
- Toolbox Talks
- HSQ&E Inspections
- Quality of Documentation
- Quality and Workmanship
  Environment / Control of Waste / SWMP

Appendix 6 - Traffic management and logistics plan

Appendix 7 - Project fire risk assessment and plan

Site Logistics & Traffic Management Plan

Note: Refer to the ISG Site logistics and traffic management plan guidance

Project name	**Woodlands Meed College**
Project number	TVC0017
Original issue date	02/07/2012 – First Draft
Revised date	25/08/2021 Incorporating West Sussex County Council Highways Officers requests for further details with regards to the following; a) the anticipated number, frequency and types of vehicles used during construction and demolition. – *Section 18.* b) the method of access and routing of vehicles during construction (note, during construction and demolition, Birchwood Grove Road should be avoided); NO ROUTING PLAN to/from the site on the local highway network. – *Section 2 and Routing Plan added to Appendix B.* c) the parking of vehicles by site operatives and visitors. – *Section 10.* Amended 'Appendix B' to reflect Early Works removal from programme.
Revised date	20/09/2021 Incorporating Faithful & Gould comments; • Details of Security arrangements – Prevention of pupil access and fence types. • Appendix B – Swept Path Analysis's added. • Appendix C – Loads secure whilst manoeuvring & if W@H is required, safe solutions to be used.
Revised date	11/10/2021 Incorporating West Sussex County Council planning department request; • S.59. Contact West Sussex County Council highways department, relating to potential highway construction traffic damage.

Contents

1. Introduction

This site traffic management assessment and plan has been developed so that operations on company sites may continue without risk of personal injury, damage to plant / vehicles and property etc. The control measures identified in the assessment / plan should be effectively implemented, monitored, and reviewed. Any alteration to working practices must be evaluated and incorporated into the assessment / plan and the review date recorded.

Regulation 27 Traffic routes

1) A construction site must be organised in such a way that, so far as is reasonably practicable, pedestrians and vehicles can move without risks to health or safety.
2) Traffic routes must be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size.
3) A traffic route does not satisfy paragraph (2) unless suitable and sufficient steps are taken to ensure that –
   a) Pedestrians or vehicles may use it without causing danger to the health or safety of persons near it.
   b) Any door or gate for pedestrians which leads onto a traffic route is sufficiently separated from that traffic route to enable pedestrians to see any approaching vehicle or plant from a place of safety.
   c) There is sufficient separation between vehicles and pedestrians to ensure safety or, where this is not reasonable practicable –
      i) Other means for the protection of pedestrians are provided, and
      ii) Effective arrangements are used for warning, any person liable to be crushed or trapped by any vehicle of its approach.
   d) Any loading bay has at least one exit for the exclusive use of pedestrians; and
   e) Where it is unsafe for pedestrians to use a gate intended primarily for vehicles, at least one door for pedestrians is provided in the immediate vicinity of the gate, is clearly marked, and is kept free from obstruction.
4) Each traffic route must be –
   a) Indicated by suitable signs where necessary for reasons of health and safety.
   b) Regularly checked; and
   c) Properly maintained.
5) No vehicle is to be driven on a traffic route unless, so far as is reasonably practicable, that the traffic route is free from obstruction and permits sufficient clearance.

Once complete this assessment / plan should be brought to the attention of those concerned and a copy readily displayed on site.

The following information is based on the Traffic Management risk assessment contained in Appendix A and the Site Layout Plan contained in Appendix B

2. Management	Yes	No
Has the traffic management risk assessment been completed to the rear of this document?	☑	☐
Is the site wholly owned / operated by the Company? If not, are there clear boundaries between operations? If not, what control measures have been implemented? All persons driving/operating plant on site will be trained and will drive in accordance with site rules regarding speed and load* security and capacity.	☑	☐

List of control measures:

Delivery time restrictions and booking system.
Logistics manager, with traffic marshals and banks persons.
10 mph speed limit.
Permitter boundary secure, with designated vehicle and pedestrian entrances.
Site parking (Limited)
Main trunk access routes segregated (Plant and Personnel), with specified crossing points.

