Construction Management Plan

17th July 2020

Client: Mr & Mrs Beech

Project: P144 – Land Adj. Meadow View, Well Lane, Gillow Heath, Staffordshire, ST8 6QX

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1 APPLICANT

Mr & Mrs SJ Beech
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2 CONTRACT DETAILS

Proposed Commencement Date: Anticipated December 2020 (tbc)
Proposed Completion Date: Anticipated July 2021 (tbc)
Duration of Works: Anticipated at 8 months (tbc)

Normal Working Hours: 8:00 am – 5:00 pm (Monday to Friday) & 8:00 am – 1:00pm (Saturday). No works to be undertaken at any other time including Sundays and Public Holidays.

All works will be undertaken in accordance with the following legislation:-

a) Health & Safety at Work Act 1974
b) Workplace (Health Safety Welfare) Regulations 1992 (as amended 2002)
c) Construction Design & Management Regulations 2015 (CDM2015)
d) Electricity At Work Act 1989
e) ACoP's 7th Edition of the Joint Codes of Practice on the protection from Fire on Construction Sites and buildings undergoing renovation.
f) Working at Height Regulations 2005 (as amended)
g) COSHH Regulations 2002 (as amended 2005)
h) Management of Health & Safety at Work Regulations, 1999 (as amended in 2003)
i) PUWER & LOLER 1998 (as amended 2002)
j) RIDDOR 2013
k) Employer's Liability (Compulsory Insurance) at 1969 and Regulation 1989.
l) Control of Asbestos Regulations 2012
m) Control of Noise at Work Regulations 2005
n) The Health & Safety (Safety Signs & Signals) Regulations 1996
o) The Health & Safety (First Aid) Regulations 1981 (as amended)
p) The Health & Safety (Consultation with Employees) Regulations 1996
q) Construction (Head Protection) Regulations 1984 (Revoked March)
r) Manual HANDLING Operations Regulations 1992 (as amended 2002)

This is not an exhaustive list.

As with all projects the goal for the works on this development is for no accidents.

The Principal Contractors site foreman, will on a daily basis, carry out the necessary checks as listed within the Construction Phase Plan. These forms will be assessed by the Construction Director / Health & Safety Manager in overall control of the site on a daily / weekly basis.

Should a concern be raised then the Construction Director / Health & Safety Manager responsible will immediately be called to site, by telephone, in order to assess the situation and remedy matters.

3 LOCATION

The site is located within a residential area and accessed directly off Well Lane, Gillow Heath. The highway is 30mph road with traffic flow in both directions. The new dwelling shall utilise the existing vehicular access to Meadow View and a new dropped crossing formed to the existing property.

The contractors will be instructed to minimise disruption and disturbance to the existing residence in the area. Full risk assessments will be taken on nuisance elements, such as dust, vibration, noise, and congestion being a key factor. Prior to commencement on site, the contractor will visit the various residence surrounding the site to leave contact details in the event of concerns and to advise of an overview of the works to be undertaken together with details of the duration of these works.

Please note further information will be available within the Construction Phase Plan to be provided by the Principal Contractor.

4 SCOPE OF WORKS

The project comprises of the following:

- The demolition of the existing garage.
- Construction of a basement below part of the ground floor footprint.
- The construction of a new dwelling with room-in-the-roof accommodation over.
- External drainage, landscaping and services connections.

5. OUTLINE METHOD STATEMENT

A) Site Setup & Security - Hoardings, Site Office, etc. (separate headings for welfare)

There will be boundary fence line erected around the perimeter of the site and easement with a lockable gate to the entrance of the site off Well Lane.

The initial welfare site setup will consist a suitably sized cabin consisting of a mess room, office / meeting room etc. A portable toilet / washroom shall be provided on the site. Alternatively suitable designated welfare facilities to meet the requirements of the CDM Regulations 2015 shall be provided within Meadow View – client to confirm.

Storage of materials shall be within the site itself and a suitable distance from any adjacent structures neighbouring property to prevent the risk of the spread of fire.

Deliveries shall be well co-ordinated and where possible not off-loaded from the highway to prevent obstruction.

All clear signage will be displayed directing personnel and traffic to the site office within the site compound.

