



CONSTRUCTION PHASE PLAN

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1 Plan Development

In accordance with the Construction (Design & Management) Regulations, Modern Green Construction (MGC Ltd) has developed this Construction Phase Plan for the proposed Library and Community Hub project to manage the health and safety of the site operations.

At MGC Ltd, we prioritise the safety and well-being of all stakeholders involved in our projects. This Construction Phase Plan outlines the systems and procedures we will implement to reduce construction risks and meet our health and safety. It only includes the significant unavoidable dangers and health hazards. Any work processes carried out by skilled subcontractors that present potential risks have been detailed in our risk assessments and safe work method statements.

This plan is a working document that will be updated as needed throughout the project timeline. It is developed to minimise the construction risks associated with the Library and Community Hub to the best of our ability.

We understand the importance of a collaborative approach, and we encourage you to review this plan thoroughly. If you have any additional relevant information regarding this existing site, that has not been provided to us, please notify us promptly. This will enable us to take the necessary measures to protect our employees, subcontractors and any other individuals involved in or affected by our operations.

This Construction Phase Plan will be prominently displayed and made readily available to all individuals working on or visiting the site.

2 CDM Standards & Objectives

1. All activities will comply with the Construction (Design and Management) Regulations and other relevant legislation.
2. Health and safety consultations will be conducted with the project team.
3. Project management will promote cooperation among all members of the project team.
4. Necessary advice and assistance will be sought to fulfil obligations and duties.
5. The work will be completed according to specified quality standards, within the set timeline and budget as per client instructions.

3 Safety standards & Objectives

1. Adhere to all current health and safety laws and approved codes of practice.
2. Make sure to meet client safety requirements and integrate them into the project needs.
3. Collaborate with the client to create a better working environment for employees.
4. Ensure that the site has safe entry and exit points, especially emergency and fire escape routes.
5. Reduce disturbance to neighbours, building occupants, and nearby land users.
6. Identify and deal with risks associated with construction activities.
7. Enforce the safe use of tools, machinery, equipment, and personal protective gear.
8. Work with the client's direct contractors to maintain safety and cooperation.
9. Conduct regular safety inspections at the site.
10. Provide adequate welfare facilities for the workforce, including contractors.
11. Evaluate the project's impact on the environment and minimize it as necessary.
12. Increase awareness of health and safety through training and communication with the workforce, while demonstrating management's commitment.



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4 Nature of the project

MGC has been contracted to deliver a public library for the entire community of Port Talbot. The library will include areas for learning, meetings, and work. It will feature a large room for events and exhibitions, a café, a children's zone, and a designated area for students. Additionally, there will be meeting rooms and an exhibition space for local artwork, potentially including a small gift shop. The proposed site has several site constraints, such as contaminated land and existing services that need to be re-routed. Construction on the site would be done in phases, with Phase 1, including the south foundations, being completed before moving to the second phase.

4.1 Key dates

- Phase 1 South construction to begin by 18th July 2024
- Substructure to be completed for phase 1 south by 28th October 2024
- Superstructure to be completed by 16th February 2026.
- The project is to be completed and handed over to the client by March 9th, 2026.



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4.2 Location

The proposed site is currently being used as a car park on and is surrounded by several commercial and residential properties along the northeast of the site and The Riverside Baptist Church and Carmel Chapel are further North of the site.

