

Home Bargains - Landlord Works

217, High Street, Yiewsley

West Drayton

UB7 7GN

Capital Shopfitters
Part of
Capital Group London

Principal Contractor
Construction Phase Plan
Construction Design & Management Regulations 2015

Revision History Tracker		
Revision	Issue Date	Changes
1	03/01/2024	1 st Draft
2	05/01/2024	2 nd Draft

Prepared by:

Date:

Signature:

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1.0 Duty Holders

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2.0 Project Description:

The works involve strip out / demolition and fit out of an existing retail unit to create a new Home Bargains retail shop and this include:

- Enabling Works – demolition & strip out e.g. electrical, plumbing, HVAC
- Substructure & External Site Works – ground works, hard and soft landscaping, white lining, tarmac, drainage, PV, EV
- Super Structure – steel works, floors, external walls & roofing, windows & external doors, internal walls & partitions, internal doors, fittings & furnishings
- Utilities & Services – No incoming services
- Build cleaning

3.0 Key project dates and programme timeframes:

Commencing on date 15/01/2024 with practical completion on date 27/05/2024. The contractors will be working over a 10-hour period 07.30 -17.30 on weekdays. Weekend hours: 08.00- 16.00 if required.

The project is notifiable as construction work is expected to exceed 30 working days and have more than 20 workers at the same time.

Start date – 15/01/2024

Duration – Approx. 28 weeks

Estimated completion date: 29/07/2024

Is there a detailed Programme of works? YES

4.0 Projects health and safety aims:

- Appoint only competent designers and specialist contractors with adequate resources.
- Undertake no work elements without prior assessment and minimisation of any risks involved.
- Progressively develop the construction phase health and safety plan in advance of construction
- The provision of adequate resources, information and training to ensure that its workforce can deliver the aim of continuous improvements at all times.
- The implementation of near miss and learning event reports
- Provide and maintain machinery, plant, facilities, equipment and systems of work that are safe and without risks to health
- Ensure safety and the absence of risks to health in connection with the use, control, handling, storage and transport of materials and substances.
- Aim for a zero reportable accident rate on project

5.0 Selection and Control of Contractors:

The control of contractors is specified in various sections of this document. The following protocol describe briefly how the selection of contractors is carried out in Capital Group London:

- Larger projects are tendered on a competitive basis to our approved contractors as well as local contractors, this includes sending all tender documentation, organising site visits and completing detailed analyses on their specific tender returns.

- Small project contractor selections are largely taken from Capital Approved Contractors when speed is the key – These are still tendered but from a smaller pool.

- Contractors are entered into our Approved Contractor Database following accepted PQOs and successful past works experience with Capital Group/Shopfitters.

- Upon completion of projects, subcontractor accounts are scored (KPI) in order to keep the database up to date with subcontractor ratings – These ratings are based on programme, cost and health and safety methods.

6.0 Arrangements for worker engagement:

- Site rules and task briefings – Sub-contractor supervisors to liaise with Capital Site Manager re Section 7

Tool Box Talks – to be delivered by Capital Site Manager

7.0 Arrangements for Cooperation and coordination:

Contracts Manager to manage and co-ordinate up to 35 different sub-contractors alongside the Site manager.

Namely: Demolition Contractor; Lifts Contractor; Escalator Contractor; Drainage Contractor, Fit Out Contractor, Landscape Contractor, Tarmac Contractor, Electrical Contractor, Plumbing Contractor; HVAC Contractor; Sprinklers Contractor; Security Alarm Contractor, Decoration Contractor, Clean Contractor, Fencing Contractor; BWIC Contractor

