

CONSTRUCTION PHASE PLAN (L4-L6)

Project Title and Site Address	The College of Richard Collyer
F10 Reference Number (if applicable)	N/A
Responsible Person	Project Controller: Sophie Blewitt Site Manager: Steve Lukacs
Client	The College of Richard Collyer
Site Address	The College of Richard Collyer, 82 Hurst Rd, Horsham RH12 2EJ

ISSUE No.	DATE	DESCRIPTION OF REVISION/MODIFICATION/COMMENTS	APPROVED BY:
001	10.04.2024	Original	Client: The College of Richard Collyer Principal Designer: Portakabin Principal Contractor: Portakabin
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			Client: Principal Designer: Principal Contractor:

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1.0 INTRODUCTION

This document forms the Construction Phase Health & Safety Plan for the project as required under the Construction (Design & Management) Regulations 2015. It is a live document which is to be reviewed and amended throughout the life of the project. It also forms part of the sites CDM Health and Safety Project Management File, which is held by the nominated **Responsible Person** for the duration of the works. The **Responsible Person** is to ensure all relevant documents within the CDM Health and Safety Project Management File are compiled and updated as required throughout the duration of the project.

Our Company HSE Policy and HSE Management System forms part of the Construction Phase Health & Safety Plan, to which all construction work will be carried out in accordance with these requirements.

The project will also be carried out in accordance with the Construction (Design & Management) Regulations 2015, Approved Codes of Practice, Guidance Notes and all other relevant Regulations under the Health & Safety at Work Act 1974.

2.0 PROJECT DESCRIPTION

2.1 Project Description & Programme Details

Installation of 1no Portakabin Modular Classroom Building and 1no Solus 102 Office Building. The installation scope of works will include internal and exterior building installation works including Fire Safety Systems, Emergency Lighting, Air Conditioning, external steps/ramps, excavated foundations that will be future proofed, electrical trench, pathway and works included in preparation for installation by crane, trackway and haulage. These works are scheduled to begin on the 1st July 2026 for approx. 3 weeks subject to planning approval.

Breakdown of work/activities	Timescales/Key Dates TBC
Start on site Welfare Unit Delivery	1 day
Site Setup/Compound Fencing	1 day
Excavated Foundations and Trenching	14 days
Trackway Installation	1 day
Crane Lifting Operations	1 day
On-Site Internal Building Fit-out	5 days
Trackway Collection	1 day
Access Ramp and Steps Installation	2 days
Vinyl Wrap On Buildings	3 days
Emergency Lighting / Fire Alarms /Air-con Installation	3 days
Skirting, Pathway, Waterbutts Connections,	6 days
Electrical Cable Installation	2 days
Electrical Main Supply Connected and Tested	1 day
Carpet Tiles Installation and Lobby Matting	2 days
Building Clean	1 day

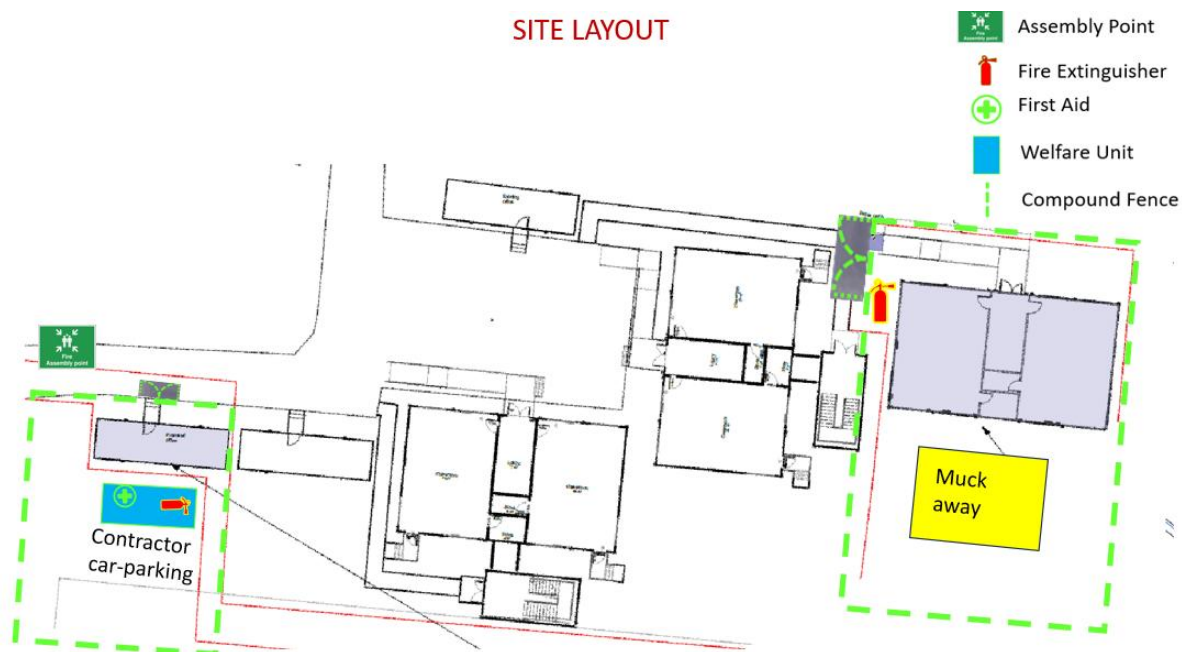
CONSTRUCTION PHASE PLAN (L4-L6)

Portakabin®

Site Handed Back to Client

1 day

Site Location and layout (after the 8th of July, contractors can use the tarmac to park on)



Contractor Site Entrance:

