

CONSTRUCTION PHASE PLAN

Freeman & Mason Capital Works Division

Client:
Reliant Care

Project:
Repairs, Maintenance and Capital Works

Project Reference
Mead House

Construction Phase Plan

[illegible]

Construction Phase Plan

Note: This construction phase plan only needs completing for works defined as “construction work” under the CDM Regulations 2015.

Freeman & Mason Division	FRM	☒	Commercial	☐	IRR	☐
Project Name or Number	As per Reliant Care Works Order				Date	24 April 2025

Project Details			
Site Address	Mead House		
Description of Works	Repairs, Maintenance & Capital Works Potentially could include (non-exhaustive): demolition, civil engineering, excavations/breaking ground, steelwork, joinery, builders work, mechanical, electrical, plumbing, scaffolding, roofing, fencing, flooring, plastering, painting & decorating, Building Control, Building Safety Act.		
Start Date	May 2025	(anticipated) Completion Date	Ongoing Project works as required by the Client

Duty Holders			
(Only work involving more than one contractor shall require principal contractor and principal designer)			
Client	Reliant Care Ltd		
Principal Designer (PD)	Freeman and Mason	No PD Required	☐
Designer			
Principal Contractor (PC)	Freeman and Mason	No PC Required	☐
Contractors	Contractors as necessary selected from our Safe Partner Scheme		

Freeman and Mason Senior Team			
Peter Kandola	Operations Director	07920062096	peterkandola@freemanandmason.co.uk
Pete Smith	Senior Contracts Manager	07307185673	
Rob Sanders	Contracts Manager	TBC	
Full-time Site Supervisor attendance is dictated by the scope of works			

Other Appointees / Relevant Persons	
Health & Safety Pete Smith	H&S Compliance Lauren Rucastle- Anderson
Client H&S Advisor	In-house H&S Team & external principal designer / CDM Advisor

Maximum Number of Contractors	3	Maximum Number of Persons on Site at Any One Time	8	*Total Person Days	320
*Total Person Days Explanation		Total person days average, based on 2no. concurrent projects			
F10 Required	Yes	*	No		
			Notification by FM	*	
			Other	☐	N/A

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Emergency Arrangements (always **DIAL 999 IN AN EMERGENCY**)

Given the nature of the work to undertake it is not possible to provide the details of the nearest hospital for each project location. Listed below are the nearest hospitals around the Hillingdon area with A&E facilities.

Pield Heath Rd, Uxbridge UB8 3NN

Phone: 01895 238282

Defibrillator Location(s)

Due to the various Client site locations, it is not possible to provide directions to the nearest defibrillator(s):
Please use website: <https://www.defibfinder.uk/> to locate the nearest defibrillator to your location.

First Aid Arrangements

Freeman & Mason First Aider is:	FM operative or Contractor operative (Freeman & Mason will ensure provision is provided)
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First Aid Kit location:	FM company vehicle(s) or Contractor vehicle(s)
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Client first aid provision to be adopted	Yes	☐	No	☒	N/A	☐
FM to provide first aid provision	Yes	☒	No	☐	N/A	☐
Contractor to provide first aid provision	Yes	☒	No	☐	N/A	☐

It is anticipated that Freeman and Mason Ltd or an approved contractor will provide first aid provision where practicable.

All accidents & near misses must be notified on the Freeman and Mason Accident Reporting APP as soon as possible via the relevant Freeman & Mason line manager or other employee/contractor on site.

A first aid box of sufficient size will be available for the duration of the project.

First Aid provision arrangements will be communicated to all project workers during their site induction /safety briefing.

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Fire & Emergency Arrangements						
Existing Client / building fire & emergency arrangements to be adopted	Yes	☒	No	☐	N/A	☐
FM Ltd to provide fire extinguisher & manually-operated fire alarm for project tasks	Yes	☒	No	☐	N/A	☐
Contractor to provide fire extinguisher & manually-operated fire alarm for their tasks (where applicable)	Yes	☐	No	☐	N/A	☒
Fire and emergency assembly point identified	Yes	☒	No	☐	N/A	☐
Where practicable, the existing fire / emergency procedures will be adopted for the duration of the project works. Existing emergency assembly point to be utilised. Where no existing procedure exists or not practicable, FM / Contractor will provide suitable fire & emergency provision / procedures and an emergency assembly point will be nominated (in a safe location) and the location displayed on the H&S noticeboard for the site and included in site inductions / safety briefings						

Mental Health and Wellbeing
The Lighthouse Charity poster & information provided in Van Manual APP for reference and information displayed at head office. Details for Freeman & Mason Mental Health First Aiders provided in Van Manual APP and additionally, information displayed at Freeman & Mason head office. All works are planned with Client to ensure trades have sufficient time allocated to complete works without being pressurised. Mental health and wellbeing training is provided to all employees as part of the FM Core Training Programme.

Welfare Facilities / Arrangements
Note: All welfare facilities provided will comply with the requirements of Schedule 2 of The Construction (Design and Management) Regulations 2015. Where the Client has given their consent for the existing welfare facilities to be used for the duration of the project works, our nominated competent person will ensure the welfare facilities are suitable and the operatives use these facilities hygienically. Where it is not possible for the Client to provide welfare facilities, FM will ensure that these are provided via temporary welfare unit(s) and temporary toilet facilities. Temporary welfare facilities will be cleaned on a regular basis with consumables replenished as necessary. The facilities provided will take into account the maximum number of operatives expected on site. Regular documented HS&E monitoring audits of the facilities will be undertaken to ensure standards are maintained.

Lone Working						
Freeman & Mason Lone Worker APP to be used by all Freeman & Mason employees lone working on this project.	Yes	☒	No	☐	N/A	☐
Lone worker risk assessment completed	Yes	☒	No	☐	N/A	☐
No high-risk activities to be undertaken by lone working such as: - Any works at height - Hot works - Electrical Isolation / Re-energisation - Confined spaces	Yes	☒	No	☐	N/A	☐

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Respiratory Infection Risk Management Arrangements (i.e. Covid-19 or similar)

Documentation: To ensure the risk posed by Covid-19 / Coronavirus (or similar) is sufficiently managed to ensure the risk to our employees, contractors, and other third parties Freeman & Mason Group will follow guidance issued by H M Government and Construction Leadership Council.