8.0 SITE RULES:

- Site Rules will be monitored and enforced by the Site Manager and Assistant Site Manager/supervisor.
- Only personnel who have attended an on-site induction course will be allowed to carry out work activities. Induction shall include the need for washing hands after every shifts and before eating.
- Proof of competence (CTA Card, PASMA card etc.) must be carried at all times.
- Hard hats, safety boots and a high visibility jacket must be worn at all times within work areas. All other PPE requirements must be adhered to (Hearing Protection, Eye Protection Zones etc.)
- During hot weather the minimum standard of dress on site will be long trousers and short sleeved shirts, in addition to PPE requirements.
- It is forbidden to possess or consume alcohol, drugs or other intoxicants on site or to be under their influence.
- Smoking is forbidden other than in designated areas identified by smoking permitted signs.
- Entry and Exit routes must be obeyed. Drivers of vehicles must obey the traffic management plan via banksmen/signallers.
- All pedestrians must use the designated walkways highlighted on the traffic management plan.
- All tools must be suitably maintained and tested (evidence of proof will be required).
- Equipment must only be operated by competent personnel.
- Permit to work conditions and other written procedures must be complied with at all times.
- Scaffolding or other work equipment must not be interfered with at ANY TIME.
- All accidents / incidents / near misses must be reported to the Site Manager Immediately.
- All electrical equipment must be either rechargeable or 110v. 240v can be used at final fix/decoration ONLY when used with appropriate RCD device.
- ALL workers, Contractors, Sub-Contractors must attend tool-box talks as required
- All waste must be deposited in the correct skip for recycling / disposal.
- Refuelling must be undertaken in the designated area and any fuel or chemical spillages reported to the Site Manager immediately.

Plan

- CLIENT SPECIFIC INFORMATION - the pre-construction information will be adhered to at all times
- Red and Yellow Card scheme must be adhered to – Disciplinary actions will be taken if not followed.

Breaches of our site rules or site safety procedures will usually result in being removed from site with immediate effect. Minor breaches will be dealt with by a written warning system. Only one warning will be issued, this will be followed by removal from site.

9.0 RISK ASSESSMENTS & METHOD STATEMENTS

Risk assessments must be provided for all significant risk site works and where necessary Safety Method Statements produced to adequately manage any significant residual risk. No element of the works will be permitted to commence until the relevant documentation has been received by the Site Manager/Senior Site Representative.

Sub-contractor method statements will be reviewed by the principal contractor via their safety advisor and will have a cover sheet to indicate suitability.

An electronic copy is required to be submitted two weeks before works commence onsite to the site manager for review with a hard copy to be produce on day of arrival. A RAMS sign off chart will be displayed within the site office.

Any issues with submitted RAMS will be raised within a week of works commencing onsite.

Below are examples of anticipated hazards/risks. Sub Contractors are requested of Full RAMS for review and approval prior to start work

Anticipated hazards and risks (briefly describe where applicable)	Controls required		
	RAMS	SSOW	PERMITS
Working on electrical and mechanical services	✓	✓	✓
Work at height (mobile scaffolding, ladders, podiums)	✓	✓	✓
Manual Handling	✓	✓	
Noise and vibration	✓	✓	
Dust	✓	✓	
Exposure to harmful chemicals (solvents, sealants, adhesives)	✓	✓	
Assembly/dismantling prefabrication steel components:	✓		
Hot works	✓		✓
Housekeeping	✓		
Excavation	✓	✓	✓

10.0 Training and competency required:

- Site Induction to be completed for all site operatives
- SMSTS – ensure relevant site employees (site manager) have this level of training.
- PASMA – relevant employees require this for scaffolding erection/dismantling, and MEWP operations.

- CSCS - all workers must have CSCS cards or equivalent.
- **Please note that all induction records must be stored in a locked drawer or equivalent- away from easy access.**

11.0 General arrangements for controlling significant risks

Supply of Services

All site services will be established using either the utility provider or a competent specialist contractor. A certificate of conformity will be issued which should indicate that the relevant service is safe to use. No temporary service, electrical or otherwise, will be used until a certificate of conformity has been issued.

Preventing Falls

Mobile elevating work platform e.g. scissor lifts etc. will be used to enable works at height to be carried out. This work will be completed by a competent operative who is in possession of a current operator's license. The Site Manager/Senior Site Representative will ensure that proof of last current and next due 'thorough examination' is on site prior to any MEWP being operated.