The Riverside Baptist Church and Carmel Chapel

Station Road

Heilbronn Way/ A48

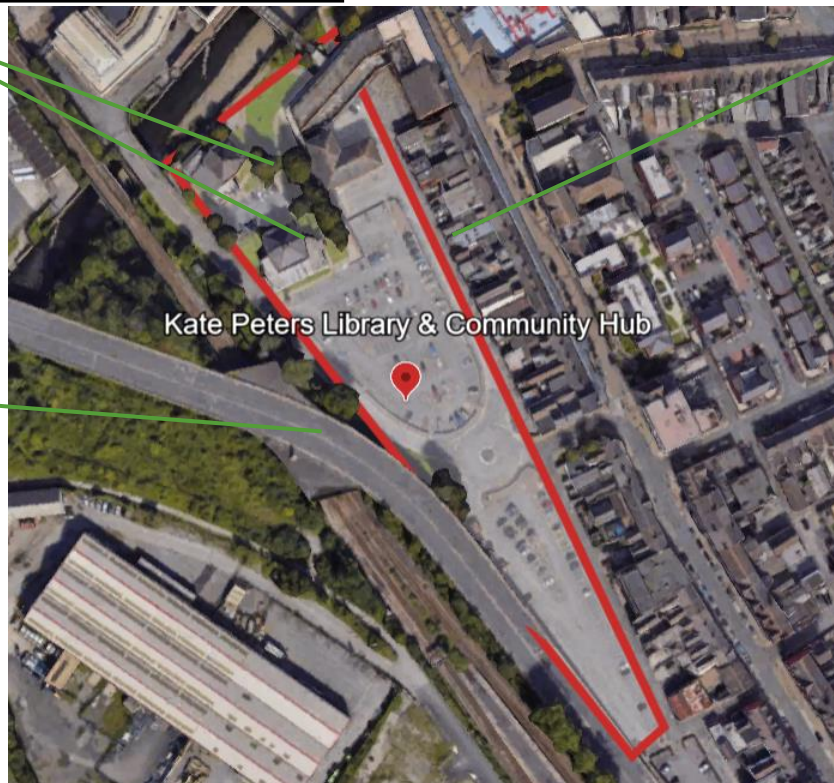


Photo 1 Proposed Library and Community Hub site (2024) [Screenshot]. Available at: <https://earth.google.com/web/@51.59480392,-3.78422903,15.04870362a,840.60812033d,30.00022262y,0h,0t,0r/data=OgMKATA> (14/05/2024).



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5 Project Directory

Project: Library & Community Hub

Client: Kate Peters & ACE Capital Projects Ltd.

Client	Kate Peters ACE Capital Projects Ltd team. Gavin Traylor – Point of contact	Kate.peters@kpliterature.co.uk info@acecapital.co.uk G.traylor@uwtsd.ac.uk
Principle Designer	Kerri Farmer – MGC Ltd.	kerri@mgcltd.co.uk
Principle Contractor	Modern Green Construction Ltd.	info@mgcltd.co.uk
Sub- contractors	To be updated on appointment.	
Local Authority	Neath Port Talbot County Borough Council	0163 9895455



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6 Responsibilities

At MGC Ltd, our team boasts extensive experience in successfully managing projects of this nature. We have expertise in all relevant disciplines and are fully equipped to ensure the attainment of project goals.

The team intends to:

1. Collaborate with the consultants to find the best solutions for the project.
2. Work closely with the professional team and the client's management to achieve the project objectives and safety goals outlined in this document.
3. Establish a unified approach with contractors to ensure a clear understanding of the client's expectations.
4. Utilise our extensive management knowledge and past experiences to deliver the best possible results for the client.
5. Ensure the project is completed on time, within budget, and exceeds the client's expectations for safety and quality.

6.1 Site Management

The site manager is accountable for the daily management of the construction site, overseeing work activities, tradesmen, and the completion of construction works. They are responsible for enforcing the company's policies and procedures on the site and will report to the Contracts/Project Manager

The Site Manager is responsible for:

- Making sure that company policies and procedures are followed.
- Assessing the risks associated with equipment, work activities, or hazardous substances.
- Providing necessary control measures, training, instruction, and protective clothing with supporting documentation



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- Ensuring the safety, maintenance, and proper guarding of all plant and equipment
- Maintaining the site for safety, clear access, and emergency routes
- Checking and providing appropriate welfare facilities
- Ensuring an adequate number of first aiders and suitable first aid facilities are available on site.
- Promptly reporting all reportable accidents/incidents to the appropriate individuals

6.2 Site Staff/ Operatives

All individuals present on the site must fulfil their legal obligation to ensure the safety of themselves and others. Cooperation with the Principal Contractor by following the procedures and site rules outlined in this plan is necessary to help all parties meet their legal duties.

All individuals working on site must:

- Always use the appropriate personal protective gear
- Keep personal tools and equipment in good shape.
- Notify the Site Manager of any equipment defects or unsafe actions.
- Only perform tasks that are authorised and within their scope of work.
- Refrain from carrying out any task without proper authorisation, training, and competence.
- Adhere to the site rules and relevant method statements at all times.
- NEVER TAKE ANY RISKS
- If any employee or contractor has concerns about the health and safety of a task, they should immediately inform the Site Manager
- If any employee or contractor identifies an unforeseen hazard, they should inform the Principal Contractor and discuss precautions to minimise the risk.