The contractor will be informed to instruct operatives and sub-contractors to be aware at site induction that it is essential works do not encroach onto adjacent properties and other users. Due to the proximity of the residential dwellings it is essential that site vehicles, particularly delivery vehicles do not block Well Lane.. Vehicles will therefore be directed straight into the site where an adequate turning area will be provided. An initial condition survey along with regular inspection of the road surface will be carried out by an appointed person and provisions will be sought to have all vehicles leaving the site inspected and washed down if required and the roadway regularly cleaned and cleared of mud / debris etc.

The delivery area will be kept clear at all times for deliveries, and an emergency snatch-point will be implemented and maintained for the emergency services for the duration of the project. Emergency exits and escape routes from the site will be kept clear for the duration of the project.

Restricted parking will be made available for essential operatives only. Deliveries to site will be arranged so as to reduce the impact on the adjacent residents. Vehicle engines must NOT be left idling un-necessarily whilst deliveries are being undertaken. The aid of a banksman will be sought if reversing onto the highway is necessary. Skips will be delivered and sited within the compound for general waste. If there is to be any contaminated waste this will be contained within sealed skips and removed from site as soon as possible.

If required debris netting will be attached to the heras fencing and secured using cable ties. The necessary statutory notices will be clearly and prominently displayed.

Emergency escape routes from the site compound leading to the assembly point will be clearly displayed with appropriate signage and kept clear. Call points and fire extinguishers will be clearly signed and a Klaxon will be available. These details will be communicated to all operatives, sub- contractors and visitors at site induction.

It is not anticipated that there will be any more than 6 construction workers on the site at any one time.

Scaffolding
Scaffold will be in the form of edge protection around the external edge of the structure as it is being erected. Fall prevention measures and collective measures will be in the form of Harness Restraint, (SG04:10) collective measures in the form of crash decks along with debris and fall prevention netting, conforming to facet law, will be in place for the installation if required.

All scaffold erection, alterations or dismantling, will be completed by trained, competent personnel who are holders of CISRS Cards part 2 and Advanced. The scaffold will conform to TG20:08 and will be erected under SG4:10 and all design will conform to TG4:04 including pull-out tests. The scaffold will be suitably certificated using the following means: handover certificates, weekly inspections including following adverse weather conditions and scafftags.

The Contractor will be responsible for all housekeeping and security of the site, ensuring a clean and tidy site at all times. All operatives / visitors must attend a site / visitors induction prior to being allowed access to the site.

B) Welfare

The following facilities will be available in the site cabins:

Site Office – which will be used in order to control access / egress to the site. Site operatives / visitors will be required to sign in / out at this point. This office will have suitable signage clearly displayed advising that this is the sign in point. All the following facilities will be clearly identified by suitable site signage. As works progress around the site, the signage will be kept up to date and renewed should this be necessary.

W.c. & Handwash Facilities – a suitable number of w.c. and handwash facilities should be provided on the site based on number of construction workers present.

C) First Aid

An accident book will be provided, along with emergency contact details (on Noticeboard and inside the site accommodation) together with a snatch route to the nearest hospital. Suitable and sufficient first aid will be supplied. Sufficient supply of eye wash solutions. The contractor will be required to have a qualified first aiders will be available on site at all times.

D) P.P.E.

Site Risk Register / Special Risks will be maintained and implemented on site. The Principal Contractor will be required to ensure everyone on site will be issued with the appropriate PPE necessary in order to carry out the allotted jobs. The Principal Contractors site manager/foreman shall ensure the correct PPE is worn by each operatives and ensure there is a suitable provisions for site visitors.

E) Communications

The Principal Contractor will be expected to ensure suitable communications equipment is provided to the site in the form of mobile phones, computer and printer with 3G capabilities as/if necessary.

The Contractor will be expected to formulate and implement their own emergency procedures. This shall include an emergency plan & routes are clearly displayed and will be covered at induction stage. Adequate supply of fire extinguishers will be obtained with clear identification signage.

6. **SIGNIFICANT HAZARDS TO BE MANAGED:**

A. Excavation works and temporary support to ground and adjacent structures.
B. General public passing the site and adjacent to.
C. Debris on the highway.
D. Construction vehicles entering and exiting the site.

