

# Construction Phase Plan

County Marquees

Unit 12, Bulwark Industrial Estate, Bulwark, Chepstow, NP16 5QZ



REF:002.1.3

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## 1. Associated Health, Safety and Environmental Risks on site

All operatives will attend site induction and will have this method statement explained to them. Appended to this method statement are the risk assessments. These will be explained to all County Marquees personnel, who will sign the document to confirm their understanding of its contents

### 1.1. Falls from height:

1.1.1.	Ladders are not to be used on soft ground. Board floor or a platform suitable for the train and load to be laid first before ladders are used.
1.1.2.	Ladders are to be in good condition and have been inspected for that day; users to check their condition before each use.
1.1.3.	Ladders to be set at the correct angle and secured wherever possible e.g. tied off to a frame work. The use of outriggers and anti slip base platforms are to be employed wherever possible (staking the ladder is not to be performed as it damages the ladder).
1.1.4.	Access equipment appropriate for the work being undertaken shall be used as an alternative to stepladders.
1.1.5.	Fall arrest equipment to be used when accessing ladders.
1.1.6.	Tool belts to be used to prevent materials falling; enforce an exclusion zone around the ladder when erecting at height.
1.1.7.	Three points of contact to be kept at all times when using ladders and step ladders.
1.1.8.	Inspections: Monitor ; Site inspection

### 1.2. Construction, use and dismantling of structures:

1.2.1.	Temporary bracing or other stability controls are to be designed by a competent person e.g. professional engineer and in accordance with the manufacturer's specifications.
1.2.2.	Competent person to be consulted before making any changes to the marquee structure and client requirements. Changes to be documented and authorised by management.
1.2.3.	Structures to be erected in accordance with the manufacturer's instructions so that they are able to resist extreme weather including high winds, surface water or run-off, snow and ice sheets.
1.2.4.	In winter conditions internal heating may be employed to reduce the loading on the structure from snow and ice.
1.2.5.	Structures to be constructed in accordance with the manufacturer's specifications to withstand dynamic forces. Weather forecasting services are to be consulted before construction, historical weather conditions to be reviewed by surveying personnel to determine construction requirements in accordance with manufacturer's specifications. On uneven ground the excessive use of packing is to be discouraged. Specialist platforms or scaffolding shall be used for variations in height of more than 0.75 metres and special attention to the anchorage is to be given.
1.2.6.	<i>Structures are not to be constructed in wind conditions of 62 kmph (approximately 45 mph) and gust velocity of 35kmph (approximately 60mph). Wind velocity should be monitored and documented before, during construction and during dismantling.</i>
1.2.7.	Clients to be informed of the design wind load of the fabric structure and given instructions to evacuate should this be in danger of being reached. A wind monitoring plan, incorporating wind action levels, are to be provided to the user.
1.2.8.	Ground anchorage shall be in accordance with the site requirements, ground conditions and the maximum uplift force expected.
1.2.9.	The initial site survey will have identified if anchorage stakes or heavy ballast weights are to be used.
1.2.10.	If the suitability of the ground condition is undeterminable a pull out test shall be undertaken.
1.2.11.	If during construction, use or dismantling, the structure becomes unstable or likely to become unstable, an exclusion zone is to be established.
1.2.12.	Continual reference should be made to weather forecasting services, particularly with regard to fabric structures erected during the winter months and those erected on exposed sites. With more complex structures on-site wind monitoring devices should supplement the information from remote weather forecasting services. If fabric structures cannot be protected or strengthened to withstand forecast wind speeds they should, wherever possible, be made safe by lowering or removing covers, to be reinstated when the danger

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has passed. In carrying out these measures, no member of the public or work crew should be put at risk, in particular it should be noted that once frame structure roofs are removed, purlins can become dislodged in high winds.

