

Construction Phase Plan

Project Name	Drummers Well
Project Number	DR65
Address	Drummers Well, Cheriton Bishop, Exeter, Ex66HD
Project Manager	Jon Simpson, Ableway Stives
Client	Andrew cock and Nikki May



South Elevation - 1:100

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1 Description of the Project

1.1 Introduction

This Construction Phase Plan (CPP) has been produced to help identify, plan and control the health safety and environmental risks and impacts this project may encounter throughout its construction period. It will form the primary method of risk identification and control throughout the construction phase.

This CPP is to remain as a live document throughout the duration of the project and is to be reviewed and updated at least monthly, or when there is significant change. Revisions should be made when there is a significant change in personnel, activity (i.e., site set-up - substructures etc.) and recorded within Page 2 - Revision Section

This plan describes how health, safety and environment will be managed on this project. It is expected that everyone involved in this project will comply with set standards and policy.

Instructions and Compliance

- The Project Risk Assessment (PRA) outlines the significant health safety and environmental risks faced by the business and by the project and will cover as a minimum the company Priority 6 safety initiative.
 - Priority 6
 - Working at Height
 - Public Risk
 - Asbestos
 - Excavations
 - Risk assessment/Method statement
 - Trips and Falls

1.1.1 Project Description

- The proposal is for an enclosed swimming pool and associated facilities in a largely underground structure to the south, within the existing garden curtilage. The gradient at which the site slopes, allows for the proposed swimming pool structure to be concealed below the first ground terrace level as seen on the attached drawings. This means that the structure will only be visible from the South and West elevations with the East and North walls retaining the existing garden levels. Further information outlining the proposed scheme is shown on the attached drawings.

12 Details of Project Duty Holders and Contacts

Duty Holders (defined by CDM Regulations 2015)			
Title	Contact Name (s)	Company Name (If applicable)	Contact Details (Address, E-Mail & Telephone)
Client/Employer	Andrew Cock		Drummers Well Venbridge Cheriton Bishop Exeter Devon EX6 6HD
Principal Designer	Simon Glanville	mrm design studio	mrm design studio The Generator Quay House Kings Wharf Exeter EX2 4AN [REDACTED]
Architect	Simon Glanville	mrm design studio	mrm design studio The Generator Quay House Kings Wharf Exeter EX2 4AN [REDACTED]
Structural Engineer	Andrew Oliver	X consulting Engineers	Andrew Oliver [REDACTED]
Designer	Simon Glanville	mrm design studio	mrm design studio The Generator Quay House Kings Wharf Exeter EX2 4AN [REDACTED]
Services Designer (s)	TBA		
Mechanical Engineer Consultant	TBA		
Electrical Engineer Consultant	TBA		
PQS	N/A		
Principal Contractor	TBA		

Enforcing Authority Contact Details			
Title	Contact Name (s)	Company Name	Contact Details (Address, E-Mail & Telephone)
Local Authority	Mrs Clifford	Mid Devon District Council	Phoenix House, Ln, Tiverton EX16 6PP 01884 255255
Health & Safety Executive	TBC	HSE	North Quay House, North Quay, Plymouth PL4 ORA 01752 276300
Water		Southwest Water	0844 346 1010
Sewerage		Southwest Water	0844 346 1010
Gas		Wales & West	Spooner Close Coedkernew Newport NP10 8FZ 02920 278584 0800 111999
Electricity		Western Power	Osprey Road Sowton Industrial Estate Exeter EX2 ?WP 01392 352544
Fire Brigade		Devon Fire Brigade	999
Police		Devon & Cornwall Police	999
Emergency Hospital (including Map in Emergency Plan)		Royal Devon & Exeter A&E	999 Barrack Road Exeter EX2 5DW 999 01392411611
Minor injuries walk-in clinic		Royal Devon & Exeter A&E	999 Barrack Road Exeter EX2 5DW 999 01392411611
Environment Agency	N/A	EA	Manley House, Kestrel Way, Exeter EX2 ?LQ 0370 850 6506
Environment Waste	N/A	EA	Manley House, Kestrel Way, Exeter EX2 ?LQ 0370 850 6506

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Environment Noise	N/A	EA	Manley House, Kestrel Way, Exeter EX2 7LQ 0370 850 6506
Additional headings as required			

13 Pre-Construction information pack. (PCIP)

The PCIP is used as a foundation for this CPP. The PCIP will be contained within site file 1 and electronically on the Company Filing System

All relevant identified risk from the PCIP will be included.