Details of Access and Egress:

Access to the site is exclusively off Wykeham Way, into the shared Birchwood Grove County Primary School and Woodlands Meed College entrance. Birchwood Grove Road will be avoided, and signage erected to notify traffic. The internal road system will be used to the site entrance, to the South West of the campus.

Details of Security arrangements:

The site will have complete permitter boundary comprising of timber hoarding, monoflex to existing chain-link fencing and BS5837 Tree Protection fencing, with designated vehicle access gate and pedestrian turnstile. These will be managed by Traffic Marshalls, during site operational hours.
During school drop off and collection times the vehicle access gates will be closed. Outside of these times, there will be a drop arm barrier managed by the traffic marshal.
The Tower crane will also have additional ISG compliant security fencing installed.
CCTV provision to monitor site, with out of hours monitoring.

Have Logistic risk assessments, [incorporated in Traffic management risk assessment] been undertaken including for security arrangements on site; Risk assessment and method statement to be attached to this document in appendix A	☑	☐

3. Proximity Hazards	Yes	No
Are there any overhead electric powers lines present on the site?	☐	☑

Details
N/A

Are there any underground services present on site? If yes, are they effectively demarcated to prevent damage? If not, what controls are in place to prevent accidental contact? All areas of excavation will be scanned in accordance with safe system of work 'avoidance of danger from underground electricity cables, using the cable avoidance tool'	☑	☐

Details
Utilities survey completed of the college site, where works are being conducted, for safe systems of work procedure to be implemented. The new build area, has no know services.

Are there any other proximity hazards and considerations on site such as water courses, railway lines, schools, community centres, residential areas etc. likely to affect or be affected by site traffic? If yes, what are they and what control measures are in place? **Mobile Plant and Site Traffic will not exceed 10 MPH whilst travelling around residential / pedestrian areas.**	☑	☐

Details
There is a pond to the South of the school site. This is outside of ISG works area.
There are trees with TPO's. These will be protected by fencing complying to BS5837.
The site is to the West of the campus of the existing college and primary school.

The site is surrounded by residential property and accessed through local residential network of roads. Control measures are detailed in Appendix B

Are there any restrictions on plant / vehicle movements due to nearby schools etc.	☑	☐

Details

Delivery time restrictions:

	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00
School		Drop off 08:30 till 09:05												Pick up 14:45 till 15:30					
College		Drop off 08:45 till 09:15													Pick up 15:15 till 15:45				
ISG Proposed	Early access 08:00 till 08:30 (by prior agreement only)				Delivery / collection window 09:30 till14:30												Late access 16:00 til 17:30 (By prior agreement only)		

Operational time restrictions – 08;00 to 17:30

Aspects of works to be completed out of term time.

4. Plant / vehicles operating on public highways	**Yes**	**No**
Are there any overhead electrical power lines on site? If yes, please provide details of control in place and consultation with service provider.	☐	☑
Are plant / vehicles wholly owned / operated by company employees?	☑	☐
All operators who operate plant / vehicles on a public highway must have a valid driving license in addition to a valid CPCS operator's card or equivalent.	☑	☐
If plant is operating outside of day light hour's plant must be fitted with suitable lights in accordance with the Road Vehicles Lighting Regulations 1989.	☑	☐
Plant / vehicles operating on adopted roads must be operated in accordance with the Road Traffic Act 1988.	☑	☐
Details No works planned to be completed by ISG or directly employed supply chain on public highway. Statutory Service Works conducted by service providers.		