Welfare Facilities & Cleaning Arrangements: The high standard of cleanliness will continue to be maintained on site with additional cleaning undertaken for high traffic / contact points such as door handles and canteen work surfaces.

First Aid and Emergency Response: First aid arrangements will be reviewed to ensure our site arrangements allow for first aid to be given to injured persons safely on site. Where necessary, all Client requirements will be adhered to, to ensure the safety of the building occupiers and/or our operatives and the public, where potential contact is possible.

Building Information

Existing Building information / H&S File available	Yes	☒	No	☐	Potential	☒
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It is anticipated that due to the various Client sites, there may be circumstances where the Client cannot supply building information or the existing H&S File.

Other: Pre-construction information has been provided for the following buildings:

- Mead House

Copies of all pre-construction information will be available via the Freeman & Mason Van Manual APP.

Freeman & Mason Ltd will create H&S file information at the end of the project for the Client if required (with prior arrangement).

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Communication with Occupiers & Other Third Parties.						
Will the Site / building be occupied	Yes	☒	No	☐	N/A	☐
Client / occupier point of contact identified as the first point of communication	Yes	☒	No	☐	N/A	☐
Freeman & Mason Ltd will ensure regular proactive communication takes place between project team and occupiers of the building or other third parties for the duration of the works. Our Contracts Manager or nominated competent person will be responsible for communicating with all parties as necessary.						

Communication with Employees and Contractors on Site						
Site HSE notice board to be provided displaying all necessary / statutory HSE information to project workers	Yes	☒	No	☐	N/A	☐
Site H&S Manual or small folder to be provided	Yes	☐	No	☐	Potential	☒
Our Contracts Manager or nominated competent person will be a two-way conduit of HSE information with the workforce and will deliver toolbox talks / pre-start inductions or safety briefings to the project team as necessary. Where required, the Freeman & Mason H&S Advisor will assist in this process. All Freeman & Mason employees to have access to HSE information and reporting via Freeman & Mason mobile device APPs. Freeman & Mason will ensure all contractors are part of the Safe Partner Scheme and are assessed and have the necessary skills, knowledge and experience to undertake the works safety without risks to themselves and other persons. Given the nature of the work our Contracts Manager Anthony Paton will be responsible for the communication with trades attending site for maintenance work. HSE documentation is provided for all project employees within the Freeman & Mason Van Manual App. For our approved contractors for specialist skills the following project documentation will be issued to them for their reference: - Construction Phase Plan. - Building asbestos information. - Asbestos discovery & disturbance procedure. - Pre-construction information documents for all buildings. - Project directory. - Hot works permit (if applicable) Contractors will be required to provide their own project task specific risk assessments.						

Permit to Work (for high-risk activities)							
Freeman & Mason Permit-to-Work procedures to be implemented		Yes	☐	No	☐	Potential	☒
Contractor to manage their own Permit-to-Work procedure		Yes	☐	No	☐	Potential	☒
Client Permit-to-Work procedures to be followed		Yes	☐	No	☐	Potential	☒
Permits	Hot Works	Yes	☒	No	☐	N/A	☐
	Excavations / Ground Disturbance	Yes	☒	No	☐	N/A	☐
	Working at Height	Yes	☒	No	☐	N/A	☐
	Electrical Isolation	Yes	☒	No	☐	N/A	☐
	Lifting Operations	Requires RAMS prior to permit issue					
	Confined Spaces	Requires RAMS prior to permit issue					

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Asbestos and Asbestos Containing Materials (ACMs)						
Will the Scope of work involve intrusive works on any material likely to be asbestos or asbestos containing given the age of the building	Yes	☒	No	☐	N/A	☐
Client / Principal Designer has confirmed the building was built post-2000	Yes	☒	No	☐	N/A	☐
Client / Principal Designer has confirmed the building built pre 2000	Yes	☒	No	☐	N/A	☐
if 'Yes', all following answers must be 'Yes' or N/A to proceed						
Existing asbestos management information (asbestos register) for building provided, reviewed and sufficient?	Yes	☒	No	☐	N/A	☐
Project Asbestos Refurbishment / Demolition survey provided	Yes	☒	No	☐	N/A	☐
Project specific asbestos refurbishment / demolition survey to be undertaken before works commence	Yes	☒	No	☐	N/A	☐
Asbestos present but not within area of works. Safe to commence work	Yes	☒	No	☐	N/A	☐
No Asbestos identified within Project specific asbestos refurbishment / demolition survey / area of works. Safe to commence work	Yes	☒	No	☐	N/A	☐
Asbestos present in work area and to be removed before works commence	Yes	☒	No	☐	N/A	☐
On completion of works information on removed /remaining asbestos to be provided to principal designer for H&S File and building asbestos management plan update	Yes	☒	No	☐	N/A	☐
All project workers trained in UKATA asbestos awareness	Yes	☒	No	☐	N/A	☐
Asbestos discovery / contamination procedures in place	Yes	☒	No	☐	N/A	☐
Emergency arrangements in place – Freeman & Mason asbestos grab bag to be available on site	Yes	☒	No	☐	N/A	☐
Asbestos situation / information available on site, communicated and be available to all project workers as part of the site induction procedure and reference as necessary?	Yes	☒	No	☐	N/A	☐
Due to the Client's various works locations, there is the likelihood that some of these sites/locations may contain asbestos or asbestos containing materials (ACMs). Before works commence, the Asbestos Management Plan must be examined to ascertain if the area of works has been surveyed and the sampling location results checked against the proposed work area(s). This includes external areas as there is the potential for buried asbestos being present. Copies of the company asbestos procedure will be provided on site (and available digitally) in case of discovery during work. All project workers must have asbestos awareness training. Asbestos grab bag will also be provided on site or in Freeman & Mason company vehicles in case of an asbestos discovery / exposure incident. If asbestos is discovered, or suspected during the project works, work must stop immediately and the Freeman & Mason Asbestos Discovery Procedure is to be adhered to.						