All excavated areas and holes on floor shall be barricaded and covered with rigid materials.

Structural Alterations/Lifting operations

Structural alterations and installations will be in accordance with any structural engineer's approved design, sequential procedure or specification. All lifting operations will be controlled by a suitably qualified person. All lifting equipment will be subject to its statutory inspections, as required under the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998)

Traffic and Pedestrian Routes

The site compound, storage, welfare, reversing vehicle / traffic management, etc. will be situated at the rear of the unit. The car park area is allocated as per the Capital group site set up traffic management plan. All necessary information on contractor parking will be provided on induction. There is a waste management plan to monitor and assess the amount of waste and also what recycling plan is in place.

Wheel Washing

There will be a jet washer available for all wheels washing to ensure any vehicle on site, including plant equipment, will leave site in an appropriate condition which will not carry mud or deposit materials onto public highways. A road sweeper can be made available if required to maintain a clean roadway within our working area.

Deliveries

Deliveries and waste removal will, where practicable, be prearranged and where identified in the traffic /pedestrian risk assessment supervised by a competent appointed person. We will plan for all deliveries to be booked in and arrive in the mornings where possible, but the site is open from 07:00-18:00 and the site manager can manage the delivery.

Frequency of Deliveries

On an average, 5 or 6 deliveries per day.

Loading & Unloading

Loading and unloading normally is done either with Forklift or Hiab crane mounted on the delivery truck. The larger load is taken to the designated storage area using forklift truck and smaller ones with wheel barrow or equivalent. Loading and unloading bay is located at the front of the unit.

Storage of Hazardous Materials

All hazardous materials (Flammable etc.) will be stored in secure containers away from any potential ignition sources. Where applicable, a protective bund will be provided to contain any spillages which may occur. If necessary individual assessments will be completed to ensure adequate control and storage of these materials. The Fire Plan will be updated to include for any flammable substances etc. used/stored on site.

Waste Management

Waste Management Plan details how waste produced on site will be managed and a copy will be available on site for daily guidance.

Environmental Aspects & Impacts Register

A copy is made available on site as guidance for all to implement environment protection in terms of air/water/land pollution, disturbance/damage to flora/fauna, nuisance to community etc

Asbestos

Asbestos survey report from Walker & Turpin Consultants Ltd indicated that no ACMs present in the unit. It is also possible that asbestos may be present when demolition works is carried out. Contractors are advised that should any materials be found which may contain asbestos, stop work immediately, cordon off the area and seek further instructions. On no account must work continue in the affected area until full clearance is given.

COSHH

Any use of hazardous materials will require a site specific COSHH assessment to be carried out by the Site Manager/Senior Site Representative or the relevant Sub-contractor. Capital Construction will ensure, as far as is reasonably practicable, that the use of solvent-based materials is minimized in favor of water-based products.

Weil's Disease

During clearing out of fly tipping rubbish, all operatives will wear all necessary PPE such as disposable overalls, face masks, gloves, goggles and safety boots to prevent direct contact with Weil's Disease. Operatives to be made aware to take care when picking up rubbish as there could be sharps present in the rubbish heaps such as needles.

Noise

On all projects, we try to ensure all noise pollution is kept to a minimum. To help achieve this, we will identify and determine if any alterations to the activity needs to be modified. The working hours are set at 08:00-16:00 Monday to Friday so there will be no anti-social hours of work being carried out unless specified. If noise monitoring is required, it will be measured on a daily basis at frequent intervals and recorded to determine if further controls are required. Mitigation of excessive noise exposure will be implemented where necessary. Ear plugs will be provided to operatives for hearing protection if deemed necessary.

Vibration

Wherever possible, mechanical means will be deployed to complete works likely to produce high vibration levels. Hand held or operated machinery will be fitted where possible with vibration suppressant devices or operatives will be given additional short breaks on a regular basis to avoid continuous / prolonged periods of usage of the equipment. If necessary, operatives subjected to the effects of vibration on a regular basis will be requested to refer to their GPs for regular health checks. Rotation of operatives exposed to high vibration levels may also be considered.