5. Site plant/ vehicles	**Yes**	**No**
Is there a planned maintenance procedure in place?	☑	☐
Service cards to filed in the contractor safety file	☑	☐
Are plant vehicles inspected daily and defects reported?	☑	☐
Is CCTV fitted to all required plant? 1 meter high 1-meter length all round vision required	☑	☐
Are vehicles fitted with effective mirrors?	☑	☐
Are vehicles fitted with reversing bleepers and flashing beacons?	☑	☐
Are risk assessments and method statements available for specific site operations?	☑	☐
Are all plant operatives trained and authorised?	☑	☐
Additional Details: Please reference the RA in Appendix A		

6. Personnel and pedestrians	**Yes**	**No**
All employees, contractors and visitors are required to wear high visibility clothing i.e., vests or coats.	☑	☐
Have banksmen been deployed on site? If yes, have the banksmen been issued with information, instruction, and training?	☑	☐
Have pedestrian routes been established, are underfoot condition level and well compacted	☑	☐

Are temporary steps required, if so, are they constructed in robustly with the threshold highlighted. Carpentry risk assessment and method statement template developed if required.	☑	☐

Provide details

Visitors will addend with PPE or ISG will have loanable stock.

Logistic manager and traffic marshal / banks persons will be employed.

Main trunk pedestrian route covered in Appendix B

All temporary steps will be proprietary.

7. Site travelling routes	Yes	No
Are travelling routes clearly demarcated?	☑	☐
Does the site have a one-way system?	☐	☑
Does the site have passing points?	☑	☐
Is there a maximum speed limit in place and signs indicating such?	☑	☐
Are there effective earth bunds in place? N.B. earth bunds must be 1.5m	☐	☑
Are travelling routes on a reasonable gradient?	☑	☐
Are there any blind corners, which cannot be eliminated?	☐	☑

Details:

Please reference the RA in Appendix B.

8. Tipping areas	Yes	No
Does the site have designated tipping areas?	☐	☑
If yes, are tipping areas provided with suitable turning areas?	☐	☐

9. Terrain	Yes	No
Does the terrain represent any abnormal risks of plant / vehicle overturning or other hazard associated with working on gradients?	☐	☑

Details – control measures:

The side gradients are not ‘abnormal’, but the cut and fill early works will detail any additional control measures associated with terrain.

10. Site parking	Yes	No
Does the site have a designated parking area for employees and visitors? If not, what parking arrangements are in place? All site staff will be asked to park on the local public highway	☑	☐

Details:

There will be carparking on site (limited), for staff and visitors. Reverse parking will be operated in the site car park.

All further parking will be off site;

- On public highway, with individual vehicle being responsible for any parking restrictions / highway restrictions.
- Also, several public car parks in Burgess Hill, which are within a 15-minute walk to site that will be utilised. The daily cost to the user is £4.

11. Training	Yes	No
Only trained and authorised operatives are permitted to operate site plant and vehicles.	☑	☐

Details:

All training (CPCS Cards and Occupational Health) and authorisation, (with supplied plant records i.e. Through examination) will be completed at induction and as required with new plant arriving on site.

Delivery drivers will complete ‘Delivery Driver Induction’ on first visit to site. The Traffic Marshall will on occasion, spot check DVLA licences and collect all Hiab / Moffit certification.

Traffic Marshall / Banks Person, will have the correct level of training and occupational health certification

12. Compound area	Yes	No
Is there a designated compound area with a designated pedestrian area?	☑	☐
Details: Please reference Appendix B.		

13. Public highways	Yes	No
Does the work entail working on adopted highways as defined in the New Roads and Street works Act?	☐	☑
Yes, have the control measures, detailed in chapter 8, been implemented	☐	☐
Details:		

14. Road clearance	Yes	No
Are road clearance operations required and in place? Road sweeper?	☑	☐
Are there any other requirements for road clearance on this site?	☑	☐
Details: Wheel Wash will be employed at the site access and egress point. Road sweepers will be able to be scheduled as required.		

15. Material delivery, storage, and collection	Yes	No
Has the safe system of work / site rules for delivery drivers been issued to all drivers? Driver’s rules contained in Appendix C	☑	☐
Are there any restrictions on deliveries or collections?	☑	☐
Is there a designated storage area for materials?	☑	☐
Is there a clear and safe route to the designated area?	☑	☐
All drivers are required to wear 5 points of PPE including high visibility clothing whilst out of the vehicle cab.	☑	☐
Details of Delivery control measures: - Delivery times see Section 3 and managed through booking system. Please reference Appendix B.		

