

PELLEAS CONSTRUCTION LTD
PROJECT CONSTRUCTION
MANAGEMENT PLAN
(PCMP)

Project Name / Ref:
Links Children’s Centre

Site Address: Linnet Close,
Waterlooville, PO8 9UY

FORM REF	AUTHORISED BY	DEPARTMENT	DATE OF ISSUE	ISSUE NUMBER	PAGE NUMBER
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PCMP Authorisation, Handover and Amendment Records:

Project Manager Authorisation and Handover:

I hereby approve the content of this Project Construction Management Plan and confirm that the content of Appendices 1 – 19 is in place as required (as indicated on the PDP - R508) to enable site works to commence:

Position:	Name:	Signature:	Time (24hr)	Date
Authorisation of PCMP to Commence Site Works				
Project Manager	James Baker		08.00	07/07/25

I confirm that I, the Project Manager has fully briefed the Site Manager as to his / her duties on site and in the use of this Project Construction Management Plan and associated Appendices 1 – 31.

Handover 1				
Project Manager	James Baker		8:00	07/07/2025
Site Manager*	Alex Caffrey		8:00	07/07/2025
Site Manager*				
Handover 2				
Project Manager				
Site Manager*				
Site Manager*				
Handover 3				
Project Manager				
Site Manager*				
Site Manager*				
Handover 4				
Project Manager				
Site Manager*				
Site Manager*				

*** Please Note – Each Site Manager will require a Site Managers Safety Passport; these are available from the HSQE Dept and must be filed within Appendix 2 of the PCMP – persons not in possession of a passport cannot be a Site Manager**

PCMP Amendment History (Note: copies of previous revisions to be retained):

Amendment Record			
Revision No (as also entered in box in header above)	Date	Brief detail of amendment	Project Manager Signature
1			
2			
3			

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Project Manager Monthly On-Site PCMP & Associated Appendices Review:**Note: To be completed on an ongoing basis for projects in excess of 6 weeks duration**

Month (as applicable)	PCMP Satisfactory? (please tick)		Where No please outline deficiencies / required improvements	Date	Project Manager Signature
	Yes	No			
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					



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November					
December					

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Please Note: The site filing regime should follow the appendices specified below.

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Index of Appendices

Filing	Status	Description	Form 'R' No and version	Opt in?	No. of Site Copies	E-File	Site Appdx	Respon-sibility	Remarks
On Larger Projects Arrange Files As Appropriate But Inline With The Chronological Order Of The Appendices 1 – 31 Filing Regime		Site Management Records						PM SM	
	M	PDP & PCMP	508v20 901v9	Y	1	6	1	*	PDP & PCMP to be completed & signed
	M	Site Manager Safety Passport	903v3	Y	Each SM	6	2	*	Every Site Manager must have one
	SD	Site Competencies & Responsibilities Matrix	-		1			*	Used on larger sites
	M	Notice Board Docs / F10 / Haz Waste / Policy Statements	-	Y	All	6	3	*	As per Appendix 3
	M	CDM PC Principal Designer – PCI OR Client Allocated Principal Designer – PCI	900av5, 900bv1 As issued	Y	1	3	4	*	As per CDM Process Flow Diagram (v4)
	SD	Dilapidation Surveys / Condition Assessments	-		As Issued			*	To confirm scope / precautions / prelims
	M	Design Risk Assessments and Design Related Issues	-	Y	As Issued	6	5	*	To confirm design can be built safely
	M	Site Set Up / Enabling Work	-	Y	-	6	6	*	As per Appx 6 – Minimum Standards
	M	Asbestos Survey & Review Sheet	904v3	Y	1	6	7	*	Must be in place for ALL projects
	M	Fire Risk Assessment & Fire Plan	905v5, 906v3	Y	1	6	8	*	Must be in place for ALL projects
	SD	Traffic Management & Logistics Plan & RAMS	907v1, 907a v1, 908v1			6	9	*	For large sites / limited access
	M	Project Classification of Temporary Works	911v2	N	1		10	*	Used to classify TW applicable to your project and the level of checking requirements.
	M	Temporary Works Register	912v5	Y	1		10	*	Temporary Works Register is MANDATORY on all sites
	SD	TW Control Sht/ Crane Lifting Plan/Non-Crane Activities	913v4, 914v1, 914cv1 915v1	Y	1			*	
	SD	SWMP	859v3	Y	1			*	Include SC's if they are removing waste from site
	M	Waste Management Carriers Licenses	-	Y	1		11	*	Returns Weekly including Nil Returns
	M	Weekly Waste Returns (Pad)	858v2	Y	1 per wk			*	
	SD	FSC Timber	824v2		N/A			*	Does client specify only FSC – if they do all deliveries must be checked.
	SD	CCS Site visit presentation template	825v2		N/A		12	*	If CCS consider how you can bring benefit to the local community
	SD	Ska	-		N/A			*	
	SD	Breem / LEED	-		N/A			*	
	M	Construction, Procurement Plans & Drawings / Registers	-	Y	As Issued	9	13	*	Maintain up to date
	SD	Internal Handover Meeting	507v22					*	Required to evidence planning / communication – especially if CDM Principal Designer
	SD	Pre-Start Checklist / H&S & COVID Pre-Start Meeting	138v6, 918v1, 919v6, 919cv1				14	*	
	SD	S/C Deliverables / Pre-Project Meeting	516v1					*	
	SD	Weekly Project Team Meeting / Sub-Contractor Meeting	180v10, 181v6					*	
	SD	Design Meeting	616v6					*	
	SD	Customer Progress Meeting / Daily Activity Briefings	182v2, 181a v1				15	*	Required to evidence ongoing management of change - especially if CDM Principal Designer – update R900b as and when required
	SD	Monthly Project Review	200v9					*	
	SD	Monthly Site SC Review / Correspondence	982v2					*	
	M	Absolute Completion Management / Checklist	510v4	Y	1	11		*	
	M	Quality Inspection & Test Records	573v2	Y	1			*	
	M	O&M Manuals / H&S File Info	-	Y		13		*	As per Section B7, Client Handover Guide and Quality Test & Inspection Plan (QITP)
	SD	Snagging Reports	-			14		*	
	SD	Complete Countdown to Handover Checklist	183v8					*	
	SD	Hold Countdown Meeting with client	184v6			11		*	
		Site Control Records						PM SM	
	M	Risk Assessments Index	920v3	Y	1		17	*	Completed by SM – All RAMS
	M	RAMS Review Form	921v6	Y	5 per wk	6		*	
	M	Dynamic RA, Planned Works RAMS	922v4, 923v4	Y	3 of each	6	18	*	To review suitability of RAMS
	M	COSHH Register	924v3	Y	1			*	Updated by SM – Issued by SC with RAMS
	M	COSHH Assessments	925v4	Y	3 per wk	6	19	*	
	M	Vibration, Noise & Manual Handling	926v4, 927v2, 928v2	Y	5 of each			*	Used to verify control
	SD	Use of Acetylene	929v3			6	20	*	Used to verify control
	M	Signing In / Out Log (Pad for Sustainability reporting)	930v4	Y	10 per wk			*	Operatives to be inducted as per R932 - Trade Supervisors receive additional as per R933 - All to show proof of Trade Qualifications / CSCS - Visitors to be inducted as per R934 - all to complete Induction Register R931
	M	Induction Register (Pad for Sustainability reporting)	931v4	Y	2 per wk		21	*	
	M	Induction Presentation	932a (2018)	Y	1			*	
	M	Site Induction – Trades & Operatives (Pad)	932v6	Y	20 per wk			*	
	M	Supervisor Induction	933v3	Y	5 per wk			*	
	M	Site Induction – Visitor	934v4	Y	5 per wk			*	
	M	Site Diary, Daily Labour Allocation Sheets	136v3 162v1	Y	1 per wk	6	22	*	To be completed when site has Day & Night SM for handover
	SD	Night Log	165v1					*	
	M	Toolbox Talk Schedule	935v2	Y	1	6	23	*	Minimum of 1 TBT Weekly
	M	Toolbox Talks / Training Attendance Register (Pad)	936v3	Y	3 per wk			*	
	M	Red / Yellow & Green Cards (Pad)	937v3, 938v2		4 of each	6	24	*	Used to control site / recognise efforts
	SD	Clear up notice / Non-compliance PPE	175v3			6	24	*	
	SD	Noise Monitoring Log	809v2					*	
	M	Nuisance Complaint Log / Received Correspondence	810v2	Y	1	6	25	*	Issued to Commercial if completed
	M	Accidents / Near Misses	939v4 939a 939b2 940v3	Y	3 of each	6	26	*	Used to inform of site occurrences
	M	Permits to Work Register	945v2	Y	1 per wk			*	
	M	Stepladder Justification report, Permit & Register	946a, 946b, 946c	Y	5 per wk			*	Stepladders only to be used as a last resort, where justified, in accordance with Site Working at Height Plan – to be fully communicated at induction with all signing to confirm their understanding on the Site Induction Register (R931)
	M	COVID-19 Social Distancing Justification	947v1	Y	3 per wk			*	
	SD	Hot Works Permit	948v4	Y				*	
	SD	Permit to Dig / Permit to Demolish	949v4, 950v4			6	27	*	
	SD	Confined Spaces Permit & Cutting and Coring c/sheet	951v4, 953v1	Y				*	
	SD	Permit to Work – High Risk & Complex Operations	952v4					*	
	SD	Temp Works Control Sht, Permit to Proceed (Section C)	913v4 (Sect C)	Y				*	
	SD	Permit to Work – Lifting Operations	954v1	Y				*	
	SD	Electrical Permits	955v1, 956v1, 957v1, 958v1	Y		6	27	*	
		Weekly / Monthly Site Records						PM SM	
	M	Weekly Site Return Cover Sheet	980v4	Y	1 per wk	6	28	*	1 x Per Week
	M	Site Manager / Project Manager Wkly Inspection (Pad)	960v4, 960av1	Y	1 per wk	6	29	*	1 x Per Week SM, 1 x Per Month PM
	M	Weekly Inspection – General Work Equipment	962v3, 963v3, 963av1	Y	2 per wk	6	30	*	1 x Per Week
	SD	Daily Inspection – Floor Openings / Voids & Excavations	961v2	Y			31	*	Must be checked DAILY
	SD	Weekly Inspection – MEWP	964v3, 964av1					*	
	SD	Weekly Inspection – Safety Netting	965v2					*	
	SD	Inspection Checklist – Asbestos Removal Works	966v3				31	*	Where present / applicable must be checked when installed / modified and then on a WEEKLY basis
	SD	Weekly Inspection – General Temp / Hoarding	967v4, 969v2					*	
	SD	Weekly Inspection – Hoist	970v2					*	
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SD	Weekly Inspection – Mobile Plant / Vehicles	971v3							
SD	Scaffold Inspection Checklist / Fixed Scaffolding Report	972 v1, 973 v1							