Dust Control (air quality)

All work is carried out as per the sub-contractors RAMs. All tools and equipment including dust suppression machines are fully PAT tested (by the sub-contractor or hire company) and safety checked so they are working to the appropriate standard to reduce the level of dust in the air. Daily inspection is carried out to ensure dust suppression method is effective. Water spray is normally used for dust suppression in general.

Air Quality

Excessive dust that may affect the air quality is controlled as per above explanation. Diesel / petrol powered plant / equipment are not permitted for use inside the unit. Electric powered ones are preferred. Delivery trucks are required to switch off their engines on arrival to reduce CO2 emission into the air. Where necessary, CO/CO2 in the air can be measured using air quality monitor.

Electrical

No electrical tools, equipment or appliances will be allowed to be used until proof of inspection during the previous 3 months is obtained (visual or otherwise). This includes hired equipment and cabin appliances, etc. Electricity for the works will be taken from the existing supplies to the building. This existing 240v supply will be reduced to 110v by the use of transformers. A competent electrician will carry out all installation works. Installation certificates are to be displayed. It is anticipated that there will be no requirement for 'live' electrical work as the supplies to each work area will be isolated prior to work commencing. Access to areas where there are live installations will be strictly controlled. Access will be locked off and signs indicating the danger will be displayed.

Manual Handling

All manual handling tasks shall be risk assessed. Site operatives shall be trained in manual handling techniques. Mechanical lifting aids to be provided for use such as trolleys, wheel barrows, hoists and lifts etc. to avoid risk of injuries from manual handling. Routes for transporting of loads to be well lit and free from tripping and training hazards. Where manual handling is

to be engaged, more than two persons should be considered. Where possible larger loads should be reduced into smaller loads for manual handling. To reduce the travel distance, it is advisable that the materials to be transported be deposited in an area nearer to the location of the work areas. SSOW for safe manual handling will be provided on site for the workforce.

Site Security

Site Manager is full time on site during business work hours. Heras fencing securing the site loading / unloading compound is secured with padlock at all times and the building doors will be locked during out of hours. Relevant warning signage will be displayed on the Heras fencing at all times. All construction activities will be confined inside the building. Contractor personnel will need to sign in & out using Capital Electronic System.

Protection of the General Public

All relevant signage will be displayed to inform and warn general public and pedestrians on the outside of the units e.g. No Entry to Unauthorised Personnel; Danger, Keep Out, Construction Site, Security Camera in Operation etc. Where necessary, barriers will be set up.

Risk assessment on traffic & pedestrians will be carried out and the necessary controls be implemented. No MOP/ unauthorised personnel will be allowed to enter the units during site construction activities. Site security for the building will be managed by the Site Manager. Delivery routes will be marked on the posted logistics /traffic management plan and temporary barriers will be setup to segregate pedestrians and traffic and safe pedestrian walkway will be setup where necessary.

Plant & equipment shall be maintained accordingly and can only be operated by authorised, trained and licensed operatives. Reversing vehicles shall be supervised by trained banksman.

A copy of the traffic and pedestrians risk assessment will be made available for all the workers on site.

