



Appendix G Construction Phase Plan

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Introduction

The build and break phases of Diynamic Festival London come under Construction (Design and Management) Regulations 2015 (CDM 2015). The event is not a notifiable project under CDM through the HSE's F10 system as the construction phase is under 30 days and involves less than 500-person days.

As principal contractor (PC) for Diynamic Festival London, GoTo Live Ltd. (GTL) is responsible for the coordination of the activities of both its own operatives and those of subcontractors, to ensure as far as reasonably practicable, that all works are carried out in a manner that protects the health, safety and welfare of all employees and the general public.

Duties include compliance with all current safety legislation and close liaison with the Event Safety Advisor (ESA). This will ensure that any matters that affects the Construction Phase Plan (CPP) is relayed to the ESA thereby ensuring that the CPP remains current and effective for the entire duration of the project.

Included within the site safety file is a copy of GoTo Live's health and safety policy, which should be read in conjunction with all areas of this site specific CPP and the site safety file.

The event manager has specific responsibilities for the day-to-day running of this site and reports directly to the client, Diynamic Festival London Ltd.

All contractor selection, work supervision etc. will be carried out in accordance with Diynamic Festival London guidelines.

DESCRIPTION OF WORK/ PROJECT

1.1. Key project team during construction phase

CDM Role	Name	Contact Details
Client	MJMK Ltd – Marco Mendez & Jake Kazumov	[REDACTED]
Principal Designer (PD)	GoTo Live Ltd	[REDACTED]
Principal Contractor (PC)	GoTo Live Ltd	[REDACTED]
Event Safety Advisor	GoTo Live Ltd	[REDACTED]
Site & Production Manager	Chris Hill	[REDACTED]

1.2. Nature of the work to be carried out

Live music event for audience of 9,999 inc. technical production, staging, temporary demountable structures (TDS), temporary electrical systems, concessions, and licensed bars. GTL are appointed to manage and organise Dynamic Festival London 2018 at Morden Park on September 8th 2018. The event is a blend of music entertainment, with a licensed bar and catering concessions.

1.3. Site address

Morden Park, Morden SM4 4BU

1.4. Key dates

Site build: 3rd – 7th September 2018
 Live event: 8th September 2018
 Site break: 9th - 12th September 2018

2. COMMUNICATION & MANAGEMENT OF WORK

2.1. Management structure and responsibilities

2.1.1 Client

- CDM definition: are organisations or individuals for whom a construction project is carried out.
- Commissions the design and construction and ultimately decides what is to be constructed by whom
- Heads up the procurement chain
- Responsible for appointing the principle designer and principle contractor in writing otherwise by default they assume these roles.

2.1.2 Principle Designer

- CDM definition: are designers appointed by the client in projects having more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.
- Plan, Manage, monitor and coordinate the health and safety in the pre-construction phase of a project.
- Liaise with the principle contractor to help planning, management, monitoring and coordination of the construction phase.
- Identify, eliminate and control foreseeable risks
- Prepare the H&S file

2.1.3 Principle Contractor

- CDM definition: are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.
- Plan, manage, monitor and coordinate the construction phase of a project
- Prepare construction phase plan prior to work commencing on site
- Organise cooperation between contractors and coordinating their work
- Ensure suitable site inductions are provided
- Prevent unauthorised access and ensure this is detailed as part of your H&S file
- Consult with workers on H&S matters

2.1.4 Designer

- CDM Definition: Are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.
- Prepare and modify designs, to eliminate, reduce or control foreseeable risks that might arise during construction and maintenance once its built.
- Address any health and safety concerns from the outset of the project

2.1.5 Contractor

- CDM Definition: Are those who do the actual construction work and can be either an individual or company.
- Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety
- Cooperate and coordinate with others
- Where more than one contractor is involved they must comply with the directions given to them by the principle designer or principle contractor.
- If they are the sole contractor, they must prepare the construction phase plan

2.1.6 Workers

- CDM Definition: are the people who work for or under the control of contractors on a construction site.
- Be consulted with about matters which affect their health and safety
- Take care of their own health and safety and others who may be affected by their acts or omissions
- Report anything they see that has the potential to endanger themselves or others

2.2 Health and safety goals

It is the policy of Dynamic Festival London that this project shall be managed in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors and others affected by its operations. This will include:

- The provision of plant, work equipment and systems of work that are, so far as is reasonably practicable, safe and without risk;
- The provision of information, instruction and training to all staff as required for them to safely perform their duties;
- The provision of equipment, information and systems for the safe handling and storage of materials and substances used on the site;
- The provision of a safe working environment, with adequate welfare and first aid facilities;
- The provision and maintenance of safe places of work, with safe access and egress;
- The provision and maintenance of a secure site to prevent unauthorised access and risk to the general public;
- To conduct the management and operation of the site in accordance with The Health and Safety at Work etc. Act 1974, and all subsequent regulations enacted under it.

In order to maintain the highest standards of health and safety performance, all employees and contractors on the site are required to observe the site rules at all times and to cooperate fully with the site management in implementing them.

The health and safety target for this project is to achieve zero RIDDOR reportable injuries or occurrences, and to lower the number of non-reportable injuries. This will be achieved by continuing staff training on the site, and by achieving further improvements in site cleanliness and working methods.

Dynamic Festival London management will carry out at least one health and safety inspection during the lifespan of the project.

2.3 Management arrangements

2.3.1 Liaison between parties on site

The event manager has responsibility for health and safety on site and will coordinate all activities on site between the various contractors to provide a safe working environment. Coordination is carried out on a daily basis either by verbal instructions, morning briefings, toolbox talks & site inductions.

