



Construction Phase & Environmental Plan

(DRAFT)

Project / Site

BARN COTTAGE GREEN

SCOUT HUT

BARN COTTAGE LANE

HAYWARDS HEATH

RH16 3QR

DATED - DRAFT 02.12.24

PREPARED BY - MARK HAMPER - (TECH IOSH) &

JASON WILD / SARRA HAWES - (HCG)

HAWES CONSTRUCTION GROUP LTD

**UNIT B4 - CHAUCER ESTATE - DITTONS ROAD - POLEGATE
- EAST SUSSEX BN26 6QH**

TEL - 01323 483085

www.hawesconstructiongroup.co.uk

1 Construction Phase & Environmental Plan Plan

Description of the project	
Description of Project	PROJECT WORKS Construction of a new pavilion / scout hut building upon land adjacent to existing public buildings at the above location.
Project Address	BARN COTTAGE PAVILION – BARN COTTAGE LANE – HAYWARDS HEATH – RH16 3QR See Location & Block Plan Drawing – ECOTECTURE - APPENDIX
Start Date / Duration / Key Dates	Start Date - TBC Duration - TBC (See HCG programme when developed fully)
Work Hours	0800 - 1700 - MON - FRI SAT - BY ARRANGEMENT ONLY
Client	MID SUSSEX COUNTY COUNCILV
Principal Designer / Architects	ECOTECTURE 31 Sussex Road Haywards Heath RH16 4DZ info@ecotecture.co.uk TEL - 01444 416745
Structural Engineer	TBC
Further Appointed Consultants	TO BE APPOINTED
Principal Contractor	HAWES CONSTRUCTION GROUP UNIT B4 - CHAUCER INDUSTRIAL ESTATE POLEGATE EAST SUSSEX BN26 6QH TEL 01323 - 483085 CONTACTS - BRUCE HAWES - bruce@hawesconstructiongroup.co.uk - 07923 859287 JASON WILD - jason@hawesconstructiongroup.co.uk - 07938 777524
Asbestos Surveyors	TO BE APPOINTED
HAWES - Management & Supervision Contract Manager / Site Manager Site Supervisors Site Operatives	JASON WILD – CONTRACT MANAGER MAIL - jason@hawesconstructiongroup.co.uk MOB 07938 777524 COVER - SMSTS / SSSTS SUPERVISOR TO BE PROVIDED VARIOUS
HS Consultant	MARK HAMPER TECH IOSH / NEBOSH CONSTRUCTION Mark.hamper@hotmail.co.uk – 07703369663
FIRE SAFETY / COORDINATION	SITE MANAGER / Supervisor

Other Sub Contractors on site	TO BE APPOINTED
Project Information / Specification	MSCC – Draft Conditions - Specification of Works Drawing Specifications Survey Drawings Asbestos Report Structural Surveys
Relevant Survey Reports	Access to the Health & Safety File available upon request Access to Asbestos survey Structural Survey
Induction & Site Rules	All operatives on site will be given a verbal briefing about the project and hazards by the Site Manager – this will include safety of third parties and fire emergency arrangements and the specifics of working within the environs of the site. A site-specific induction will be undertaken by all operatives attending / working on site prior to their works commencing. During this induction they will be appraised of the Site Rules Welfare Arrangements and Emergency Procedures and all other relevant information required to work in the environs of the site. A Site specific induction c/w site rules to be developed
Risk & COSHH Assessments	Refer to Hawes Construction Group and Sub Contractors Site Risk Assessments and COSHH Assessments / Method Statements. HAWES RAMS - DEMOLITION / DE CONSTRUCTION CARPENTRY / JOINERY BRICK BLOCKWORK GENERAL GROUNDWORKS DECORATIONS Specialist Contractors (to supply own RAMS) to include but not limited to Scaffolding ACM removal Mechanical and Engineering Plastering / Dry Lining Window Installs Roofing Associated Specialist Trades

Scope of Work	• See full works specification • Works to include but not limited too • Brick Work • Ground Works • Scaffolding • Roofing • Steel Installations • Doors / Windows / Glazing • Internal Ceilings • Decorations • Electrical and Mechanical • Associated Works
---------------	---