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Work at Height						
Work at height required	Yes	☒	No	☐	N/A	☐
Work at height from scaffolding	Yes	☒	No	☐	N/A	☐
Scaffolding inspections to be undertaken by competent persons to TG20:21 regulations and records maintained?	Yes	☒	No	☐	N/A	☐
Work at height from mobile scaffold towers and / or podiums	Yes	☒	No	☐	N/A	☐
Work at height from MEWPS	Yes	☒	No	☐	N/A	☐
Ladders, step ladders & hop-ups for short duration low risk work only	Yes	☒	No	☐	N/A	☐
Control measures to be implemented to prevent unauthorised access to areas at height (i.e. removal of ladders, ladder guards, fencing to access staircases, etc.)	Yes	☒	No	☐	N/A	☐
Where work at height is required, the Contracts Manager will ensure collective fall prevention techniques will always be the first option before personal fall prevention techniques are used, where work at height cannot be avoided. The use of hop-ups, stepladders or extension ladders will be for low-risk short duration tasks only, and only where other access equipment is not suitable. Conforming to the Work at Height Regulations 2005, the Contract Manager will ensure that all persons under their control, including sub-contractors, have adequate knowledge of working at height procedures and comply with it at all times. They will also ensure that all operatives under their control are correctly trained in the safe use of any equipment which is used to gain access to work at height. Employees/Sub-contractors must comply with this procedure and ensure that all access and working areas are used correctly and their integrity is not compromised. Also, they must not use any unauthorised access or working platform or improvised systems for access to height.						

Stability of Structures						
Will works be undertaken that will affect building stability	Yes	☐	No	☐	Potential	☒
Support structures to be used, installed by competent person with structural engineer input where necessary	Yes	☒	No	☐	N/A	☐
Temporary works coordinator & supervisor provided	Yes	☒	No	☐	N/A	☐
Temporary works register to be completed	Yes	☒	No	☐	N/A	☐
All construction works will be undertaken in a safe and diligent manner to ensure the safety of all project workers and all other parties who may be affected by our undertakings. Any design changes which may affect the stability of a structure must be undertaken by competent designers and approved by the principal designer and Client in writing. All relevant project workers will be briefed before commencing work on any building / phase of work where structural stability may be a concern to ensure they are made aware of the control measures required to ensure their safety.						

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Demolition and Dismantling						
Will demolition works be required	Yes	☐	No	☐	Potential	☒
Minor demolition only no effect on structural stability of building	Yes	☐	No	☐	Potential	☒
Demolition contractor to be used for significant demolition work	Yes	☒	No	☐	N/A	☐
Any demolition and dismantling work will be undertaken in such a way to prevent danger to all project workers and other third parties who may be affected. The methodology used will reduce the risk of injury to the lowest possible level. The methodology to be used will be documented in a task specific method statement which will always be available on site during the works and communicated to all relevant persons before works commence. Where appropriate, depending on the complexity and size of the demolition / dismantling works to be undertaken Freeman & Mason Group will appoint a competent demolition contractor from our approved contractor register (Safe Partner Scheme) to undertake the works.						

Excavations and Breaking Ground						
Excavations required	Yes	☐	No	☐	Potential	☒
If ground to be broken – Permit required	Yes	☒	No	☐	N/A	☐
Shallow excavations only – no entry by persons	Yes	☐	No	☐	Potential	☒
Excavations exceeding 1m deep and entry by persons required	Yes	☐	No	☐	Potential	☒
Arrangements required to prevent collapse of excavations	Yes	☒	No	☐	N/A	☐
Records to be maintained by competent person before first entry into excavations each day	Yes	☒	No	☐	N/A	☐
Excavations to be protected with barriers & signage displayed	Yes	☒	No	☐	N/A	☐
Contractor to be used	Yes	☐	No	☐	Potential	☒
Where excavation / breaking ground is required, service drawings will be requested and inspected to ascertain the location of buried services. A CAT scan of the works area must take place to confirm and mark underground services' routes / routing. Where services are known within the excavation area, only hand digging with insulated tools is permitted around the identified service (horizontal / parallel digging near services to avoid a cable strike or similar). Where practicable, mechanical plant may be utilised (with pedestrian segregation) to expedite excavation tasks. All excavations, regardless of depth, will be assessed for risk and protected against collapse (shoring / stepping) if there is a risk of injury. All open excavations will be fenced and signed to restrict and warn unauthorised persons not to enter.						

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Protection of Site Occupiers / Public						
Will the building / property be occupied during the work	Yes	☒	No	☐	N/A	☐
Access by members of the public possible into building / work area	Yes	☐	No	☐	Potential	☒
Barriers and signage to be used to exclude occupiers and public	Yes	☒	No	☐	N/A	☐
Site / compound Heras security fence to be installed	Yes	☐	No	☐	Potential	☒
Suitable and sufficient steps will be undertaken to ensure the works area(s) remains secure and unauthorized access is prevented. Any breaches in site security will be reviewed and where possible steps taken to prevent a recurrence of the event. All internal site boundaries or access / egress locations will be secured with barriers or fencing and signage to all elevations and entry points. Any external site boundary will be secured with Heras security fencing (braced / Supported where required to ensure stability) with lockable gate(s) in accordance with the temporary works design. Warning signage will be displayed to all elevations of the fencing and at the entrance point to the site. Operatives on site will be advised to challenge courteously any person trying to or entering site to ensure they are legitimate visitors. Any visitors to site will be always escorted by a member of the project team. Our nominated competent operative or contractor will be responsible for ensuring the site is left in a safe and secure condition at the end of each working day.						