Section A - Project Detail / Project Contacts:

Section A1 - Project Summary:

Project Name:	DWP: Links Children's Centre	Project Ref:	PCLC01
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Project Category / Concept:	Retail
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Project Address:	Linnet Close, Waterlooville, PO8 9UY
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Project Scope of Works / Description:	Strip out internal fixtures and fittings of existing school Remove all asbestos, as noted in asbestos reports Fit out internal spaces with 10no 2 bedroom flats Replace external cladding and windows/doors Install new services (Water/Electric) Minimal landscaping works
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Site Telephone:	07816 352075	Site e-mail:	alex@pelleasconstruction.co.uk
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Proposed Start Date	Proposed Completion Date	Length of Project On-Site	Project Value (£) - Approx
07.07.25	02/02/2026	32 weeks	£640k

Managing Office & Address:	Unit 8 Winchester Hill Business Park, Winchester Hill, Romsey, SO51 7UT
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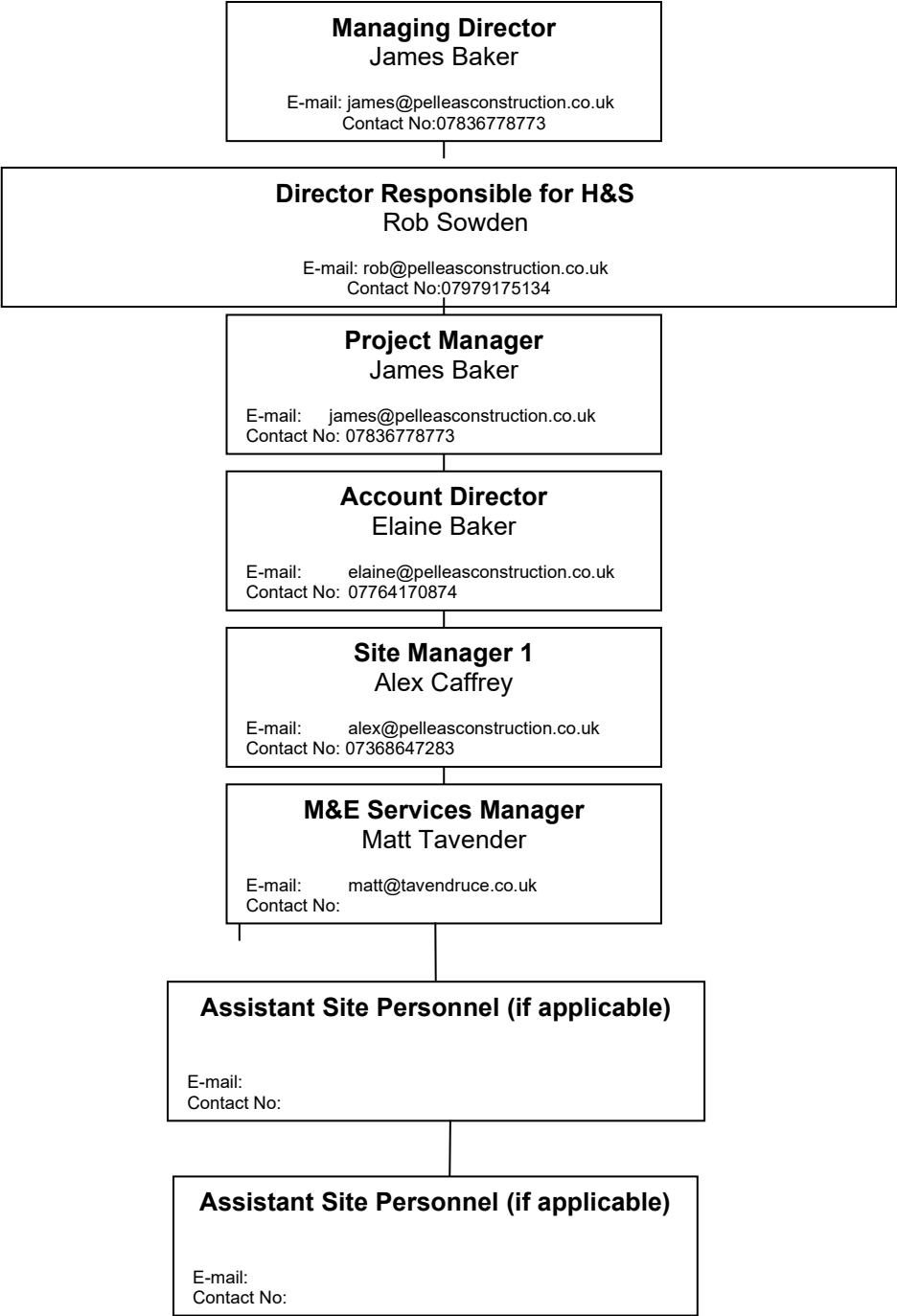
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Office Telephone:	+44 7836778773	Office e-mail:	james@pelleasconstruction.co.uk
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Section A2 – Pelleas Construction Responsibilities and Communication:



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Section A3 - Project Management Directory:

Client:	Pelleas Homes Ltd		
Address:	Unit 8 Winchester Hill Business Park, Winchester Hill, Romsey, SO51 7UT	Contact Name:	Jack Sowden
		Office Tel:	
		Mobile:	07552313637
		E-mail:	jack@pelleashomes.co.uk
Principal Designer:	Barclay Phillips		
Address:		Contact Name:	Nick Phillips
		Office Tel:	
		Mobile:	07764455777
		E-mail:	nick@barclayphillips.co.uk
Principal Contractor:	Pelleas Construction Ltd		
Address:	Unit 8 Winchester Hill Business Park, Winchester Hill, Romsey, SO51 7UT	Contact Name:	James Baker
		Office Tel:	
		Mobile:	07816 352075
		E-mail:	james@pelleasconstruction.co.uk
Client Project Manager:	Pelleas Construction Ltd		
Address:	Unit 8 Winchester Hill Business Park, Winchester Hill, Romsey, SO51 7UT	Contact Name:	James Baker
		Office Tel:	
		Mobile:	07836778773
		E-mail:	james@pelleasconstruction.co.uk
Client QS / Commercial:	N/A		
Address:		Contact Name:	
		Office Tel:	
		Mobile:	
		E-mail:	
Architect:	Barclay Phillips		
Address:		Contact Name:	Nick Phillips
		Office Tel:	
		Mobile:	07764455777
		E-mail:	nick@barclayphillips.co.uk
Designer:	N/A		
Address:		Contact Name:	
		Office Tel:	
		Mobile:	
		E-mail:	
Structural Engineer:	N/A		
Address:		Contact Name:	
		Office Tel:	
		Mobile:	
		E-mail:	
M&E Consultant / Designer:	Tavendruce		
Address:		Contact Name:	Matt Tavender
		Office Tel:	
		Mobile:	
		E-mail:	matt@tavendruce.co.uk
Local Authority:			
Address:		Contact Name:	
		Office Tel:	
		Mobile:	
		E-mail:	
Landlord:	N/A		
Address:		Contact Name:	
		Office Tel:	
		Mobile:	
		E-mail:	
Facilities Management:			
Address:		Contact Name:	
		Office Tel:	

Site Specific Revision Number

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		Mobile:	
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Section A4 - Project Sub - Contractor Directory:

Name:				Confirm Supply Chain Database (Doc Hosting) Approval		
Trade:				Newly Approved for this Project	Existing Approved Contractor	
Address:				Client Nominated Contractor	PC Sourced Contractor	
				Contact Name:		
				Office Tel:		
				Mobile:		
				E-mail:		

Name:				Confirm Supply Chain Database (Doc Hosting) Approval		
Trade:				Newly Approved for this Project	Existing Approved Contractor	
Address:				Client Nominated Contractor	PC Sourced Contractor	
				Contact Name:		
				Office Tel:		
				Mobile:		
				E-mail:		

Name:				Confirm Supply Chain Database (Doc Hosting) Approval		
Trade:				Newly Approved for this Project	Existing Approved Contractor	
Address:				Client Nominated Contractor	PC Sourced Contractor	
				Contact Name:		
				Office Tel:		
				Mobile:		
				E-mail:		

Name:				Confirm Supply Chain Database (Doc Hosting) Approval		
Trade:				Newly Approved for this Project	Existing Approved Contractor	
Address:				Client Nominated Contractor	PC Sourced Contractor	
				Contact Name:		
				Office Tel:		
				Mobile:		
				E-mail:		

Name:				Confirm Supply Chain Database (Doc Hosting) Approval		
Trade:				Newly Approved for this Project	Existing Approved Contractor	
Address:				Client Nominated Contractor	PC Sourced Contractor	
				Contact Name:		
				Office Tel:		
				Mobile:		
				E-mail:		

Name:				Confirm Supply Chain Database (Doc Hosting) Approval		
Trade:				Newly Approved for this Project	Existing Approved Contractor	
Address:				Client Nominated Contractor	PC Sourced Contractor	
				Contact Name:		
				Office Tel:		
				Mobile:		
				E-mail:		

Name:				Confirm Supply Chain Database (Doc Hosting) Approval		
Trade:				Newly Approved for this Project	Existing Approved Contractor	
Address:				Client Nominated Contractor	PC Sourced Contractor	
				Contact Name:		
				Office Tel:		
				Mobile:		
				E-mail:		

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Section A4 - Project Sub - Contractor Directory (continued):

