



Tec Services (NW) Limited

Construction Phase Plan

for

Travis Court,

342 Heywood Old Road

Manchester

M24 4QG

Description of project	Details
Project description and Programme details including any important dates.	To take down and dispose of existing, tired structure. Construct and finish an apartment block containing 10 dwellings. Programme: 12 months project Start date: 10/07/2023 Completion Date: 12/7/2023
Details of the project team, including:	
Client	Atbrook Estates
Principal designer	Michael Atkinson



Tec Services (NW) Limited

Designer	Michael Atkinson
Principal contractor	TEC Services (NW) Limited Unit 6 3a Eagar Street Manchester M40 1EP
Specialist Contractor	N/a
Other consultants	n/a
Extent and location of existing records and plans which are relevant to health and safety on site, including information on existing structures when appropriate.	Other than the documentation/schedule provided there is no further information available. Should other information become available it will be recorded in the Plan and forwarded to the Principle Designer as appropriate.
Management structure and responsibilities.	Overall management: Terence Connor Site Manager: Terence Connor Day to Day Supervision Kevin Green The project will be managed in liaison with the Loss Adjuster and the works carried out as per the agreed schedule. All works will be coordinated by the Principal Contractor. All necessary health and welfare facilities will be in place prior to the commencement of the projects. First aid procedures will be within the health and safety file which is kept on site with emergency service locations identified and telephone numbers attached. A first aid box will also be available. Fire procedures and emergency service contact numbers will be stated within the file. Any amendments required to the project will be handled by the site manager and alterations added to the Construction Plan for inclusion in the programme detail. Any further works then added to the schedule will be re-assed for any possible hazards etc. which may arise as a result of the amendment and recorded in the Construction Plan.



Tec Services (NW) Limited

Health and Safety Objectives	To execute the contract without presenting any hazard to property owners or members of the public visiting the property or its environs. To execute the contract without injury or unmitigated hazard to any member of the contracting team. To provide a facility, insofar as it is within the remit of this project, which can be demolished without excessive harm to the environment. To have zero percent accidents and good communication between all parties with regard to safety, quality or other issues. Should an incident occur it will be investigated as soon as is possible and the results recorded. Induction of all site operatives will be carried out prior to accessing the site Health and Safety Signage Welfare Provisions Site manager responsible for safety on site
Health and safety arrangements for the construction phase.	On-site Manager Programme of Work Completed risk assessments Construction Phase Health and Safety Plan



Tec Services (NW) Limited

Site rules	All operatives to follow the defined site rules as outlined in the TEC company handbook and as directed by the Site Manager Site layout and working areas to be designated. Storage and Welfare areas designated Signing in register to be maintained Security of the site to be maintained No smoking anywhere within the properties. Good housekeeping at all times No personal music apparatus utilizing earphones to be used on site. No alcohol or narcotic substances to be brought onto the site. No persons under the influence of alcohol or narcotic substances to be allowed on site. No horseplay or practical jokes on site. All PPE issued in accordance with the Construction Phase Health and Safety Plan must be utilized at all times. Only properly and appropriately qualified operatives shall operate items of plant. All accidents/incidents must be reported and recorded. Only equipment/tools in good condition may be used on the site. Any breaches of security must be reported and recorded. All safety signage must be adhered to. Weekly site inspections to be carried out
Arrangements for:	
Co-operation between project team on site and co-ordination of their work	All documents and variations to be shared between all parties involved or relevant personnel by means of agreed e-mails Programme of work to be updated Photographs to be taken and upload Formal Site Meetings to be held
Consultation with the workforce	Pre Visit Induction training to be given Toolbox training Induction of Subcontractors
Exchange of design information between the client, designers, principal designers and contractors on site	Submission of agreed documents by e-mail.
Handling design changes during the project	Notification by e-mail.



Tec Services (NW) Limited

Liaison between parties	To ensure the smooth running of the projects continuous dialogue will be carried out between the Design planner, TEC Services and clients. These meetings will be as required but also at pre-determined intervals, to be arranged, thus ensuring that information is communicated to each party with regards to progress of project and effect a harmonious relationship and a successful outcome. Regular liaison will also be undertaken with all contractors involved in the works.
Management of the work	Details
Selection of Subcontract Labour and Suppliers	TEC site manager Sub-contractors who are employed to carry out the refurbishments must be on the company suppliers list of contractors. To get onto the list they are required to complete a Health and Safety Questionnaire and financial declaration. Insurance documents would also be supplied and part of the process is an arranged meeting with the contractor at their premises to discuss their application. As part of the procedure they must supply training records, copies of risk assessments and method statements. Accident stats must also be provided. Monitoring of their own health and safety is also a requirement as is the reporting and recording of accidents. Should they employ a sub-contractor they must also carry out due diligence on them and proof must be readily available to the PC. Safety checks will also be undertaken to ensure compliance by the PC.
Exchange of Documents	TEC Services (NW) Limited As part of the initial pre-start meeting and induction the sub-contractors are informed of the need to meet all health and safety requirements for the project. Each project must have stand alone and project specific information. The safety department will carry out checks and part of that will be dialogue with the contractor. Should a meeting be required to deal with possible health and safety issues, the results of the meeting will be passed to the workforce for their deliberations.