Health & Safety File / O & M Manual	The Health & Safety File will be compiled throughout the project to meet therequirements of CDM regulations 2015. The specific requirements are to be agreed with the Project Principal Designer prior to the project commencement or at earliest possible juncture The Principal Designer is responsible as a duty under CDM to compile the HS File.
Project Review / Close Out / Handover	Throughout the project there will be regular review and progress meetings between the Client and other relevant parties. Minutes of the meetings will be recorded to be issued out to all relevant parties. At the end of the project as well as the requirements to ensure assistance with information productionof for the Health & Safety File and Operations and Maintenance Manuals a post project review will be undertaken with the Client and all relevant stakeholders.

General Management Arrangements	
Client Health and Safety Goals	• To promote a strong safety culture throughout the company. • Make safety a core responsibility of all managers. • Clearly defined safety responsibilities. • Manage risks and identify hazards. • Provide a safety reporting system. • Meet or exceed all legal requirements. • Maintain a team of safety professionals. • Train and communicate. • Monitor our performance. - Progress meetings / weekly inspections • Improve our performance. • Expect high standards from our business partners. HAWES CONSTRUCTION GROUP will have the appropriate processes in place to meet the Client's safety goals above. These will be monitored through ongoing daily site supervision, site inductions, daily START briefings, weekly safety audits and tools box talks.
Selection of Contractors	Contractors are to be preapproved and selected by HAWES CONSTRUCTION GROUP LTD
Arrangements for co-operation between the project team & co-ordination of their work	The Project / Contract Manager will be SMSTS and based on or regularly on site and supplemented with SSSTS Supervisors in place for HAWES on site and the contractor teams.
Consultation with workforce	The workforce will be consulted with continuously throughout the contract through site inductions, daily START briefings and toolbox talks. Exchange of health & safety between contractors will be carried out through meetings with the Project Manager and contractor's supervisors. Information will include PCI, CPP and weekly safety inspections and regular audits. Inductions - Site Notice Boards - Daily Briefings - Tool Box Talks
Site Security	The work areas will be controlled to prevent access to third parties during the works – see Safety of third-party section below The demises of the site will be segregated with HERAS Style Fencing or similar which will be erected at the site boundaries and also be clad with debris netting / mono flex to assist in the prevention dust emission outside the site boundary. Consideration to be given to the HERAS fencing being of a solid panel type however this does create increased wind loadings which would require consideration. Within the Perimeter Fencing will be HERAS style gates also clad as is practical for plant and pedestrian entrance and exit Site areas including the scaffolding to be protected as required. The site is within the constraints of a residential area and adjacent to a

	busy 2 way live road c/w footpaths. These areas must remain unaffected for the duration of the works however some foot path temporary pedestrian management is potentially likely during delivery phases. Every consideration is to be attended to manage this interface via constant monitoring and coordination with the areas abounding the site The works are planned to be undertaken during live possession and ongoing use of the adjacent buildings and grounds including a play school – nursery and changing rooms etc for the adjacent football pitches and other related hall uses These building areas that will be out of bounds and to be briefed to all prior to works commencing Any interfacing internal works to be segregated by barriers and sheeting and by the management of works areas regards users access and egress.
Signage	Construction site warning signs will be positioned on the perimeter of the site both internally and externally and at access points as required.
Storage arrangements	Tools and materials will be stored in a lockable stores / container on site and within works vans A compound will be developed within site boundaries for storage of material and skips as required in a designated area by arrangement with the client.
Client/agent preliminaries	As per Pre-Start and issued information