Name:				Confirm Supply Chain Database (Doc Hosting) Approval	
Trade:		Newly Approved for this Project		Existing Approved Contractor	
Address:		Client Nominated Contractor		PC Sourced Contractor	
	Contact Name:				
	Office Tel:				
	Mobile:				
	E-mail:				

Name:				Confirm Supply Chain Database (Doc Hosting) Approval	
Trade:		Newly Approved for this Project		Existing Approved Contractor	
Address:		Client Nominated Contractor		PC Sourced Contractor	
	Contact Name:				
	Office Tel:				
	Mobile:				
	E-mail:				

Name:				Confirm Supply Chain Database (Doc Hosting) Approval	
Trade:		Newly Approved for this Project		Existing Approved Contractor	
Address:		Client Nominated Contractor		PC Sourced Contractor	
	Contact Name:				
	Office Tel:				
	Mobile:				
	E-mail:				

Name:				Confirm Supply Chain Database (Doc Hosting) Approval	
Trade:		Newly Approved for this Project		Existing Approved Contractor	
Address:		Client Nominated Contractor		PC Sourced Contractor	
	Contact Name:				
	Office Tel:				
	Mobile:				
	E-mail:				

Name:				Confirm Supply Chain Database (Doc Hosting) Approval	
Trade:		Newly Approved for this Project		Existing Approved Contractor	
Address:		Client Nominated Contractor		PC Sourced Contractor	
	Contact Name:				
	Office Tel:				
	Mobile:				
	E-mail:				

Name:				Confirm Supply Chain Database (Doc Hosting) Approval	
Trade:		Newly Approved for this Project		Existing Approved Contractor	
Address:		Client Nominated Contractor		PC Sourced Contractor	
	Contact Name:				
	Office Tel:				
	Mobile:				
	E-mail:				

Name:				Confirm Supply Chain Database (Doc Hosting) Approval	
Trade:		Newly Approved for this Project		Existing Approved Contractor	
Address:		Client Nominated Contractor		PC Sourced Contractor	
	Contact Name:				
	Office Tel:				
	Mobile:				
	E-mail:				

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Section A4 - Project Sub - Contractor Directory (continued):

Name:				Confirm Supply Chain Database (Doc Hosting) Approval	
Trade:		Newly Approved for this Project		Existing Approved Contractor	
Address:		Client Nominated Contractor		PC Sourced Contractor	
	Contact Name:				
	Office Tel:				
	Mobile:				
	E-mail:				

Name:				Confirm Supply Chain Database (Doc Hosting) Approval	
Trade:		Newly Approved for this Project		Existing Approved Contractor	
Address:		Client Nominated Contractor		PC Sourced Contractor	
	Contact Name:				
	Office Tel:				
	Mobile:				
	E-mail:				

Name:				Confirm Supply Chain Database (Doc Hosting) Approval	
Trade:		Newly Approved for this Project		Existing Approved Contractor	
Address:		Client Nominated Contractor		PC Sourced Contractor	
	Contact Name:				
	Office Tel:				
	Mobile:				
	E-mail:				

Name:				Confirm Supply Chain Database (Doc Hosting) Approval	
Trade:		Newly Approved for this Project		Existing Approved Contractor	
Address:		Client Nominated Contractor		PC Sourced Contractor	
	Contact Name:				
	Office Tel:				
	Mobile:				
	E-mail:				

Name:				Confirm Supply Chain Database (Doc Hosting) Approval	
Trade:		Newly Approved for this Project		Existing Approved Contractor	
Address:		Client Nominated Contractor		PC Sourced Contractor	
	Contact Name:				
	Office Tel:				
	Mobile:				
	E-mail:				

Name:				Confirm Supply Chain Database (Doc Hosting) Approval	
Trade:		Newly Approved for this Project		Existing Approved Contractor	
Address:		Client Nominated Contractor		PC Sourced Contractor	
	Contact Name:				
	Office Tel:				
	Mobile:				
	E-mail:				

Name:				Confirm Supply Chain Database (Doc Hosting) Approval	
Trade:		Newly Approved for this Project		Existing Approved Contractor	
Address:		Client Nominated Contractor		PC Sourced Contractor	
	Contact Name:				
	Office Tel:				
	Mobile:				
	E-mail:				

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Section A5 - Relevant Project Handover Information (Pre-Start):

A5.1 - Project Delivery & Absolute Completion Milestones / Key Dates:

Important project delivery milestones / key dates are as detailed below:

General Project Milestones		
Date	Detail	Related Notes
07.07.25	Health & Safety Pre-Start Meeting (R919).	<p>All projects will receive a pre -start safety meeting to risk assess and control key issues on site and decide the level of support required.</p> <p>Roll out projects such as ATMs and 2-day refits etc may be completed as one project wrap up. From this the H&S requirements of each project can be agreed and any key issues can be controlled.</p> <p>Specific agreements in terms of safety controls will be published and shared for all projects. These pre- starts will then be published to the site team and the central HSQE.</p>
07.07.25	Client prestart meeting	
02.02.25	PC	
Absolute Completion Project Milestones		
Date	Detail	Related Notes

Please confirm the form against which you will track / maintain Absolute Completion information?	PC Form R510	
	Client Specified Form*	X

* Where a client form does not fully incorporate the requirements of Absolute Completion, then R510 must additionally be used

A5.2 – Planned Project Meeting Dates:

The scheduled meetings associated with the project are as detailed below and should include consideration of the Project Deliverable Plan (R508) i.e. Pre-Start Meetings (R138, R507, R516, R909), Design Meetings (R616), Internal Meetings (R180, R200), Client Meetings (R182) and Sub-Contractor Meetings (R181, R983).

Date / Frequency	Details of Communication / Meeting	Required Attendees
Monthly	Client progress meeting	Main Contractors / Client
Weekly	Activity look ahead review	Key Sub contractors
Weekly	Sub-Contractors Site Meeting	All Sub Contractors /PM or Supervisors
Monthly	Client progress meeting	Main Contractors / Client

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Section A5 - Relevant Project Handover Information (Pre-Start - continued):

A5.3 – Health & Safety and Environmental Goals:

PC is committed to health and safety and the environment throughout the delivery of the project in accordance with Target Zero and has set the following project goals:

Baseline Goals / Target	Procedural / Mechanism	Responsibility
Plan sufficiently to facilitate a safe system of work on-site	Pre-Start Planning	Project Manager
Lead by example to promote a positive H&S culture	Personal Conduct	Project & Site Manager
No RIDDOR reportable accidents / incidents	Planned Safe System of Work	Project & Site Manager
Prevent pollution, nuisance and minimise waste	Active Management	Project & Site Manager
Plan and undertake at least 1 toolbox talk per week	R935, R936	Site Manager
Monitor energy usage	R980	Site Manager
Complete Weekly Site Manager Inspection	R960	Site Manager
Complete Monthly Project Manager Inspection	R960	Project Manager

Additional Project Specific Health & Safety and Environmental Goals – To include Client Specific Goals:

Project Specific Goals / Target	Procedural / Mechanism	Responsibility
Zero Defects at project Handover		SM / PM
Zero accidents / Incidents		SM / PM

A5.4 – Sustainability:

The following sustainability initiatives are planned for this project:

Ref	Required		If Yes, Provide Details of Requirements / Activity / Arrangements
	Yes	No	
Community Engagement		✓	
Voluntary Work		✓	
Charity Donations		✓	
Considerate Constructors Scheme		✓	
Section 61 Noise Prior Consent		✓	
Other		✓	

A5.5 – Applicable Utility / External Groups Relevant to the Project:

Utility / Service	Information Required?		If Yes, Details of Information Required	Contact Organisation	Contact Number
	Yes	No			
Electricity		✓			
Gas		✓			
Water		✓			
Telecom		✓			
Cable		✓			
Local residents		✓			
Highway authority		✓			

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Other:		✓			
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Section A5 - Relevant Project Handover Information (Pre-Start - continued):

A5.6 – Project Specific Particulars:

Project specific particulars shall be listed below by the Project Manager as appropriate including specific client requirements to ensure the Site Manager is fully informed of requirements:

Ref	Specific Requirement / Customer Key Issues
1	Asset list to be updated. Record to be kept of all asset numbers for equipment removed & new asset numbers for new equipment installed.
2	SM / PM to provide the branch manager a weekly look ahead each Thursday on works to be carried out the following week and discuss any requirements.
3	No large volumes of Waste to be stored on site. Waste to be managed and placed into site skips.
4	Construction activity RAMS to be uploaded to Sharepoint on behalf of client ideally 14 days before works due to commence.
5	All deliveries to be booked in a minimum of 48hr in advance with name of delivery company and driver. Without details no access will be granted.
6	All isolations and power downs to be carried out in conjunction with the FM engineering team
7	Pre-Handover Walk around with Client and all Key Sub Contractors
8	Any accidents or near misses must be reported as soon as possible to The site manager. The site manager must inform the branch manager and Gleeds.
9	
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Section A6 – Site Management Summary:

A6.1 - Communication and Liaison:

Communication, consultation and liaison shall be undertaken via the following mechanisms:

- Design and Health & Safety Standards and related issues shall be discussed during minuted pre-start meetings with all relevant parties present (Appendix 14).
- Informative health and safety documentation as posted on the Site Notice Board and referred to during Site Inductions, which as a minimum shall include:
 - PC Health & Safety / Environmental / Quality Policies
 - Health & Safety at Work Act as published by the HSE
 - Emergency Site Plan
 - Working with PC H&S Standards
- Ongoing project progress meetings shall be undertaken throughout the course of the project and include a review of Design and Health and Safety related issues (Appendix 5) – where any issues arise which prevent construction in accordance with the approved Construction Drawings the Project Manager shall liaise with the Client / Designers as necessary and formally log any resulting amendments as a design change.
- Topical toolbox talks shall be undertaken to discuss relevant health and safety issues, minimum 1 per week although they may be undertaken more frequently as necessary to maintain site control (Appendix 23).
- Daily on-site meetings shall be undertaken with sub-contractors to ensure that all work activities are coordinated safely and that any concerns relating to health and safety are addressed – Appendix 14 & 15.
- Fully populated site notice boards which include safety notices, policy statements and topical health and safety related literature shall be displayed – Guide in Appendix 3.