- 1.2.13. Inspections:  
Monitor ; The design and suitability of the fabric structure to be verified by a competent person.  
Monitor ; Wind conditions before and during construction.  
Monitor ; Site inspection

### 1.3. Activities or workers requiring supervision:

- 1.3.1. Temporary labour  
1.3.2. Underground service identification – provided by the client or organized before marquee erection  
1.3.3. Use of ladders, stepladders and any other access equipment  
1.3.4. Structure construction  
1.3.5. Inspections:  
Monitor ; Site inspection

### 1.4. Electricity:

- 1.4.1. Overhead hazards to be identified and the marquee base to be marked out at least 6 metres from the cable. Ideally the construction area should be clear of all overhead hazards including organic materials as well as overhead lines.

- 1.4.2. Where a 6 metre clearance is not possible the following minimum clearances shall be maintained.

Normal System Voltage (Kv)	Up to 33	66	132	275	400
Minimum Clearance (metres)	3.0	3.2	3.6	4.6	5.3

- 1.4.3. Overhead cables are to be shielded where isolation is not possible.  
1.4.4. Identify supplies buried in the ground or structure before marking out the marquee base using CAT system.  
1.4.5. Powered hand tools have a valid PAT certificate  
1.4.6. Electrical installations shall be installed, tested and maintained in accordance with the provisions of the IEE Regulations for Electrical Installations. This should include as a minimum:  
a) regular PAT test  
b) visual inspection on each set up  
c) RCD in every circuit  
1.4.7. Inspections:  
Monitor ; Site inspection

### 1.5. Risk to members of the public, the client and others:

- 1.5.1. A suitable exclusion zone shall be placed around the area of work as required. e.g. hazard tape, fencing  
1.5.2. Signs to be displayed identifying hazards and restrictions to entry while work is under way.  
1.5.3. Inspections:  
Monitor ; Site inspection

### 1.6. Exposure to Vehicles:

- 1.6.1. Procedures to protect staff from vehicle traffic include:  
Staff provided and to wear high visibility clothing at all times where there are traffic movements.  
1.6.2. During unloading a designated competent person, along with signs, signals, and barriers to be present, when necessary, to guide vehicles.

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#### 1.7. Deliveries:

- |        |   |
|--------|---|
| 1.7.1. | Designated area specified for loading and unloading and area to be away from main traffic thoroughfares if on site. |
| 1.7.2. | All deliveries to be arranged in advance and the delivery personnel to advise site of the arrival time.             |
| 1.7.3. | All deliveries to be supervised by a competent person.  |

#### 1.8. Vibration minimization:

- |        |   |
|--------|---|
| 1.8.1. | Vibration registers to be maintained for use of the wacker.         |
| 1.8.2. | On site labour to ensure their daily vibration logs are maintained. |
| 1.8.3. | Inspections:<br>Monitor ; vibration logs at the end of each week.   |

#### 1.9. Fire:

- |        |  |
|--------|--|
| 1.9.1. | Upholstered seating shall be capable of meeting ignition sources 0 and 1 of BS 5852: Part I and ignition source 5 of BS 5852: Part II.   |
| 1.9.2. | All heaters should conform to relevant national standards such as BS 799 for oil burning equipment.  |
| 1.9.3. | <i>Use of naked flames (e.g. effect flames and candles) within a structure requires a full, thorough and adequate risk assessment; the client shall be made aware of this during the contract agreement stage.</i> |

#### 1.10. Hygiene facilities:

- |         |  |
|---------|--|
| 1.10.1. | Tables provided for food preparation should have hard and easily washable surfaces |
|---------|--|

#### 1.11. Pollution prevention and spillage control:

- |         |  |
|---------|--|
| 1.11.1. | Every team/crew member is responsible for preventing hazardous spillages on site, discharging fuel, oil or water containing fuel/oil into drains or watercourses is forbidden and may cause high and long-term environmental damage. |
| 1.11.2. | Every team/crew member undergoes training in the use of spill-kits, the collection of contaminated material in hazmat bags and its responsible disposal.   |
| 1.11.3. | All plant operators should attend their vehicle refuelling   |
| 1.11.4. | All fuel/oil storage drums should be banded to 125% of capacity and kept locked when not in use. Plant nappies are used on small plant such as generators.   |