Safety of third parties	The general arrangements for ensuring the safety of nearby residents and visitors to the site is as follows:- Sufficient signage Fenced off access points Security checks and Records Site Fencing and Gates Daily Monitoring Internally works areas are to be segregated by as appropriate to tasks Externally areas will be segregated by as appropriate with Barriers c/w signage HERAS Fencing and HERAS Lockable by chain and padlock gates. Dedicated site access points c/w signage Managed any occupied

	areas in coordination with Client (none anticipated)
Liaison with third parties	The Client is to have informed other adjacent building users and nearby residents ahead of the works and in coordination with HAWES CONSTRUCTION GROUP who if required will facilitate a mail drop to any immediate or interfacing neighbours about the impending works all as required. Conformation of this mail drop will be made at progress client/PC meeting Liaison with the neighbours is paramount and to be undertaken on a regular basis
Waste Management	General waste stored in the compound, in skips, and or bagged and removed bagged in and ready for recycling where appropriate and segregated as required in line with industry guidelines and best practice. Removal of waste to be undertaken by licensed waste carrier and WTN retained for provision of information requirements to the client at or during the project.
PPE Requirements	Safety Footwear and Hi-Viz Clothing to be worn at all times and be Company Specific branded and / or sub contractors branding. Protective gloves, eye protection, and FFP3 face masks to be worn as required by risk assessments. Safety Helmets to be worn whenever overhead work being undertaken and there is are perceived relevant hazards.
First Aid	Site Supervisors / Managers are trained in Emergency First Aid at Work. A first aid box will be available on site located in the compound / welfare. FIRST AIDER - EITHER / OR - SITE MANAGER / DEPUTY / Sub Contractor First Aider to be present on site. FIRST AIDERS ALSO BY SUB CONTRACTORS - DETAILS TBC HAWES FIRST AIDERS Mike Sherwood - Site Manager ADDITIONAL Jason Wild, Mark Cox, Andy Gay
Accident Recording / RIDDOR reporting	Site / Project Manager will record relevant accident details in the accident book or accident record sheet on site initially with book / sheet to be held on site within the site office and this record will also be forwarded to head office for retaining on the project and company files. Project Manager would report any RIDDOR reportable incidents.(Any incidents whether RIDDOR or not will be communicated via e-mail and discussed in the weekly progress meetings). ACCIDENTS TO BE REPORTED TO ALL RELEVANT PARTIES AND CDM DUTY HOLDERS - Client, Contractor, PD, etc

Fire / Emergencies	Reference HAWES Fire Plan and Fire RA to be interfaced with which will be fully developed as project enables and additionally see APPENDIX There will be induction and updates regards locations worked within and any temporary fire procedure arrangements (i.e. re routing externally or alarm isolations. Details of the Fire arrangements to be displayed within relevant works areas. A Hot Works Permit System will be in place controlled by the PC Hot Works to be avoided so far as is practically possible If there are any existing alarms and procedures to be followed Muster Point outside site at the green emergency barrier at corner of grounds signed up with appropriate notice MUSTER POINT. Suitable extinguishers to be on site in line with potential hazards 1 x Dry Powder 1x Water
---------------------------	---

	1 x Foam Fire procedures briefed at induction Emergency Services Contact no. 999 A/E location Haywards Heath Hospital – Princess Royal – 10 mins by car No smoking on site permitted. Smoking outside site boundaries only
--	---

Local Hospital	AS ABOVE
Welfare Facilities	To the requirements of Schedule 2 of the CDM Regulations Facilities to provide Toilet Facilities, Hot and Cold running water, rest areas, facilities for warming food, drinking water, fridge in the form of serviced units and accommodation. The Principal Contractor will be responsible for ensuring that suitable and appropriate welfare facilities are provided on the site in accordance with the Construction (Design and Management) Regulations 2015. Provision of access to welfare / subsistence facilities to be provided by HAWES CONSTRUCTION GROUP as determined by the nature of the contract and by agreement with the relevant parties
Signing In Arrangements	Process available and used as required Daily signing in and out for site teams and visitors on site attendance record sheets or record attendance book copies of which to be held on site files and signing in podium / station located at entrance to site or in sit canteen.