A6.2 – Stability of Structures During Works:

Where structurally invasive works are to be undertaken then the services of a Structural Engineer shall be engaged. They shall assist in developing a suitable work methodology in accordance with architectural outlines and structural requirements.

A6.3 – Contractor - Initial Approval:

Initially all contractors shall be approved via the detailed completion of Doc-Hosting, an internet based website. Submissions shall be reviewed by the Health and Safety Manager - any contractor failing to obtain 'approved' status will not be considered for work.

A6.4 – Risk Assessments & COSHH Assessments:

All risk assessments and COSHH assessments shall be presented prior to undertaking works and shall be reviewed by the Site Manager using R921 - Risk Assessment/Method Statement Review and Briefing Sheet. All risk assessments / method statements shall be recorded on R920 and filed within Appendix 17 of the PCMP.

A6.5 – Site Induction / Site Rules / Competency:

Upon arrival on-site, contractors shall be inducted by the Site Manager in accordance with R932 - Site Induction Receipt and Confirmation of Understanding. At this time each individual shall provide evidence of their individual skills knowledge, experience and training relative to their assigned activities by presenting copies of trade cards / CSCS cards / first aid certificates / qualifications etc - details of presented evidence shall be recorded on R932 with photocopies attached if and where possible. The reverse side of R932 states the general site rules which shall be used as the basis for the site induction although additional site specific rules shall be detailed as necessary and appended to the Site Notice Board (available from PMS). Completed Site Inductions shall be filed within Appendix 21 of the PCMP. Where non English speaking persons are engaged an interpreter (can be a bilingual colleague) shall be on-site to facilitate the delivery of a safe system of work.

A6.6 – Working at Height:

All working at height activity will be undertaken in accordance with the principles of avoiding working at height as the first priority – if working at height cannot be avoided then it should be undertaken using a Safe Working Platform – it should be noted that the use of stepladders is legally considered to be the last resort and as such their use can only be permitted if there is no alternative safe working platform which could be used, irrespective of whether they are already on-site or have been hired in.

When working at height all tools should be tethered in accordance with the PCTool Tethering Guide.

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Stepladders are **not permitted** on any Pelleas Construction project unless there are exceptional circumstances and only after joint approval by Project Lead and H&S Advisor via a Stepladder Justification Report (R946a) – Appendix 27.

A6.7 – Permits to Work:

Works undertaken by contractors which involve an increased degree of risk shall be governed by the Permit to Work process (Appendix 27) which includes

- Hot Works ➤ Temp Works ➤ Structural Demolition ➤ Confined Spaces ➤ Justification for Stepladders ➤ High Risk Operations etc
- Dig

A6.8 – Site Discipline:

If contractors fail to adhere with Site Rules / Safe Systems of Work then they shall be issued with an Internal Notice (R937) by the Site Manager as either a Prohibition Notice, an Improvement Notice or a Red/Yellow card - copies of issued Internal Notices shall be filed within Appendix 24 of the PCMP.

A6.9 – Temporary Works:

All Temporary Works will be designed with verification calculations also produced to ensure that the weight loading capabilities / stability of the structures are suitable for the planned task, as per the TW Procedure. A Temporary Works Coordinator will oversee all Temporary Works related activity as detailed on the TW Classification (R911) and TW Register (R912) and controlled by the TW Control Sheet (R913) – Appendix 10.

A6.10 – Delivery, Traffic Routes and Segregation of Pedestrians/Public:

Traffic Management RA (R907A) and Plan (R907), detailing traffic routes and pedestrian segregation as necessary, shall be prepared by the Project Manager and be explained during the site induction. Copies of the plan shall be appended to the Site Notice Board(s) and filed within Appendix 9 of the PCMP.

A6.11 – Control of Lifting Operations, Maintenance of Plant and Equipment:

The site rules as detailed during the site induction shall specify that only work equipment which is fit for purpose maybe used on-site.

First use and weekly inspections of work equipment shall be undertaken on-site as follows:

- Working at Height Work Equipment Inspections - Form R962 - completed and filed within Appendix 30 of the PCMP.
- Plant and Equipment Inspections - Form R963 - completed and filed within Appendix 30 of the PCMP - this includes checking for details of LOLER thorough examination certificates and associated expiry dates.
- Additional Work Equipment Specific First Use / Weekly Inspections shall be undertaken if and when that equipment is present on-site i.e. MEWPs, Safety Netting, Asbestos Enclosures etc.

Where equipment is found to be defective it shall be quarantined and recorded as such on the inspection sheet.

Where a contract lift is to be undertaken initial approval shall be sought from the H&S Manager for the lift to be sanctioned via completion of the Mobile Crane Lifting Plan R914. This includes a review of the risk assessments, method statements and safe systems of work pertaining to the lift and also a review of the equipment to be used, access arrangements, stability of ground conditions and suitability of nominated personnel. Lifting Plan for Non-Crane Activities R915, to be used to plan and approve all other lifts (Telehandler, Forklift, Hoist, HIAB, Excavator etc.)

A6.12 – Manual Handling:

A general review of manual handling shall be undertaken within Section B2/B3 of the PCMP where consideration for the need to use mechanical aids is undertaken for the overall site by the Project Manager.

Task specific manual handling activities shall be included within the risk assessments provided by each respective contractor as reviewed by the Site Manager using R921 - Risk Assessment/Method Statement Review and Briefing Sheet and filed within Appendix 17 of the PCMP. Where necessary additional manual handling risk assessments shall be undertaken using R928 – Manual Handling Risk Assessment and filed within Appendix 20 of the PCMP.

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A6.13 – Noise

A general overview of construction related noise and vibration levels shall be undertaken within Section B4 of the PCMP where a master set of hazards associated with the project shall be identified by the Project Manager.

Task specific noise and vibration activities shall be included within the risk assessments provided by each respective contractor as reviewed by the Site Manager using R921 - Risk Assessment/Method Statement Review and Briefing Sheet and filed within Appendix 17 of the PCMP. Where necessary additional noise and vibration assessments shall be undertaken using R926 – Vibration Exposure Log Sheet and R927 – Noise Risk Assessment respectively and filed within Appendix 20 of the PCMP.

What are the basic requirements for employers?

If employees are exposed to loud noise at work, you must make a risk assessment of the danger to their hearing. This must be based on solid evidence, such as measurements of noise in your own premises, or other reliable data. Records of these assessments must be kept. People who assess risk must be competent to do so. (In practice this will often mean that they have attended some sort of formal course to make sure that they can use a sound level meter, know all about dB (A) and dB(C) and understand how decibels are added up.) The legislation sets various limits on exposure to noise. If exposure is above any of the limits, you must take certain action.

How loud must the noise be to make it necessary to take action?

There are three "action values".

The lower exposure action value, is an average exposure of 80 dB(A), measured over a day or a week. This is what you would get by adding up a continuous noise of level 80 dB(A), over a period of eight hours daily or 40 hours weekly. Alternatively, it is a peak sound pressure level of 135 dB. This 80dB(A) average is not very loud! In particular, music at an average level of 80 dB(A) does not, to most people, sound loud enough to damage their hearing.

The upper exposure action value is a "noise exposure" of 85 dB(A). This is what you would get by adding up a continuous noise of level 85 dB(A), over a period of eight hours daily or 40 hours weekly. Alternatively, it is a peak sound pressure level of 137 dB.

The above values must be measured without protective equipment such as ear muffs or plugs as close to the individuals ear as permissible and not at the source of noise. "Exposure limit values" that must not be exceeded, but when estimating these you are allowed to take into account the protection given by protective equipment. These limit values are a daily or weekly average exposure of 87 dB (A) and a peak sound pressure of 140 dB

Vibration:

It is the PC policy that all employees who operate equipment that generates vibrations likely to cause hand arm vibration must comply with the recording system.

It is also the PC policy to require all subcontractors carrying out work likely to involve HAV to have a strategy to adopt a similar policy and recording procedure.

Procedure

- All tasks carried out using power tools with a vibration level of below 2.5m/s^2 need not be included in this procedure unless they are used in the same day as other power tools with a vibration level above 2.5m/s^2 .

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- Before the task is carried out it will be established that there is not an alternative method of carrying out the task without exposure or with a reduced exposure to HAV.
- The vibration level of the equipment to be used should be ascertained from the user manual, the hirer or Manufacturer. If no information is available, then the piece of equipment should not be used and an alternative selected.
- The vibration level should then be entered (in ms²) into the relevant box of the electronic calculation form, this will give the maximum exposure time for the equipment. Alternatively, the maximum exposure time can be calculated using the ready reckoner contained within the database and entered onto the handwritten HAV Exposure Form (R926).
- The form is then signed and issued.
- When the work with the tool is complete the trigger time (time the tool was actually activated) should be recorded in the exposure time box and the electronic calculator for will automatically calculate the operatives exposure. In the case of the handwritten form again refer to the ready reckoner to calculate exposure.
- In the event of a second tool being used on the same day the same process should be adopted using the next line on the permit form. The electronic form will calculate the allowable time based on previous exposure.

Dust Control

The term 'dust' means all airborne particles, including fumes and vapours. Employers have a legal responsibility to protect their workers against construction dust.

If this dust is not controlled it can seriously damage your health and in some cases eventually kill. Dust can remain in the atmosphere for up to eight hours and regularly inhaling these dusts over a long period of time can cause irreversible lung diseases.

All work activities that produce dust should be avoided to prevent exposure i.e. the use of a block splitter however; this is not always possible. Where this is not possible, dust exposure must be suppressed at source to prevent it from becoming airborne and therefore a health hazard. There are various ways to prevent and control the exposure of dust:

- The use of dust extraction units i.e. automatic vacuum
- Welding fumes extractor i.e. LEV systems
- Enclosures where there will be lots of cutting (to be used with extraction)
- Water suppression i.e. for masonry disc cutters
- Diamond Floor grinder

Respiratory Protection Equipment (RPE) is to be used as the last resort.