Enter Via Hurst Road Main Entrance



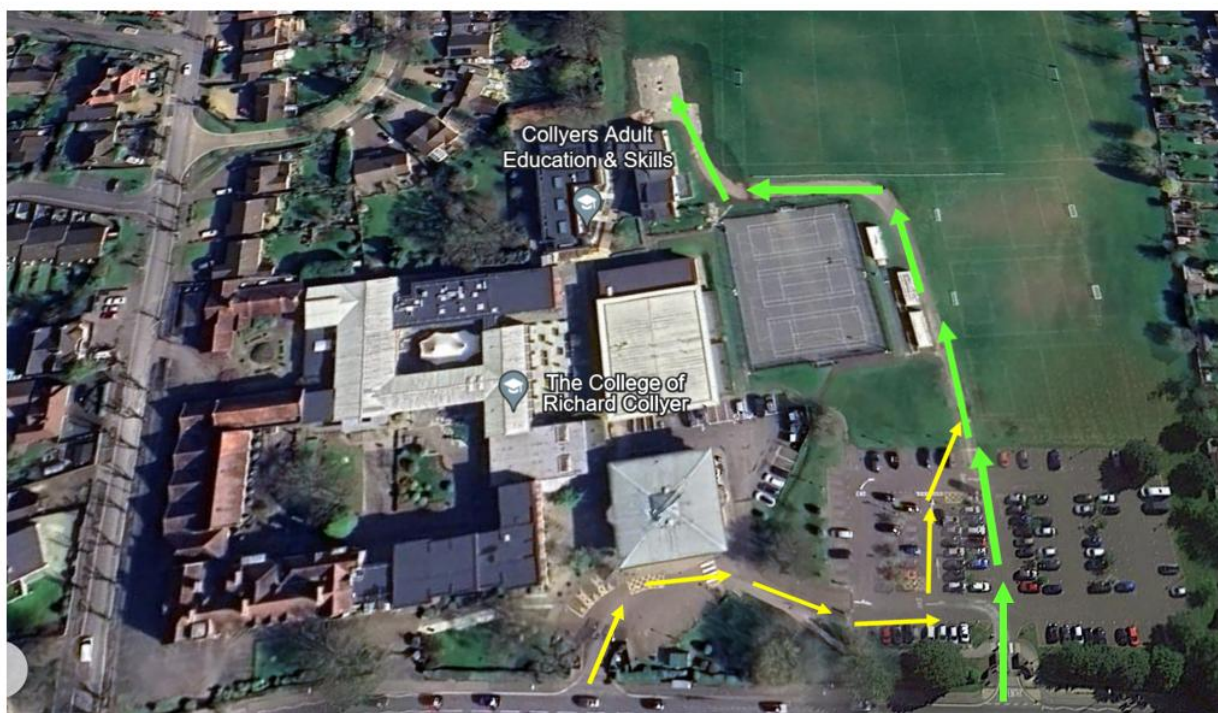
Entrance for Haulier and Crane

Enter Via Hurst Road but through Exit Gate



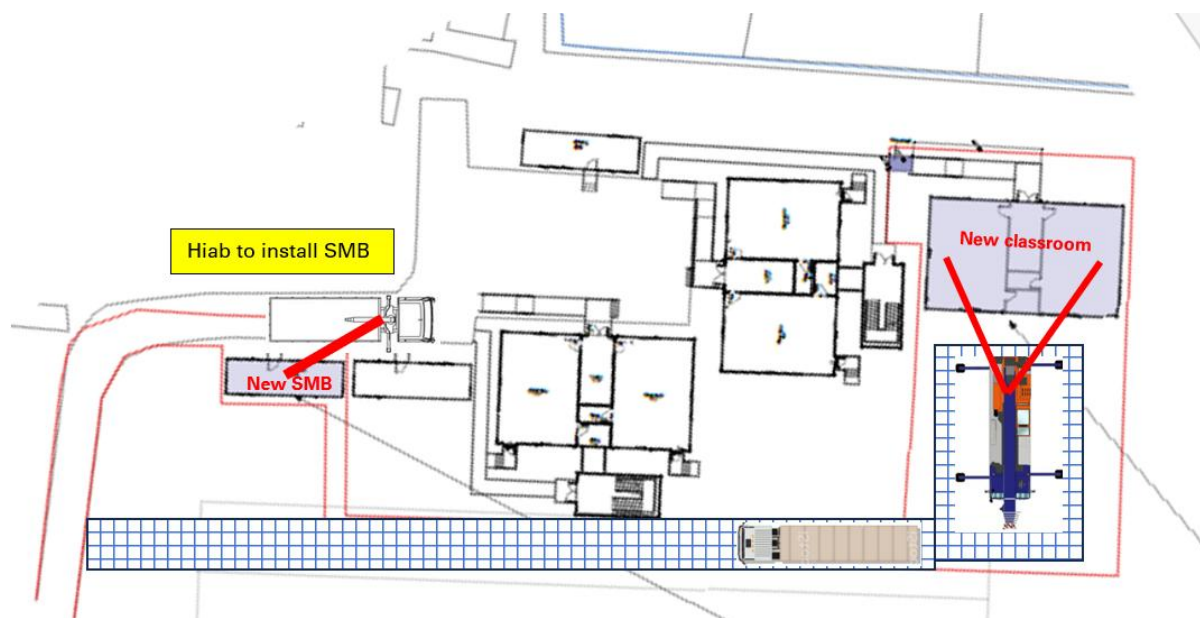
Route Map

Route Map to Site - Yellow route for operatives, green route for haulier/crane

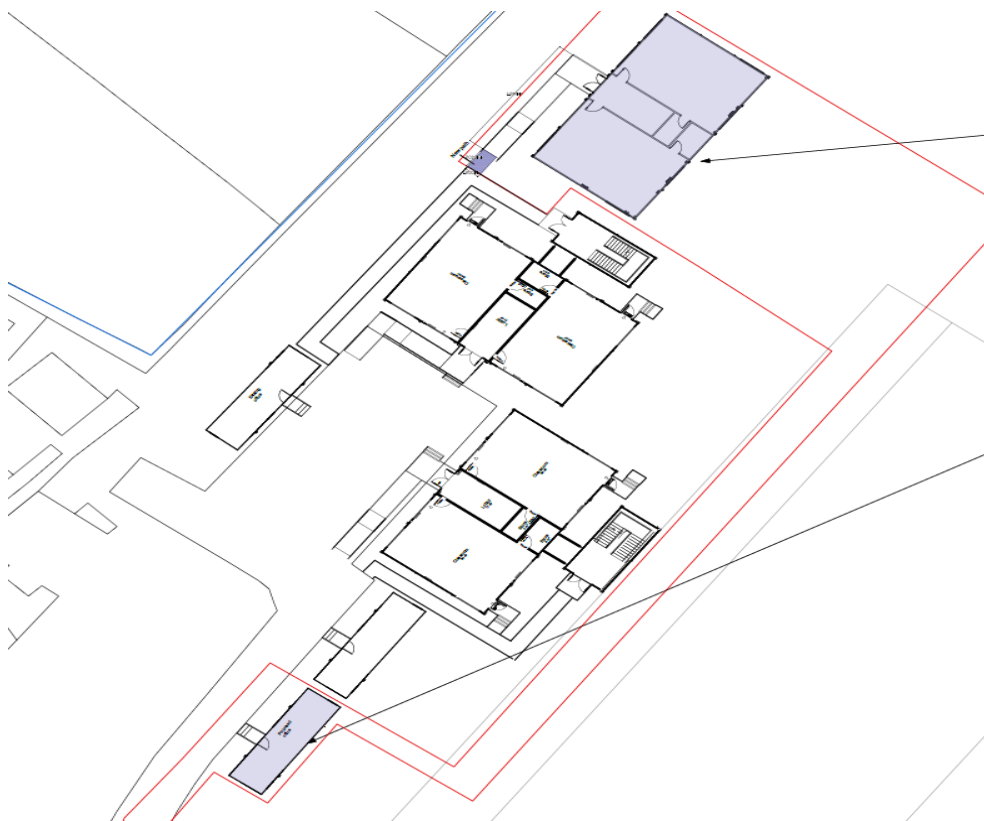


Lifting Plan

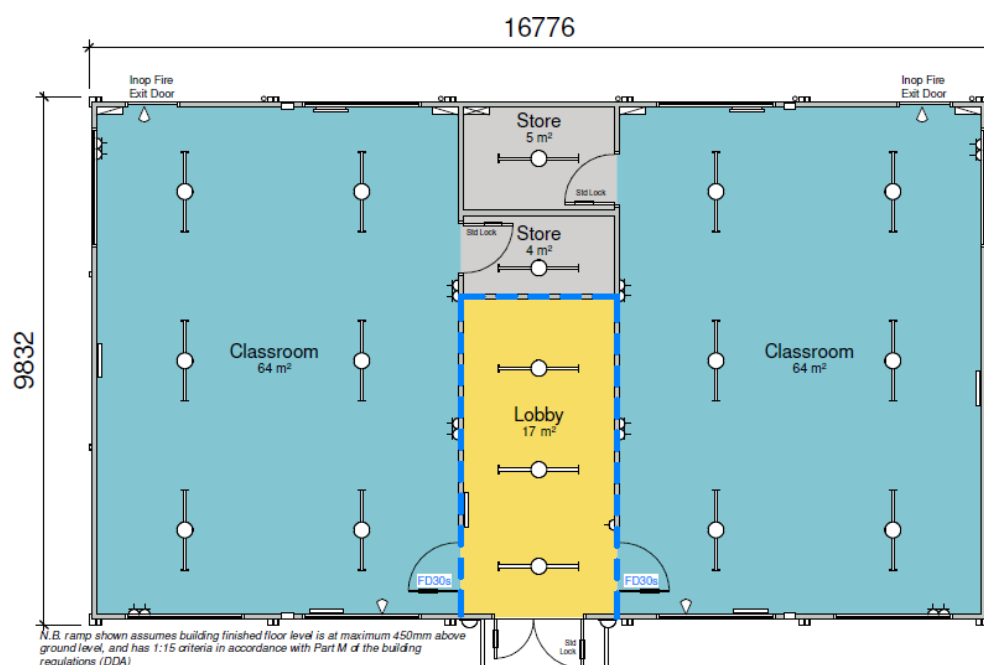
Crane and Trackway

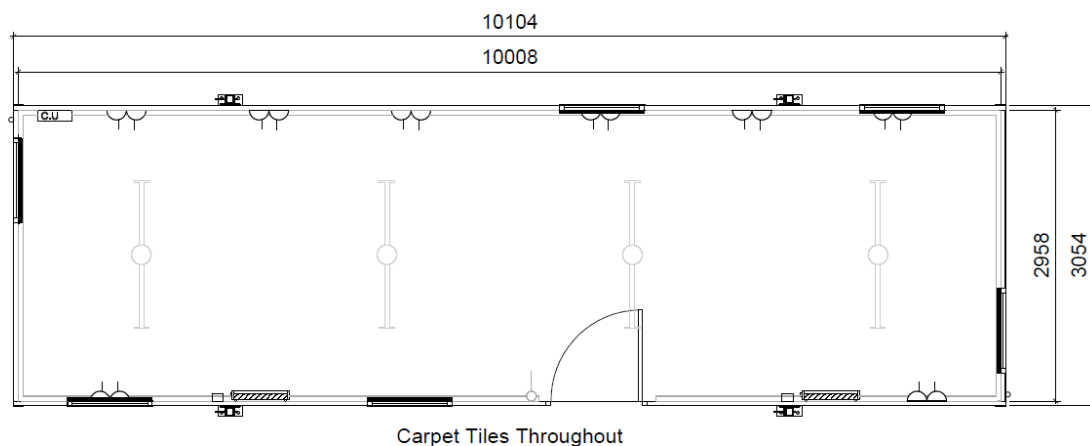


Location and Block Plan



Building Layout:





2.2 Project Contact Details

CLIENT	
Name	Horsham Learning Alliance
Address	The College of Richard Collyer, 82 Hurst Rd, Horsham RH12 2EJ
Contact	Martin Emery
Tel	
Email	
Role and Responsibility	Ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.
PRINCIPAL DESIGNER	
Name	Portakabin
Address	New Lane, Huntingdon, York, YO32 9PT
Contact	Sophie Blewitt
Email	
Tel	
Role and Responsibility	Informing the client of their duties under the regulations. - Planning, managing and monitoring health and safety in the preconstruction phase, including identifying, eliminating or controlling foreseeable risks; and ensuring designers carry out their duties.

	- Helping compile pre-construction information and providing it to designers and contractors. - Preparing the health and safety file and then reviewing, updating and revising it as the project progresses. - Liaising with the principal contractor to help in the planning, managing, monitoring and co-ordination of the construction phase. - Taking into account the general principles of prevention. - Ensuring that all persons working in relation to the pre-construction phase cooperate with the client, the principal designer and each other. Checking that designers have sufficient skills, knowledge, experience and (if they are an organisation) the organisational capability to carry out the work.
CONTRACT ADMINISTRATOR	
Name	The College of Richard Collyer
Address	The College of Richard Collyer, Hurst Road, Horsham, RH12 2EJ
Contact	Martin Emery
Tel	
Email	
Role and Responsibility	Contract Administration
PRINCIPAL CONTRACTOR	
Name	Portakabin
Address	New Lane, Huntingdon, York, YO32 9PT
Contact	Sophie Blewitt
Tel	
Email	
Role and Responsibility	Manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project, including during the pre-construction phase.
CONTRACTOR(S)	
Name	
Address	
Contact	
Tel	
Email	
Role and Responsibility	
SITE MANAGER	
Name	Portakabin Ltd
Address	New Lane, Huntingdon, York, YO32 9PT
Contact	Steve Lukacs
Tel	
Email	
Role and Responsibility	Responsible for the day-to-day management of the site and the co-ordination and control of the subcontract trades. Manages the setting to work and ensures the site is operating safely. In constant communication with the Project Controller. The site Manager will be trained in First Aid
HSE BUSINESS PARTNER (PORTAKABIN)	
Name	Portakabin Ltd
Address	New Lane, Huntingdon, York, YO32 9PT

Contact	
Tel	
Email	
Role and Responsibility	Provide information and advice regarding all site health and safety issues and responsible for the review and reporting procedure of all site accidents
LOCAL AUTHORITY	
Name	Horsham District Council
Address	Chart Way, Horsham RH12 1RL
Tel	01403 215100
Email	customer.services@horsham.gov.uk
Role and Responsibility	Planning Authority
HSE	
Address	
Tel	
Email	

2.3 Extent and location of existing records and plans including services and structures.

Description of the site, including site history:

Grassed area on the college's field and tarmac area. This is located back of the college grounds.