Environmental restrictions:

E. Structural stability / excavations
F. Voids
G. Electricity
H. Gas
I. Flooding
J. Working at Heights.
K. Noise & Dust.

The above list are the high risk hazards. These will be managed by the Principal Contractor in conjunction with the sub-contractors on the contract. Any significant findings which increase the risks to health and safety will be brought to the attention of the Principal Designer accordingly for review.

Permit, Planning and Organisation Procedures

The Principl Contractor will be expected to operate a permit procedure with all demolition work to be planned and organised with site specific RAMs provided prior to the commencement.

All processes in relation to electricity, excavations, digging and working at heights will require a completed Contract Services **PERMIT** for that aspect of the works. Whilst initial investigation conclude that there are no buried services running under the main site precautions must be taken and CAT scanning should be carried out prior to the commencement of any works involving excavation.

All suspected carcinogenic materials (lead) will be treated as contaminated waste and disposed of in sealed skips and removed from site to authorised waste site. All Waste Transfer Notes will be required to be retained on site until receipt of the waste removal report received monthly from the authorised Waste Carrier.

A) Demolition / Site Clearance

All demolition debris will be removed by using mechanical means where appropriate operated by suitably qualified personnel. Debris will be loaded either into skips or onto a waiting wagon for transport to an approved waste disposal site.

B) General Public

The site will be defined by a suitable fencing to prevent access by the general public with designated lockable entrance points. Site visits are allowed on site by appointment only via land owner or another member of the professional team. All persons requiring access by key will require to attend a site induction as agreed at a pre-start meeting.

C) Environmental Considerations

All works are to be completed in strict accordance with the planning approval documents and working hours stipulated in this document unless otherwise advised by the local authority.

Construction waste is to be kept to a minimum and placed in skips on site and taken to registered disposal units where materials will be re-used/recycled wherever possible. Under no circumstances should construction waste be burnt on site.

D) Structural Stability / Excavation

During the erection of structures, including foundation excavations, all necessary supports, whaling boards, struts must be in place at all times in trench and excavations to prevent possible collapse. All excavated materials will be stockpiled a minimum of 3m bartered back from any openings or trenches. Recorded inspections will be regularly carried out, particularly following rainfall or adverse weather conditions. Shields, trench boxes, and plate lining may be considered dependent on the type of excavation, the nature of the ground, ground water conditions and surcharge of the sides of the excavation.

A) Voids / Chambers

All voids will be either over-slung or under-slung to prevent any falls from height. All deep excavations to chambers will have a 2m high barrier system to prevent access from unauthorised persons and will act as a collective measure to prevent falls. Appropriate edge protection including toe boards will be installed around any openings to manholes. Appropriate signage will be clearly displayed.

All the above works will require suitable planning, organisation and supervision.

B) Electricity

The site will be subject to the provision of a new electrical supply to the dwelling. Quotations to undertake this works have been obtained from the statuary authorities and details for the method of working will be agreed with the appointed party prior to works commencing.

All works will be carried out by NICEIC or NAPIT (IEE Regulations 18th Edition) registered contractors with all commissioning and de-commissioning certificates supplied and available for inspection. All isolations will be completed by trained, competent personnel with supporting documentation for both isolation / commissioning and available on site for inspection. Signage to advise if any system is “Live” will be in place. Plug socket outlets will be marked 110Colt Yellow, 415 Red etc. with maximum voltage and current, including colour coding. (SIU) Supply incoming units and (MDU) mains distribution units will be installed and clearly identified with earthing to all metal parts as required.

C) Gas

The site will be subject to the provision of a new gas supply to the dwelling. Quotations to undertake this works have been obtained from the statuary authorities and details for the method of working will be agreed with the appointed party prior to works commencing.

D) Flooding

The site will be subject to the provision of a new water supply to the dwelling. Quotations to undertake this works have been obtained from the statutory authorities and details for the method of working will be agreed with the appointed party prior to works commencing.

All works will be isolated from the stopcock on the main with all exposed pipes being capped to prevent blockages. All new pipework / ducting will be either pressure tested or smoke tested. All residence of the surrounding buildings will be consulted prior to any valves / stopcocks being turned off in order to minimise any disruption.