Complaints

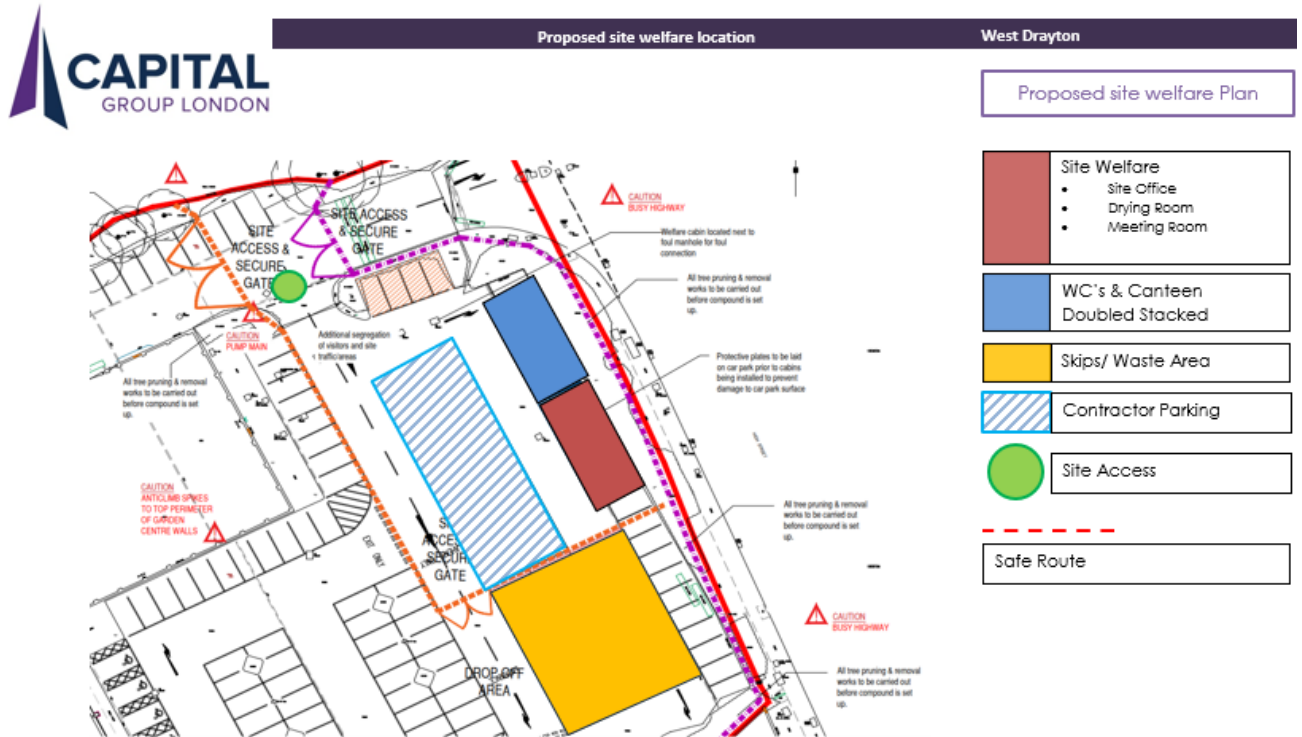
Complaints received will be recorded in the Complaints Log and guidance dealing with complaints is available for use by the Site Manager. Site Manager is responsible to coordinate and resolve all complaints received in accordance with Capital Group Complaints Policy. Neighbour Engagement letter will be distributed to nearby retail shops, schools, hotels etc and included in the letter contact information for those who wish to make complaints e.g. noise, dust etc from the construction activities.

12.0 Welfare facilities:

A full site set up welfare facility will be made available on site. This will include toilets, office, canteens, containers etc.

Expected numbers: Peak: 30 Minimum:10

Site Phasing plan, fire & emergency plan and welfare facilities plan will be indicated here



Mark-up for illustrative purposes only – all subject to site measures and full survey