Description of the works:

Installation of 1no Portakabin Modular Classroom Building and 1no Solus 102 Office Building. The installation scope of works will include internal and exterior building installation works including Fire Safety Systems, Emergency Lighting, Air Conditioning, external steps/ramps, excavated foundations that will be future proofed, electrical trench, pathway and works included in preparation for installation by crane, trackway and haulage. These works are scheduled to begin on the 1st July 2026 for approx. 3 weeks subject to the Local Authority decision.

This will consist broadly of:

- Site Setup, Preliminaries and Enabling Work
- Building installation on site by crane, trackway and haulage
- Internal Building Fit Out
- Pathway Installation

Existing Structures:

The new buildings will be situated next to current Portakabin Classroom buildings, and the Solus office building will be placed next to existing Portakabin office building as part of the college's Portakabin classroom village.

Existing use / occupancy:

N/A

3.0 MANAGEMENT OF WORKS

3.1 HSE Objectives

Portakabin is dedicated to a consistent and proactive approach to health, safety and environmental matters.

We will:

- Ensure that all persons working on our site are competent to carry out their work.
- Plan all works to ensure all foreseeable risks are identified, effectively managed and communicated, and a safe system of work agreed prior to works commencing.
- Ensure sites are secured, ensuring unauthorised persons do not gain access.
- Comply with relevant legislation and follow approved guidance and procedures.
- Ensure disruptions to the local community are kept to a minimum.
- Ensure high standards of environmental management.

Where appropriate, liaise with the local community and stakeholders.

Portakabin will provide all its Operatives, Contractors and Subcontractors with instruction and information relating to this Project; our main aim being to wherever possible, eliminate, reduce and control all foreseeable risks to health and safety on site.

3.2 Monitoring & Review of Health & Safety Performance

The Construction Phase Plan considers significant hazards and identifies control measures that will be required on this project. From this Portakabin will control and monitor the standard of Health and Safety on site through supervision by the Management Team as well as through implementation of our safety management systems.

Our monitoring procedures will include regular inspections by the **Responsible Person**, where necessary this will be complemented by Tier 2 site audits from the HSE Team and potential third-party audits where appropriate. Examples of items subject to inspection will include, but not limited to; standards of housekeeping, site security, fire prevention, PPE compliance, welfare arrangements, working at height controls, public safety, first aid provision, safety signage, general workforce behaviour etc.

3.3 Site Rules

DBS process

- Site Manager to sign in and out at reception on the front desk of the college.
- No operatives, contractors or sub-contractors will speak to staff or students on site without the supervision of the site manager.
- Operatives, Contractors and Subcontractors are not permitted to leave the Portakabin compound and will only use the facilities provided by Portakabin within the compound.
- The Contractor's personnel will be required to sign in and out of the works area on a daily basis. This will be sent to the client, so they are able to have a list of personnel on site.