A) Working at Heights

The Contractor will be encouraged to use the hierarchy for working at heights as follows:

1. Avoid work at height wherever possible.
2. Use work equipment and other measures to prevent falls where avoidance of work at height is not possible.
3. Where risk of fall cannot be eliminated, use of work equipment and other measures should be in place to minimise the distance and consequences of a fall should one occur.

All works involving work at height will be properly planned and organised. Those involved at work at heights are competent, the risk from work at height is assessed, and the appropriate work equipment is selected and used. The risk from fragile surfaces are properly controlled and equipment for working at height is properly inspected and maintained.

The Regulation includes schedules giving requirements for existing places of work and means of access for works at heights. This will include the Work of Height directive and the Use of Work Equipment at Work directive.

Prior to any work at heights being undertaken, a validated risk assessment and method statement must be in place. Any plant or equipment will require the completion of the necessary permits to conform to LOLER and PUWER Regulations. All plant will be required to be PAT tested on a 3 monthly basis under CDM Regulations and entered on to the plant and equipment register.
Stepladders are permitted providing a risk assessment and method statement has been completed, the works are difficult / awkward to access, must be for short duration and light works, three points of contact must be maintained and a second operative must “foot” the ladder. All work at height will be completed in teams of 2 – no-one must work alone. All work at heights will be carried out from appropriate platforms **ONLY,** by trained holders of PASMA Accreditation Cards. Internally protection will consist of fall prevention and collective measures. This will consist of netting, airbags which will be installed prior to the commencement of works. Externally, leading edge protection in **the** form of double handrails and toe boards will be in place. The perimeter edge protection will be in the form of tubing “punched up” from the ground to form an “A” Frame. “A” Frames will be securely fixed to the external wall with the use of Hilti DN22 Ties. Access Towers or emergency ladders will be in place at either end of the structure for emergency escape. Any works involving the installing of netting and rigging will be completed by trained and competent persons under facet law, complete with handover certificates and weekly inspections.

All excavations works will be classed as Work At Height, with all supporting documentation in place prior to commencement. Handover certificates will be issued by the scaffolding company and a Scafftag System will be in place. Weekly inspections will be carried out following installation, alterations, and adverse weather conditions.

Full details and supporting documentation will be required prior to commencing from the Contractor.

D) Noise & Dust

Dust and noise will be kept to a minimum. This will be achieved by damping down together with the use of noise baffles.

Due to the close proximity of residential dwellings and general public all precautions and preventative measures will be implemented prior to the commencement of works, and where necessary some of the tasks will be carried out at appropriate times to be agreed to prevent exposure of the general public to noise and dust.

All Large Plant such as Excavators, MEWPS, etc. must be supplied and fitted with dampers/baffles and noise reducing equipment.

Should any not-so-obvious, unusual or difficult to manage situations occur (uncharted services, the stability of the building becoming compromised, adverse weather conditions) then works will cease in that area until all necessary parties have been consulted and a full investigation has been carried out.

A Traffic Management Plan will be in place by the Principal Contractor and will be continually re-assessed during the course of the works and plans re-drawn, should this be necessary, taking into consideration road works on incoming routes. This plan will be re-assessed and amended where necessary as works progress.

7 LIAISON WITH THE PRINCIPAL CONTRACTOR

Liaison with The Principal Contractor / workforce will be as follows:

- Contract Conditions
- Monthly progress and co-ordination meetings, including safety as an agenda item.
- Written instructions – must be given in writing by the client or his appointed agent.
- Daily verbal liaison on site.
- Weekly site safety meetings by the Principal Contractor.
- A fully developed Construction Phase Plan must be provided by the Principal Contractor prior to works commencing in accordance with the CDM Regulations 2015.
- Risk Assessments and Method Statements are delivered in “toolbox talk” fashion to the relevant operatives by their Supervisor / Foreman. On completion of this “talk” operatives sign the document to state that they have fully understood.

Any significant design related hazards or risks that arise during the project will be brought to the attention of the Principal Designer.

The above document is provided as statement of intent to ensure that the construction phase is carried out in a safe manor whilst trying the keep disturbance / impact to the surrounding residence, wildlife and environment to a minimum. Further works and investigation need to be carried out in conjunction with the appointed Principal Contractor to establish the most practical and above all safest way to perform each task and as such the details in the information above may change subject to the results of these findings.