Arrangements for managing safety risks	
Confined Spaces	Confined are applicable to this project and these will be managed in accordance with the specialist contractors RAMS. 2 persons at all time to be working in these areas with emergency contact available at all times and means of rescue identified along with monitoring procedures on the spaces and the hazards associated. A pre works survey to be undertaken by the specialist contractor to ascertain

	what specialist PPE is required and this to be included within their specific RAMS submission.
Electrical - Mechanical Supply Isolations	By approved Contractors who will provide specific RAMS and programme
Gas Supply Isolations	Liaison with Utility who will provide specific RAMS and programme
Temporary site supplies	By approved Electricians who will provide specific RAMS
Portable Electrical Equipment	N/A to battery tools to be in the main used. PAT testing required on relevant tools and equipment
Lighting	Daylight hours and Task Lighting
Vehicle movements & segregation of pedestrians	All deliveries and site access to be planned and managed accordingly with banked vehicle movements and restrictions on vehicle size and weights to be enforced if appropriate Busy drop off and pick up times in particular in relation to the nursery and potential hall use to be avoided for deliveries and collections Vehicles are to park adjacent to the site boundary roadside and unload with HIAB or by moffat fork lift, or by hand and moved into the site demises.ut
Delivery Arrangements	All delivery and collection to be programmed through coordination with Suppliers and to avoid school drop off times. Access to the area is through busy residential streets with strict speed limits in place on access roads.
Parking arrangements	No parking on site. Parking available adjacent to site, although Hawes promote sharing transport to reduce the level of parking requirements.
Demolition / dismantling	To be undertaken by competent strip out team of HAWES CONSTRUCTION GROUP or appointed sub contractor
Excavations	All excavation work will be undertaken in line with the requirements of the CDM 2015 Regulations and industry best practice (HSG47 "Avoiding danger from underground services") e.g. use of cable avoidance tools to locate services, trial holes, identified services marked out and safe handing digging techniques. Prior to works commencing permits to break ground/dig will be issued by the Site Manager, with accompanying utility surveys and drawings. Any excavations that are battered, propped, or shored will be inspected prior to the start of each shift or following adverse weather. Spoil heaps, plant and equipment will be kept a safe distance from excavation edges. All open excavations will be suitably guarded to prevent falls from height. <i>Permit to Excavate required</i>
Contact with underground / hidden services	CAT SCANS undertaken by HCG Service Records to be made available, mapped and followed Permit to Excavate required
Collapse of structures	Follow Structural Engineers Reports and Calculations
External / internal working at height	Required and undertaken from scaffolding, (approved scaffold company to provide) load bays, scaffold towers, podiums and other suitable access equipment as required. Scaffold towers are to be erected and maintained by qualified PASMS operatives only and will be inspected on a weekly basis recorded checks or tag system to be in use. The requirement may also be potentially for the use of suitable MEWPS in some areas with all operators of MEWPS to hold current IPAF Certification. See also details of specific further WAH Procedures within relevant Sub Contractor RAMS
Internal working at height	Scaffold / Crash Decks / Podiums / Scaffold Towers (PASMA qualified erectors / Ladders and Hop Ups See Contractors RAMS
Mobile excavations operations	Mobile excavations will not be applicable to this contract.

Lifting operations	Any major lifting operations the following applies Items and materials may be required to be lifted using excavators or hiab. Qualified personnel only to operate with accessories to be certified in line with LOLER requirements Any major lifting required to be subject to provision of lift plans and any relevant equipment to be subject to mandatory LOLER checks
Work Equipment	To be maintained in good order. Regular visual monitoring and checks by PC and Contractors to be undertaken Any damaged or sub-standard equipment to be removed from site
Hot works	Permit System available to be controlled by the PC
Further Information	Subcontractor RAMS and additionally further HAWES CONSTRUCTION Safety Documentation such as RAMS, RA's to further detail specific hazards control measures and methodologies relating to the tasks in hand
Arrangements for managing health risks	
Asbestos	Emergency Procedure to be followed if ACM uncovered and acopy is within Appendix Asbestos Register to be available on site RD Survey to be sequenced into access installations Any required removal of ACM to be undertaken by specialist licensed removal company in line with the survey requirements prior to these works. All relevant operatives on site will hold Asbestos Awareness Training