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7 Project Delivery

7.1 Setting standards

MGC aims to:

1. Ensure that all activities comply with the necessary laws and regulations, including the Construction (Design and Management) Regulations.
2. Prioritize fostering collaboration among all employees, consultants, and contractors involved in the project.
3. Seek expert advice and assistance as needed to fulfil obligations and duties outlined in the CDM Regulations.
4. Completing the work safely, meeting specified quality standards, within the agreed timeframe and budget as per the client's instructions.

7.2 Health and Safety Goals

The company will aspire to:

1. Strive for zero fatalities and enhance safety performance annually.
2. Adhere to all existing safety laws and approved codes of conduct.
3. Ensure adherence to client safety requirements and collaborate with the client to enhance their employees' working environment.
4. Guarantee unobstructed and secure site access, particularly during emergencies, and minimize disturbances to neighbouring areas.
5. Identify and mitigate all work-related risks.
6. Supervise and coordinate the implementation of safe procedures, tools, equipment, and appropriate personal protective gear.
7. Work with the client's contracted personnel to maintain safety and site coordination.
8. Ensure the provision of adequate welfare facilities.



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9. Identify and deliver health and safety training to raise safety awareness and improve risk perception.
10. Evaluate and minimize the environmental impact of site activities.

8 Site Rules

All personnel must wear suitable and sufficient PPE provided by the employer at all times. This includes high visibility vests, toe protectors, and hard hats, as directed by the Site Manager. Failure to comply will result in immediate removal from the site. Additionally, eye protection, ear protection, gloves, and respirators must be worn as necessary. The supervisor will ensure strict compliance with these requirements.

All individuals working on the site, including visitors, must undergo induction by the Site Manager before commencing work. It is mandatory to report to the site office for induction upon arrival. Upon completion of the induction, it is your responsibility to ensure that others are informed of these rules. Non-compliance will result in immediate removal from the site.

On-site welfare facilities are provided for all operatives. It is mandatory to leave the facilities in the same condition as you found them. Any damage or poor conditions must be reported to the site manager immediately. Misuse of the welfare facilities or equipment will not be tolerated.

All individuals must sign in and out of the site without exception. The fencing surrounding the site boundary must be a minimum of 2 meters high and must be securely and properly installed and maintained at all times. All access gates must be lockable and secured whenever not in use and during any period when the site is unoccupied. The site must be locked and secured without fail at the end of each working day or when not in use. Storage and welfare facilities must be situated within a lockable and vacant area of the site. Trespassing onto adjoining areas is strictly prohibited unless explicit permission has been granted. Adherence to safety signs is mandatory at all times.

The first aid box must be available at the site office at all times. All operatives must be informed of its location as part of the site induction. The Site Manager holds full responsibility for first aid throughout the construction phase and must ensure strict adherence to the



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procedures outlined in the site induction and this plan. Any injuries must be reported promptly to the designated first aider for immediate treatment.

You are required to strictly adhere to the method statements and risk assessments for your activities. If you observe any hazards on site, whether real or potential, you must immediately inform the site manager. It is imperative that you do not block access/egress/escape routes or fire exits. You must maintain a safe work environment by ensuring tidiness and promptly disposing of your rubbish or waste.

Under no circumstances are alcohol or drugs permitted. Anyone suspected of being under the influence will be immediately asked to leave the site. Consumption of food and drink is strictly limited to designated canteen areas. Individuals displaying racist, sexist, violent, or threatening behaviour will be promptly escorted off the site and will not be allowed to return.

Absolutely no smoking or burning on site. Hot works must have permits, which can only be obtained from the site manager.



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9 Accident Procedures

If an accident or dangerous incident occurs, it will be placed into one of the following groups:

Minor Employee Accident

1. Seek treatment from the First Aider
2. Ensure that the accident details are recorded in the accident book
3. If an employee is unable to work for more than 7 consecutive days due to an injury, complete an internal report form and send it directly to the Principal Contractor's H&S manager/director.
4. If the injured employee is hospitalized for more than twenty-four hours, the accident will be considered a 'major injury' and must be reported as described under that category.