Protection of Young / Vulnerable Persons						
<i>This could include all under18's: apprentices, trainees and (public / occupier's) under 18's</i>						
Will young or vulnerable persons be present on site during the work	Yes	☒	No	☐	N/A	☐
All project workers to be enhanced DBS checked	Yes	☒	No	☐	N/A	☐
Construction workers to be identifiable by branded workwear and or contractor passes / ID badges	Yes	☒	No	☐	N/A	☐
Arrangements in place to segregate construction works from occupied areas of the building using barriers & signage	Yes	☒	No	☐	N/A	☐
Site induction to include that entry into other areas of the building outside of the construction area / site is not permitted without our Contract Manager's and occupier's consent	Yes	☒	No	☐	N/A	☐
Will lone working be required (use of Freeman & Mason Lone Working APP)	Yes	☒	No	☐	N/A	☐
Separate area identified for fire / emergency assembly point	Yes	☐	No	☐	Potential	☒
The use of mobile phones on site will not be permitted	Yes	☒	No	☐	N/A	☐
Freeman & Mason apprentices and trainees gain valuable work experience via working on 'live' construction works and as such, Freeman & Mason ensures their safety via a buddy system (to learn by rote) via a Freeman & Mason competent person. No apprentices or trainees are allowed to lone work and are not permitted to carry out risk activities (i.e. working at height, hot works, confined spaces, etc.). Our contractors (via our Safe Partner Scheme) also conform to this safe system of work for young or vulnerable persons under their control. Proactive communication with Clients and other third parties and applied site security control measures ensure that occupier's (or public) under 18s do not have access to site.						

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Control of Waste & Environmental Impact						
Minimum waste created, removed in employees van(s) daily	Yes	☒	No	☐	N/A	☐
Client has given consent for their waste facilities to be used	Yes	☐	No	☐	Potential	☒
Skip (lockable) to be provided by Freeman & Mason Ltd	Yes	☐	No	☐	Potential	☒
Where the use of Client waste facilities has been agreed, Freeman & Mason will ensure that all waste generated is disposed of according to the Client's waste segregation procedures. If minimal waste is expected to be generated as part of the project works, all waste generated will be removed in company vehicles for recycling & disposal at Freeman & Mason Head Office. All waste returned to head office is segregated and where possible, recycled to reduce the effect on the environment and control waste disposal costs. Copies of waste transfer notes or hazardous waste consignment notes to be obtained and records maintained. If larger quantities of waste are expected to be generated a lockable skip will be located in a secure location (with the Client's agreement). This will be locked where practicable during working hours and the nominated competent person will ensure it is locked at the end of each day.						

Traffic & Pedestrian Management						
Site traffic arrangements in place to separate persons from moving plant machines and vehicles.	Yes	☒	No	☐	N/A	☐
Warning signage displayed	Yes	☒	No	☐	N/A	☐
Parking provided / identified for construction workers and visitors	Yes	☒	No	☐	N/A	☐
Collections/ deliveries to avoid peak traffic times & any Client requirements	Yes	☒	No	☐	N/A	☐
Banksman / competent person to be used for the management of reversing vehicles – where it cannot be avoided.	Yes	☒	No	☐	N/A	☐
Project works requiring the use of plant machines will be segregated from pedestrians via the use of barriers and signage. Reversing of vehicles to be avoided, but if not possible a competent banksman should be utilised. Parking available as per property/building provision. Not all premises have parking available so consideration for tooling, material delivery & collection and security will need to be considered.						

Material and Substance Storage						
Minimal quantities of materials and substances on site, no site compound required	Yes	☒	No	☐	N/A	☐
Site compound / storage area to be provided	Yes	☒	No	☐	N/A	☐
Site compound to be made secure / fenced off	Yes	☒	No	☐	N/A	☐
Fuel on site will be stored in a bunded fuel cube / bowser	Yes	☐	No	☐	Potential	☒
Spills kit provided on site	Yes	☐	No	☐	Potential	☒
Internal area agreed with Client for the safe storage of materials if needed	Yes	☒	No	☐	N/A	☐
Where delivery of materials is required, this will be coordinated via the Contracts Manager or nominated competent person. Where possible. minimal site storage of materials may be required. Materials will be stored in company vehicles where practicable. Any chemicals and substances to be stored in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).						

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Material and Substance Handling						
Mobile plant to be available for material handling / moving on site?	Yes	☐	No	☐	Potential	☒
Mechanical aids (i.e. trolleys, wheelbarrows, etc.) to be used to move and handle materials on site?	Yes	☒	No	☐	N/A	☐
Materials to be stored on site to reduce repeat handling and long carry / transport distances	Yes	☐	No	☐	Potential	☒
All project workers to be trained in safe material handling techniques (annual and refresher training). Mechanical aids such as trolleys to be used for transporting tools, equipment and small materials, etc. into the construction area where possible to reduce the risk of musculoskeletal injuries. Where necessary two person or team lift (shared task) to be used where mechanical aids are not possible, or practicable. Pregnant workers or other workers with existing health conditions which could be aggravated by material handling. to avoid the task. All chemicals & substances to be handled and/or used in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).						

Occupational Health – Exposure to Hazardous Levels of Noise						
Will the scope of work expose workers to potentially hazardous levels of noise?	Yes	☒	No	☐	N/A	☐
Activities planned to reduce number of persons exposed to noise where exposure cannot be avoided?	Yes	☒	No	☐	N/A	☐
Workers are to read and sign RAMS and understand the tasks prior to starting work. Hearing protection MUST be worn where identified in RAMS. Equipment provided and working methodology undertaken will help ensure any exposure to hazardous levels of noise are kept to the lowest level possible. All tooling to be selected to generate the lowest levels of noise possible. All project workers to be informed of suitable control measures to mitigate the effects of noise (i.e. hearing protection, worker rotation, maximum time limits, etc.). Where construction activities pose a risk of injury to project workers, Client's employees, site visitors and other third parties from exposure to hazardous levels of noise, levels will be monitored during the work and where necessary the following control measures will be implemented: Where noise levels reach the lower exposure action value of: - A daily or weekly personal noise exposure of 80 dB (A-weighted) - A peak sound pressure of 135 dB (C-weighted): - Relevant workers will be informed, and hearing protection made available. - Steps will be taken to reduce the noise levels at source where possible. Where noise levels reach the Upper exposure action value of: - A daily or weekly personal noise exposure of 85 dB (A-weighted) - A peak sound pressure of 137 dB (C-weighted). - Relevant workers will be informed. - The wearing of hearing protection will be mandatory. - Hearing protection zones will be established. Mandatory "Hearing protection must be worn" signage will be displayed. - Steps will be taken to reduce the noise levels at source. Where the exposure of an employee to noise varies markedly from day to day, we may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance with the Noise at Work Regulations. These exposure limit values are: - A daily or weekly personal noise exposure of 87 dB (A-weighted) - A peak sound pressure of 140 dB (C-weighted).						