16. Vertical Distribution	Yes	No
Is a goods hoist employed? If yes Hoist checklist to completed Hoist operator risk assessment and method statement to be produced and attached to this document as required.	☑	☐
Is a forklift truck employed? If yes Forklift truck risk assessment and method statement template to be produced and attached to this document as required.	☑	☐

Are cranes to be employed If yes Details to be included in the lifting file.	☑	☐
Details of vertical distribution strategy: To be developed.		

17. Monitoring and control	**Yes**	**No**
This is the responsibility of the project manager / site manager / general foreman and visiting health and safety advisor(s).	☑	☐
Each day the ISG team will walk over all pedestrian/traffic routes to ensure all agreed measures are in place and maintained.	☑	☐
Details of persons responsible for implementing this plan: Senior Construction Manager, with assistance from visiting Senior Project Manager. This will also involve the delegation of roles within the wider site team.		

18. Further guidance

Further guidance on site traffic management can be found in the group health and safety manual and this document should be referred to when making amendments to this document. Other guidance includes: 'protecting the public' HSG 151 and 'safe use of vehicles on construction sites' HSG 144.

19. Additional information – enter any other information relating to the management of traffic on site together with additional control measures that may be necessary

An anticipated peak will be in the early in the programme with the bulk muck away, where operating within the delivery restrictions (detailed in Section 3) will be a peak of 50, 8-wheeler (32 tonnes) tipper lorries daily for the 9-week programme.

Throughout the project there will be a low number of low loader and articulated lorries for plant and material that cannot be transported by ridge tucks.

The construction is concrete frame, when during these and foundations there will be concrete trucks carrying concrete in 6 and 8 cubic meters loads, but the daily numbers will not excide the numbers detailed above.

As a more of a general average a peak of 30 delivery / collection movements daily would be anticipated, of a varying type of vehicles.

This would also continue into the Phase 2, which includes the demolition.

ISG, at the request of West Sussex County Council planning department through the CMP review, have contacted West Sussex County Council highways department, with the best intentions of reaching an agreement in relation to potential damage on the approach roads (Keymer Road via, Ferndale Road and Wykehem Way) to Woodlands Meed College, as a direct consequence of increased construction traffic movements.

Appendix A: Traffic Management Risk Assessment

Appendix B: Site Layout Plan

Appendix C: Drivers Rules

Reference the ‘Drivers Induction Form’

Included for site operations:

1. No person is allowed to operate vehicles and plant unless trained to do so.

2. No passengers are to be carried unless the vehicle is specifically designed to do so.

3. Drivers/operators must be familiar with all operating controls and safety devices of the particular piece of plant they are to use.

4. Drivers/operators are to carry out pre-use safety checks of the unit prior to use each shift.

5. All drivers/operators to drive carefully at all times and note the presence of a high level of pedestrians on site.

6. All drivers/operators are to, only operate the vehicle/plant strictly in accordance with manufacturers recommendations/instructions.

7. Must comply fully with all safety signage including:

   · speed limits

   · stop signs

   · give way signs

   · one-way signs etc.

   · loading restriction signs.

8. Reversing is to be kept to a minimum and only undertaken when clear all round vision is available and or under the direction of a trained banksman.

9. Hazard warning lights (seatbelt) or flashing beacons to be on all times the vehicle is moving.

10. Excavations only to be approached when safe to do so and guided by a trained banksman (stop blocks or other adequate edge protection must be available).

11. Vehicles left unattended must be left in a safe condition and with the key removed or immobilised.

12. Dumper operators must leave the unit when it is being loaded and keep a safe distance away if the cab does not have adequate fall protection.

13. Ensure all loads are secured whilst manoeuvring vehicles on the site.

14. Where work at height is required to sling or fix materials or equipment for unloading a safe means of working at heigh must be used.