Site/Project: CSF819 West Drayton

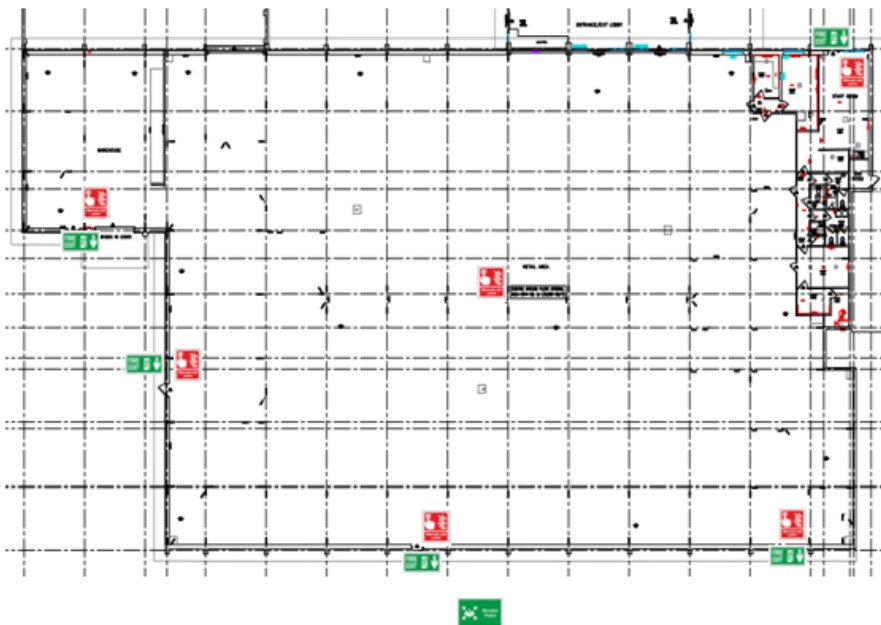
Revision: 1



Fire Plan

West Drayton.

Fire Plan



KEY



Fire Signage



Muster Point



Fire Point

Mark up for illustrative purposes only – all
subject to site measures and full survey

Site/Project: CSF819 West Drayton

Revision: 1



Traffic Plan

West Drayton

Traffic Plan



LEGEND

- CONSTRUCTION ZONE
- SITE WELFARE
- SITE ACCESS
- TRAFFIC ROUTE (IN)
- TRAFFIC ROUTE (OUT)

Mark up for illustrative purposes only – all subject to site measures and full survey

Site/Project: CSF819 West Drayton

Revision: 1

13.0 Management Team:

Our proposed Management Team is as follows:

Contract Manager – Kevin Clark	Mob: 07398459911	Email: kevin@capitalgroup.london
Health and Safety – Bernard Lim	Mob: 07983248358	Email: bernard@capitalgroup.london
Site Manager – Dave Collins	Mob: 07833290100	Email: dc@capitalgroup.london

1.0 Roles and responsibilities:

Principal Designer:

Will to take the lead in planning, managing, monitoring and coordinating health and safety during the pre-construction phase (design and planning stage) of the project.

Principal Contractor:

To have control over the construction phase of the project. They have been appointed in writing by the client to plan, manage, monitor and coordinate health and safety during this phase. The principal contractor, in close cooperation with the client and the Principal Designer, will look to influence how the risks to health and safety are managed during construction work. This includes ensuring standards are understood and followed. The site manager has a vital role to play in this (see below)

Contractors:

Appointed by the Principal Contractor (or Client) and they directly employ or engage construction workers or as part of their business carry out, manage or control construction work (e.g. building, altering, maintaining or demolishing). Contractors include sub-contractors, any individual, sole trader or self-employed worker.

Contractors and the workers under their control are those most at risk of injury and ill health in any project. They have an important role in planning, managing and monitoring the work (in liaison with Principal Contractor) to ensure risks are properly controlled. Because they have first-hand experience in doing the actual work, they are in a good position to influence their own health and safety and that of others. Contractor RAMs will be discussed and agreed with Principal Contractor in advance of works being commenced.

Site Managers:

Responsible for a whole site during the duration of the project. Before work starts, the site manager will take responsibility by preparing the site, carefully planning the work, planning for number of workers/contractors, overseeing agreed safe working methods as agreed in the relevant RAMs.

Site Manager will also ensure that relevant RAMs are produced, implemented and communicated effectively to site workers (and translate these if required). Site Manager will also register any complaints received and liaise to resolve the issues with the complainant in accordance with Capital Complaints Policy.

Site Supervisors:

To supervise ongoing works in the absence of the site manager.

Temporary Works:

The site manager is also the appointed Temporary Works Coordinator (TWC). All temporary works procedures are available for TWC to effectively manage temporary works and to control the risks arising from the use of temporary works.

