

Construction Phase Health and Safety Plan
Unsworth CC Padel Project
Unsworth Cricket And Tennis Club Ltd, Pole Lane,
Bury, BL9 8QL

REVISION HISTORY:

This Plan will be reviewed against the construction works on the dates or construction stages identified to ensure its accuracy.

DATE/STAGE	REVISION	SECTION	COMPLETED / REVIEWED BY

INTRODUCTION

This Construction Phase Health and Safety Plan has been developed in accordance with the requirements of the Construction (Design and Management) Regulations 2015 by Padel Specialists Ltd whilst undertaking the role of Principal Contractor.

The purpose of the plan is to provide the Client and our contractors with information relating to the project, and to give details of Padel Specialists organisation and arrangement procedures for the management and prevention of health and safety risks which are known to exist, or which may be encountered, on this project.

This plan is intended to provide the focus for the management and co-ordination of health and safety as the project evolves. Therefore, the plan may need to be developed or amended considering changing circumstances and standards achieved on site or as the construction work progresses. Reviews of parts of the plan may also need to be made if there are design changes, alterations, or unforeseen circumstances or if variations to planned events arise.

This development will be achieved by the Construction Phase Health being reviewed for its effectiveness by Padel Specialists Project / Site Manager and QSHE Advisor on a periodic basis.

Key Appointments

Appointment	Name	Date
Managing Director	Richard Ingle	
Contracts Manager	Dan Beaver	
Project Manager	Chris Mills	

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1.1 PROJECT DESCRIPTION & PROGRAMME DETAILS

1.1.1 Project Description

- Erection of 5 no. covered padel courts (Class F2(c)) with ancillary food and beverage facility with seating area and associated lighting, landscaping and infrastructure
- Location – Pole Lane, Bury, BL9 8QL



1.1.2 Key Programme Information

The Works are scheduled to last for circa 15 weeks from commencement of the construction works. The works are scheduled to start Mid-September 2026 pending on the compliance of the pre commencement planning conditions.

The current work programme will be issued to each contractor prior to them starting work on the site and/or following any revisions that affect their activities.

All works will be carried out between the hours of 08:00 and 17:00 on weekdays throughout the duration of the project. Should there be a requirement for any works to be carried out outside of these hours then this will be requested and agreed to by the Employer before commencement.

1.2 CLIENT, PRINCIPAL DESIGNER, DESIGNERS, PRINCIPAL CONTRACTOR & OTHER CONSULTANTS DETAILS

Duty Holder	Name & Address	Contact	Telephone	Email
Client	On Padel Ltd	Tim Sharrock	07909 666639	tim@onpadel.co.uk
Employers Agent	To be advised			
Employers Design Consultants	Edge Consulting Ltd	Ryan Atherton	0161 8341938	ratherton@edgece.com
Principal Designer	On Padel Ltd	Tim Sharrock	07909 666639	tim@onpadel.co.uk
Principal Contractor	Padel Specialists Ltd	Richard Ingle	07855 792794	richard@padelspecialists.co.uk
Designer(s)	To be advised			
Contractors	To be advised			

1.3 EXTENT & LOCATION OF EXISTING RECORDS, PLANS OR RESTRICTIONS THAT MAY AFFECT THE WORK

1.3.1 Pre-tender / Pre-Construction Information and Associated H&S Information

All documents within this section can be located within Business Collaborator. The pre-construction Information received from the Client is: N/A to date

1.3.2 Existing Issues or Restrictions that May Affect the Work

- Access to the car parking by club members / visitors and members of the public
- Preventing falls from height to workforce and the public
- Privacy of the members
- The protection of walkways, entrances, and fire escape route
- The loading of materials to the work access equipment
- Vehicle traffic to public roads and car parking areas

1.3.3 Security

The main construction site will be secured by fencing with access gates in critical locations (see site logistic set up plan). During site hours the site managers or the appointed person will control all deliveries in and out of site along with the day-to-day security requirements.

Deliveries will be signed in with the appointed person at the compound entrance who will then inform the Project / Site Manager who will record the delivery of materials accordingly.