Fire Risk Assessment

Project Name:	Woodlands Meed	**Completed By:**	Lukasz Borkowski	**Date:**	28/05/2021	**Revision:**	0	**Pages: 1 of**	4
Project No:	TVC0017	**People affected / at risk of being harmed:** (Include 3rd Parties) - Site Operatives, Site Management, Visitors & 3rd Parties		**Site Operatives, Site Management, Visitors & 3rd Parties (the school)**					

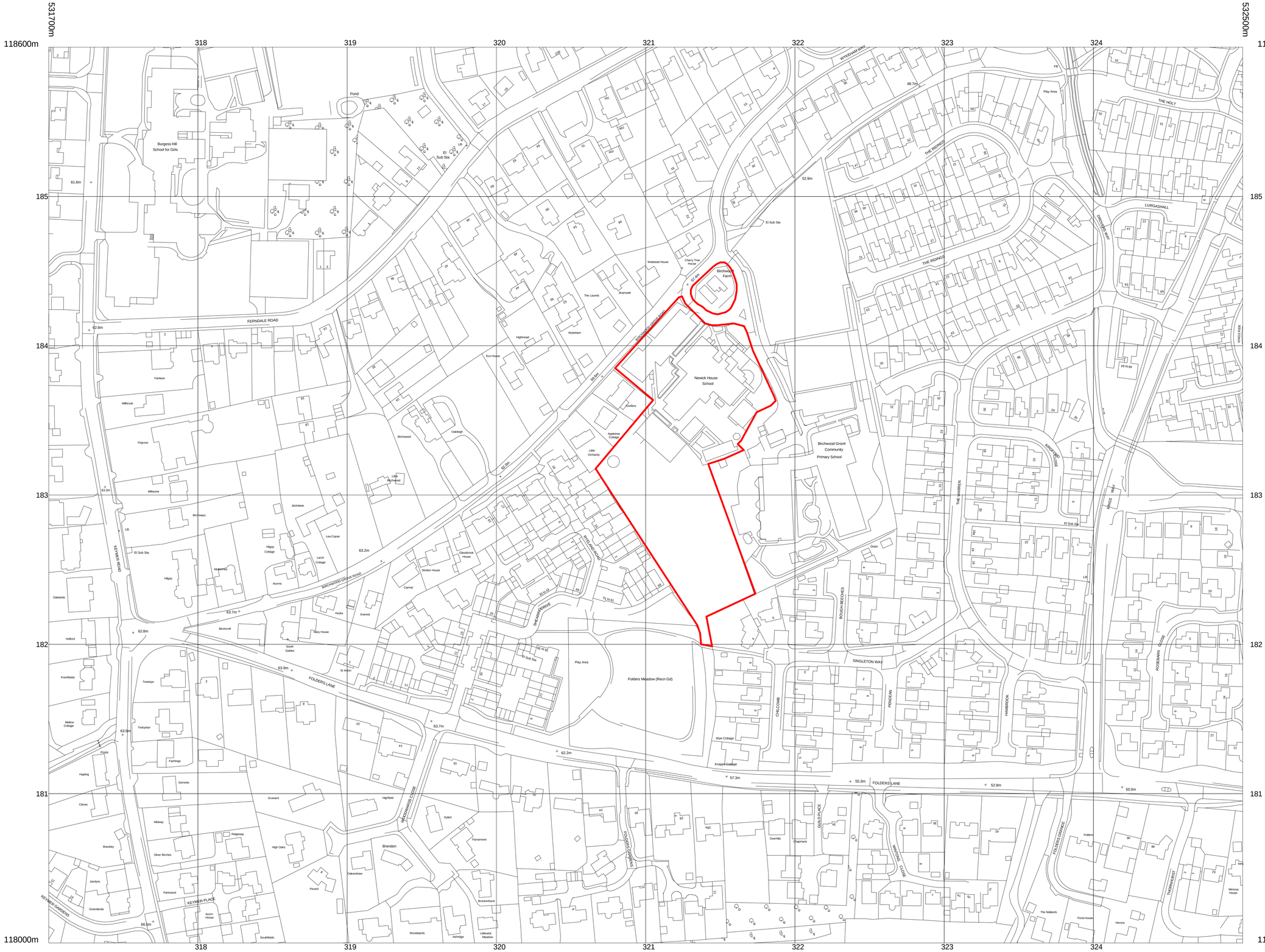
No	Hazards	Possible Affects / Harm	Pre-Control Risk Rating			Required Controls	Post Control Risk Rating		
			High	Medium	Low		High	Medium	Low
1.	Electrical services	Fire due to electrical short circuit	✓			All electrical supply installations both temporary and permanent are to be installed in accordance with the latest edition of BS7671 and the Electricity at Work Regulations 1989. All electrical works shall be completed by a skilled electrician holding the pertinent NIC/ ECS accreditation card. All installations shall be regularly inspected and tested at intervals not greater than every three months (415v monthly), or when they have been altered. Results of which to be recorded upon a register to be retained within the ISG project office			✓
2.	Electrical (Plant & Equipment)	Fire due to electrical short circuit, potential for death or serious injury to occur.	✓			All portable electrical plant and equipment brought onto the project is to be periodically tested (PAT) per regulatory requirement, and is to be fitted with durable labels detailing the date of the last and next test, records of which are to be detailed upon a register supplied to and retained by the ISG site team			✓
3.	Heat generation from plant equipment	Solid/ liquid fuels, paper, wood, fuels, accelerants igniting etc, potential for death or serious injury to occur		✓		Those areas where plant powered by internal combustion engines is to be used, both internally or externally of the building are to be cleared of all flammable materials and shielded from unauthorised access, whilst also being vented to atmosphere. These units are to be positioned as far away from the buildings emergency access and egress points as possible.			✓
4.	Arson	Fire due to the igniting of waste bins and rubbish	✓			Ensure bins are regularly emptied. Use refuge bins which have a closable lid. Ensure the front entrance and perimeter is secure at all times.			✓