The following guidance documents should be used:

- Dust Control Equipment Guide,
- Dust Control Standard,
- Silica Safety Information sheet.

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A6.14 – First Aid Provision:

Each site shall have cover from a First Aid at Work (FAW) qualified Site Manager and shall have a fully stocked first aid equipment container which is checked on a weekly basis.

A6.15 – Site Manager Safety Passport:

Each Site Manager must hold the following minimum qualifications / training to be classified as a Site Manager:

- SMSTS ➤ First Aid ➤ PCMP ➤ Fire Marshal ➤ PASMA ➤ CSCS ➤ UKATA Asbestos Awareness

To verify that each Site Manager has the required qualifications / training please ensure that the Safety Passport for each individual is displayed on Site Notice Board and filed within Appendix 2.

A6.16 – Asbestos:

All areas of construction related activity shall be subject to the undertaking of Refurbishment & Demolition Asbestos Survey. Each Asbestos Survey shall be reviewed by the relevant Project Manager as evidenced by the completion of the Asbestos Survey Review Sheet (R904) – Appendix 7 and will form part of the induction process. This review shall identify any areas containing Asbestos and associated follow up action such as removal and / or encapsulation. If the scope changes further additional R&D surveys are required.

A6.17 – Fire:

Prior to the commencement of work on-site, a Fire Risk Assessment Template (R905) and Plan (R906) – Appendix 8, shall be completed relative to the configuration and constraints of the site to verify that construction related activities will be undertaken in a controlled manner with any fire related hazards suitably controlled. The Fire Risk Assessment Template must clarify the planned arrangements which are to be in place to control a fire event should it occur.

A6.18 – Waste/Housekeeping: Heath to review

PC has a group waste strategy that includes targets focused on reducing waste production and diverting as much of our waste from landfill as possible. To ensure PC meets these targets the volumes of produced waste shall be minimised wherever possible, for example by maintaining a tidy site to reduce damages and by ordering material in quantities / dimensions as appropriate to minimise off-cuts and avoid excess material being thrown out.

All waste disposal contractors shall be pre-approved by PC to verify their legal compliance and ability to produce waste data reports which analyse the generated waste by type and associated recycling rates. Every site shall complete a weekly waste form (R858) and return it to the Chorley office, allowing the waste data to be processed for KPI reporting. Whilst no longer a legal requirement, PC shall continue to use Site Waste Management Plans to facilitate and prompt proactive waste management decisions.

A6.19 – PPE:

To avoid uncertainty and to drive a standardised approach to the uptake and use of Personal Protective Equipment (PPE) the following 5 items of PPE shall be worn:

- Safety Helmet ➤ High Visibility ➤ Safety Footwear ➤ Eye Protection ➤ Safety Gloves
- (4 Point) Vest (Mid-sole protection) (Optical clarity J) (Min cut 3)

Additional PPE over and above those items listed above will be required as stipulated by risk assessments.

A6.20 – Accidents, Incidents & Near Misses:

All accidents, incidents & near misses shall be reported to the Health & Safety department in accordance with the Section D of this document using forms R939 and R940 respectively. (Including SE Plan as required) – Appendix 26.

A6.21 – Monitoring Health & Safety Performance:

Ongoing Health & Safety performance shall be monitored to determine levels of compliance relative to planned arrangement through the undertaken of Health & Safety Inspections / Audits by the Health & Safety Department. These shall be supported through the undertaking Director Leadership Tours, Project Manager Inspections and Site Manager Weekly Inspections (R960) – Appendix 29.

Corporate Health & Safety trends shall be collated across the business which shall include Near Miss Trends, Accident Trends and calculation of the Accident Incidence Rate (AIR).

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Section B - Risk Control and Emergency Response:

Section B1 - CDM & Received Site Information:

Is the project notifiable with respect to the Construction (Design and Management) Regulations 2015?

Notifiable if the Project lasts longer than 30 days and there are more than 20 workers simultaneously on-site at some point OR the Project exceeds 500 person days (irrespective of the above)	Yes	✓	If Yes, tick to confirm F10 has been processed with copy available on Site Notice Board	✓
	No			

Site Feature	Summary Detail
Surrounding Area / Adjacent Land Usage	High Street location.
Existing Site Usage	Hampshire County Council Building, Nursery, Children's Centre
Existing Structure / Stability / Services	Brick, concrete and steel construction
Details of Building Fragility / Weakness	None known
Areas Where Access with Building is Not Permitted	None Known

Summary of Received Information:

Ref	Site Feature / Consideration	Available / Status		Summary Detail / Findings	Appendix Storage
		Yes	No		
1	Client Requests / Stipulations	✓		PCI Document from Principle Designer	4
2	Client H&S File / Building Information	✓		Existing site O&M to be updated.	4
3	Local Council Input e.g. Pavement Licence		✓		4
4	Listed Building Status		✓		4
5	Tree Preservation Order Status		✓		4
6	Designers Risk Assessments		✓		5
7	Asbestos R&D Survey	✓		Survey undertaken by Hampshire County Council as noted in Form R904	7
8	Existing Fire Risk Assessment & Plan	✓		As in PCMP As form R905	8
9	Temporary Works	✓			10
10	Other Health & Safety Issues: e.g. Radon		✓		
11	Other Environmental Issues:		✓		

Summary of **MISSING** Information at Project Start which if Provided Would Assist Project Success / Absolute Completion:

Ref	Site Feature	Date Requested	Requested From	Summary of Issue Created by Missing Document
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Section B2 – Existing Site Particulars / Hazards / Considerations:

Please provide details of Hazards / potential problems across the following 10 categories:

Ref	Existing Site Considerations	Identified Issues / Findings / Thoughts
1	Material Storage / Movement Constraints / Waste Issues	Minimal waste expected. Waste to be transported in small amounts using the lift and guard to open exit door. Materials to be brought in at the start of shift and removed at the end of shift.
2	Fire and Egress Routes	Existing escape routes to be followed as detailed in the fire plan.
3	Live Environment Working	All works to be out of hours
4	Site Office / Welfare Issues / Problems / Lighting Issues	Office and welfare to be shared existing
5	Working at Height Issues	Podiums and towers will be typically used to access high-level works.
6	Occupational Health Issues – Dust vibration and Noise	Project activities may generate low levels of dust, vibration or noise.
7	Asbestos Risks	Survey carried out covering all areas of work to be undertaken.
8	Traffic Management and Logistics	Minimal moving vehicles on site in the rear car park
9	Site Specific Risks	Occupied operational building with minimal staff between the hours of 19.00 – 05.00 Monday to Friday.
10	Electrical Isolation / Avoidance of Live Electrics Issues	Lock off procedure with the use of padlocks to be carried out by the electrical contractor. The Pelleas Construction permit system will be adhered to.

Other Hazards Potentially Applicable to Site:

Please tick those additional site-specific hazards which are known to already exist - where site hazards are found to exist beyond those listed below please add these within the 'Other' categories:

11. Busy Road / Heavy Traffic		12. Shopping Area		13. Pedestrian Precinct		14. Adjacent School		15. Adjacent Public House		16. Abandoned Debris / Waste	
17. Narrow Pavement		18. Roof Works / Access	✓	19. External Works / Access		20. Work Below Ground		21. Weak Floor		22. Weak Structure	
23. Temporary Works		24. Risk of Vandalism		25. Unstable Ground		26. Contaminated Land		27. Vermin / Pigeon Fouling		28. Nearby Water	
29. Foul Sewer Drain		30. Underground Services		31. Overground Services		32. Architectural Features		33. Listed Building Features		34. Personal Safety	
35. Confined Spaces		36. Hazardous Substances		37. Inclement / Hot Weather		38. Client Personnel Present	✓	39. Other Building Users		40. Members of Public	
41. Other	✓	Covid				42. Other					
43. Other						44. Other					
45. Other						46. Other					

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Additional Site Specific Hazards (Numbers 11 – 46) as ticked on the Previous Page

Hazard Ref Number(s) (see above)		Site Findings / Comments Associated with Hazards (Associated Control Measures To Be Detailed In The Following Section – Section B3)
	38	Occupied building with BAU activities to be maintained. No works to commence until the staff have left the building.
	41	Observe COVID 19 measures

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Section B3 - Site Preparation Considerations:

When planning a job it is important to consider the following so that hazard and risks are kept to a minimum during the course of the project. The final column should be used to classify the residual risk as either - High (H), Medium (M) or Low (L) - where a Low (L) residual risk is not considered justified then the adequacy of the cited control measures should be reviewed as they may not be sufficiently robust.