Minor Accident to Others

1. Report to First Aider for treatment
2. Complete the accident book and accident report form as detailed above
3. Inform the employer

Major Injury

1. Seek first aid treatment or call 999 in case of an accident.
2. Immediately halt all work on the site.
3. Fill out the accident book.
4. Notify the director responsible for health and safety, who will then inform the HSE and collect written reports from everyone on site.
5. Adhere to the RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences) requirements.
6. Employers must maintain a record.



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7. If an employee sustains an injury as a result of a reportable accident or dangerous occurrence that leads to health problems within a year of the incident, the employer must promptly inform the enforcing authority in writing.

9.1 Local Authorities and Hospital

Authority	Address	Contact Number	Distance
Police	Station Road Port Talbot SA13 1JB	0179 2456999	0.3 miles
Fire and Rescue	12 St. Alban's Terrace Port Talbot SA13 1LW	0370 6060699	1.1 miles
A & E – Hospital	Baglan Way, Port Talbot SA12 7BX	01639 862000	1.3 miles

9.2 Directions from Station Road to the nearest Police Station

1. Head Southwest
2. At the roundabout, take the second exit onto Station Road.
3. Travel along Station Road for about 0.2 miles to the Port Talbot Police Station.

9.3 Directions from Station Road to the nearest Fire and Rescue.

1. Head Southwest
2. At the roundabout take the second exit onto Station Road.
3. In 0.2 miles turn right onto Grove Place.
4. In 250 feet at the roundabout, take the first exit onto Talbot Road/ A48.
5. In 0.6 miles turn right onto Central Road.
6. Travel along Central Road for 0.2 miles to the Mid and West Wales Fire Brigade.

9.4 Directions from Station Road to the nearest Hospital.

1. Head Southwest
2. At the roundabout take the second exit onto Station Road.
3. In 0.2 miles turn right onto Grove Place.
4. In 250 feet, at the roundabout, take the second exit onto Heilbronn Way/ A48.
5. In 0.3 miles at the roundabout, take the second exit onto Water Street.
6. In 0.3 miles at the roundabout take the fourth exit onto Afan Way/ A4241.
7. In 0.7 miles, at the roundabout take the third exit onto Baglan Way.
8. Travel along Baglan way for 0.1 miles to Neath Port Talbot Hospital.

10 Subcontractor Management

10.1 Subcontractor selection

Subcontractors are chosen from an approved list of specialists who have either obtained recognized quality and safety accreditation or have a proven track record of completing satisfactory work for the Principal Contractor or as specified by the Client. Prior to approval, all subcontractors are required to fill out a questionnaire as part of our vetting process.

Additionally, subcontractors must provide current proof of insurance, which will be maintained on file at the Principal Contractor's offices. They must also provide written confirmation that their employees are fully trained for their specific tasks and in the use of relevant equipment.

Subcontractors are also responsible for obtaining COSHH information for the materials used in their work. This information will be included with their method statements, risk assessments, and O&M Manuals, and will be stored separately by the Site Manager.

10.2 Exchange of information

The Construction Phase Plan and related project documents will be provided to all subcontractors, along with specific risk assessments, method statements, and project procedures. The Site Manager will conduct regular site meetings with contractors to address health and safety concerns, and all parties will be encouraged to report any issues they may have.

The Principal Contractor will coordinate the activities of the various contractors on site. If anyone has a health and safety question or encounters a coordination problem with other



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contractors, they should promptly inform the Principal Contractor. Subcontractors will undergo an initial induction course to ensure they understand site procedures, and all personnel must undergo a site-specific induction before starting work. Subcontractors are also responsible for ensuring the safety and task-specific training of their personnel.

Subcontractors must ensure that their machinery has current certification, which should be presented to our site agent before commencing work. Additionally, all plant operator licenses and training certificates must be presented to the Site Manager before personnel are allowed to start work on site.