5.	Hot works	Possibility of fire	✓			All Hot Works to be completed under a permit to work (once RAMS accepted) as part of a safe system of works with these being signed off 'daily'; with this permit incorporating a one-hour fire watch upon completion of works			✓
6.	Lighting	Possibility of fire		✓		All combustible or flammable materials shall be kept clear of lights at all times. All temporary lighting to be protected via shroud or cage (fluorescent lighting only to be used). "Halogen lamps are not permitted on site at any time".			✓
7.	Storage areas chemical or other (poor placement of materials).	Materials/ chemicals being poorly stored igniting/ being source of fuel for fire, with the potential for death or serious injury to occur	✓			Segregated within controlled areas away from possible sources ignition sources. Where possible to be segregated further still by way of fire rated doors and fire-resistant protection. All waste is to be stored within their specifically required receptacles provided within the designated areas, with adequate signage being in place as well as a spill kit and fire point nearby			✓
8.	Temporary buildings/ accommodation (spread of fire).	Possibility for spread of fire through temp accommodation with the potential for death or serious injury to occur.	✓			All temporary buildings and accommodation (rooms etc) on site is to achieve 30 minutes fire resistance with this including all of the supplied doors and windows. All of the above shall have automatic fire detection installed within them. Temporary accommodation built to house a kitchen/ site canteen is to be built to achieve 1 hr fire resistance ISG shall ensure that temporary buildings where possible are separated from the building under construction or refurbishment and other permanent buildings to provide as wide a fire break as reasonably practicable. While ISG will aim to provide a fire break of at least ten meters wide (good practice guidance), it is recognised that this may not all ways possible, so wherever practicable ISG will ensure a fire break of a least six meters wide, with these fire breaks to be kept clear of flammable materials.			✓
9.	Waste and rubbish control	Accumulation of debris increasing source of fire fuel	✓			A strict waste management plan is to be enforced with regular waste collections scheduled. All waste on site is to be fully marshalled at all time and stored away from any potential ignition sources. Any trades in violation will receive corrective action notices, leading to the issuing of compliance notifications.			✓