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Occupational Health – Exposure to Hazardous Levels of Hand/Arm & Whole-Body Vibration.						
Will the scope of work expose workers to potentially hazardous levels of vibration?	Yes	☒	No	☐	N/A	☐
Activities planned to reduce number of persons exposed to hazardous levels of vibration where exposure cannot be avoided?	Yes	☒	No	☐	N/A	☐
Workers made aware of the risk assessment for the task and maximum 'trigger' time for the tooling / plant?	Yes	☒	No	☐	N/A	☐
Records maintained for daily exposure levels for tooling / plant used?	Yes	☒	No	☐	N/A	☐
Workers are to read and sign RAMS and understand the task prior to starting work, records are maintained for daily exposure levels for tooling. Equipment provided and working methodology (time limitation, operative rotation, etc.) undertaken will help ensure any exposure to hazardous levels of vibration are kept to the lowest level possible. All tooling to be selected to generate the lowest levels of vibration possible. To prevent project workers being exposed to hazardous levels of vibration (hand arm vibration & whole-body vibration) our projects will be designed and planned to reduce the need for workers to operate vibrating tooling and plant. If the use of tooling on site is required that pose a risk of exposure to hazardous levels of vibration exceeding the exposure action value of 2.5 m/s² A(8) we will introduce technical and organisational measures to reduce exposure to the lowest level possible, to include the following: - Low vibration equipment will be employed. - Rotation of work activities to reduce the exposure. - Record keeping will be carried out for all work using vibrating equipment. - Existing health conditions to be taken into consideration. - Undertake periodic site monitoring of vibration levels being generated by tooling to obtain accurate vibration exposure level data. - Provide information, instruction, and training to relevant employees on the potential risks of exposure to significant levels of hand arm vibration. - Adapt to changes and advances in technology and working practices to reduce the need for employees to use tooling which generate hazardous levels of vibration. All our control measures will help ensure the exposure limit value of 5.0 m/s² A(8) is not knowingly exceeded. For whole body vibration: Whilst operating mobile plant on site which pose a risk of exposure to whole body vibration exceeding the daily exposure action value is 0.5 m/s² A(8), then steps will be taken to reduce the exposure levels, to include the following: - Low vibration plant will be employed. - Rotation of work activities to reduce the exposure. - Record keeping will be carried out for all work using vibrating equipment. - Existing health conditions to be taken into consideration. - Undertake periodic site monitoring of vibration levels being generated by tooling to obtain accurate vibration exposure level data. - Provide information, instruction and training to relevant employees on the potential risks of exposure to significant levels of whole-body vibration. - Adapt to changes and advances in technology and working practices to reduce the need for employees to use plant which generate hazardous levels of vibration. All our control measures will help ensure the daily exposure limit value is 1.15 m/s² A(8) is not knowingly exceeded.						

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Control Of Dust						
Will the scope of work expose workers to potentially hazardous levels of dust?	Yes	☒	No	☐	N/A	☐
No dry sweeping permitted of internal areas - type M industrial vacuum to be used	Yes	☒	No	☐	N/A	☐
Type M industrial vacuum provided?	Yes	☒	No	☐	N/A	☐
Workers face fit tested and respiratory protection available (FFP3-rated)	Yes	☒	No	☐	N/A	☐
Dust extraction fitted to timber / MDF tooling where possible?	Yes	☒	No	☐	N/A	☐
Dust extraction to be fitted to sanding / wall chasing tooling etc.	Yes	☒	No	☐	N/A	☐
Water mist suppression to be used on when cutting materials with Silica risk (bricks, stone, concrete, tiles, blocks etc)	Yes	☒	No	☐	N/A	☐
Does the scope of work to be undertaken generate significant dust levels	Yes	☐	No	☐	Potential	☒

Where possible the need for cutting on site should be eliminated / reduced through the design process before construction works commence. Dust and fine particle generation from construction activities can be substantially reduced through carefully selected mitigation techniques and effective management. Once particles are airborne, it is very difficult to prevent them from dispersing into the surrounding area. The most effective technique is to control dust at source and prevent it from becoming airborne, since suppression is virtually impossible once it has become airborne e.g., water suppression, dust extraction equipment on tools.

If cutting and grinding operations are carried out on site, equipment and techniques incorporating the best available dust suppression measures should be used to keep dust at a minimum. Method Statements are to be checked including Risk and COSHH Assessments for the use of tools and materials for precautions on dust reduction.

Where any task or activity creates dust (including risks from silica), operatives **MUST** wear appropriate face-fitted respiratory protection, those with facial hair **MUST** wear a powered air-fed respirator.

Joinery tooling to use on tool dust extraction at all times.

On-Site Training
On-site training will be provided as necessary to ensure all project workers have the necessary skills and knowledge to undertake their work without risks to themselves, their fellow workers and other third parties who may be affected by our undertakings. Where training needs are identified on site the site manager will be responsible for bringing this to the attention of the contracts manager and the training department. In addition to formal training, on-site informal training in the form of toolbox talks and pre-start briefings will continue to be delivered for the duration of the project with records maintained.