- Vehicle parking will only be permitted in the designated parking area as indicated by the site manager that has been discussed and confirmed for contractors – Confirmed parking will be within the Portakabin Site Compound/remainder car park for lifting operations.
- All site operatives need to be mindful of the 3rd party contractors that might be on site for the duration carrying out works for the college. Be advised that shared access to site needs to be managed discretionally and with professional collaborative approach at all times by staff and the Site manager.
- Your work area/site is kept as clean as possible at all times and any waste is cleared away as soon as practicable.
- You must ensure that you have read and understood the risk assessments and method statements for your work activity, and that you have signed to acknowledge this
- When visiting site, you **must** follow the site signing in and out procedure (See Induction)
- You should communicate and cooperate with other trades when working in close proximity, or when your work will or could potentially impact on others.
- If carrying out any 'Work at Height, Hot Works or Excavations, then you **must** ensure a Permit to Work is raised with the **Responsible Person** before this work commences
- You should be familiar with who the site first aiders' are and location of first aid kits.
- You **must** report all accidents/incidents and near misses immediately to the **Responsible Person** following the Accident Procedure
- Any Don't Walk By must be reported immediately to your **Responsible Person**.
- You should take all reasonable steps to prevent any unauthorized persons from entering the work site and report any breaches to the **Responsible Person**.
- You should ensure all tools, hazardous materials, building supplies and work at height equipment (e.g. scaffold ladder access) are secured/locked off/removed at the end of the day in order to prevent any unauthorized access – including children.
- You should ensure that any knives used on-site are a self-retracting safety knife. Use of any fixed blade knife must be subject to Risk Assessment and **Responsible Person** approval.
- Skips, stored material, plant and equipment must be kept within the demarcated site and Contractor's compound areas, behind a suitable perimeter fence / hording. Skips are to be covered overnight and when not being used or accessed.
- You should keep pedestrian/access/fire routes clear of obstructions at all times.
- No SMOKING or VAPING is not permitted within the site or within the school premises.
- No drugs or alcohol are to be consumed on site. Any person who is considered to be under the influence of drugs or alcohol will be asked to leave the site with immediate effect
- You **must** ensure Mandatory 5 Personal Protective Equipment is worn at all times and any further PPE/RPE appropriate to the task.
- Dust and noise pollution is kept to a minimum, with all reasonable measures taken to prevent any nuisance to residents, staff or general public arising from the carrying out of the works.
- When visiting sites, you must follow the site signing in and out procedure
- Visitors must be accompanied to the work site at all times by the **Responsible Person** or their representative.
- Do not engage in any way with school children on site and remain within the Portakabin Works Site Compound at all times and ensure the site manager is always present when the compound is exited/entered.

- As works will be conducted partially during school term time, all contractors are to be mindful of BAU activities on the school premises to not interrupt student drop-off/ collections.
- The School is located within a quiet residential road, therefore all contractors must work and act in a considerate and professional manner at all times including no radios to be used and no use of inappropriate language.

3.4 Arrangements for Regular Liaison Between Parties on Site

As required, site meetings will take place on to allow any issues, design alterations or dealing with unforeseen eventualities to be discussed between all parties concerned (i.e. Client, Designer, Principal Contractor and Subcontractors).

The **Responsible Person** is to ensure the programme of works are done in such a way that the differing trades avoid conflict of operations wherever possible, thus allowing works to be undertaken safely.

All communications between Site Manager and the Contractors are to be via the Project Controller and the Contractors site representative in line with issued project directory.

3.5 Consultation with the Workforce

All Operatives, Contractors and Subcontractors must be inducted i.e. first visit. Regular tool box talks will be delivered by the **Responsible Person or their representative**. Feedback is welcomed from Operatives, Contractors and Subcontractors during these meetings.

All appropriate health and safety information that becomes available during the works will be distributed to all those concerned with, and working on, the project.

As appropriate to the type of site being worked at, temporary signage will be put in place to allow Operatives, Contractors and Subcontractors to be aware of what areas they have access to.

3.6 Exchange of Information between Client, Principal Designer, Principal Contractor and Contractors

All necessary information (where applicable) will be issued to the relevant parties together with copies to finalise the Health & Safety File (if applicable).

All changes in design (relating to Health & Safety aspect) will be referred back to the Principal Designer and agreed by the client before any changes have been implemented.

3.7 Selection and Control of Contractors

All Portakabin Contractors complete a Supplier Engagement Documentation which details their Health & Safety performance, competence, training arrangements and the resources they have in place to carry out their works safely. From this all Contractors will submit specific Risk Assessments and Method Statements for this project in good time. They will be reviewed by the **Responsible Person** and when confirmed as satisfactory, copies will then be available on site.

Continual monitoring of Contractors and Subcontractors to be monitored throughout the project in the form of Health and Safety audits to ensure they are working in compliance with the Construction Phase Plan and current Health and Safety Legislation.

As required, Contractors will attend site meetings to ensure continuous communication throughout the project.

3.8 Safeguarding Measures

The aim of the safeguarding measures are to manage the risk of harm to pupils and vulnerable adults. The measures adopted shall be proportionate to the risk. Safeguarding measures considered include the following:

- **Segregate:** Avoiding contact between contractors and pupils as far as possible and eliminate all opportunities for construction site access by anyone not entitled to enter with the installation and control of site perimeter fencing with access-controlled entry/exit.
- **Supervise:** Supervision of all contracted staff by a suitably vetted volunteer and ensure that no pupil comes into contact with any contracted worker at any time as well as restricting any unauthorized access to the site at any time with continuous supervision.
- **Code of conduct:** Enforcing adherence requirement of contractors to observe the Portakabin code of conduct
- **Regulate Access:** To regulate, control, restrict and agree access to the construction site for both contractors and any site visitors at all times.
- **Checks:** The undertaking of regular checks where appropriate to ensure the safety of all workers and pupils at all times.

An appropriate risk assessment will be conducted by the appointed site manager/safeguarding representative that will include mitigation to deal with any potential safeguarding risks associated with the programme of works pertaining to the Portakabin construction site and held on site for review and updating purposes as required.

3.9 Induction

All personnel wishing to visit/work on site will be required in the first instance to undergo a Site-Specific Induction carried out by the **Responsible Person**. The induction will outline the significant points within this Plan, including the provision of Welfare Facilities, Accident and Incident Reporting, Waste Management Arrangements, Site Rules, Safeguarding Measures, Risk Assessments and Method Statements. Emergency Arrangements will be communicated at this point.

Regular tool box talks will be delivered to all operatives involved in the project. These will be recorded and held within the CDM Health and Safety Project Management File.

The Contractor's personnel will be required to sign in and out of the works area on a daily basis.

The site manager will need to sign in and out at our reception desk at West Wing (the entrance under the clock, nearest the compound. Whilst the contractors will sign in and out of register located in the welfare unit. The site manager is responsible of ensuring all personnel sign in and out of the register.

See “**HS-C008 Induction Slides**” – Appendix A

3.10 Reporting and Accident Investigation

All reports should be made to the **Responsible Person** who will then submit the report via the HSE Intranet Portal and submitted as soon as possible following an AINM event or DWB observation, and always on the same day as the event. The initial portal report does not need an accompanying investigation or photographs immediately, this can be added to the system at a later point by the HSE team.

In order to prevent the AINM event from recurring, it is necessary to investigate the causes of the event in as much detail as possible. (A DWB will not require a full investigation only a corrective action as these reports are for more minor issues).

Once the injured party (IP) has been attended to / area made safe, the following information should be gathered as soon as possible following an AINM event:

	Photographs of the area	Witness Statements from IP / Parties involved	SSOW i.e. RAMS / SOPs	Relevant training and briefing records
Accident	Do not need images of the injury but what caused it e.g. defective tool, ladder being used etc.	Depending on severity i.e. where potential for serious injury or damage is high	All documents the IP and colleagues were signed on to	All training records relating to the accident e.g. a fall from ladder we need to see ladder training, briefings etc. for the IP and colleagues
Incident	Showing the damage and how it occurred if possible		All documents relating to the task which resulted in the incident	Any relevant records relating to the incident
Near Miss	Showing the near miss if possible (prior to rectification)		All documents relating to the task which resulted in the near miss	Any relevant records relating to the near miss

Other information may include tool testing records, drawings, plans, Construction Phase Plans; competency cards e.g. CSCS, inspection records, daily check sheets etc.