The Temporary Works Co-ordinator shall ensure that suitable temporary works are designed, checked and implemented on site in accordance with the relevant drawings and specifications.

During the works, the Temporary Works Co-ordinator shall ensure that a Temporary Works Register is held to identify all temporary works items associated with the project such as scaffold, formwork, hoarding and fencing, propping schemes and temporary roofs, whilst not a definitive list, can all be considered as temporary works.

Drawings, Survey Reports:

All relevant drawings and survey reports including PCI will be made available in hard copies in the site office / Electronic copies can be sent where requested.

Waste Management Plan:

This will be made available in the site office for implementation

On Site Plant & Equipment:

On site plant and equipment are hired by Capital Group as and when required. Statutory testing / examination / inspection reports / certificates are supplied by the hired companies. Site manager will also check to ensure that they are in good working / servicing condition.

Do

Site Phasing Plan inc. site traffic management / Logistics plan, fire plan and site set up plan and they include:

- Phasing of the works;
- Routing;
- Signage (part of the project site files);
- Vehicle types & sizes (Not applicable);
- Hours of arrivals and departures of staff and deliveries (prior to peaks times of day);
- Parking of site operatives (Use of the Retail Park parking facilities);
- On site loading / loading arrangements (Site Manager to arrange in agreement with the Client Project Management Representative);
- Wheel Washing (not applicable);
- Onsite banksman will be provided by Capital Group Site Manager for reversing vehicles (typically delivery trucks);
- Cranes and other tall construction equipment (not applicable).
- Complaints (indicated as part of the Site Manager's roles & responsibilities).

2.0 Accident/Incident Procedures

Any Incidents should be reported to supervisors who will then relay the information to the site manager. The health and safety advisor can then seek mitigation solutions.

In the event of an accident, all work will temporarily cease while the victim(s) is taken care of either by the first aider or hospital. The area will be sealed off to allow thorough investigation by capital construction via their health and safety advisor. If applicable, the accident will be notified in accordance with RIDDOR.

3.0 Fire and other emergency arrangements

FIRE:

It is noted that an occupied commercial unit (Dataquest) have restricted fire escape route on the south side of the construction site. Capital SM will ensure that any works do not interfere with fire escape arrangements and clear routes are maintained at all times.

If a fire occurs, employees are to ring the alarm and follow the exit signs to the assembly point. The fire service will be phoned. The site manager must then perform a roll call to determine if any employees are unaccounted for.

The air horn will be used in an emergency situation to inform all operatives working on the roof they need to evacuate the area. We will evacuate the roof via the staircases up (to be confirmed on receipt of RAMs).

FIRST AID:

Site manager as a trained first aider will be appointed. Subcontractors will also provide the names of their internal first aiders. These names and phone numbers will be displayed at vantage points. They will also be pasted on the interiors of MEWPs.

First aid kits will be made available (minimum 2)