1.3.4 Welfare

Padel Specialists will ensure that appropriate welfare facilities are provided and maintained according to the size of the workforce and nature of the work. It is envisaged that this will peak at approximately 8-15 operatives. At the present time the intended provision to satisfy these requirements are:

The current location of a site office, canteen, drying room and toilets is anticipated to be within the existing cricket clubhouse located on the site, and a contingency is in place to have a site cabin within the site as shown on the logistics plan

The facilities will be maintained by a cleaner daily. The standards achieved will be visually monitored daily.

1.4 COMMUNICATION AND MANAGEMENT OF THE WORK

1.4.1 Management Structure

Senior personnel responsible for the project include:

Name	Role
Richard Ingle	Managing Director

1.4.2 Management Responsibilities / Safety Appointments

The key appointments and deputies have been made by the Project Manager

Appointment	Name
QSHE Adviser (Visiting)	TBC
Temporary Works Co-ordinator	N/A
Temporary Works Supervisor	N/A
Appointed Person (Lifting Operations)	N/A
Crane Supervisor (For Slinger/Signallers refer to Lifting Plan)	N/A
Crane Co-ordinator (If Applicable)	N/A
MEWP Co-ordinator (if not under AP Lifting)	N/A
Hoist Co-ordinator or responsible person	N/A
First Aiders	TBC
Fire Safety Co-ordinator	TBC
Authorised Person (Electrical Works)	TBC
Emergency Co-ordinator	TBC
Welfare / Compound Co-ordinator	TBC
On Site Logistics Co-ordinator	TBC
Temp Electric / Lighting Co-ordinator	Subcontractor
Services Co-ordinator	Subcontractor
COSHH Co-ordinator	N/A
Permit Co-ordinator	N/A

1.4.3 Supervision Standards:

Standards and supervision levels will be determined at tender stage and monitored during construction, according to the level of risk involved in the specific tasks and the competence of those undertaking the task.

The Project Manager will determine the supervision levels required by on-site Padel Specialists personnel and subcontractors and record these on an organogram.

For subcontracted work, the Project Manager and the Subcontractor will agree supervision levels prior to award of subcontract, and these will be recorded in pre-start records.

1.5 ARRANGEMENTS FOR COMMUNICATION

1.5.1 With the Project Team.

- Project induction
- Weekly team meetings

- Programme meetings with key managers and contractor personnel.
- Formal briefings
- Daily TAB's (Task Activity Briefings)
- Formal correspondence (e.g. Appointment Letters).

1.5.2 With the Client

- Monthly meeting.
- Daily meetings if required to advise daily activities
- Formal correspondence. Inc
 - a. Weekly look a heads
 - b. Marked up progress plans

1.5.3 With the Principal Designer

- As above

1.5.4 With Designers

- As above

1.5.5 With Contractors

- As above

1.5.6 With Site Workforce

Listed below are the methods of communication with the site team:

- Health and safety induction
- Task Activity Briefings
- Daily contact on site
- Toolbox talks and briefings
- The designated project safety notice board
- Signs & posters

1.5.7 With Others Who May Be Affected

Current interfaces with the project are as follows.

- Local club members / public

Interface meetings with club representatives, local road users and pedestrians and other parties will be arranged by the Project Manager as and when required.

1.6 PROJECT HEALTH AND SAFETY GOALS

- To increase communication with workforce
- To carry out work activity reviews
- To increase active monitoring of work activities

2.0 HEALTH & SAFETY MANAGEMENT STRATEGY

2.1 ARRANGEMENTS FOR MONITORING QSHE PERFORMANCE

The following techniques in this section will be used for monitoring compliance with:

- This Construction Phase Plan
- Statutory work platform, plant, and equipment inspections
- Weekly safety inspections by site-based personnel
- Incident investigations

2.1.1 General Monitoring of Standards and Routine Inspections

Site standards will be monitored on a continuous basis by persons responsible for specific areas and work activities. All persons on site will be encouraged to highlight concerns to the persons involved and the

management team for immediate action. These concerns will be tabled at safety review meetings, to promote shared learning.

2.1.2 Workplace Safety Inspections

Workplace inspections will be carried out by the person in control of the specific workplace, whether Padel Specialists or subcontractor.

Where subcontractors are required to carry out such inspections, the responsible Padel Specialists manager / appointed person must have a system of ensuring the adequacy of the inspection process.

2.1.3 Monitoring and Review

Monitoring of the workplace is undertaken at several levels by employees of Padel Specialists as part of their normal duties.