14 Project Constraints and Restrictions

- The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
- The development hereby permitted shall be carried out in accordance with the approved plans listed in the schedule on the decision notice.
- The accommodation hereby approved including the swimming pool, sauna and fitness suite shall be used for ancillary activities to the existing dwelling on the site (currently known as 'Drummers Well') and no part shall be used, let, sold or otherwise disposed of as a separate unit of accommodation or for commercial purposes.
- Prior to commencement of the excavation work required to accommodate the development hereby approved, a Construction Management Plan shall be submitted to and approved in writing by the Local Planning Authority, this shall include:
 - (a) Details of the licensed disposal site where the excavated material will be disposed of.
 - (b) Details of the route that construction traffic will take to transport the excavated material from the site to the disposal site as set out in point (a).
 - (c) Details of the daily hours for transporting the excavated material from the site. Works shall take place only in accordance with the approved Construction Management Plan.
- No site traffic HGVs will be permitted to run only between the hours of 10am until 3pm Monday to Friday to avoid school hours for dropping off and collecting pupils.

Item	Constraint or Restriction	Description or Reference to Further Information/Detailed Report	Action or Control Measures Required	Actions By	Date
1	Adjacent Premises e.g., Schools, Housing, Offices, Shops etc.	<ul style="list-style-type: none"> • Main House from Construction activities. • Main house Building Fabric 	Fencing and barrier protection once construction works begin. Protection to the fabric of the existing building if required	Contractor	
2	Adjacent Transport Undertaking e.g., Bus Stops, Taxi Ranks, Underground or Train Stations, Live overhead lines/rails	<ul style="list-style-type: none"> • N/A 			
3	Air Rights and Space e.g., Over sail of adjacent premises, Aircraft Flight Paths, Lighting on Tower cranes.	N/A			
4	Asbestos e.g., Asbestos surveys, asbestos management plans, R&D caveats	<ul style="list-style-type: none"> • Asbestos information is not available as the last build was post 1999. • Asbestos found in the ground. 	All operatives will be trained and have current certification for Asbestos awareness. If Asbestos is suspected works are to be stopped immediately and the area made safe. Contact the site management team to manage.	Asbestos Management plan to be produced. Follow procedures as set out in the Work Plan	

	Constraint or Restriction	Description or Reference to Further Information/Detailed Report	Action or Control Measures Required	Actions By	Date
5	Client Activities e.g., Operational Areas, Sensitive or restricted areas	<ul style="list-style-type: none"> Controlled Areas in order to undertake Site works. 	Segregation security fencing to be erected before works start. Covid-19 point of work Risk Assessment to be completed,	Contractor to Secure	
6	Energy Supply e.g., overhead, underground services, Limitations, Type (generator or mains)	<ul style="list-style-type: none"> Underground Services Underground cables 	GPR survey to be undertaken. Record Drawings to be available.	Contractor	
7	Environment e.g., Discharge Consent(s), SSSI, Adjacent canals, rivers, water courses	<ul style="list-style-type: none"> Concrete cutting Chemical spillages 	De-watering of the site will be controlled with silt busting pumps so that dirty water is not introduced into the drainage system or into the sea. All chemicals to be kept in a COSHH double bunded store.	Contractor	

	Constraint or Restriction	Description or Reference to Further Information/Detailed Report	Action or Control Measures Required	Actions By	Date
8	Existing Structures e.g., Demolition, Temporary Support, Fragile Materials	<ul style="list-style-type: none"> Temporary Support may be required to the existing Highway. 	Piling to West Boundary may be required once the building works are set out.	Contractor	
9	Ground Conditions e.g., Soil Surveys, 'Brownfield' Sites, Gradients, Wells, Mine Workings, Shafts, Basements	<ul style="list-style-type: none"> WAC testing for soil contaminants to be undertaken if required. CBR testing required. 	<p>Si investigation to understand materials sub structure.</p> <p>WAC testing to understand if contaminants are present.</p> <p>CBR testing to confirm construction requirements of paving.</p>	Contractor	
10	Noise Control e.g., Environmental noise limits Section 60/61 Agreement	<ul style="list-style-type: none"> Noise monitoring of the works area 	Noise meters to monitor the noise at the site boundary and action points within the working area.	Contractor	
11	Occupied Premises e.g., Domestic Properties, Offices, Shops, Factories	<ul style="list-style-type: none"> The area will stay live during the construction of the works 	Good Segregation of the works zone to be established	Contractor	