Any person who breaches health and safety rules or fails to fully cooperate with site management will face disciplinary action.

2.3.2 Consultation with the workforce.

Dynamic Festival London is committed to operating safe sites at all times. This can only be achieved with the cooperation of all employees. Regular meetings are held with direct employees to discuss company issues as well as health and safety arrangements.

Dynamic Festival London is committed to continual improvement of standards on site and this is achieved through regular consultation with employees and contractors and daily briefings before work commences to discuss work schedule for the day.

2.3.3 Selection and control of subcontractors

Contractors are selected through competitive procurement exercises which involve contractors providing a competitive price for the specified works with suitable and sufficient risk assessments and method statements. Contract award criteria include health and safety and price criteria.

Documentation will be assessed to ensure that works are to be carried out in safe manner and that all hazards have been highlighted and adequate risk controls measures have been considered.

2.3.4 Exchange of health and safety information between contractors

Health and safety information is communicated between different contractors through various means by the event manager, event manager and ESA.

2.3.5 Site security

All visitors and staff will have to report to the production office before entering site. All visitors and staff must sign in before entering the work areas. Accreditation / ID must be worn at all times.

All necessary temporary fencing and signs around the site will be monitored and maintained throughout the construction phase. Site contact and emergency contact details will clearly be displayed at the production office.

2.3.6 Site induction

All employees and visitors to the site are inducted upon arrival. A formal site-specific induction is carried out prior to commencing works.

Site hazards including traffic management, fire emergency procedures, hazard control measures, security and hygiene issues will be discussed during the induction.

Once the induction is complete the inductee will sign to confirm they have been briefed and that they fully understand the specific requirements of the site.

They will also be given a wristband to identify that they have completed the induction.

2.3.7 Competence and training

All staff on site, either direct or subcontractors will hold the relevant qualification for the works undertaken.

Dynamic Festival London operate and maintain a training database for all direct labour which identifies training undertaken and highlights refresher / renewals dates.

Training certificates are maintained in electronic format and are available upon request for inclusion into the site safety file prior to commencement of the project.

Contractor competence will be confirmed through acceptance of their specific risk assessments and method statements. Copies of all the contractors site operatives training records and competencies will be kept in the site safety file.

2.3.8 Welfare arrangements

- Separate male, female and accessible toilets;
- Supply of clean hot and cold running water;
- Hand sanitiser or other suitable means of cleaning;
- Towels or other suitable means of drying;
- Sufficient ventilation and lighting;
- Sinks large enough to wash face, hands and forearms.

A notice board in the production office will display copies of emergency procedures, first aid details, Diynamic Festival Londons health and safety policy, liability insurance and a copy of the site rules.

2.3.9 Accident / incident reporting and investigation.

All accidents or incidents on site including near misses are to be reported to the event manager. All serious accidents resulting in first aid, hospital treatment, or incidents/ near misses with serious potential to cause harm are reported to the ESA immediately by radio/ telephone.

The ESA will carry out an investigation, and document accordingly. Incidents/ accidents are recorded, and a report is produced which highlights any trends. Senior Management at Diynamic Festival London will discuss the report and an action plan implemented to ensure a re-occurrence does not happen.

Visits by any enforcing agency should be reported immediately to the ESA.

2.3.10 Risk assessment and method statement procedure

The ESA will carry out an initial risk assessment of all disciplines likely to be involved on the project. Please see ESMP appendices for Risk Assessment.

Pre-construction documentation will highlight potential risks. Risk assessments and method statements will be produced to eliminate or reduce the risks highlighted within this documentation.

The ESA will ensure that there are COSHH assessments prepared for all materials that are deemed hazardous to health. A copy of these will be kept on site in the site safety file.

The event manager in conjunction with the ESA will assess the risk assessments and method statements of contractors & suppliers to ensure they cover all relevant hazards and risks associated with the activities that they will be carrying out.

2.3.11 Site rules

Please refer to the ESMP for site safety rules.

2.3.12 Fire and emergency procedure

The site induction given to all operatives and visitors to the site give details of the fire and emergency procedure for the site.

No operatives or visitors will re-enter the site until told it is safe to by the attending Fire & Rescue Service, ESA, or their representative.

Please refer to the emergency evacuation plan within the appendices of the ESMP. In addition to the induction briefing it will be displayed in the production office.

2.3.13 Site inspections

The event manager, along with the ESA, will conduct these. Items to be monitored include:

- Check induction register against people on site and that correct accreditation is being worn;
- Certification of plant equipment, operators, temporary demountable structures etc., including checking that legally required inspections have been completed;
- First aid requirements - check first aid box for replenishment;
- Review accident reports;
- Review method statements and risk assessments against working methods.

The results of all inspections will be recorded onto the appropriate record sheets and retained in the site safety file.

3 ARRANGEMENT FOR CONTROLLING SIGNIFICANT SITE RISKS

3.1 Significant design and construction hazards

Please see ESMP Appendix A for project specific Risk Assessment and Fire Risk Assessment.

It is a requirement that all suppliers, subcontractors and specialist contractors provide site-specific risk assessments for their work. These will form part of the site safety file.

4 SITE SAFETY FILE

A site safety file will be kept onsite in the production office, which will collate health & safety information for the project, e.g.:

- Contractor public liability insurance and RAMS;
- Training records & licenses;
- Workplace safety inspection records;
- COSHH assessments;
- Site plans;
- Dynamic Festival London, GTL and contractor H&S policy statements;
- Induction sign-in sheets

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