10.	Failure to ensure the evacuation of all operatives and visitors from site in the event of an evacuation.	Unaware of emergency procedure Blocked escape routes Unidentified escape routes	✓			A fire register is to be maintained upon the project within the ISG demise, with this being incorporated within the projects security set up for persons working upon the project. Visitors upon the project are required to sign in and out of the projects visitors' log. Upon the fire alarm sounding a full print out of the projects fire register will be printed and visitors log collected and taken to the projects muster point. Once at the muster point a roll call will be undertaken to ensure that all persons upon the project have been evacuated. Should anyone be missing from the roll call their names will be highlighted to the base build contractor and the necessary emergency services should they be required Escape routes provided and identified / daily checks carried out. Ensure no emergency exits are locked when project is operational. Two means of escape shall be maintained so far as practicable throughout the works, with these being maintained clear and free of obstruction at all times and checked daily. Lighting to be checked on a regular basis to ensure suitable emergency lighting is in place, in the correct locations and that it works if there is power failure			✓
11.	Control of contractors (poor works practice)	Undertaking works in an uncontrolled manner causing ignition of materials etc, potential for death or serious injury to occur.	✓			All operatives are to comply with the ISG accepted Safe System of Work (RAMS) at all times. Those persons found not to be following those accepted safe systems of work will receive a project notification and potentially be removed from the project for good.			✓
12.	Audibility	Alarm may not be heard in all area of the project		✓		Regular fire drills will be undertaken to ensure that the alarm can be heard in areas of the building. Sounders to be positioned in accordance with fire plan to ensure adequate coverage throughout the site.			✓

13.	Fire-fighting Equipment (location/numbers/type)	Equipment failure Insufficient number of fire points Poor maintained fire points Persons unable to find safe access off site in the event of an emergency, with the potential for death or serious injury to occur.		✓		Number of fire points, extinguishers, dry/wet risers to be decided in relation to the risk and size of the area / regular recoded checks carried out / daily visual checks completed. Details of all fire equipment is detailed within the fire plan. To be detailed on the plan and displayed on each floor Weekly recorded inspections of all fire points Fire directional signage is to be located to indicate all fire exit routes, door ways, places of safety and places of ultimate safety on the project.			✓
14.	Obstructed fire points	Unable to use emergency exits		✓		Ensure all emergency exits are kept clear at all times			✓
15	Rapid Fire & Smoke Spread through Building	Inadequate compartmentation	✓			Strategy for compartmentation throughout the construction phase is as follows: • Hot Works outside where possible • Hot Works limited to a number of areas at any one time			✓
16	Lighting	Persons unable to find safe access to egress points out of the building in the event of an evacuation, with the potential for death or serious injury to occur.	✓			Emergency lighting is to be provided throughout the project designated access routes to ensure that in the event of power loss access to the project emergency evacuation points are visible at all times.			✓
17	Trained Persons	Inadequately trained fire marshals on site		✓		Ensure that those appointed on site for the role of fire marshal, warden and coordinator are adequately trained and competent for the size of project. Details of the project fire safety team to detailed within the fire plan.			✓
18	Spread of fire to adjacent school	Fire moving for or to existing school		✓		Ensure sound fire procedures are agreed between the Site, Woodlands Meed & Birchwood Primary			✓

Rev:	Date:	By:	Chck:	Appr:	Description:
P.1	20/11/20				Issued to Planning



Key

Existing Site Boundary Line

0m 25m 50m 75m 100m 125m

VISUAL SCALE 1:1250 @ A1

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Client:
West Sussex Council

Job Title:
Woodlands Meed College

Drawing Title:
Site Location Plan

Job/ Dwg No/ Rev:
1191 - HAV -ZZ -XX -DR -A - 1007 P.1

Drawn:	Checked:	Appr:	Date:
OJ	SDR	CB	20/11/20

Drawing Status: Planning

Scale(s):
1:1250 @ A1
1 : 200

Do not scale from this drawing: Check all dimensions on site before ordering.