All information gathered should be submitted on to the HSE portal or direct to the HSE team.

HS-F001 Accident Form Part A – Appendix B

HS-F001 Accident Form Part B – Appendix B1

3.11 Site Security

Site Security will be provided by Portakabin as outlined in the “**HS-F096 Site Set Up Checklist**” – Appendix C.

All Operatives, Contractors and Subcontractors will sign in and out of site.
Always keep all access gates closed/locked at all times. Tools, Plant or Materials should never be left unattended. As part of the workforce induction, site security will be explained.

The site compound will be enclosed using HERAS fencing.

3.12 Welfare Facilities

Welfare Facilities will be provided by Portakabin as outlined in “**HS-F096 Site Set Up Checklist**” - Appendix C.

As part of the workforce induction, the use of such facilities will be explained. All Operatives, Contractors and Subcontractors will be instructed to keep areas clean and in a tidy condition at all times and to treat the facilities with respect.

There will be no washing facilities for vehicles on site as trackway will be provided for vehicle movement.

3.13 Risk Assessments

Portakabin will ensure that suitable risk assessments are prepared in-line with the requirements of the Management of Health and Safety at Work Regulations 1999. Contractor risk assessments will be reviewed by the **Responsible Person** prior to the start of the works.

Where specialist construction skills are required, contractors may sub-contract such work to specialist/expert persons/companies within the programme of works. Again and in accordance with the Construction (Design and Management) Regulations 2015, Subcontractors will be requested to prepare and submit to the **Responsible Person** for approval, suitable Risk Assessments, specific to the intended work, well in advance of them starting work on site. The **Responsible Person** will ensure that the results of such assessments are communicated to the relevant workforce prior to the commencing the works.

Any risk assessment amendments (where required) will be undertaken/reviewed by the **Responsible Person**.

No work will be allowed to commence on site unless suitable and sufficient risk assessments (i.e. proportionate to the risks involved in the works) are in place.

3.14 Method Statements

Portakabin will ensure that appropriate Method Statements are prepared to manage the significant hazards identified. Contractor method statements will be reviewed by the **Responsible Person** prior to the start of the works.

Where specialist construction skills are required, Contractors may sub-contract such work to specialist/expert persons/companies within the programme of works. Again and where applicable, Subcontractors will be requested to prepare and submit to the **Responsible Person** for approval, method statements specific to the intended work, well in advance of them starting work on site. The **Responsible Person** will ensure that the results of such assessments are communicated to the relevant workforce prior to commencing the works.

Any method statement amendments (where required) will be undertaken/reviewed by the Site Manager/Supervisor.

3.15 Emergency Contacts

A & E	Princess Royal Hospital Lewes Rd, Haywards Heath RH16 4EX Tel No: 01444 441881
Police Station	Horsham Police Station Hurst Rd, Horsham RH12 2DJ Phone: 01273 475432

Fire Station	Horsham Fire Station Horsham RH12 1EP Tel: 999
National Gas Emergency Line	0800 111 999
Electricity	0800 316 3105
Southern Water	0330 303 0368 (Water Supply)
Southern Water	0330 303 0368 (Sewage)
Environment Agency	Tel: 03702 422 549 Emergency Only: 0800 80 70 60
Out of Hours & Emergency Contact:	TBC

3.16 First Aid

There will be a minimum of one first aid trained operative on site at all times with adequately provisioned first aid kits.

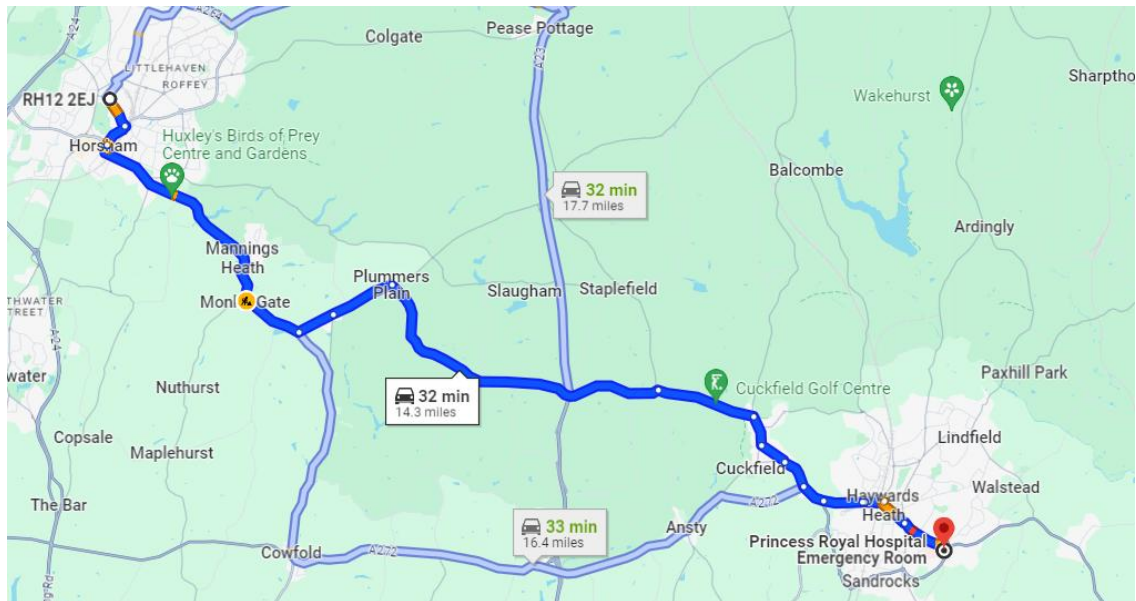
All sub-contractors shall provide Portakabin with lists of a First Aid trained staff – copies of certificates shall be forwarded.

The first aider on this project and the location of first aid supplies will be confirmed at the site induction.

Emergency first aid notices, together with a map and directions to the nearest hospital with an accident and emergency facility will be displayed on site.

The nearest hospital with full accident and emergency facilities is:

Princess Royal Hospital
Lewes Rd, Haywards Heath RH16 4EX



Direction to the nearest A&E Hospital will be displayed within the Portakabin site office/Welfare Unit.

3.17 Fire Procedures

Prior to works commencing, the **Responsible Person** will complete “**HS-F033 Construction Site FRA**” – Appendix D - in order to identify any increased risks specifically associated with the works being undertaken. Examples of items for consideration relating to fire include ignition sources, flammable and combustible materials, access/egress and fire provisions/procedural controls the fire risk assessment will be reviewed and recorded on basis and when/if there are any significant and unplanned changes to the work activities.

During the induction process all personnel will be informed of the site-specific procedures to be undertaken in the event of an emergency situation arising. Such procedures will include how to raise an alarm, evacuation routes and emergency exit points, citing of emergency portable fire-fighting equipment and the position of the assembly point used to take a roll call.

Fire routes and exits will be kept clear of materials and equipment at all times. If specific routes/exits need to be temporary closed, then the **Responsible Person** will undertake a review to ensure other suitable alternative fire routes/exits are made available for all persons and that signage is displayed. Information relating to any changed or restricted route or exit will be communicated to Operatives, Contractors and Subcontractors.

Appropriate types of fire extinguishers will be available per relevant fire hazard as in welfare areas, working areas, along with additional extinguishers located at the site of any hot works.

Wherever hot works are undertaken, an appropriate fire extinguisher will be available to hand within the work area and all flammable materials removed. All hot works will only be carried out under the controlled conditions of a “**HS-F063 Hot Works Permit**” – Appendix E and will be inspected during and up to **60** minutes after the works have finished. All completed hot work permits shall be filed in the CDM Health and Safety Project Management file by the Responsible Person. Upon completion of each working day, the Site Manager/Supervisor or other competent person will check working areas to ensure no signs of fire or burning.

In the event of a fire Portakabin Operatives, Contractors and Subcontractors will follow the site fire evacuation procedure and if required, will request the appropriate emergency services to respond.