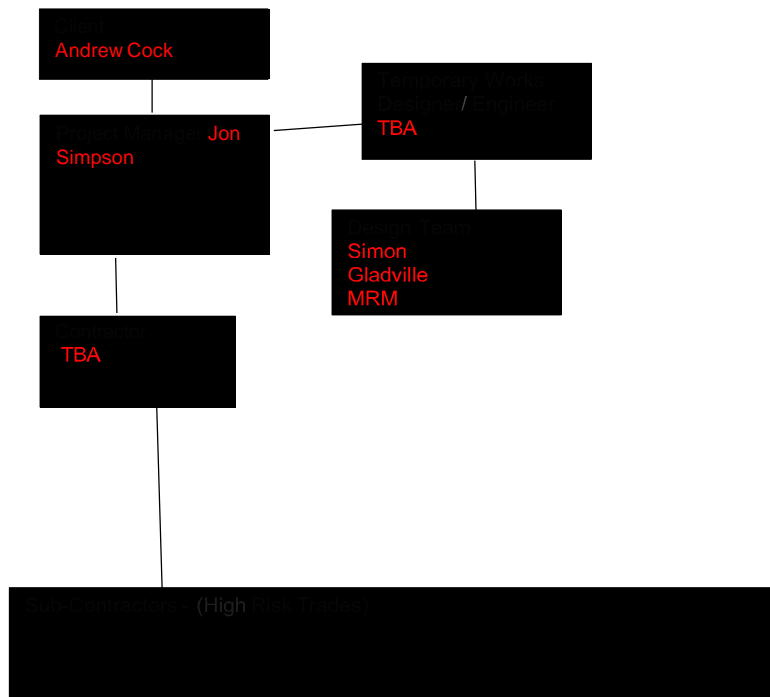
15 Summary of Project Risk Assessment (significant ris).

Working at Height	Excavations to be always barriered off using metal crowed type barriers and Herras Fencing
Public Protection	Security fencing to be erected segregating the site activities, monoflex on fencing to protect the site.
Excavations	Excavations to be always barriered off using metal crowed type barriers.
Asbestos	All operatives to have valid Asbestos awareness training in place.
Risk Assessments	To be completed for all tasks undertaken including Covid-19
Site Security	All operatives are to be vigilant at all times, gates are to be closed at all times, or manned when opened.

2 Communications and Management of the Works

21 Management Structure

Site Health, Safety and Environmental Organisational



22 Site Specific Responsibilities

Roles	Main Role Name / Signature	Deputy Role Name / Signature
First aid	Contractor	
Fire Safety coordinator	Contractor	
Temporary works coordinator	Contractor	
Environmental coordinator	Contractor	
Lifting coordinator	Contractor	
CoSHH coordinator	Contractor	
Underground Services coordinator	Contractor	
Asbestos coordinator	Contractor	

23 Project Health, Safety and Environmental Goals: including any Clients Goals and Performance requirements.

The project will target for zero accidents and 100% health to all involved with the project.
Ensuring that the risks to people's health & safety from work activities are eliminated where possible or mitigated to an acceptable level.
Comply with the site rules
Active monitoring against our industry leading performance.
Create and grow a positive safety culture where all take responsibility for their actions.

Client's HS&E Goals and Performance Standards

Client specific Health, Safety & Environmental, Standards or Goals that have been stipulated as part of the contract are to be included within this plan and included within any induction, site rules etc. The following Client's HS&E Goals and Performance Standards have been provided and are to form part of the specific site rules/standards for this project:

1	Zero harm
2	Safety Stand Downs
3	TBT's
4	
5	

24 Arrangements for Monitoring and Review of HS&E Performance

- Continued daily monitoring of all site activities by all managers and appointed supervisors.
- Weekly contract monitoring and recording
- Statutory inspections. i.e., Scaffolding, excavations and equipment. Temporary works where appropriate
- Visiting safety tours.
- Each Sub-contractor will allocate to the project their own or have access to or advice from an HS&E Manager/Advisor and Supervision who together with contractor's management will plan, manage, supervise and monitor the health & safety aspects of their works.
- Minimum resource level for Sub-contractors' supervisors will be agreed as part of the pre-let process
- HS&E advice and support and monitoring of the project, by the group HS&E Managers.

25 Worker Engagement and Communication

Communication/Consultation; means of, might include.

- Safety meetings
- Daily consultation. (PLOD)
- Site safety information board
- Near Miss Reporting
- Notice boards.
- Safe Starts Covid-19 Briefings
- Don't Walk By
- Toolbox Talks

The object is to ensure that all personnel working on the project are provided with a suitable forum to be consulted on relevant HS&E issues

- Develop a schedule describing means of communication through which HS&E risk can be raised, discussed and managed between all involved with the project.