Construction Phase Plan

Site Security						
Existing site / building site security sufficient?	Yes	☒	No	☐	N/A	☐
Site to be secured with Heras fencing	Yes	☒	No	☐	N/A	☐
Site compound to be made secure / fenced off	Yes	☒	No	☐	N/A	☐
Construction site warning signage to be displayed	Yes	☒	No	☐	N/A	☐
Site boundaries identified and agreed when working on an occupied site	Yes	☒	No	☐	N/A	☐
Suitable and sufficient steps will be undertaken to ensure the works area(s) remains secure and unauthorised access is prevented. Any breaches in site security will be reviewed and where possible steps taken to prevent a recurrence of the event. All internal site boundaries or access / egress locations will be secured with barriers or fencing and signage to all elevations and entry points. Any external site boundary will be secured with Heras security fencing (braced / Supported where required to ensure stability) with lockable gate(s) in accordance with the temporary works design. Warning signage will be displayed to all elevations of the fencing and at the entrance point to the site. Operatives on site will be advised to challenge courteously any person trying to or entering site to ensure they are legitimate visitors. Any visitors to site will be always escorted by a member of the project team. Our nominated competent operative or contractor will be responsible for ensuring the site is left in a safe and secure condition at the end of each working day.						

Site Services						
Overhead services present on site posing a risk to project workers / plant operations	Yes	☐	No	☐	Potential	☒
Overhead services to be sheathed / exclusion zone / goal posts to be used (provide more detail below)	Yes	☒	No	☐	N/A	☐
Scope of works will involve breaking ground	Yes	☐	No	☐	Potential	☒
Permit to work procedure to be used	Yes	☒	No	☐	N/A	☐
Information on buried services provided by Client / PD	Yes	☒	No	☐	N/A	☐
CAT scan to be undertaken and identified site services marked with paint / shallow timber pegs	Yes	☒	No	☐	N/A	☐
Insulated tooling to be used for hand digging around identified services	Yes	☒	No	☐	N/A	☐
Electrical installation to be isolated / made safe / locked off and warning signage displayed before any electrical works commence.	Yes	☒	No	☐	N/A	☐
Any services' isolation and/or installation works will be undertaken by our appointed and verified contractor to current regulations and best practise standards (this could include electrical, gas, water, data or telecommunications).						

Construction Phase Plan

Health and Safety File						
H&S File to be developed and issued to Client by Freeman & Mason Ltd	Yes	☐	No	☐	Potential	☒
H&S File to be completed by project Principal Designer	Yes	☐	No	☐	Potential	☒
Existing H&S file to be updated by Freeman & Mason Ltd	Yes	☐	No	☒	Potential	☐
Existing building H&S file to be updated by Principal Designer	Yes	☐	No	☐	Potential	☒
It is anticipated that Freeman & Mason Ltd will supply suitable information for the Client / Principal Designer to update the Health & Safety File. Layout and format is determined by the Client and Principal Designer. All information is gathered and collated from the relevant suppliers and contractors as the project progresses. Information is stored on our central server giving free access to the Freeman & Mason project team. Information is stored in PDF, Word Document formats and all drawings are stored in PDF, DWF and DWG formats. All the stored information is on a secure server and is backed up daily.						

Any Other Relevant Information / Site Specific Hazard Identified – Outline Below						
Outline Hazard –	Yes	☐	No	☐	N/A	☐
- Control measure to be implemented. - Control measure to be implemented.						
Outline Hazard	Yes	☐	No	☐	N/A	☐
- Control measure to be implemented. - Control measure to be implemented.						
Outline Hazard	Yes	☐	No	☐	N/A	☐
- Control measure to be implemented. - Control measure to be implemented.						
Outline Hazard	Yes	☐	No	☐	N/A	☐
- Control measure to be implemented. - Control measure to be implemented.						