A review of Fire Evacuation Plans for all persons on site will be undertaken in line with “**HS-P039 - Fire Safety on Construction Sites**” – Appendix F by The **Responsible Person**.

The **Responsible Person** will also perform a “**HS-F098 Fire Safety Construction Sites Inspection Form**” – Appendix G and update accordingly.

The **Responsible Person** will liaise with all relevant parties (i.e. Site Manager/Supervisor, Health and Safety Team and the fire alarm contractor) prior to any works/isolations commencing to ensure suitable fire evacuation procedures are in place.

An emergency contact list for relevant local and emergency services has been compiled and can be found under section 3.14 of this document.

3.17 PPE

All personnel attending the work site, whether working on site or as a visitor, will be required to conform to the Mandatory Portakabin Personal Protective Equipment (PPE) requirements as outlined.

Portakabin enforces mandatory five point PPE within our construction sites.

Mandatory five point PPE;

- head protection
- hand protection
- eye protection
- hi-visibility workwear
- foot protection

Other PPE/RPE will be contained within the individuals PPE kit for tasks that the risk assessments have identified a requirement for it to be worn.

All Main Contractors and Subcontractors will provide method statements and risk assessments for the works they are carrying out prior to works commencing. The mandatory PPE is to be outlined in their risk assessments and method statements and must be worn at all times alongside further PPE/RPE.

3.18 Environmental

Portakabin is accredited to the internationally recognised standard of ISO14001. As such, it will conduct its business in line with both the standard and its HSE Policy to ensure all reasonable measures are taken as to prevent pollution and to minimise as far as is possible the adverse impact on the environment of its activities. This will include (but not limited to), ensuring where possible any waste generated is recycled, electrical component waste is recovered/disposed of in compliance with the WEEE Directive, all waste is correctly disposed

of through approved and licenced contractors only, hazardous spillages are dealt with correctly and immediately, ensuring measures for noise control are put in place where reasonably practicable. Furthermore and in line with the businesses environmental arrangements, Portakabin will consider environmental issues such as nesting birds, the presence of bats and other protected species which might be disturbed during our work activities. If considered necessary, samples and surveys may be undertaken by Portakabin approved licensed contractors to determine the presence of such and actions to be taken.

4 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

4.1 Access & Egress

The main access point for the workforce will be via the entrance highlighted in the image in section 2.1 Project Description & Programme Details. All materials and equipment will be brought through this entrance.

The **Responsible Person** will complete the “*HS-F096 Site Set Up Checklist*” – Appendix C

The **Responsible Person** control and monitor all Operatives, Contractors, Subcontractors and site visitors to the site, including compliance with delivery/collection times and any vehicle parking arrangements. The delivery and removal of skips will be supervised by a competent person. All vehicular and pedestrian thoroughfares are to be maintained clear and free from obstructions at all times except where secured off in the immediate vicinity of the works.

The **Responsible Person** will regularly monitor access routes for other maintenance and/or emergency access requirements e.g. refuse disposal, fire appliances, police and ambulance vehicles, to which clear access for emergency vehicles is to be maintained at all times.

Signage will be displayed at access points to warn of access restrictions and hazards likely to be present. All Operatives, Contractors, Subcontractors and visitors to site will be required to sign in and out. The **Responsible Person** will regularly monitor site security to ensure any potential risk of breach is minimised and/or if any breach has taken place, corrective and improvement actions are taken immediately.

High standards of housekeeping are to be maintained at all times, with general work areas and access routes to be kept clean and free from obstructions.

All operatives will ensure that they take care when accessing vehicle traffic areas and mandatory PPE will be worn in this area.

Refer also to section 4.15 Traffic Routes and *Traffic Management Plan – Appendix U*

4.2 Delivery/Removal of Materials

Deliveries will, where possible, be on a just in time basis to avoid inconvenience to Operatives, Contractors, Subcontractors and to avoid excessive storage of materials on site. Materials and equipment will be stored safely and tidily to prevent disruption and keep a safe site.

Communication regarding any large delivery or collection will be made either directly with local community, by use of notices, by hand-outs posted to the individual properties and use of

traffic management companies. Cornfield School to conduct letter drops within Cornfield Close to advise residents of key dates within programme for increased traffic movements to site.

Any deliveries to the clients' current facilities will be communicated to the site manager in advance and is to be monitored and managed accordingly, with collaboration with the delivery staff and school representatives.

The **Responsible Person** will arrange for deliveries and collections made by heavy goods vehicles to be at pre-designated times and to be supervised by a competent person on arrival at site.

Refer also to section 4.15 Traffic Routes and ***Traffic Management Plan – Appendix U***

4.3 Hoarding, Closures & Segregation

The **Responsible Person** will arrange for all working areas and trades will be segregated by means of Heras fencing and or chapter eight barriers. Signage will be displayed to ensure the workforce, visitors and the general public are aware that building works are being carried out.

For management of the above please see “***HS-F067 Temporary Works Register***” – Appendix H

4.4 Waste Management Procedure in Place

All waste will be taken from site as quickly as possible to prevent any inconvenience the workforce. Waste will be stored safely and removed promptly from work areas to either the on-site waste skip or directly onto Contractor vehicles for onward disposal to a registered waste site. Vehicles removing waste will hold the appropriate waste carriers licence.

As part of the initial works set-up, an assessment of the skip position will be undertaken by the **Responsible Person** to ensure the locations chosen is the most appropriate for access/egress and safety. Particular Consideration will be given to the location of the skip so that it does not constitute a fire hazard to any part of the building (i.e. locating skip to the maximum permissible distance from the building, options for sourcing a smaller skip with more frequent collections).

Skips will be removed from site as often as required in order to ensure no excessive waste accumulates, but in all instances, arrangements for the delivery and collection of skips will be coordinated by the site manager with the client. The delivery and removal of skips will be supervised by a competent person with appropriate banksman training.

All waste generated will only be removed by licenced contractors and in accordance with local and regional waste disposal and environmental legislation.

Segregation

In order to effectively follow the waste hierarchy, Portakabin will ensure that different types of waste are segregated to maximise the potential for reuse or recycling. This is likely be plasterboard, timber, plastic, metal and general waste, which is non-recyclable.

Where space on site is restricted, mixed waste skips may be used where the waste contractor will collect and separate waste at their waste management plant.

Hazardous waste must be segregated from non-hazardous waste to prevent contamination. This may include; paints, solvents, adhesives, aerosols, fuel, electrical waste, for example. Hazardous waste should be contained securely to prevent leaks or spills and be ventilated where contents may be flammable or produce explosive atmospheres. COSHH Assessments and safety data sheets stored in the H&S File should always be checked for storage requirements.

4.5 Plant & Equipment

All aspects of plant and equipment use and maintenance will be in line with the Provision and Use of Work Equipment Regulations (PUWER) 1998. Any plant and equipment used on site will be used only by competent persons. Any tools and equipment that are hired will only be from a competent hire company with relevant inspections carried out prior to hire. All portable electrical equipment used on site (either by Portakabin or Contractor/Subcontractor) will be subject to PAT testing. All Portakabin tested equipment will display a sticker detailing inspection date(s). All Portakabin ladders will be subject to Ladder Inspections by Zurich and colour tagged accordingly. All tools and equipment are subject to point of use checks by operatives.

All lifting operations will be subject to the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Lifting operations involving plant and equipment will be pre-planned (lifting plan), checked to ensure all statutory test plant/equipment certificates (Inc. ancillary equipment; chains, slings etc.) are within date, equipment/plant is pre-checked by a competent person before use and that suitable lifting risk assessments and method statements are in place. Lifting accessories will also have been checked by Zurich and colour tagged accordingly.