The subcontractor's site manager will respond to any comments made by Padel Specialists regarding health and safety on the project and seek assistance from within their organisation or from project personnel if required.

Site managers will inform Padel Specialists' project manager of the health and safety performance of employees and subcontractors which they deem to be unacceptable.

2.1.4 QSHE Advisor Monitoring and Inspection

To be advised

2.1.5 Operations Director / Managing Director Review

The Padel Specialists' Director will carry out monitoring inspections as agreed with the project team and will review the project health & safety plan. Any significant findings from the reviews will be included in this health & safety plan as an amendment and distributed to relevant parties.

2.1.6 Health Safety and Environment Audit / Assurance Review

Padel Specialists' QSHE department will ensure a project QSHE review on a regular basis using form the contract quality, health and safety and environmental records audit checklists.

2.2 STANDARDS, INFORMATION AND TRAINING FOR PEOPLE ON SITE

2.2.1 Inductions

Site Inductions will be held daily on site.

2.2.2 Site Safety Rules

Padel Specialists Ltd – BUILDING 1 RULES

RULES APPLICABLE TO ALL PERSONS ON SITE:

- Safety Inductions must be satisfactorily completed by all persons before starting work
- Drug & Alcohol Testing may be carried out at any time. Positive results for drugs or excess alcohol, or refusal to take a test will result in suspension of individual to work on any Padel Specialists site. If you use any medication that could affect your ability to work safely, notify your employer and Padel Specialists Ltd during induction.
- Padel Specialists Ltd non-compliance procedure is operated on site.

PERSONS WORKING ON SITE:

- Safety Helmets, High Vis Vests, Safety Footwear are mandatory on site unless otherwise advised at the induction meetings.
- You must wear additional Personal Protective Equipment if specified
- Make sure your supervisor has briefed you prior to starting work – if not, stop and ask
- Strictly follow the details of agreed method statements and task activity briefings. If you do not understand any element of it, stop and ask.
- Stop working if unsafe or unhealthy conditions develop - inform your supervisor immediately
- No alcohol, drugs, radios or personal music players / in ear are allowed on site
- Only eat, drink or smoke in designated areas
- Any racial or sexual harassment is illegal and will not be tolerated
- Anyone connected with defacing or vandalising anything on site, will be removed from site
- The use of mobile phones / cameras are only to be used when safe to do so

WORK AREAS:

- Keep your area tidy by keeping rubbish in piles or in bins/skips
- Keep all accesses clear of materials, cables or other obstructions
- Fully comply with all health and safety signs – do not cross barriers or enter no-go areas
- If you notice an unsafe area or uncovered hole, take immediate action to protect and report it
- Never pour oil or other pollutants down drains – know and use your COSHH materials safely

PLANT & EQUIPMENT:

- To operate plant or machines, you must hold the appropriate certification, be authorised, and have received familiarisation training as appropriate
- Only scaffolders may erect, dismantle, or alter scaffolding or proprietary scaffold systems
- Mobile towers may only be erected / modified by approved erectors to appropriate instructions
- Only trained, approved, and clearly identified Slinger Signallers may sling, bank, or receive slung loads
 - All movement of plant and materials to be as noted in the site traffic management plan / logistic Plan (Appendix 1)

UNPLANNED EVENTS:

- Report any accidents / Incidents and near misses to Padel Specialists Management so we can learn from our mistakes
- Know the best means of escape from your work area and your assembly point
- If in any doubt, stop and ask - unsafe working will not be tolerated.

RULES FOR DRIVERS ON SITE:

- All persons must comply with the site PPE requirements when not protected by their cab, unless otherwise notified, and follow all reasonable instructions given by members of the project team.
 - Drivers without a site-specific induction must remain with their vehicles, unless escorted
 - Seat belts are to be always worn when driving vehicles/plant
- All plant movements must be accompanied with a Traffic marshal.

RULES FOR VISITORS:

- Site visitors who have not been fully inducted must be always escorted by a fully inducted person and obey all instructions

2.2.3 Padel Specialists Ltd Minimum Requirements

Padel Specialists Ltd seek to ensure that all people working on site are competent to carry out their duties and tasks. Competence is attained through a combination of skills, knowledge, experience, and training as well as the correct attitude.