Construction Phase Plan

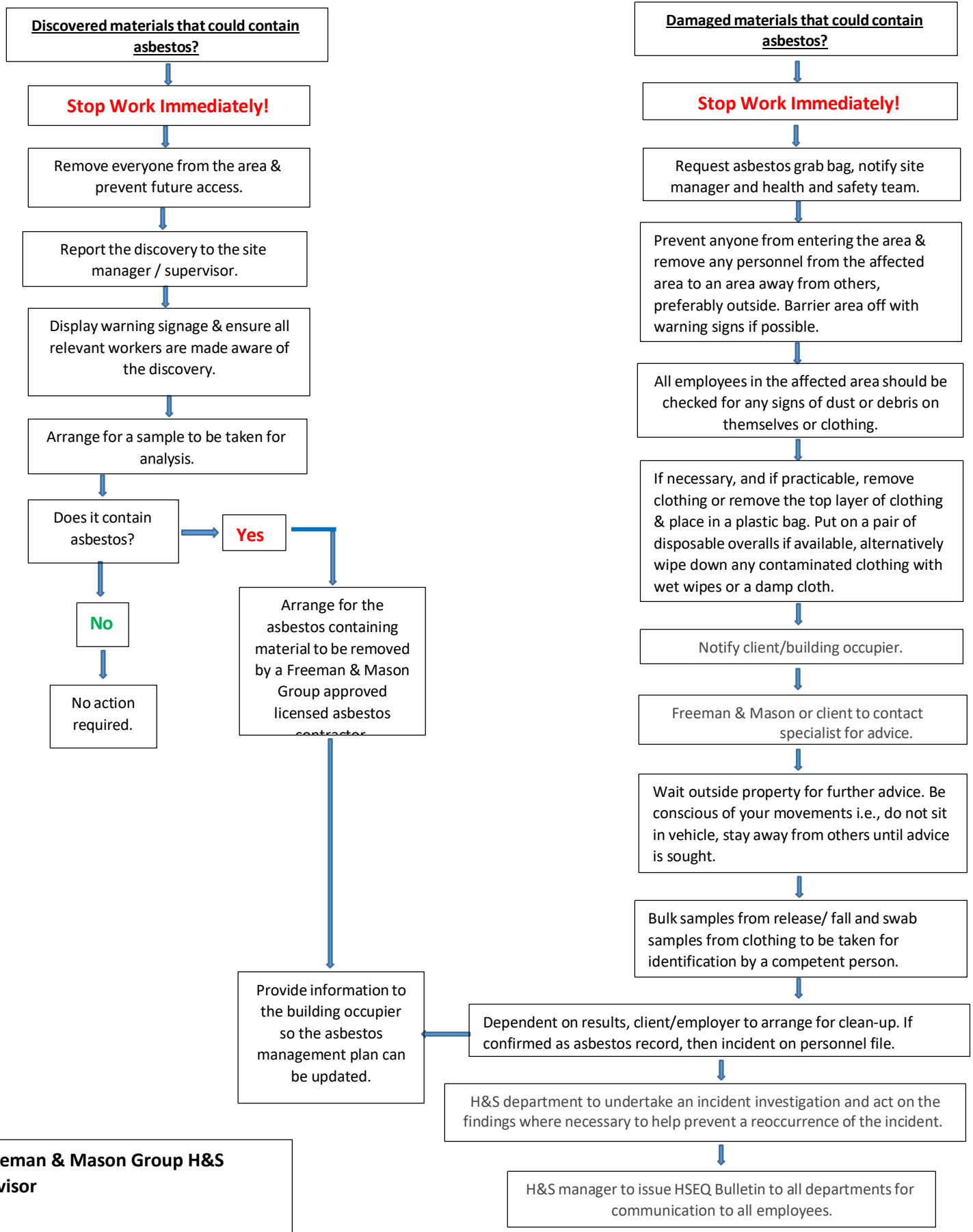
General Site Rules	
Site rules will be explained to all operatives at the Site Induction:	
1	Access & Egress - Access to and from the site is only via the nominated access point. - No access permitted into areas outside of the construction site.
2	Induction All employees and contractors must be inducted by a member of the project team before commencing any work on site.
3	Personal Protective Equipment - On this site hi-vis jacket / vest and safety footwear will be worn at all times. - Other PPE may be required to be worn to carry out certain tasks and will be identified in the Risk Assessments.  
4	Alcohol, Drug and Solvent Abuse - Anyone suspected of being under the influence of alcohol, drugs or solvents will be removed from site. - Notify the site manager if you are taking any medication which may affect your ability to operate plant and / or equipment on site.
5	Medication Persons using drugs for medication are required to report their condition to the site manager to allow suitable work to be allocated. This information will be treated confidentially.
6	Welfare - Keep welfare facilities clean and tidy and put all rubbish in the bins provided. - Urinating or defecating on site except in the toilet facilities provided is strictly prohibited. - Consumption of food on site is prohibited except within welfare facilities. - Smoking and vaping are prohibited within the building under construction and welfare facilities. Smoking and vaping are only permitted within designated area / off site.
7	Plant - Plant is only to be operated by trained, competent and authorised personnel aged 18 or over. - Passengers must not be carried on items of plant except where fitted with passenger seats and seatbelts must be worn. - Engines to be switched off and keys removed when not in use. - Daily pre-use inspections to be completed. Faults with plant and machinery must be reported immediately to the site manager. - Reversing on site to be under the control of a trained banksman / competent person. - Do not walk or drive through a crane-slewing radius if there is material suspended from the crane hook. - Do not stand at the back of, or on the blind side of, machines, plant, or vehicles; they can move without warning. Make sure the driver knows you are there. - Complete a weekly plant inspection form and provide a copy to the site manager. Ensure any defects are notified and do not operate the plant with safety critical defects. - Plant operators must not use ear buds whilst operating plant on site

Construction Phase Plan

General Site Rules	
9	Radios and Personal Music Devices • Radios and personal music devices are allowed if the volume does not pose a risk or cause disruption to third parties • The use of over-the-ear (headphones) or in-ear (ear buds) are not permitted on site.
10	Mobile Phones & Tablets • Mobile phones & tablets must not be used whilst driving or operating plant or when it may endanger the user or others. • Only use mobile phones and tablets in safe designated areas of the site whilst stationary. Do not walk round site using mobile phones and tablets.
11	Scaffolds and Ladders • Scaffolds must not be altered except by trained scaffolders. Mobile towers are only to be erected or altered by a trained person (PASMA). • Edge protection and guard rails are to be used when there is a risk to injury from falling. • Always ensure that ladders are tied and properly footed before use.
12	Electrical Equipment • All portable electrical tools, lights and leads used on this site must be 110 volt or battery powered. • An electrical test certificate for each piece of electrical equipment is required to prove that the equipment has been tested within the last three months and is safe.
13	Fire • Hot works permits will be required for the following works: - soldering, brazing, welding, felt roofing / asphaltting, disc cutting of metal or any task that generates heat through friction. • Under no circumstances should oil, paraffin or flammable solvents be kept in general store huts. A safe store area will be designated by the site manager. • No fires allowed on site.
14	Accident, Near Miss & Environmental Incident Reporting • Report all accidents, near misses and environmental incidents to the site manager without delay. • H&S QR Code can also be used for hazard spotting.
15	Covid-19 / Coronavirus or any Respiratory Infection requiring Risk Management • Do not attend work if you have symptoms of Covid-19 / Coronavirus. • Wash your hands regularly, particularly before smoking/vaping, eating or using the welfare facilities • If you start to feel unwell with symptoms of covid-19 / coronavirus inform the site manager
16	Behaviour • Personnel are requested not to cause a public nuisance, swearing & offensive language is not permitted and generally assume a non-confrontational manner. • Any person found abusing or damaging any work, equipment or the welfare facilities will be removed from site. • Under no circumstances must any person interfere with or misuse any item of plant or equipment provided for the health, safety, and welfare of site personnel. • Do not indulge in horseplay. • Have due regard for others' safety, workplaces, and respect other contractors' work. • All workers wearing company branded PPE should work and drive safely and be considerate when in a public place. • Always set a personal example. • Report to the site manager any concerns you may have regarding H&S.