For Planning of Lifting Operations see 4.25

Wherever possible, battery tools are to be used. Where battery tools aren't possible, 110v is required or RCD protection to any 240v tools. If 110v or 240v is used, then the nearest power source will be used. Wherever possible trailing cables will be avoided, to which any extension cables used with plant and equipment will be located in a safe position away from where damage or trip hazard could occur e.g. clipped overhead, placed along the sides of pedestrian/vehicle routes and/or taped down. Signage to warn of cable hazards will also be displayed if required.

4.6 Storage of Materials

Storage of materials will be located within the site boundary. Any other required storage of materials will be kept within the area of the work location or externally fenced storage area.

It will be all operatives duty onsite is to ensure that no materials/debris are left within or around buildings, which may constitute a potential risk/hazard.

4.7 Permit to Work

Portakabin will ensure that a Permit to Work System is in operation for high risk activities such as working at height, hot works etc. The Responsible Person will ensure permit to work documents are raised and closed-out as appropriate, and that the all control measures identified to reduce risk during the permit period are in place.

4.8 Manual Handling

With Reference to Manual Handling Operations Regulations 1992 and TILE (Task – Individual – Load – Environment):

Where it is possible, avoid unnecessary Manual Handling via use of mechanical aids. When operations identified involve either heavy lifting, awkward loads or repetitive movements this will be risk assessed to ensure a safe method of work such as two-person lifts etc. All Portakabin operatives and its Contractors/Subcontractors will be subject to having undertaken mandatory manual handling training.

4.9 Work at Height

With Reference to the Working at Height Regulations 2005:

If possible, Portakabin will avoid work at height. If this cannot be done, Portakabin will ensure a safe system of work at all times. A Risk Assessment (and Method Statement where necessary) will be completed before any work at height commences. Our Contractors and Subcontractors will also supply the same.

All those who will work from height will have received Work at Height Training and have the appropriate equipment such as ladders and steps which are part fit for purpose and inspected at point of use. For Portakabin issued ladder type equipment, 6 monthly inspections will also be carried out by a competent person from Zurich and appropriately colour tagged.

As part of any installation we are required to undertake significant roof works. To this end we have developed our own internal Roof Safety Procedures, which includes details of the processes for roof rescue and recovery. All personnel undertaking roof works will be trained in these procedures including the requirement to be harness aware.

Works to be completed whilst building is unoccupied.

All work at height by slingers etc. will be undertaken with the use of fall prevention (lanyards) or fall mitigation systems (fall arrest).

Where specialist work at height equipment is required, specific risk assessments and method statements (if applicable) will be provided to the **Responsible Person**.

If scaffolding is required, then this will only be erected and dismantled by those Contractors who have been vetted by Portakabin in order to demonstrate the appropriate competencies. Scaffold is to be erected, dismantled and altered in accordance with guidance from NASC (SG4 Preventing falls in scaffolding) and/or by following specific scaffold training for the type of scaffold being worked on, along with following guidance as provided by the manufactures of the scaffold.

A scaffold used for construction should be inspected before it is used for the first time and then every 7 days, until it is removed. It should also be inspected each time it is exposed to conditions likely to cause deterioration i.e. following adverse weather conditions or following substantial alteration

Scaffold and ladders will be secured and marked with safety/warning signage to avoid misuse and hazards to site operatives and the general public. When the site is closed, or if scaffold is not in use, then all ground ladder/access points will be removed/isolated/locked-off to prevent any unauthorised access.

For management of the Scaffold Designed in conjunction with the above please see “**HS-F067 Temporary Works Register**” – Appendix H.

All those who will work from height will have received Work at Height Training. Where specific training is required such as PASMA or IPAF, only competent operatives will be used.

Refer also to 4.23 Confined Spaces

Refer also to 4.20 Protection from Falls and Falling Materials

4.10 Asbestos

N/A

4.11 Lead

N/A

4.12 Control of Substances Hazardous to Health (COSHH)

Portakabin and its Contractors/Subcontractors, who intend to use potentially hazardous substances or materials on site, will provide appropriate COSHH assessments. The **Responsible Person** will review each submitted assessment for approval prior to allowing the substance to be used on site.

Any potential hazardous substance or material will be accompanied by a COSHH assessment or Material Safety Data Sheet, to which the **Responsible Person** (Portakabin Assessments) and Contractor Manager/Supervisor (contractors) will ensure all users have read and understood the key elements of the information e.g. handling and storage controls, emergency first aid measures, PPE/RPE requirements, emergency firefighting measures, accidental release measures etc.

Reference Documents

“**HS-P024 Management of COSHH**” – Appendix M

4.13 Noise

With Reference to the Portakabin HSE Policy “**HS-P040 Control of Noise**” and the Control of Noise at Work Regulations 2005:

The operations undertaken during this programme of works may periodically generate high levels of noise, however and where practical, suitable controls will be put in place to ensure noise generation is either eliminated or reduced to an acceptable level for Operatives, Contractors and Subcontractors on site and the general public in the local vicinity. Equipment which emits noise will be subject to service and maintenance in line with manufacturer’s instructions to reduce noise generation.

If any Portakabin employee is likely to be exposed to noise at or above the lower exposure action value of 80 dB(A), the **Responsible Person** for the site will ensure that a suitable and sufficient assessment has been undertaken by the relevant party. The purpose of risk assessment is to enable Portakabin to make a valid decision about whether employees are at risk from exposure to noise and what action (if any) may be necessary to prevent or adequately control that exposure.

Mandatory cutting areas will be put in place to reduce exposure of noise further signage will be installed to warn of this area.

In line with our HSE Policy, Portakabin will inform adjacent parties or persons likely to be affected by any noisy works during a project. Communication regarding any planned and anticipated excessive noise levels will be made directly with clients or neighbours via the **Responsible Person**.

All complaints concerning noise emissions must follow our procedure “**Environmental And Neighbour Complaints E-P002**” – Appendix N.

4.14 Vibration

With Reference to the Portakabin HSE Policy “**HS-P014 Control of Vibration**”:

The operations undertaken during this programme of works may occasionally and for short spells only, generate high levels of vibration. Portakabin recognises that the regular exposure to Hand Arm Vibration (HAV) can present considerable risks to the health of the operator. Therefore, in accordance with the *Control of Vibration at Work Regulations 2005*, Portakabin will, see that:

- Operatives, Contractors and Subcontractors attempt to eliminate vibration risk totally during the works and where the risk cannot be totally eradicated, they reduce the risk of harm from exposure to HAV to levels that are "as low as is reasonably practicable".
- Portakabin Operatives will record trigger times on specified equipment which will be submitted to line management.
- All Portakabin vibrating equipment must be tagged with vibration levels.

Contractors and Subcontractors will make available for inspection, on request, copies of maintenance records for relevant items of Work Equipment (WE). Regular maintenance of WE limits the possibility of such items producing increased vibration levels over their lifetime.

“**HS-P014 Control of Vibration**” – Appendix O

4.15 Traffic Routes



Refer also to section 4.1 Access & Egress and **Haulier Inspection Report** – Appendix P and **Traffic Management Plan** – Appendix U

4.16 Protection of the General Public

Portakabin will ensure that controls are implemented to ensure that members of the public are not subject to any additional hazards whilst project works are undertaken. Suitable and sufficient fencing and barriers will be formed to protect non-contract personnel, with adequate signage posted warning of the potential hazards.

All signage will be in place for the general public to be aware that building work is taking place.

Refer also to 3.10 Site Security

Refer also to 4.1 Access & Egress

Refer also to 4.2 Delivery/Removal of Materials

Refer also to 4.3 Hoarding, Closures & Segregation

Refer also to **Traffic Management Plan** – Appendix U

4.17 Dusts and Fumes

Portakabin will ensure that appropriate steps are taken to reduce the risk of dust to the lowest level reasonably practicable, for example, wetting down walls and regular housekeeping to suppress air borne particulates. Doors will be kept closed and areas isolated if works are likely to generate significant dust (e.g. stripping out). Operatives will wear the appropriate PPE and RPE for activities involving dusts and fumes.