All plant operators must use CPCS accredited training providers and require the relevant CPCS cards unless otherwise agreed. (e.g. Vehicle marshalling via an approved course).

- All operators of plant and equipment that are covered by the CPCS schemes must be appropriately certificated under that scheme.
- All crane operators must be CPCS certificated
- All slinger / signallers must be CPCS certificated
- All MEWP/ Masts operators must hold either a CPCS card or an IPAF card.
- Persons, other than scaffolders, erecting mobile towers must hold a certificate demonstrating they have been trained to PASMA standards.
- All scaffolders to be appropriately certificated by CISRS scheme affiliated to CITB
- All visitors wishing to access the scaffold must have their working at height cert and a CSCS card with the appropriate qualification.

2.3 FIRE AND EMERGENCY PROCEDURES

Refer to Appendix 1 for Fire and Emergency Plan

All works will be undertaken in accordance with The Regulatory Reform (Fire Safety) Order 2005; the latest revision of the 'Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovations'; and to the required standards set within HSG168 – 'Fire Safety in Construction'.

2.4.1 Selection of Consultants and Designers

Not applicable

2.4.2 Selection of Contractors

Padel Specialists have procedures for the selection of contractors to who are competent and will make adequate provision for health and safety. CDM Regulations require that all Contractors inform the Principal Contractor of any appointments they make, therefore this will include details of all Subcontractors or designers they will appoint prior to their commencement on site.

Generally, Padel Specialists will select contractors from an approved list of suppliers.

2.4.3 Suppliers of Materials

The Procurement Department orders will require all suppliers of materials to supply relevant Health & Safety Information to the project for use in COSHH assessments and the Health and Safety File.

2.4.4 Selection of Plant

Plant required by Padel Specialists will generally be procured through our existing supply chain. Works contractors' plant and equipment should be in a condition deemed suitable for its intended use. It should conform to all relevant Health and safety standards (including testing regimes). It should be noted that the removal of any guarding to the equipment will not be acceptable.

2.5 FIRST AID

Summary of the First Aid arrangements:

- The first box will located within the site office or existing clubhouse
- The appointed First Aides are TBC
- The designated first aid room will be the site office or existing clubhouse
- The nearest hospital is Fairfield General Hospital, Rochdale Old Rd, Bury BL9 7TD

2.6 ACCIDENT AND INCIDENT REPORTING

Definition

RIDDOR injuries and Incidents are those defined in the Reportable Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

2.6.1 Immediate Reporting of all Incidents

The Padel Specialists Project Leader must be informed of any incidents on site by the quickest possible means and notified formally within 24hrs using Padel Specialists' accident / incident / near miss / unsafe act forms.

2.6.2 Arrangements by Padel Specialists Ltd

Padel Specialists will ensure all RIDDOR information is recorded and reported. The Padel Specialists Project Manager will ensure the relevant contractor reports all reportable injuries and diseases to the Health and Safety Executive (HSE). Any dangerous occurrence on site will be reported to the HSE directly by Padel Specialists. Padel Specialists will also ensure that each contractor keeps an accident book on site, unless otherwise agreed, and will require each contractor to bring their book to each progress meeting to discuss and verify any injuries / entries (reportable and non-reportable) since the last meeting.

If a RIDDOR incident should occur to a member of the clients' team or a member of the public, etc. Padel Specialists will investigate the incident and ensure that the HSE are notified by the relevant methods.

2.6.3 Arrangements for Others to Inform Padel Specialists

Contractors are required to inform the Padel Specialists Project Manager of any incidents on site by the quickest possible means. Formal notification will be made to the Padel Specialists Project Manager within 24 hrs using the relevant accident / incident / near miss / unsafe act form.

The employing contractor will report any RIDDOR incidents to the Health & Safety Executive (HSE) and must also provide the following information to Padel Specialists:

- A copy of the relevant page of the contractor's accident book;
- Full details and nature of injuries or the occurrence;
- Accurate details of the treatment received, both on and off site;
- A copy of the completed F2508 form issued to the HSE.
- Results of the investigation undertaken by the Contractor's Safety Team detailing the:
 - Full details and nature of the incident.
 - Circumstances of the incident.
 - Direct reasons for the incident.
 - Indirect reasons for the incident (lack of supervision, training; etc.).
 - Copies of statements from any witnesses
 - Copies of statements from injured party or owners of damaged property.
 - Measures taken to prevent a re-occurrence of the incident; and
 - Details of how these measures will be communicated to those potentially affected.