Issue	Section B2 Related Hazards	Considerations	Potential Control Measures	Actual Controls to be Used On-Site	Residual Site Risk Rating H, M or L
Material Storage / Movement Constraints Fire / Egress Routes	1 & 2	<ul style="list-style-type: none"> ➤ Are materials ordered in bulk? ➤ Are significant volumes of material likely to build up on-site? ➤ Can the material be stored away from the work area? ➤ Have specific areas for the storage of Hazardous Materials been identified? ➤ Will it be necessary to move material/waste during the project? ➤ Is the material/waste on site which is considered to be flammable? ➤ Will the travel distances and means of escape be allowable as defined within the fire risk assessment? ➤ Is there suitable means of fire detection and alarm on site? ➤ Is the physical means of compartmentation preventing the spread of flame on the project? ➤ Are suitable team members trained fire marshals? ➤ Has a diagrammatic fire plan been drawn up and is it available on site? 	<ul style="list-style-type: none"> ➤ Designate specific material storage areas which are segregated from walkways, traffic routes and the immediate work area. ➤ Periodically check throughout the day that material build up is not excessive and that it is stored in the designated location. ➤ Use mechanical aids such as trolleys and wheelbarrows to reduce manual handling stress and strain. ➤ Order material that is LPCB 1207 flame retardant ➤ Ensure the fire controls enacted on every project have been reviewed and agreed by the Pelleas Construction H&S Advisor and confirmation of this has been received. 	<p>Minimal materials stored. Just in time deliveries.</p> <p>Minimise movement of large materials between place of storage and work areas during normal working hours if via operational staff areas.</p> <p>When transporting larger deliveries suitable trolleys or similar to be utilised with 2 operatives so that the way ahead can be kept clear of any staff.</p> <p>Waste to be removed to external skip location</p> <p>Existing access & egress routes to remain throughout the works.</p> <p>Existing building fire detection and alarm to remain operational.</p> <p>Fire plan has been produced.</p>	
Working in a Live Environment	3	<ul style="list-style-type: none"> ➤ Noise ➤ Lack of awareness of risk by client staff and/or public ➤ Slips and trips caused by poor Housekeeping and Trailing leads. ➤ Plant and Equipment – MEWPS, Electric Pop Ups, Podiums, Mobile Towers, Step Ladders ➤ Reaction to chemical vapours ➤ Dust/fumes control ➤ Temporary Works – Hoardings, Scaffold, etc. ➤ Restricted access – no go areas ➤ Traffic/Deliveries – both for client and Contractors ➤ Fire Routes and Fire Plan COSHH Control 	<ul style="list-style-type: none"> ➤ Daily briefings with staff to inform them of the activities ➤ Work areas segregated and kept tidy, warning signs displayed ➤ Trailing leads to be kept to a minimum ➤ Staff warned about substances used ➤ All cutting equipment to be connected to automatic hoovers ➤ Equipment on site kept to a minimum on shop floor ➤ Ventilate work areas ➤ Stepladder justification / permit process ➤ SM to inspect TW weekly using R967 ➤ Involve Store/Branch Manager in site Inductions – Daily updates Barriers 	<p>Our works are out of hours in staff occupied areas.</p> <p>All work areas are to be cleared at the end of each working shift to ensure BAU operations are not hindered.</p> <p>All access equipment, plant and tools to be removed from the office areas and locked away.</p>	
Site Office & Welfare Facilities / Security	4	<ul style="list-style-type: none"> ➤ Are the existing office and welfare facilities on-site both serviceable and adequate for the number of persons who are to be on-site during the construction work? ➤ Where the office and welfare facilities are inadequate, is there sufficient space available for temporary units? 	<ul style="list-style-type: none"> ➤ Identify current welfare provision and clarify if and where they are insufficient. ➤ Where temporary units are to be utilised identify location, and means of temporary utility supply. ➤ Where the temporary units are to be lifted into place ensure that a suitable lifting plan is in place. 	<p>As detailed in the Site Logistics Plan</p> <p>Site office and toilets located in the car park.</p> <p>Existing facilities on site available for use</p> <p>Existing customer guards on site during working hours.</p>	

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		<ul style="list-style-type: none"> ➤ How are temporary units to be connected to water / electricity supplies etc? ➤ How are temporary units to be lifted into place? ➤ Security? 	<ul style="list-style-type: none"> ➤ Site manager is to ensure the security of the site and storage of information on site to comply with GDPR policy. 		
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Site Preparation Considerations (continued):

Issue	Section B2 Related Hazards	Considerations	Potential Control Measures	Actual Arrangements to be Used On-Site	Residual Site Risk Rating H, M or L
Working at Height	5	<ul style="list-style-type: none"> ➤ Is work to be undertaken above ground level which cannot be avoided? ➤ Work at height must always be undertaken from a suitable work platform where possible. ➤ Stepladders are not considered to be suitable work platforms and must never be considered as such, where possible their use must be avoided by the effective planning and procurement of alternative work platforms. <p><u>Steps only to be used with agreement from the H&S Advisor / Project Lead via a justification report</u></p>	<ul style="list-style-type: none"> ➤ Can fixed work platforms / scaffolding be installed? ➤ Is there sufficient access to enable Mobile Electronic Work Platforms (MEWPs) to gain access to the work area? ➤ Can mobile scaffolding towers / podium steps fitted with handrails be used to gain access? ➤ In certain circumstances where stepladders are to be allowed on site, due to there being no practical alternative, their use must be covered by a valid Stepladder Justification Report & Permit for each instance of use. ➤ Provisions must be in place to ensure that stepladders can be locked up to prevent unplanned usage. 	<p>High level access will generally be via the use of Delta Deck and Tower Scaffolds.</p> <p>Steps may be approved to be used within a room where there is insufficient space to use an alternative method. This would be subject to a pre-approved PTW and justification form.</p>	
Occupation Health – Dust / Noise / Vibration	6	<ul style="list-style-type: none"> ➤ Is there a dust management plan on site? ➤ Is work to be undertaken at night? ➤ Does the site have any noise levels above actions levels? If so are noise measures taken. ➤ Are all vibration task logged, measured and mitigated as per company standards? 	<ul style="list-style-type: none"> ➤ Determine whether additional lighting is required such as wobble lights, and bulk head lighting ➤ Ensure the dust management plan is agreed and implemented in line with the H&S Advisor. ➤ Ensure vibration logs, engineering controls and mitigation are in place for all vibration risks. 	<p>Generally, the works on site are not anticipated to generate large volume of dust or high levels of noise. Where required suitable dust extraction will be used via M class or higher extraction units. Brushes will only be used externally with water suppressant.</p> <p>Existing Site lighting will be adequate in most instances and where required additional task lighting will be employed.</p>	
Asbestos	7	<ul style="list-style-type: none"> ➤ Will the site have a completed R/D asbestos survey prior to commencing and works? ➤ Is there any caveats in the survey – works cannot commence if areas / buildings have not been surveyed 	<ul style="list-style-type: none"> ➤ Ensure that suitably robust surveys are in place. ➤ Ensure everyone on site has asbestos awareness training and has read the survey and signed to confirm this prior to allowing access to work areas. 	<p>Surveys completed and reports issued.</p>	
Vehicle & Traffic Risks	8	<ul style="list-style-type: none"> ➤ Is the site in an urban built up area with restricted / limited parking? ➤ Is parking restricted to certain times? ➤ Is the site a new build site through a residential area? 	<ul style="list-style-type: none"> ➤ Pre-arrange / identify parking arrangements ➤ Consider the numbers on site at peak activity and consider where they can all park ➤ Consider deliveries and where the vehicles can drop off deliveries 	<p>Parking facilities are available off site in a staff carpark.</p> <p>Existing rear carpark with adequate space for delivery vehicles.</p>	
Likelihood of Nuisance / Site Specific Risks	9	<ul style="list-style-type: none"> ➤ Consider / identify the presence of residential / commercial properties and the impacts of traffic / construction noise ➤ Identify whether access will be restricted due to the construction works? 	<ul style="list-style-type: none"> ➤ Limit generation of unreasonable noise to during the day avoiding weekends ➤ Contact local residents / commercial properties to let them know what is going to happen and factor in their needs 	<p>Noisy works are minimal. Local authority rules on noise will be adhered to. Noisy works only to be carried out 08.00 to 18.00 Mon to Fri. 08.00 to 13.00 Sat.</p>	

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Electrical Isolation / Avoidance of Live Electrics Issues	10	<ul style="list-style-type: none"> ➤ Consider the scope of works and accordingly determine whether work on the electrical systems is required ➤ Identify the impact upon the building associated with isolating the electrical circuits which are to be worked upon ➤ Ensure electrical isolation and factor into the project programme 	<ul style="list-style-type: none"> ➤ Where electrical works is required, confirm which circuits are affected and isolate using a competent person with lock off in place ➤ Competent person(s) to confirm that relevant circuits are dead prior to permitting work to proceed ➤ Authorise the undertaking of electrical works via issue of a permit to work 	<p>Electrical works to be undertaken by the electrical contractor only.</p> <p>All Isolations to be carried out with joint locking off carried out by electrical contractor Permit system to be used for electrical isolations with accompanying PC permit to work</p>	
Covid-19	11	<ul style="list-style-type: none"> ➤ Are operatives staying at least 2m distance from each other? ➤ Can the canteen, toilet and changing facilities be controlled to reduce footfall down to a safe number? ➤ Sign in methodology to be reviewed. ➤ Cleanliness of offices, WC's, changing facilities, canteen ➤ Managing levels of stock; hand soap, hand sanitizer, paper towels, toilet rolls, first aid supplies. 	<ul style="list-style-type: none"> ➤ Restrict limit down in high footfall areas such as the toilets and changing room. ➤ Remove chairs within the canteen to control the 2m distance rule on site. ➤ Areas where hands are exposed and in contact with objects are to be regularly maintained. This includes canteens, changing rooms, offices and toilets. ➤ Avoid fingerprint biometric system and get security to write name down in register/ Use hand sanitiser or go to the toilet by contractor's entrance immediately after sign in. ➤ Have hand sanitiser distributed around each level. ➤ Soap stations to be topped up daily and welfare cleaned twice a day. ➤ Bins are to be distributed / emptied regularly within all welfare facilities and floors. 	<p>Although no current restrictions social distancing will be maintained where applicable.</p> <p>Thermometer available on site for temperature checks.</p> <p>Hand sanitiser provided next to signing in book, welfare spaces and site office</p> <p>Antibacterial wipes used in site office</p> <p>Construction operations to be reviewed to ensure any additional activity specific measures are implemented if required</p>	

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Section B3 - Site Preparation Considerations (continued):

Issue	Section B2 Related Hazards	Considerations	Potential Control Measures	Actual Arrangements to be Used On-Site	Residual Site Risk Rating H, M or L
Other (Please Detail)	38	Minimise contact with staff	Use out of hours working	Out of hours working	L
Other (Please Detail)					L
Other (Please Detail)					
Other (Please Detail)					
Other (Please Detail)					
Other (Please Detail)					
Other (Please Detail)					
Other (Please Detail)					
Other (Please Detail)					
Other (Please Detail)					
Other (Please Detail)					

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Section B4 - Construction Works Risk Control:

List A - Hazards:

Please tick those site-specific hazards which will be generated on-site as a result of the construction related activities being undertaken by PC. Where additional hazards are identified please add these within the 'Other' categories:

1. Enabling Works	☒	2. Temporary Utility Supplies	☐	3. Asbestos Removal	☐	4. Demolition	☐	5. Excavations / Trenches	☐	6. Piling	☐
7. Buried Live Services	☐	8. Overhead Cables	☐	9. Hoists / Lifting Beams	☐	10. Crane Lifting Operations	☒	11. Roof Work	☒	12. Scaffolding	☐
13. Mechanical Excavators / Plant	☐	14. Confined Spaces	☐	15. Working at Height	☒	16. Power Tools	☒	17. Air Tools / Compressors	☐	18. Abrasive Cutting Tools	☒
19. Vibrating Equipment	☒	20. Terrazzo Floor Grinding	☐	21. Hot Works	☒	22. Dust	☒	23. Noise	☒	24. Hazardous Substances	☐
25. Flammable Liquids & Gases	☒	26. Live Electrics	☒	27. Manual Handling	☒	28. Housekeeping	☒	29. Material Storage	☒	30. Inclement / Hot Weather	☐
31. Cold Work Environment	☐	32. Hot Work Environment	☐	33. Night Works	☒	34. Hoardings	☐	35. Proximity to Public	☐	36. Occupied Premises	☐
37. Other	☐					38. Other	☐				
39. Other	☐					40. Other	☐				
41. Other	☐					42. Other	☐				

List B - Parties Affected By Hazards:

Please tick below those categories of person who could potentially be affected by the above hazards. Where additional classifications of person are identified please detail within the 'Other Persons' category:

Agency (A)	☐	Contractor (C)	☒	PC Employee (I)	☒	Material Supplier (M)	☐	Member of Public (P)	☐
Self Employed / Guild (S)	☒	Visitor (V)	☐	Client Workforce (W)	☐	Other (O) - please detail			

Risk Control Documentation, Approval and Briefing:

It is a legal requirement to carry out a suitable and sufficient risk assessment for all work activities. Furthermore an accompanying method statement is often required to adequately detail the chronological order and steps to be followed when undertaking the works. When considering whether a risk assessment is suitable, some important points to remember are:

- Does the risk assessment specify the actual site?
- Is the work activity identified within the risk assessment representative of the actual work to be undertaken?
- Does the risk assessment specify the level of risk associated with the work to be undertaken?
- Are the actual control measures (e.g. scaffolding tower) specified within the risk assessment available?
- Are you generally satisfied that the risk assessment is sufficient?

Prior to permitting persons to commence work on-site a documented review of the supplied risk assessments and method statements MUST be undertaken by completing a copy of the Risk Assessment/Method Statement Review and Briefing Sheet (R921). Furthermore, all persons MUST receive a briefing prior to commencing work which highlights the safe systems of work which are to be followed as detailed within the reviewed risk assessments and method statements - this briefing must also be recorded on R921 – Appendix 17.

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Section B5 - Site Specific Environmental Aspects / Impacts: Heath ref listed buildings etc

Consider whether the construction related activities undertaken by PC impact upon the environment – consider all the activities which are going to be undertaken on-site

Aspect – Tick if Relevant	If Yes Please Tick To Identify if there is a Significant Impact / Not Significant							
	No	Yes	Significant Impact – if significant please complete following on next page to identify controls				Not Significant Impact	
1. New Build Green Field / Rural	✓		1.1 Displaced Wildlife	1.2 Disturbance of Trees / Plants	1.3 Conservation Requirements	1.4 Other	1.5 No Adverse Effect	
2. New Build Brown Field Site	✓		2.1 Displaced Wildlife	2.2 Disturbance of Trees / Plants	2.3 Contaminated Land / Debris	2.4 Other	2.5 No Adverse Effect	
3. New Build with Demolition	✓		3.1 Pests / Rats Nesting Birds	3.2 Disturbance of Trees / Plants	3.3 Contaminated Building	3.4 Other	3.5 No Adverse Effect	
4. Presence of Water Courses	✓		4.1 Streams Rivers / Sea	4.2 Underground Culverts	4.3 Surface Water Drains	4.4 Other	4.5 No Adverse Effect	
5. Use of Fuelled Plant	✓		5.1 On-Site Diesel Storage	5.2 Potential Diesel Theft	5.3 Plant Leakage	5.4 Other	5.5 No Adverse Effect	
6. Out of Hours Noise		✓	6.1 Nuisance to Tenants	6.2 Nuisance to Neighbours	6.3 Nuisance to Public	6.4 Other	6.5 No Adverse Effect	✓
7. Out of Hours Lighting		✓	7.1 Nuisance to Tenants	7.2 Nuisance to Neighbours	7.3 Nuisance to Public	7.4 Other	7.5 No Adverse Effect	✓
8. Strip Out		✓	8.1 Full Strip Out Waste	8.2 Partial Strip Out Waste	8.3 Low Strip Out Waste	8.4 Other	8.5 No Adverse Effect	✓
9. External Plant Use On Unmade Ground	✓		9.1 High Potential for Dust	9.2 Some Potential for Dust	9.3 Digging Excavations	9.4 Other	9.5 No Adverse Effect	
10. Material Usage		✓	10.1 Joinery Off-Cuts	10.2 Furnishing Trade Off Cuts	10.3 M&E Off-Cuts	10.4 Other	10.5 No Adverse Effect	✓
11. Waste Management		✓	11.1 Single Skip Collection	11.2 Site Based Segregation	11.3 Contractor Disposal	11.4 Other	11.5 No Adverse Effect	✓
12. Bulk Liquid Storage	✓		12.1 Drums	12.2 IBC Containers	12.3 Tanks	12.4 Other	12.5 No Adverse Effect	
13. Construction Sewerage / Effluent	✓		13.1 Connected to foul sewer	13.2 Use of existing site facilities	13.3 Self-contained toilet units	13.4 Other	13.5 No Adverse Effect	
14. Construction Electricity	✓		14.1 Temporary electrical supply	14.2 Use of existing site supply	14.3 Use of generator	14.4 Other	14.5 No Adverse Effect	
15. Site Set Up - welfare, hoarding / signs etc		✓	15.1 New site set up materials	15.2 Reused from previous site	15.3 Limited need	15.4 Other	15.5 No Adverse Effect	✓
16. Adverse weather causing issues		✓	16.1 Heavy Rain	16.2 Excess Wind	✓ 16.3 Snow / Ice	16.4 Other	16.5 No Adverse Effect	✓
17. Structural Steel	✓		17.1 Sourced within UK	17.2 Sourced within Europe	17.3 Sourced Globally	17.4 Other	17.5 No Adverse Effect	
18. Wood	✓		18.1 Softwood	18.2 Hardwood	18.3 Chipboard / MDF	18.4 Other	18.5 No Adverse Effect	
19. Cement / Plaster	✓		19.1 Cement washout	19.2 Plaster washout	19.3 Cement dust	19.4 Other	19.5 No Adverse Effect	
20. Commissioning / Cleaning Effluent	✓		20.1 Discharge to sewer	20.2 Collected for disposal	20.3 On-site treatment	20.4 Other	20.5 No Adverse Effect	
21. Sprayed Material / Water	✓		21.1 Sprayed Paints	21.2 Sprayed Fire Retardant	21.3 Damping Down	21.4 Other	21.5 No Adverse Effect	
22. Material Delivery Miles	✓		22.1 UK Procurement	22.2 European Procurement	22.3 International Procurement	22.4 Other	22.5 No Adverse Effect	
23. Chemical Storage	✓		23.1 Internal Storage on-site	23.2 External Storage	23.3 International Procurement	23.4 Other	23.5 No Adverse Effect	
24. Air Conditioning Works		✓	24.1 Recharging of Air Conditioning	24.2 Replacement of Air Conditioning	24.3 First Time Installation	24.4 Other	24.5 No Adverse Effect	✓
25. Wildlife Conservation	✓		25.1 Displaced Wildlife	25.2 Disturbance of Trees / Plants	25.3 Conservation Requirements	25.4 Other	25.5 No adverse effect	

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26. Built Heritage & Archaeology	☒	26.1 Listed Buildings	26.2 Conservation Area	26.3 Scheduled Ancient Monuments	26.4 Other	26.5 No adverse effect
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Where 'significant' environmental risks have been identified it is important that they are controlled – where a risk has been highlighted then please detail the controls which are to be implemented as referenced below including where appropriate further detail of the controls within the governing method statements

Ref	Project Activity / Aspect	Environmental Impacts	Control Measures	Residual Environmental Impact/Risk: High (H), Medium (M) or Low (L)
e.g. 5.1	On-Site Diesel Storage	Potential release of diesel into the environment	Double skinned diesel bowser to used on-site with self-contained area for nozzle to be stored	L
e.g. 8.1	Full Strip Out Waste	High volume of waste disposal	On-site segregation to maximise recycling rates	L
	None			

Waste Management Contractor:

Details of Waste Broker / Waste Contractor Engaged For Waste Disposal (as applicable)			Please Tick	Waste Collected Direct From Site: Wait & Load	
Name & Address (Waste Broker – if used)		Waste Broker Licence Number		Waste Collected Direct From Site: Skips	
Name & Address (Waste Contractor) (if using Waste Broker complete when known)		Waste Carriers Licence Number		Waste Taken To Waste Contractor Premises By Site Contractors	
		Waste Management Licence Number		Waste Taken To Waste Contractor Premises By PC	
If Waste to be removed from Site by Site Contractors please detail	Name of Site Contractor Removing Waste		Waste Carriers Licence Number of Site Contractor		

Energy / Water Monitoring – Meter Location (readings maybe needed to facilitate calculation of Carbon Footprint / Water Usage:

Meter	Accessible (please tick)			If Yes, Location of Meter	Specific Arrangements as Regards Access to Meter e.g. keys / security etc
	Yes	No	N/A		
Gas Meter		☒			

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Electricity Meter		✓			
Water Meter		✓			

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Section B6 - Emergency Response:

Internal Emergency Contacts:

On-Site Personnel	Name	Organisation	Contact Number
Fire Marshal(s)	Alex Caffrey	Pelleas Construction	07368647283
First Aider(s)	Alex Caffrey	Pelleas Construction	07368647283

For location of First Aid box – see site notice board.