Tec Services (NW) Limited

Site security	Access routes to be marked Designated safe routes will be identified and signed The Principal Contractor will ensure that no action or omission on his part compromises the security of each individual property in any way. This includes securing of the work areas both during and at the end of the working shifts, the securing of any tools, plant or materials on site, and the securing of any vehicles associated with the works. Communication is very necessary to assist with making the site secure and safe.
Site induction	Pre-start training carried out. The initial pre-start meeting is the beginning of the induction process. The site manager for the project will undertake inductions to each person proposing to work on the site, and no persons will be allowed to undertake works on site without having been properly inducted. Such persons must sign the induction record form to confirm their understanding of the induction and their willingness to adhere to the health and safety rules on site. This will assist with the control of visitors etc., and indicate that the correct management processes are in place with regard to the workforce, project and legislative requirements. All necessary safety signage will be in place and adhered to. The site induction details will be held at the site area.
Site training	TEC Services carry out on-site training. On site and continuing training will be provided for all site based personnel in the form of "Tool box talks" relevant to the works being undertaken, and with attendance recorded.



Tec Services (NW) Limited

Welfare facilities and first aid	As scheduled. Welfare arrangements to be provided Mobile Welfare Unit to be sited as agreed, the unit will incorporate a toilet and washing facilities First aid facilities will be in-place on this and will contain HSE 10-person kit together with eye wash pods, self-adhesive plasters and bio guard surgical hand gel. Site Manager and site Forman are first aid trained. The details relating to the nearest emergency unit will also be posted and the workforce will also be informed at induction of the first aid arrangements. All incidents which require first aid treatment will be recorded in the accident book by either the first aider or the team leader on site.
Accident Reporting	TEC Services to contract administrator. Oriel HS Manager All accidents and “near miss” incidents will be recorded in the accident book which will be kept on each site. The accidents/incidents will be reported to the PC- PD for investigation and the PC Safety department will address any issues which may arise after any investigation. The principles of RIDDOR ‘13 will apply.
Risk Assessment	TEC Services Contract administrator. Oriel HS manager All risk assessments and method statements required for the projects will be available on the site safety file



Tec Services (NW) Limited

Emergency procedures

Fire extinguisher on site.

Local Fire Dept.

129 Middleton Rd,
Heywood
OL10 2LU

01706 901203

The local Hospital is situated at

Fairfield General
Rochdale Road
BL9 7TD

0161 624 0420

Fire and emergency procedures will be introduced to the workforce at the site induction and all aspects of the procedures will be explained. The emergency exit route will be displayed on the site plan. The location of an appropriate type of fire extinguisher will also be identified. Operatives should only tackle fires if they are small and such action places them in no danger.

In the event of a fire, warn others by shouting “fire, fire, fire”, ensure any occupying residents are clearly alerted, and proceed to a safe place away from the building. Call the fire brigade on ‘999’ clearly stating the address of the property and ensuring they have the information before ringing off. Thereafter, immediately alert the site supervisor for the property.

A person will be identified to take responsibility for informing the emergency services should an incident occur.



Tec Services (NW) Limited

Arrangements for controlling significant site risks	
Safety risks, including:	
Deliveries and Waste	Manual Handling Processes in place for removal of existing roof structure and materials Scaffolding designed to suit specific work operations Waste removal by skip changed when full On delivery and removal of materials from each property and the site generally, consideration will be given to access and egress hazards (vehicle and pedestrian) which may exist prior to the movement of materials whether in or out of the site. On all occasions when a vehicle is reversing, whether in or out of the site, the vehicle movements will be controlled by a banksman. The site managers to control all deliveries and undertake a risk assessment when these deliveries are to take place. Access and egress hazards will continually change and must be assessed when required
Services	Identification, marking and signage. Disconnection and Temporary supplies as required Qualified persons used The use of electrical equipment will be controlled by using step down transformers 110 volts or if necessary 240volt with an RCD in place. Should a petrol/diesel generator be required it will be housed outside the property to allow a flow of air to disperse possible fume build up. All relative information about services will be passed to the workforce at induction.
Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures	Risk assessment. Scaffolding and Support structures in place Propping and Support structures Identification of structural roof member, particularly fire damaged timbers Weekly and daily inspections of key areas