#### 1.12. Waste management:

- |         |  |
|---------|--|
| 1.12.1. | Every team/crew member is responsible for disposing of their trade and personal waste.   |
| 1.12.2. | When segregated waste facilities are provided on-site they shall be used responsibly and the contamination of segregated waste streams should be avoided at all costs. |
| 1.12.3. | Contractors are permitted to take away their own trade waste if they have obtained a waste carriers license from the Environmental Agency or National Resources Wales. |
| 1.12.4. | When on-site and before leaving it, staff shall pick up all waste including electric ties, rope, paper, plastic, wire etc.   |

### 2. General Site rules

- |      |   |
|------|---|
| 2.1. | Abide by all current health and safety legislation, approved codes of practice and safe working practices e.g. Safe use and operation of temporary demountable fabric structures. |
| 2.2. | All staff to undertake a site induction, conducted by a team leader, prior to commencement of any work on site.   |
| 2.3. | Safety boots to be worn at all times when on site.  |

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## 2. General Site rules

2.4.	Safety helmet to be worn when there is an overhead hazard.
2.5.	Gloves to be worn when handling structures and ropes or as needed.
2.6.	Hi-vis clothing to be worn on site where there is a traffic hazard.
2.7.	Adverse weather equipment shall be used as required.
2.8.	Ear defenders, goggles to be worn when anchoring stakes and anti vibration gloves when using the wacker.
2.9.	Full body harness and lanyard to be used when using ladders
2.10.	No unauthorised persons to operate plant or equipment on site.
2.11.	No food to be eaten on site other than in the welfare areas provided.
2.12.	No smoking on site.
2.13.	On site accident procedures to be followed in the event of an accident or incident.
2.14.	<b>End of shift shut down:-</b> All areas to be secured, closed and locked off to prevent unauthorised access to the construction at the end of the day.







## 3. Security

3.1.	All County Marquees personnel will attend a site induction on the day they first arrive before commencing work. The on-site team leader to read this construction phase plan to all operatives.
3.2.	Overall site security will be the responsibility of County Marquees until handed over to the client.
3.3.	<i>County Marquees and the client will ensure that access to the work area is restricted to County Marquee only.</i>

## 4. Documentation

4.1.	Site supervisor's skills card.
4.2.	The contractor's health and safety policy.
4.3.	Safe work method statement for all work planned on the site.
4.4.	Risk assessment(s).
4.5.	Any necessary site specific risk assessment.
4.6.	In addition, when required to do so by the client or site authorities, contractors must be able to produce evidence of: <ul style="list-style-type: none"> <li>• Public liability insurance.</li> <li>• MUTAmarq accreditation.</li> </ul>

## 5. Personal Protective Equipment required for this work activity

							
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Safety Helmet BS EN 397	Safety Goggles BS EN 166B	Ear Defender BS EN 352	General BS 1651	Boots BS EN 346	High visibility work ware		

## 6. Risk Assessments to be read in conjunction with this document

Title	
OA001.1.1 Marquee Erection and Dismantling	
OA002.1.1 Driving at work	
WE001 1.1 Use of Ladders and Stepladders	
WE002 1.1 Use of petrol driven post driver (3" sleeve)	
WE004.1.1 Use of rough terrain telehandler	
WE005.1.1 Use and maintenance of hand tools	

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## 6. Risk Assessments to be read in conjunction with this document

Title	
WE006.1.1 Use of portable electrical equipment	
WE007.1.1 Chop saw - Static	
FA001.1.1 Site First Aid	
CO-035 Diesel	
CO-014 WD 40	
CO-036 Light oil	
MH022 Manual handling PVC and aluminium up to 25KG	
Other:	