Manual handling	Significant manual handling operations (installation of RSJ's etc.) will be risk assessed, and suitable lifting aids used. All operatives to be briefed on the safe system of work and trained in safe manual handling techniques. Refer to Subcontractor Risk Assessments additionally for any bespoke MH procedures Alternate mechanical methods always advised where practical - barrows , trolleys etc. MEWPS may be required as previously stated
Hazardous substances	COSHH Assessments for all hazardous materials used onsite will be produced prior to work commencing, and control measures for their use detailed in task specific Risk Assessments and Method Statements. No work shall commence on site involving hazardous substances until the appropriate assessment has been carried out and suitable storage arrangements agreed. Hazardous substances, including waste, must be stored in secure, and where necessary bunded areas at least ten meters from watercourses and drains with any lids / screw caps secured when not in use. Sub-contractors are required to provide COSHH Assessments for any hazardous substances they bring to site prior to the commencement of works. Material storage arrangements shall be agreed and managed by the Site Manager during the site set up. All materials including flammable and hazardous materials shall be stored appropriately e.g. securely, safely, and where required clearly labelled.
Noise	Noisy works will be kept to a minimum and suitable acoustic screening will be used to

	reduce noise levels where required Noise exclusion zones and the mandatory wearing of ear protection will be enforced where required, and there will be no noisy work undertaken on our sites prior to 08.00 or after 1700 REGULAR MONITORING TO BE UNDERTAKEN PPE TO ALWAYS BE AVAILABLE
Vibration	Equipment must be selected so that it provides the minimal impact to the user from hand, arm vibration and noise levels. The safe working period must be established taking into account the exposure limits and suitable controls in place to eliminate the risk of HAVS e.g. task rotation, monitoring trigger times. Copies of HAVS monitoring records must be provided to the Site Manager INFORMATION DISPLAYED ON SITE NOTICE BOARDS SEE ALSO SITE RAMS
Dust	Operations which generate dust will be kept to a minimum and dust emissions will be controlled at source as far as reasonably practical using damping down, screening and on-tool extraction units where required. Sweeping of dust is to be avoided where possible and suitable PPE/RPE to be worn. Information on health risks to be conveyed to operatives. The project will at all times work with regards to dust and dust emissions engage with the workforce and subcontractors and follow guidance set out in CIS36. Specifically preventative control measures are to include. Design considerations to reduce the requirement for cutting material The screening of the site as detailed above regards debris netting / solid HERAS The use of damping down methods if cutting allied to PPE The provision and robust use of suitable dust extraction equipment including on board extraction and suitable vacuum equipment. Ventilated areas, hoarded / fenced/ protected areas/ dust sheet protection and managing areas generally where dust may be emitted. Liaison with the client regards vacating or re routing users of the centre The use of suitable RPE/PPE. REFERENCE ALSO SITE TEAMS / SUBCONTRACTORS RAMS
Exposure to sun	DURING PERIODS OF EXTREME POTENTIAL EXPOSURE TO SUN A TBT WILL BE UNDERTAKEN DETAILING THE MITIGATIONS REGULAR BREAKS - IN SHADE RE HYDRATION AVOID PROLONGED EXPOSURE SKIN PROTECTION PRODUCT CAN BE ADVISED BUT NOT PROVIDED AS PERSONAL CHOICE APPLIES WEARING LOOSE CLOTHING
Artificial Light	It is not anticipated that any significant artificial light will be required on the project as the works will be taken typically during daylight hours There may be a requirement to light the perimeter with low level safety lanterns to demarcate the site areas.
Dealing with contaminated land	Reference to ground survey and undertake accordingly if required
Other	Works to remove and dispose of any contaminated waste to be undertaken in line with HSE and Industry Best Practice Guidance and suitable RAMS to be

	developed by the appointed contractor, reviewed by HAWES and worked to prior to these works being undertaken. All delivery and collection to be programmed through coordination with suppliers. Access to the area is through busy residential streets with strict speed limits in place on access roads. Removal of waste to be undertaken by licensed waste carrier and WTN retained for provision of information requirements to the client at or during the project.
--	--