External Emergency Contacts Directory:

Agency	Address	Contact Number
Hospital A&E	Queen Alexandra Hospital, Southwick Hill Road, Portsmouth PO6 3LY .	Emergency – always dial 999 02088 872000
Fire	Horndean Fire Station, The Warehouse, Blendworth Lane, Portsmouth, PO8 0AA	Emergency – always dial 999
Police	Waterlooville Police Station, Swiss Road, Waterlooville, PO7 7FX	Emergency – always dial 999
HSE	Construction Office 151 Buckingham Palace Road London SW1W 9SZ	0300 003 1747 RIDDOR Reporting: Tel. 0845 300 99 23 (Monday to Friday 8:30am to 5:00pm) Or Email: riddor@natbrit.com . (24 Hour)
Local Authority	Havant Council, Civic Centre Road, Havant, PO9 2AX	02392446019
Spillage Clean Up	N/A	
Sewerage Undertaker	N/A	
Environment Agency	Environmental Agency, 2 Marsham Street, London. SW1P 4DF.	03708 506506

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*Insert location map of hospital with Accident and Emergency Unit within Appendix 8 and second copy to be displayed on site notice board.

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Section B7 – Quality Inspection, Test & Commissioning Plan (Site Specific):

Consider the 'Quality Risks' associated with each trade package / activity to determine the frequency of Test / Commissioning Inspections and also how they should be undertaken / recorded.

Activity / Package	No	If Yes Please Tick to identify frequency and type of check, and who is responsible																		
		Yes	Contractor Undertaking Works / Responsible for Works	Frequency of Checks						Contractor Visual Check	Contractor Photos	Contractor Form / Records	Pelleas Construction Visual Check	Pelleas Construction Photos	Client Form – Contractor Completed	Client Form – PC Completed	Software Based Electronic System	PC Form		
				Daily	Weekly	End of Phase	Trade Completion	Practical Completion											Pelleas Construction Completed	Contractor Completed
1. Setting Out		✓	TBC															R573A		
2. Groundworks	✓																	R573B		
3. Drainage	✓																	R573C		
4. Concrete		✓	TBC															R573D		
5. Steel Frame		✓	TBC															R573E		
6. Blockwork		✓	TBC															R573F		
7. Brickwork		✓	TBC															R573G		
8. Cladding		✓	TBC															R573H		
9. Curtain Walling	✓		TBC															R573I		
10. Roofing		✓	TBC															R573J		
11. Mechanical		✓	TBC	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓			R573K		
12. Electrical		✓	TBC	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓			R573L		
13. Plumbing		✓	TBC	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓			R573M		
14. Windows		✓	TBC															R573N		
15. Plaster, Render, Screed		✓	TBC															R573O		
16. Hard & Soft Flooring		✓	TBC															R573P		
17. Decoration		✓	TBC	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓			R573Q		
18. Fixtures & Fittings		✓	TBC															R573R		
19. Carpentry, Joinery		✓	TBC															R573S		
20. Suspended Ceilings		✓	TBC															R573T		
21. Wall Tiling		✓	TBC															R573U		
22. Doors / Ironmongery		✓	TBC															R573V		
23. External Works		✓	TBC															R573W		
24. Air Sealing Fire Stopping		✓	TBC															R573X		
25. Petrol Filling Station	✓																	R573Y		
26. Other	✓																	R573		
																		R573		
27. Other	✓																	R573		
																		R573		
28. Other	✓																	R573		
																		R573		
29. Other																		R573		

Site Specific Revision Number

0



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[illegible]

It is essential to verify / check that all works undertaken is confirmed 'fit for purpose' to ensure Client Satisfaction / Absolute Completion

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Section C - Site Management:**Section C1 - Site Working Hours:**

The working hours for the site are as detailed below*:

Period	Hours	Site Restrictions (if applicable)
Monday - Friday	07:30 – 16:30	None
Saturday	08:00 – 15:00	None
Sunday	09:00 – 15:00	None
Bank Holidays	N/A	

*These hours must be in accordance with the applicable planning permission – note that any work undertaken outside the permitted hours is likely to result in a nuisance complaint with associated action undertaken by the local Environmental Health Officer (EHO).

Section C2 - Site Welfare Facilities:

The following welfare facilities are provided on-site and must be kept clean at all times:

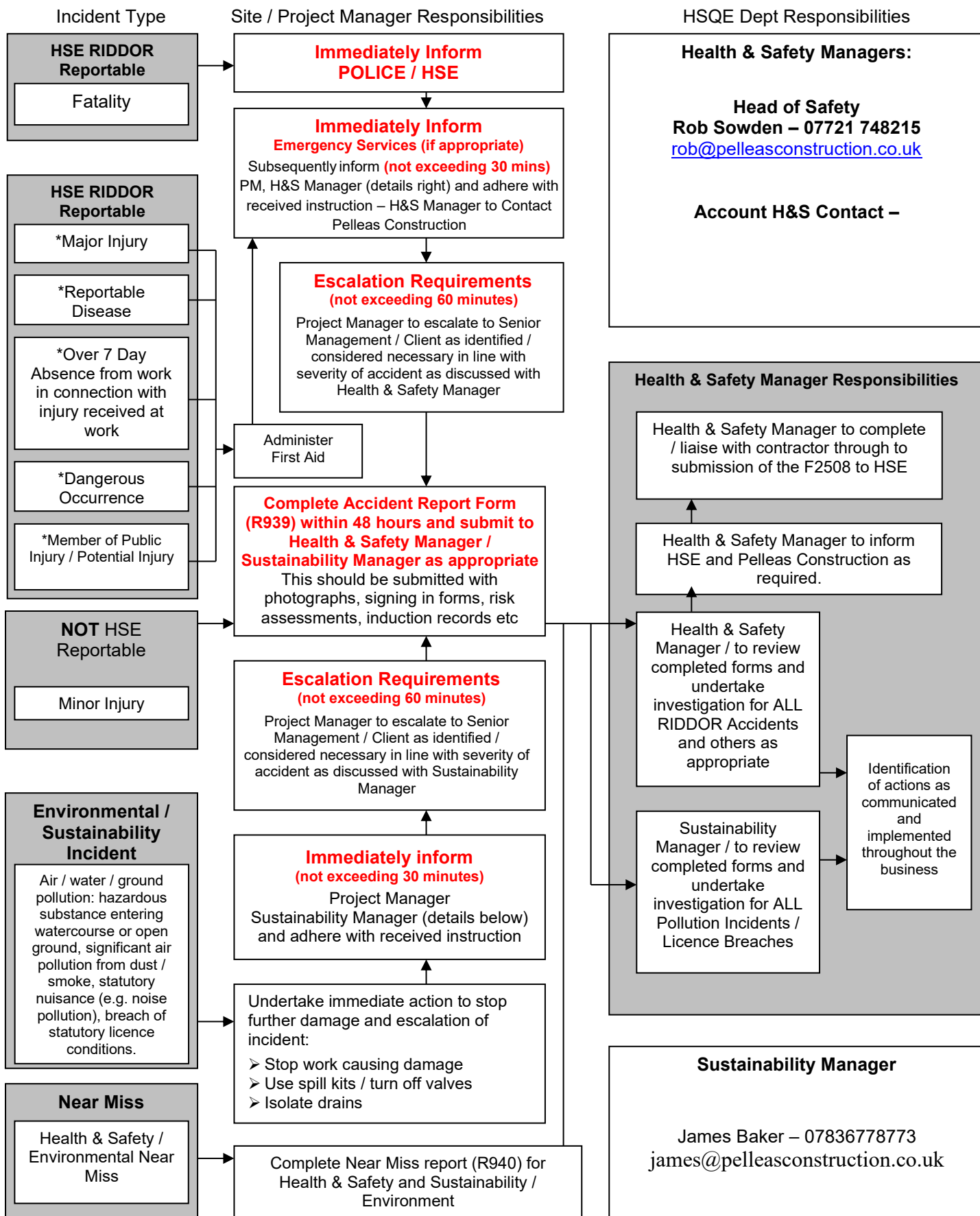
Welfare Facility [#]	Site Location / External Address	Restrictions
Toilets	Car Park	
Washing Facilities - Showers	Site Welfare unit.	
Drinking Water	Site Welfare unit.	
Kitchen Facilities	Site Welfare unit.	
Rest Area	Site Welfare unit.	
Changing Area / Drying Facilities	Site Welfare unit.	
Lockers	N/A	

All welfare facilities must be agreed in advanced with H&S Manager

All Welfare facilities must be maintained in a clean and usable state

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Section D - Incident/Accident and Near Miss Reporting:



Hospital details should be filed within Appendix 8 of the PCMP and also placed on the Site Notice Board

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*If in doubt / unsure of RIDDOR Reportable classifications immediately inform Health and Safety Manager to clarify

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Section E - Health and Safety File Information / Post Project:

The content of the Health and Safety File shall be pre-agreed with the Principal Designer (PD) / Client H&S Advisor (CHSA) and shall be presented to them within an agreed timeframe. The content of the Health and Safety File should include any information associated with the undertaken works which has a bearing upon future health and safety issues associated with:

- Building Usage
- Cleaning
- Maintenance / Refurbishment
- Demolition

The Health and Safety File information presented to the PD / CHSA shall include the following:

- Brief description of work undertaken
- List of sub-contractors, their respective trades and associated contact details
- Architectural as-built drawings
- Relevant planning and building consents as applicable
- Design risk assessments indicating hazards associated with the completed works
- Residual Hazards / Hazardous Substances
- Details of structural works
 - As built drawings / sketches
 - Calculations verifying structural integrity
- Details of Electrical Works
 - As built drawings
 - System details / equipment specifications
 - Commissioning and inspection certificates – declaration of 'Fit for Purpose'
 - Manufacturers Operation and Maintenance Manuals
 - Details of specific health and safety hazards associated with the electrical installations
- Details of Mechanical Works
 - As built drawings
 - System details / equipment specifications
 - Commissioning and inspection certificates – declaration of 'Fit for Purpose'
 - Manufacturers Operation and Maintenance Manuals
 - Details of specific health and safety hazards associated with the mechanical installations

Details of further Health and Safety File information as required by the Principal Designer:

Requirement	Further Details

The receipt of much of the above information should be prompted by the Inspection, Test and Commissioning Plan – Section A7

Post Project Completion:

Whilst the project maybe successfully completed, the following issues remain 'live' should the Client encounter future issues:

Requirement	Further Details