## 7. Supervision & Training

7.1.	All staff will be suitably and sufficiently trained for the task they are to perform. Whilst the depth of knowledge is dependent on the task the worker is to undertake, the areas of knowledge are the same.
7.2.	Foremen and leaders of crews/teams/gangs and those responsible for the supervision on site will have demonstrated their competency for the job in hand, either by long service and experience, or by having achieved a relevant skills qualification.
7.3.	All full-time crew/team/gang staffs will have attended a one-day StructureSafe site safety course.
7.4.	As a minimum, all members of the crew/team/gang shall have undergone basic induction in on-site health and safety, detailing their duty of care to themselves and others
7.5.	Operation of any mechanical equipment, including road vehicles, forklift trucks and access equipment, is only to be carried out by those who are able to show appropriate licenses or evidence of training.
7.6.	At least one member of each crew/team/gang will have undergone suitable first aid training and carry documentation as proof of qualification.
7.7.	All staff will have adequate knowledge of the chemicals used to appreciate the dangers at the level to which they will be exposed.
7.8.	All staff will have adequate understanding of the procedures and methods they will be using to erect the structure, including where necessary, practical experience.
7.9.	All staff will have an appreciation of the hazards (risk assessment) that may arise in the normal function of their task and what precautions are put in place to control the risk - including appreciating their limitations and when they should report a problem.
7.10.	All staff will have sufficient information to enable them to recognize if the equipment or system they are, or are about to work with or on, is safe enough to permit the work to continue.
7.11.	Qualification skills for the tasks that they perform are available on a training matrix for all site operatives.

## 8. Labour

8.1.	Team Supervisor
8.2.	Erecting gang.
8.3.	All visiting contractors

## 9. Work Equipment

9.1.	Work equipment will be company owned or hired from reputable companies.			
9.2.	All work equipment will be maintained in good order and will be subject to specified inspection/testing procedures as per L.O.L.E.R. Regulations. Records of inspections will be recorded in our LOLER and PUWER registers.			
9.3.	Operators shall retain equipment keys on bungs. Keys shall be returned to the site office and locked at the end of the shift.			
9.4.	Ladders and stepladders	<input type="checkbox"/>	General hand tools	<input type="checkbox"/>
9.5.	Telehandler Lifting equipment (with current certification)	<input type="checkbox"/>	110v hand tools	<input type="checkbox"/>
9.6.	Electrical equipment (with a valid PAT certificate)	<input type="checkbox"/>	240v hand tools (RCD Breaker)	<input type="checkbox"/>
9.7.	Stacker truck with rough ground	<input type="checkbox"/>	18V-24v Battery hand drills	<input type="checkbox"/>

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## 9. Work Equipment

	wheels			
9.8.	Electrical circuit tester	<input type="checkbox"/>	Fall prevention equipment for W@H use	<input type="checkbox"/>
9.9.	Hop up podium	<input type="checkbox"/>	Warning signs	<input type="checkbox"/>
9.10.	Circular Saw	<input type="checkbox"/>	Hazard tape	<input type="checkbox"/>
9.11.	Generator	<input type="checkbox"/>		<input type="checkbox"/>

## 10. Emergency Procedure:

10.1.	A First aid box, with eyewash liquid will be kept on site/in van.
10.2.	Summon assistance from a colleague or member of staff.
10.3.	Inform the site team leader immediately of any accident on site.
10.4.	In the event of an accident requiring an ambulance attending site, the procedure is as follows: - a) Summon help from a colleague / first aider b) Contact the emergency services c) Stay with the victim unless you have to go for assistance d) Send someone to receive the emergency services at the entrance to the site e) Check that the emergency services are on their way f) Contact the emergency contact of the injured staff member of the emergency.
10.5.	The team leader will co-ordinate the incident confirming that the emergency services have been called, and that they are on their way.
10.6.	Any accidents will be reported to the relevant site management (where applicable) and County Marquees Head Office.
10.7.	County Marquees will ensure that all our personnel are aware of emergency procedures and instructed to adhere to them, should the need arise.
10.8.	<b>Fire</b>
10.9.	All staff have been advised of the fire evacuation procedure, and of the assembly points they are to report to in the event of a fire.
10.10.	Staff will be made aware of the location of the site fire extinguishers (a fire extinguisher will be available in the Company van/lorry).