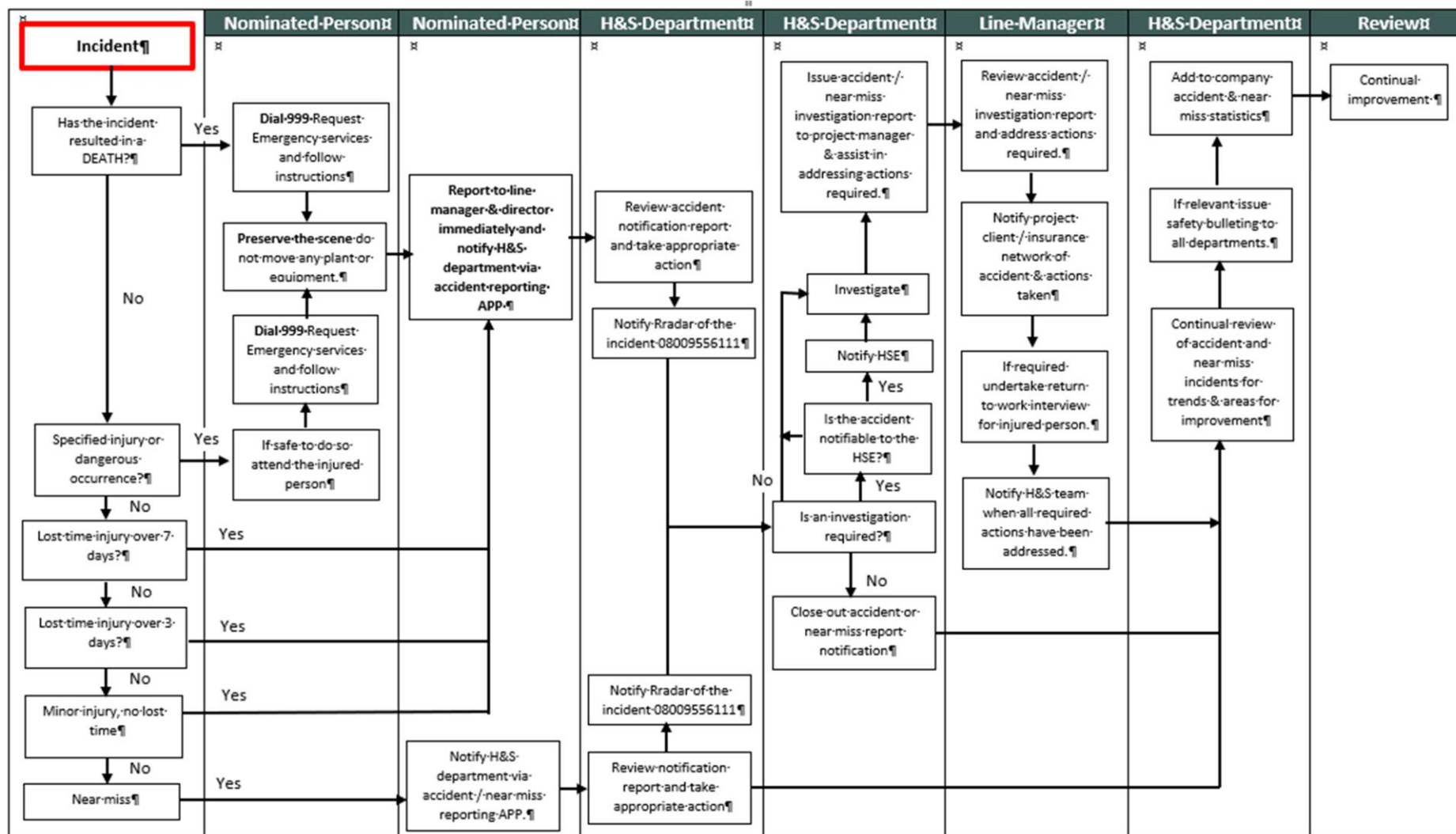
Asbestos Discovery / Exposure Procedure

If you uncover or damage asbestos or asbestos containing material, follow the procedure below.



**Freeman & Mason Group H&S
Advisor**

Accident & Near Miss Reporting Procedure



Construction Phase Plan

Accident Reporting APP	Hazard & Good Practice Reporting QR Code
	To be placed on site
All accidents and near misses should be reported using the mobile phone App. Reporting accidents and near misses through the App will ensure the H&S team and other relevant persons are notified as soon as possible following the incident. All Freeman & Mason Ltd employees should have the accident reporting App installed on their phone. If you need the App installing on your phone, then please contact the IT Department.	Should any person on site have any concerns regarding their, or anybody's health, safety and wellbeing then they must bring them to the attention of their site manager / supervisor or contracts manager without delay. In addition to this Freeman & Mason Ltd had introduced the H&S QR code for notification of any items of concern on site or for showing good working practice on site. Simply scan the QR code below and answer a few simple questions. On receipt of the notification the H&S team will review and take appropriate action where necessary

Contact Details				
Name	Position	Office Number	Mobile	Email
TBC completed on site				

Construction Phase Plan

Compliance with this accident reporting procedure by all Freeman & Mason Ltd employees and our appointed contractors is of the utmost importance, firstly to enable accidents and near misses to be investigated and where possible action to be taken to reduce the likelihood of a repeat accident to the lowest level possible. Secondly Freeman & Mason Ltd has a legal duty to notify the Health and Safety Executive (HSE) of certain types of injuries and ill health suffered by employees or members of the public.

Types of reportable injury as defined within The Reportable Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

- fractures, other than to fingers, thumbs, and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system, or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis
- hand-arm vibration syndrome
- occupational asthma
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- plant or equipment coming into contact with overhead power lines
- the complete or partial collapse of scaffolding over 5m in height. Collapse of scaffolding where there is a risk of drowning to a person falling from the scaffold
- The unintentional collapse or partial collapse of any structure, which involves a fall of more than 5 tonnes of material: or the collapse of any floor or wall of any place of work, arising from, or in connection with, ongoing construction work (including demolition, refurbishment, and maintenance), whether above or below ground. The unintentional collapse or partial collapse of any falsework.

If in doubt, ask!