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11 Communication

11.1 Management meetings

Regular meetings will be scheduled with the client every two weeks during the project to ensure consistent information exchange and fulfilment of the client's requirements and project success criteria. The site manager will be the main contact person for discussing and obtaining input on health and safety for all individuals working on site. Various meetings will be conducted at different levels throughout the contract period to facilitate communication, share contract details, and collect feedback. Continuous communication with the client, consultants, contractors, and designers will be maintained throughout the project, ensuring that all pertinent information is shared with the project team members.

11.2 Consultation

All employees will have the opportunity to provide input on workplace health and safety procedures and controls during the site induction. This will involve sharing relevant information and gathering feedback and suggestions. Any health and safety suggestions from employees and contractors will be recorded, reviewed, and potentially incorporated into working procedures if suitable.

11.3 Site inductions

All staff and visitors working on the site must complete a company safety procedures induction and a site-specific induction. Subcontractor personnel must also undergo a site-specific induction and ensure their staff receive appropriate safety and task-specific training. New staff will be given a site induction by the Site Manager, where they will be informed about the location of existing records and documents, including health and safety information and relevant procedures. They will also be required to sign a register to confirm receipt of an initial toolbox talk and access to site files. The initial toolbox talk will cover the scope of works, highlight risks from other trades on the site, and discuss site-specific hazards.



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11.4 Design Changes

Design changes made during the construction phase will be reviewed with the project team before implementation. Any new health and safety risks resulting from the design changes will be evaluated. Construction drawings will be revised to include the design changes, and all related risk registers, method statements, and risk assessments will be updated accordingly.

12 Health and Safety Legislation

12.1 List of regulations concerning health and safety that MGC Ltd will adhere to.

1. Health and Safety Work Act 1974
2. Construction (Design and Management) Regulations 2015
3. Personal Protective Equipment at Work Regulations 1992
4. Provision and use of Work Equipment Regulations 1998
5. Management of Health and Safety at Work Regulations 1999
6. Work at Height Regulations 2005
7. Control of Substances Hazardous to Health Regulations 2002
8. Manual Handling Operations Regulations 1992
9. Noise at Work Regulations 2005
10. Environmental Protection Act 1990
11. Control of Vibration at Work Regulations 2005
12. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013



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13 Site Specific Constraints, Risks and Control Measures.

13.1 Working in close proximity to the Port Talbot Parkway railway Station.

The port talbot parkway railway station is located adjacent to the site. Crane lifting present possible risks that need to be mitigated.

Risks

- Collision with trains or rail infrastructure
- Disruption of rail operations
- Risk of crane coming in contact with overhead power line.

Control measures.

1. Coordinate with Network rail to ensure crane operations do not interfere with train schedules.
2. Exclusion zones will be established, and physical barriers and warning systems implemented to prevent unauthorised access.
3. All personnel involved in crane operations would be properly trained and aware of the risks associated with working near railways.
4. A dedicated safety supervisor would be appointed to monitor crane operation and enforce safety protocols.

13.2 Operating on Contaminated Land.

The proposed site has possible metal, oil and asbestos contaminants.

Risks

- Employees encountering dangerous substances and leading to injuries.
- Contaminated materials that have been improperly managed and are causing environmental problems in the nearby area.

Control measures.

1. All workers performing groundwork must wear the appropriate personal protective equipment (PPE) for their tasks.
2. Welfare facilities will have showers for workers to wash off hazardous substances if they come into contact with them.
3. Eye wash stations will be positioned and clearly marked at various locations around the site.
4. All workers will undergo proper training and receive toolbox talks about potential substances in the soil and how to handle them correctly.
5. All heavy goods vehicles (HGVs) leaving the site must use wash down station to prevent the spread of contaminated soils.

13.3 Neighbouring Properties

There are numerous residential and commercial properties surrounding the site, many of which use Station Road for access. On-site deliveries must be scheduled to avoid interfering with the delivery times of other businesses. The Riverside Baptist Church and Carmel Church, located to the north of the site, are also in use, so strict timing restrictions will be imposed to avoid unnecessary disturbance.

Risks

- Noise pollution
- Air pollution

Control measures.

1. Construction activities are only to take place between the hours of 06:30 and 17:00.
2. No construction works would be done on the weekends unless given permission by the Project Manager. Sufficient notice should be given to residents.
3. All tasks that create dust need to be supervised, and appropriate measures should be implemented to avoid excessive dust release.
4. Electrically powered tools should be used to minimize noise.