Tec Services (NW) Limited

Prevention of Accidents	Slip, trip and fall guidelines. Training. Cleaning of work areas If working at height is required a risk assessment will be undertaken and the necessary procedures put in place to ensure that the practice is safe and in full compliance with Work at Height Regulations 2005. The use of ladders will be for access and egress unless used on very short duration jobs. Good housekeeping will also be established to reduce the possibility of slips, trips and falls.
Material Handling	Manual handling and specialist handling techniques. Identification of risk Work scheduling will assist with safety of persons undertaking work which requires that fragile materials are being used. It is extremely important that an area where such work is being undertaken is free as much as possible to traffic. Where double glazed windows have to be replaced etc., specialised persons will carry out the tasks to ensure the safety of others through their competency in the field. Good communication to the workforce is vital to establish a safety pattern within the work area.
Traffic routes	Designated routes. Signage
Storage of materials	Designated storage areas. The minimum of materials and equipment will be held on sites to reduce the risk of theft or vandalism. No flammable materials will be held on site unless under lock and key. All tools and equipment will be secured or withdrawn from site daily. Any materials which must be held outside will be caged in with the appropriate signage and security in place or in the site lockup. No materials or equipment should be able to be accessed by others.



Tec Services (NW) Limited

Occupied Properties	The work is to be carried out when the office is not in use	
Health risks, including:		
Removal of asbestos	Specialist testing and contractors employed. At this point we are not aware of any Asbestos situations still remain. The company policy is, if asbestos is suspected the work will cease and a specialist organisation will be requested to take samples of the suspected substance and have it analysed. Should it prove positive a specialist company will extract or encapsulate it and on completion of the extraction a clean air certificate will be given before work resumes. If the sampling proves negative the work will continue as per the schedule.	
Manual handling	Manual handling guidelines and training. A risk assessment must be undertaken prior to manual handling taking place. If it is at possible, mechanical handling would be used. It is essential that wherever possible manual handling should be eradicated. However if this is not possible, the PC/ PD and sub-contractors will comply with the ACOPS for the practice.	



Tec Services (NW) Limited

Use of hazardous substances	Specialist guidelines. Monitoring procedures Wherever possible the use of hazardous substances is discouraged. If a substance is available which will reduce the possible dangers from the use of hazardous substances these should be used. If it is not possible to find a replacement, appropriate training in the use of the substance must be carried out and recorded. This could be done in the form of a tool box talk. COSHH assessment sheets should be available as part of the talk and for the users to understand the constraints with regard to the use of the substances.
Noise and/or vibration Control	Provision of suitable tools and PPE Noise will be kept to a minimum. Noise assessment will be carried out if the Safety representative believes there is a problem. The use of hand arm vibration tools is restricted to 10 minutes' usage with a 5-minute break. The reduction of noise or vibration from source has to be the first course of action followed by the use of the correct working practices and the safe and proper use of the correct PPE.
The Health and Safety file	
Layout and format.	Manuals/brochures; schedule of works; approved variations; operating details; test certificates.
Arrangements for the collection and gathering of information.	TEC Services (NW) Limited to gather information.
Storage of information.	H&S file issued to CA



Tec Services (NW) Limited

Parking of vehicles:	Site operatives and visitors will have space to park off-road and on-site leaving no hazards outstanding roadside.
Plant Materials:	Plant materials will be able to be accessed from the site entrance and used on site only. Loading and off-loading materials will be done on site space, not from roadside.
Storage of materials and plant:	All materials will be stored and locked overnight in safe storage cabins. Plant hire will also be locked on-site with padlocked boarded perimeter.
Protecting surrounding areas:	The fully boarded site will prevent sensitive receptors from fugitive dust and debris both during and after the construction phase.



Tec Services (NW) Limited

Significant design and construction hazards	
Significant design assumptions and suggested work methods, sequences or other control measures.	Defined by TEC from work schedule or specification
Arrangements for co-ordination of ongoing design work and handling design changes.	TEC Services (NW) Limited notify contract administrator.
Information on significant risks identified during design.	TEC Services (NW) Limited notify contract administrator.
Materials requiring precautions.	Highlighted in risk assessments
Comments	

Name: Terry Connor

Position: Managing Director

Signature: T Connor

Date: 05.06.2023