## 11. Work Method

11.1.	<b>Section 1 Permits to Work and other relevant information</b>
11.1.1.	Staff shall be inducted onto sites by the principal contractor (this will be County marquees team leader when no other company is involved): all members of staff are obliged to follow the principal contractor rules and regulations whilst on site.
11.1.2.	Were required under local site rules the team leader shall obtain a permit to work from the local site management. Permits shall be re-issued / signed off as per local site rules.
11.1.3.	If in control of a site the team leader will ensure that all safety measures are followed, the team leader will set up and manage work patterns, equipment storage, control of visitors and protection of clients and members of the public.
11.1.4.	All materials and equipment will be delivered to site and kept in designated storage areas.
11.1.5.	The team leader will ensure all staff are competent to complete the job safely and that apprentices are properly supervised.
11.1.6.	Physically check all equipment for signs of undue wear or damage.
11.1.7.	The team leader shall carry out inspections and installation checks (these shall be documented).
11.1.8.	The design and suitability of the marquee structure shall overseen by a competent person.

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### 11. Work Method

#### 11.2. Section 2 Erecting & dismantling a clear span marquee

11.2.1.	<b>Equipment</b> – Ladders, Step ladders, hop up podium, hand tools, stake wacker, telehandler (where required)
11.2.2.	<b>Anchorage - Stakeing</b>
11.2.3.	Team leader to take note for overhead hazards and buried services. If required a CAT will be undertaken to determine the location of the buried service. Identify all underground services using ground paint.
11.2.4.	Team leader to mark out the marquee position with base plates and stakes ensuring that all lines are straight and square.
11.2.5.	The team leader shall carry out a pull test on the anchor stakes if the soil type has been affected by water penetration, is loose soil/gravel or comprises non-cohesive soils. After the test the type of anchorage shall be selected.
11.2.6.	Each upright shall be anchored. An absolute minimum for an upright is two stake not less than 450 mm long, 12 mm diameter (18"lg, 1/2" dia.) and driven fully into the ground.
11.2.7.	Intermediate uprights are also to be anchored, even if uplift forces are countered at the main anchor points, as lateral movement can destabilise the structure.
11.2.8.	All uprights shall have base plates.
11.2.9.	Stakes and ropes near exits or other walking routes shall be fenced off or clearly marked (Purpose-designed stakes with defined heads and/or eyes for rope) to prevent members of the public from walking into or tripping over them.
11.2.10.	<b>Anchorage - Weighted</b>
11.2.11.	Team leader to take note for overhead hazards services.
11.2.12.	Team leader to mark out the marquee position with base plates and weights ensuring that all lines are straight and square.
11.2.13.	Ballast weights (concrete ballast, IBC water filled and kentledge blocks ) are to be in accordance with the manufacturer's specification, for weight (with safety factor applied) and anchorage type. (refer to manufactures specification sheet for applied weights)
11.2.14.	Each upright shall be anchored. An absolute minimum for an upright is one ballast weight according to manufactures specification and squarely located on the ground.
11.2.15.	Intermediate uprights are also to be anchored, even if uplift forces are countered at the main anchor points, as lateral movement can destabilise the structure.
11.2.16.	All uprights shall have base plates.
11.2.17.	Ballast weights and ropes near exits or other walking routes shall be fenced off or clearly marked (Purpose-designed Ballast weights with color markings) to prevent members of the public from walking into or tripping over them.
11.2.18.	<b>Frame erection</b>
11.2.19.	Lay out the gable frame on the ground.
11.2.20.	Assemble the gable frame, using legs, gable bay and apex joint, ensuring that all pins, nuts, bolts etc., are fully located and tightened.
11.2.21.	Team lift the gable frame using lever bar and assemble lateral bay using legs, roof beams, eave purlin, diagonal bracing, ground rail and ridge perlin to form the bay.
11.2.22.	Repeat the assembly process above for the second and subsequent bays by pushing the second frame constructed from roof beams, legs, roof ropes and apex, attach to first bay using eaves, top and intermediate purlins.
11.2.23.	Tighten diagonal bracing on the first bay and every 6 <sup>th</sup> bay thereafter.
11.2.24.	Install roof tension bar.
11.2.25.	Remove the ground rail.
11.2.26.	Erect the remaining bays to the desired length installing further wire bracing in each bay as the design requires.