4.18 Demolition, Dismantling and Structural Alterations

Portakabin appreciates that the project involves some dismantling work. Therefore, Portakabin will ensure that dismantling operations are afforded the relevant planning appropriate to the degree of risk involved, with due consideration given to:

- Planning
- Managing
- Monitoring
- Co-ordinating

Where Portakabin or their contractor(s) are in control of a demolition, dismantling or structural alteration project, there will be a suitable and sufficient SSOW in place to address the following:

- Falls from Height
- Injury from falling Materials
- Uncontrolled Collapse
- Risks From Connected Services – Refer to 4.24 Excavations
- Traffic management
- Hazardous materials
- Noise and Vibration
- Fire
- Worker Involvement

“HS-P035 Working at Height” – Appendix Q

“HS-P036 Avoiding Danger from Underground Services” – Appendix R

“HS-P024 Management of COSHH” – Appendix M

“HS-P014 Control of Vibration” – Appendix O

“HS-P039 Fire Safety on Construction Sites” – Appendix F

4.19 Electrical Supplies

Portakabin appreciates that any work undertaken on electrical systems and associated equipment must be done in compliance with the requirements of the Electricity at Work Regulations 1989. Therefore, in accordance with the Regulations, the company will ensure that those people employed to carry out work on electrical systems and associated equipment during the works are both suitably qualified and certificated, as follows:

- Electricians certificated to City & Guilds 2382 Standard (Requirements for Electrical Installations: BS7671 Latest Edition)
- Electricians certificated to City & Guilds 2391 Standard (Requirements for Inspection, Testing and Certification of Electrical Installations)

Portakabin will ensure that appropriate drawings and plans of the installations are made available for reference during the works. This will ensure that information relating to cable runs, etc. are available. Where such information is available, it will be referred to by the electrician(s) whilst carrying out the works. Portakabin will ensure that suitable and sufficient risk assessments are prepared for any electrical elements of the project well in advance of the works taking place and warning signage (where applicable) is attached/displayed.

4.20 Protection from Falls and Falling Materials

Where there is a possibility that visitors, members of the public, Operatives, Contractors or Subcontractors are at risk from falling objects, then arrangements will be implemented to reduce the risk. Where necessary exclusion zones will be set up around the area and barriers erected to prevent access to unauthorised persons and the use of tool tethering where appropriate to prevent tools from falling is applicable.

4.21 Gas Supplies

Portakabin appreciates that any work undertaken on gas supply systems and associated gas appliances must be done in compliance with the requirements of The Gas (Installation and Use) Regulations 1998. Therefore and in accordance with the Regulations, Portakabin will ensure that those engineers employed to carry out work on gas supply systems and associated appliances are both suitably qualified and certificated to the required standard, Inc. Gas Safe accreditation. Portakabin will ensure that suitable and sufficient risk assessments are prepared for any gas work in advance of the works taking place, and that the appropriate isolations are made and warning signage (where applicable) is attached/displayed. Where appropriate and in line with current Gas Regulations, the relevant gas test and/or commissioning certifications will be issued to the Client.

“HS-P030 Storage of Flammable Substances” - Appendix S

“HS-P032 Gas Safety” - Appendix T

4.22 Water Supplies

Portakabin will ensure that where applicable, suitable and sufficient risk assessments are prepared for water supply work in advance of the works taking place, and that the appropriate isolations are put in place. The **Responsible Person** will ensure that mains water isolation points are known and that means of access are not impeded.

For works on the hot and cold water systems, Portakabin will ensure all appropriate measures are taken to ensure the risk of legionella from water systems being worked on are reduced to as low as reasonably practicable. As applicable for the type of works being carried out, controls will be outlined in the appropriate risk assessments.

4.23 Confined Spaces (Restricted Space)

With reference to the ***“Confined Space Regulations 1997”***:

Portakabin will ensure if works are required within areas that are considered as a confined space (restricted space) e.g. working inside void space then specific risk assessments and method statements will be supplied, which if required will also include any additional measures to be taken for any particular identified confined space hazard.

Refer also to 3.12 Risk Assessments

Refer also to 3.13 Method Statements

4.24 Excavations

Portakabin will ensure that if works involve the need for 'breaking ground' then the appropriate measures will be taken to establish the location of underground services by means of;

- Identifying and managing the dangers,
- Planning the work,
- Detecting, identifying and marking underground services,
- Safe excavation.

For management of the above please see “**HS-F067 Temporary Works Register**” – Appendix H.

Any subcontractors working on behalf of Portakabin with works that involve 'breaking ground' will prepare RAMs that identify hazards/control measures that Portakabin will approve.

Refer also to 3.12 Risk Assessments

Refer also to 3.13 Method Statements

4.25 Lifting Operations

Lifting operations will be identified and a lifting plan undertaken by an appointed person having undertaken a suitable and sufficient site-specific site investigation and risk assessment. All lifting operations for lifting and installing materials will be undertaken and monitored by suitably trained and competent operatives.

Trained and competent Slinger/Signallers will oversee and marshal the lifting operations. Where plant equipment, associated lifting equipment and plant is used, all relevant elements will have been subject to regular inspection and maintenance as well as receiving a full statutory test and thorough examination.

Documents relating to the testing and thorough examination, at a recommended frequency of 6-month intervals, should be retained on site for the duration of the works. The ground conditions will be checked and confirmed as acceptable for the task by the Trust structural engineers. No works to be begin until confirmation received from the Trust structural engineers.

4.26 Temporary Works

With reference to the “**BS-5975**”, the effective operation of temporary works requires the appointed persons to ensure that the identified duties are implemented and adhered to.

On-Site operations will be complemented by the associated permits as per section 4.7 Permit to Work and 3.12 Risk Assessments all will be documented within the Temporary Works Register.

“**HS-F067 Temporary Works Register**” – Appendix H.

4.27 Protection of Fragile Surfaces

Control measures as well as preventative actions outlined for the protection of fragile surfaces are outlined in the provided Risk Assessment Method Statements contained within the Site Operations Manual, prior to the commencement of works, relating to lifting operations that will be the only time during the construction period where the building roofs (“fragile surfaces”) will be accessed, including access and safety measures, but will throughout the construction

phase be considered as such and will be under the supervision and subject to the authorisation of an appointed competent person at all times.

4.28 UXO Safety and Awareness Briefings

Please refer to Groundworks RAMS

4.29 Tree Protection Area

All site operatives will be made aware of tree protection requirements prior to commencement.

- **No works** (including excavation, level changes, or construction activity) will take place within any identified RPA.
- **No storage** of materials, plant, equipment, fuels, or chemicals will occur within these areas.
- **No vehicular access, parking, or tracking** will be permitted within the below area.



Monitoring and Compliance

The site manager will ensure all tree protection measures are maintained throughout the construction period.

Any accidental damage to trees will be reported immediately and appropriate remedial action taken.

5.0 HEALTH AND SAFETY FILE – Not applicable as provided in Operations and Maintenance manual.

5.1 Client Health and Safety Information

The Health and Safety File is a series of documents containing relevant health and safety information to be taken into account to aid the safe use, cleaning, maintenance, refurbishment and any future demolition of the building.

The Principal Designer is responsible for preparing the Health and Safety File as required by the CDM Regulations 2015. The Project Controller will be responsible for collecting and contributing information to the file.

The layout of the file will be agreed with the Principal Designer and, if necessary, the Client, in the early stages of the project.

The file should consider the following information:

- Brief description of the work carried out
- As built drawings of the buildings, plant and equipment
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or asbestos survey, contaminated land report etc.)
- Key structural principles (e.g. bracing, pre, post tensioned steel, location of module columns, safe working loads of floors etc.)
- Details of hazardous materials (e.g. lead based paints and special coatings)
- Information for the safe use maintenance and removal of installed plant (e.g. chillers, boilers etc.)
- Health and safety information about equipment for cleaning or maintaining the building or structure
- Details of the location of significant services (e.g. underground cables, gas supplies, water pipes etc.)