Refurbishment construction phase plan

Rev	Date	What changed	By
0	19 December 2025	First issue	Dan Hollins
1	7 January 2026	Cabins moved to the rear yard. Deliveries by the rear doors	Dan Hollins
2	9 February 2026	Rear doors repaired one leaf at a time 10 to 13 February, so the exit stays open: board deliveries held to 16 February	Dan Hollins

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The project

Company	Hollins & Reed Contracting Ltd
Client	Thornley Vale Estates Ltd
Site address	Unit 7, Tanhouse Retail Park, Stockport
Description of the work	Strip-out of a vacant, stand-alone, single-storey shop to the landlord's shell, then fit-out with new services. Scheduled: 55 working days, 14 people at most, 560 person days.
Principal designer	Greave Street Architects Ltd, appointed in writing 3 November 2025
Principal contractor	Hollins & Reed Contracting Ltd, appointed in writing 24 November 2025
Other key team members	Site manager: Dan Hollins, 0161 496 0142. Assistant: Priya Shah. Client's agent: Owen Tattersall, 0161 496 0188.
Key dates	Start 12 January 2026. Strip-out done 30 January. First fix done 27 February. Handover 27 March 2026.
Notified to HSE	Yes, 15 December 2025. Notice on the site office wall.

Health and safety aims

What this project aims for.

Nobody on the job is hurt or made ill by the work. Nobody from the car park gets onto the site.

Anyone on site can stop work they think is unsafe, and will be backed for it.

Site rules

Protective equipment, parking, radios and phones, smoking, restricted areas, hot works.

Nobody works until inducted and signed in. Boots and hi-vis on site; eye protection, gloves and masks as your RAMS says. Park in the rear yard. Keep the gates shut. Radios off. No phones on a tower or steps. No smoking or vaping on site. Nobody goes on the roof. Hot works only on a permit from Dan Hollins.

Contractors and specialists

Company	Trade	Contact	Start
Brinnington Soft Strip Ltd	Strip-out	Lee Bramhall, 0161 496 0151	12 January
Davenport Rise Electrical Ltd	Lighting and power	Callum Whittle, 0161 496 0152	12 January

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Company	Trade	Contact	Start
Tanyard Air Ltd	Heating and ventilation	K Tunnicliffe, 0161 496 0153	19 January
Offerton Interiors Ltd	Partitions, ceilings, floors, decorating	Mark Etchells, 0161 496 0154	2 February

Working together

How contractors cooperate and coordinate, regular site meetings, and how workers are involved.

Site meeting for all contractors every Monday at 08:00, chaired by Dan Hollins. Handover at 16:30 each day: who is where tomorrow. Each contractor gives Dan Hollins its RAMS before starting, and he checks it against the work around it. Workers raise anything at the Monday meeting or with their foreman, and a note of what was done goes up on the site board in the office.

Site induction

Specific to this site: the particular risks here and how they are controlled.

Given by Dan Hollins or Priya Shah before anyone starts. It covers the job, who runs it, first aid, reporting accidents, daily talks, how to raise a concern, the exits, the fire points, dust and the permit for hot works. Visitors get a short version and stay with an escort.

Induction record

Name	Company	Date	Signed
Dan Hollins	Hollins & Reed Contracting Ltd	12 Jan 2026	D Hollins
Priya Shah	Hollins & Reed Contracting Ltd	12 Jan 2026	P Shah
Reece Ollerton	Hollins & Reed Contracting Ltd	12 Jan 2026	R Ollerton
Lee Bramhall	Brinnington Soft Strip Ltd	12 Jan 2026	L Bramhall
Callum Whittle	Davenport Rise Electrical Ltd	12 Jan 2026	C Whittle
Owen Tattersall (visitor)	Thornley Vale Estates Ltd	14 Jan 2026	O Tattersall
Kieran Tunnicliffe	Tanyard Air Ltd	19 Jan 2026	K Tunnicliffe

Name	Company	Date	Signed
Mark Etchells	Offerton Interiors Ltd	2 Feb 2026	M Etchells

Welfare facilities

Toilets, washing, drinking water, changing and rest.

Hired cabins in the rear yard, on mains water and drainage, in place before 12 January: site office, two flushing toilets, basins with hot water, soap, towels, drinking water, lockers and drying, and a heated rest room with tables, chairs with backs, kettle and microwave.

Fire and emergency procedures

What happens in a fire or other emergency.

The wired-in alarm stays on as long as possible; temporary linked call points and sounders go in before it comes out. Fire point at each exit. On the alarm, leave to the yard gate. Priya Shah checks the signing-in sheet. Exits stay clear. First aiders: Dan, Priya. Ring 999, then Dan.

Work involving particular risks

Work	Where it arises	The measures
Burial, engulfment or falling from a height, particularly aggravated by the work or the site	Not on this job	Single storey: no floor edge, floor void, riser or shaft. Tower and step work only. Nobody goes on the roof.
Chemical or biological substances of particular danger, or needing health monitoring	Yes: drilling concrete and cutting blockwork	Extraction, masks, COSHH assessments, health checks where needed. Asbestos survey: none found. If unsure, stop.
Ionising radiation with controlled or supervised areas	Not on this job	No radiography or similar work.
Near high voltage power lines	Not on this job	No overhead lines over the unit or the yard.
Risk of drowning	Not on this job	All work is indoors, with no water nearby.
Wells, underground earthworks and tunnels	Not on this job	Nothing is dug.

Work	Where it arises	The measures
Divers on a system of air supply	Not on this job	No work in water.
Caissons with a compressed air atmosphere	Not on this job	No caissons.
Explosives	Not on this job	No explosives or cartridge tools.
Assembly or dismantling of heavy prefabricated components	Not on this job	No crane. Everything comes through the rear doors in pieces.

Review and revision

When the plan is reviewed, and any significant change.

Dan Hollins reviews the plan after each Monday meeting, and whenever the work, the trades or the access change. A new revision goes to every contractor and to the principal designer, and the table on the cover says what changed.