#### 11.3. Section 3 Fabric installation / dismantling

11.3.1.	<b>Equipment</b> – Ladders, Step ladders, hop up podium, Hand tools.
11.3.2.	Team lift the PVC kader slots roof pole to be used to lift and support legs using the A-frame brackets.



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### 11. Work Method

11.3.3.	Attach the roof to the roof ropes and pull over by hand each roof using ropes and feeders, clip on roof elastics and install roof tension bar and ratchets where required. Guide the panel squarely to prevent snagging. If required use a ladder to gain access to un-snag.
11.3.4.	Roof panels should be sufficiently tensioned to avoid ponding.
11.3.5.	Using ladder/stepladder or access equipment placed on firm and level ground install gable triangle PVC, clip on elastics
11.3.6.	Install PVC walls, windows, doors as required.
11.4.	<b>Section 4 Installation/dismantling of flooring, carpeting, matting &amp; plastic floor tiles</b>
11.4.1.	<b>Equipment</b> - hand tools, stacker truck.
11.4.2.	Using mechanical aids move the flooring materials to as close to the work area as possible to minimize carrying long distances. Stack the material in piles no greater than waste high.
11.4.3.	Lay the floor on battens as needed to maintain the level, keeping undulations to a minimum.
11.4.4.	Roles of carpet/matting/floor tiles are to be position so they can be rolled or laid out across the floor, team lifting may be required for this activity. Fasten down carpet/matting/tiles at the joints and edged ensuring no over laps that may create a trip hazard.
11.5.	<b>Section 5 Installation and dismantling of electrical fittings and lighting</b>
11.5.1.	<b>Equipment</b> - access equipment, fiberglass step ladders, hop up podium , electrical circuit tester.
11.5.2.	Pre install any electrical equipment eg lighting into linings and test at ground level before erecting. All equipment must hold a current PAT date sticker.
11.5.3.	Once fitted all electrical equipment should be tested in position to confirm operation.
11.5.4.	Where lighting is necessary, emergency lighting shall be provided on all main fire exit doors and such signs should be capable of operating independently of the central source of power.
11.5.5.	For larger events, the emergency lighting must be extended to illuminate the escape routes. Again, this additional lighting must be capable of being powered independently of the central source of power (see BS 5266 Emergency Lighting).
11.6.	<b>Section 6 Installation and dismantling of linings, screens &amp; furniture</b>
11.6.1.	<b>Equipment</b> - Ladders, fiberglass step ladders, hop up podium
11.6.2.	Using step ladders or hop up podiums Install linings and screens.
11.6.3.	Roof linings to be pulled up with ropes and lifted using extension poles.
11.6.4.	Tie securing ropes off securely.
11.6.5.	Install furniture and any other ancillary equipment as specified by the client order using stacker truck and lifting aids.
11.7.	<b>Section 8 Installation and dismantling of heating</b>
11.7.1.	<b>Equipment</b> - Ladders, fiberglass step ladders, hop up podium
11.7.2.	All means of heating other than electrical should be indirect type heaters, sited externally and ducted in by means of flame retardant hosing. Care must be taken to ensure that exhaust fumes from heaters are not allowed to enter the structure and are dispersed safely.
11.7.3.	Spare containers of Kerosene should be stored as far away from any structure, protected against unauthorised interference and accidental leakage and, where grouped, should be locked together.

### 12. Amendments

	Date	Version
First Issue	30/09/2015	1.1
Amendments to draft	30/10/2015	1.2
Combined amendments to draft – G&S	04/11/2015	1.3