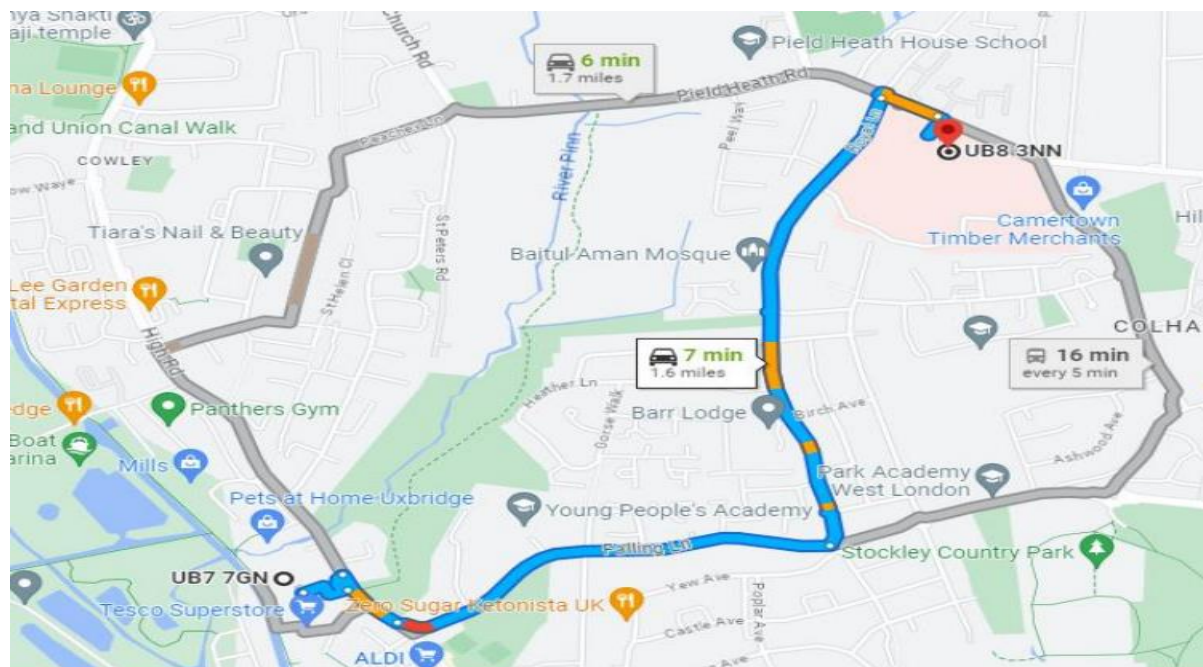
The nearest A&E Hospital is believed to be:

Hillingdon Hospital

Field Heath Road,

Uxbridge, Middlesex, UB8 3NN

Tel: 01895 238282 Distance: 1.6 miles



Check	<p><u>1.0 Monitoring and review arrangements</u></p> <p>Access MEWPs, scaffold towers, podiums, etc. to be visually inspected by competent persons before work commences daily.</p> <p>Employees to fill out health and safety induction checklist before the day's work commences. Site manager to complete site inspection checklist on a daily basis.</p> <p>To monitor noise pollution, we will carry out a Risk assessment CSFD062 (Risk assessment for noise) to ascertain if any activities need mitigating a plan of action.</p> <p>There will be a matrix of trainings and certification of all employees on site.</p> <p>RAMs are subject to review if conditions on site change or there are additional requests. All RAMs and method statements need to be present on site as a hard copy.</p> <p>The site manager will be responsible for all security and health and safety arrangements on site. This will ensure the site set up area is locked and secured, along with the site boundary is secured.</p>
Act	<p><u>1.0 Meetings</u></p> <p>There will be a weekly site progress meeting on site. The PC, subcontractor and client reps must be present.</p> <p>Meeting notes (minutes) will be shared with all relevant parties via e-mail.</p> <p>The PC, via their safety advisor depending on the complexity and the duration of the project will conduct at least one site safety audit to determine safety compliance. This will serve as a basis for improvement. Results will be made available to all relevant parties.</p>

2.0 Health and safety file

Health & Safety File information relevant to the project will be made available on-site, to include:

- a) A brief description of the work carried out;
- b) Any hazards that have not been eliminated through the design and construction process, and how they have been addressed;
- c) Key structural principles and safe working loads for floors and roofs;
- d) Hazardous materials used.
- e) Daily monitoring health & safety check-sheets, site observation check-sheets.
- f) Signed RAMS.
- g) Information regarding the storage, installation, removal or dismantling of installed plant and equipment;
- h) The nature, location and markings of significant services, including underground cables, gas supply equipment, firefighting services, etc.

Provision of Information

All project contractors will be reminded of their statutory duty to contribute, where appropriate, to the Health and Safety File. Capital construction will request relevant Health and Safety information from contractors once the initial order has been placed and at regular intervals until such information has been received.

Storage of Information

Information for the Health & Safety File will be held on behalf of the Client at the head office of Capital Construction for the duration of the project or until such time as it is required for the inclusion in the File.