Contractors must also keep Padel Specialists informed of the subsequent developments of long-term injuries, diseases and dangerous occurrences, e.g. absences, claims, etc.

2.7 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

2.7.1 Identification, Mitigation, Monitoring and Review of Significant Risks

All organisations delivering activities as part of their scope of work, shall manage those activities and the outline of the methods to be employed is detailed in the following summary.

- The Construction Phase Plan (CPP) that details significant project fatal and severe risks and controls (This document)
- Safe Systems of Work (SSoW) – These may consist of method statements and more task specific task activity briefs to effectively support the initial assessment and communication of risk controls to those at work
- Weekly project reviews focussed on learning from what has recently happened or been reviewed and identifying what activities are coming up and what should be reviewed.

The level of monitoring and review of these activities will be identified in the monthly project H&S meeting and during the weekly safety review meetings.

Risk assessments should clearly demonstrate that where the risk cannot be designed out or otherwise eliminated, it has been reduced and the required control measures have been clearly identified within the risk assessment.

2.7.2 Approval of Safe Systems of Work

While much of the work carried out on this contract may be of a standard nature within the industry, safe systems of work are always required. This may take the form of task activity briefs detailing controls identified in the risk assessments and any specific controls dictated by the location of the work or programmed activities near that location.

High risk operations will always require a detailed Safe Systems of Work.

All organisations delivering activities within their scope of work will be required to submit their SSOW for review, comment and acceptance prior to works commencing before approval is given for the operation to commence.

- SSOW should be submitted 14 days prior to the agreed onsite start date and a minimum 7 day review and comment period, however more complex operations will require longer.
- SSOW will be checked and reviewed by Padel Specialists' managers and other relevant members of the management team
- Methods of formally recording and passing on comments raised and their acceptance will be recorded by comment detailed on the SSOW, email & verbal communication
- The appropriate supervisor or manager shall communicate the SSOW as part of an active briefing to those persons delivering the work element to discuss its suitability and also check the team understands

2.7.3 Initial Planning Risk Assessment

Significant project H&S risks will be identified during the subcontractor initial H&S Pre-Start Meeting. The results of the initial meeting and subsequent reviews are contained in Appendix 1 of this Plan.

Specific areas for consideration are:

SAFETY RISKS:

1. Services, including temporary electrical installations.
2. Use of heavy plant
3. Dust production
4. Falls from height
5. Glass breakage
6. Crushing / trapped fingers
7. Lifting equipment failure

HEALTH RISKS:

1. Manual handling
2. Noise and vibration
3. Use of hazardous substances

2.8 HEALTH AND SAFETY FILE

2.8.1 Information for inclusion in the Health and Safety File.

The Padel Specialists team will collate information which can be supplied by Padel Specialists or their contractors and submit this to the Principal Designer or whoever is compiling the File.

This will normally include:

1. Brief description of the work carried out
2. Any residual hazards which remain and how they have been dealt with (for example, surveys, or other information on asbestos, contaminated land, water bearing strata, buried services etc.)
3. Key structural principles (e.g. bracing, post tensioned units), safe working loads for floors and roofs etc.
4. Potentially hazardous materials such as paints, special coatings etc
5. Information regarding methods or any restrictions on removal or dismantling of plant or equipment
6. Health and Safety equipment for cleaning or planned maintenance
7. Nature, location, and markings of significant services including underground cables, gas supplies, firefighting, or emergency services etc
8. Information and 'As Built' Drawings including safe access to and from service voids, fire doors and compartmentalisation etc.

Padel Specialists must agree the information required for inclusion in the HSF with the Principal Designer and the format in which it should be provided at the earliest opportunity. Individual contractors will be notified by Padel Specialists of the specific type of information and the required format for inclusion in the HSF.

2.8.2 Method of providing information

Contractors will provide information for inclusion in the HSF to Padel Specialists. The Padel Specialists Project Manager will ensure that all the HSF information is provided to the Principal Designer or compiler of the File at the end of the project. HSF information will be issued in both hard and electronic formats as and when subcontractors finish their scope of works.

APPENDIX 1

Logistics Plan