Meeting	Objective	Attendees	Frequency
Progress/Project Meeting	Update the client to progress achieved on site and flag up any issues that may cause delay to the project. Any H&S issues.	Project manager Contractor	Monthly Pre works starting on site
HS&E Meeting	Update the team on any significant risks that may have occurred on site and take a look ahead at the up-and- coming activities.	Project manager	Monthly
Daily Coordination	H&S Briefings for the site team, safe to start to alert the site team of the activities planned for the day.	Contractor	Daily
Weekly Coordination	Site team to hold coordination meetings with the client team to make them aware of the site movements comings and goings.	Contractor	Weekly
Design	Work out any design issues whilst getting the project up to construction status, specialist designs to be reviewed and incorporated	Contractor	Monthly
Project Review	Commercial, and operational review of the project as a whole	Project manger	Monthly
TBT	Safety briefings Toolbox talks on relevant subjects in line with the works or company safety alerts	Site Manager	Fortnightly

26 Exchange of Health, Safety & Environmental Information between Contractors

MMCS will ensure that all site personnel are provided with information about the project that they need to carry out their work safely without risk to health. Any requests from personnel or contractors will be met promptly.

Contractors are made aware of the requirements and contents of this Plan. Information will be displayed on Notice boards and Project Safety Information Boards

- Health & Safety law Poster
- F10
- Insurance policies
- Health, Safety and Environmental policy statement
- Emergency information (including evacuation and first aid)
- Emergency contact numbers
- Fire Procedures
- Traffic Management Plan
- Asbestos Management Plan with asbestos location drawing
- Environmental Poster (site specific preferably)
- 'Don't Walk By' policy
- Safety Alerts
- Other relevant documents and posters

27 Exchange of Design Information

All aspects of the construction process will be adequately designed to avoid foreseeable risk and where design changes are introduced, or unforeseen hazards occur that have a Bearing on health and safety, will ensure that these are communicated between Principal Designer and Designers where required.

Depending on the nature of the project the client may already have a design brief in place or may expect MMCS to assist in its preparation and as such it is important to ensure that the project develops its own Design Management Strategy and implements that accordingly.

The Principal Designer will take all reasonable steps to ensure cooperation between MMCS and the designers takes place. Duty Holders must ensure that any relevant changes are communicated to the site management team. The site management team will ensure that any significant risks are entered onto the Project Risk register and that changes are incorporated into the CPP and communicated to site personnel.

28 Selection and Control of Contractors

The procurement of contractors and suppliers is to be undertaken in accordance with the requirements of the MMCS Policies and Procedures on Subcontract Procurement. This covers all aspects of procurement from pre-qualification and accreditation through to processing of orders.

To ensure compliance with MMCS requirements all contractors and suppliers must comply with the following:

All contractors/suppliers formally engaged to provide development, construction, management or maintenance services must go through a pre-qualification process which includes an assessment of the organisation's ability to meet any relevant MMCS and legislative requirements, including adequate insurance cover.

The health safety and environment, responsibilities of key contractors/suppliers, and the significant risks associated with their works, must be clearly defined for each engagement. Our policy and procedures and any other HS&E requirements must be provided to these organisations to adequately plan and price the work. The quality and accuracy of the contractor/supplier's documentation should be a key factor in selection.

- Competent contractors will be appointed.
- Contractors will be managed by the MMCS. (Senior Project Manager/Project Manager/Site Manager)
- Contractor's safety performance will be continually monitored throughout the project.
- Contractor's safety performance will be periodically formally assessed for them to remain on the approved list.
- Contractor risk assessments and method statements will be reviewed for adequacy.
- Attendance of coordination/progress and safety meetings will be required.
- Complying with site rules and instructions
- Permits to Work.
- Workplace inspections including plant and equipment.

29 Asbestos

The Client is responsible for ensuring that where applicable a Refurbishment and Demolition survey is carried out, fully reviewed and is adequate for the scope of works.

A fully detailed Asbestos Management Plan will be produced prior to commencement of works on site,

Survey Information	Information Required	Notes / Actions
Survey required	N/A	
UKAS accredited surveyor employed.		
Date Survey undertaken.		
Survey completed		
Asbestos Management Plan (HS002) Completed		
Licensed contractor required		
ARCA member appointed for licenced removal works		
Non-licenced removal required.		
CAT-B trained operative appointed for non-licenced works.		

210 Security

The Site Manager is responsible for ensuring that the COM site is secure, and that access is controlled to prevent unauthorised persons gaining entry at all times.

The effectiveness of the arrangements will be reviewed regularly for adequacy, ensuring that:

- The site has adequate security by providing Polmil anti-clime fencing to the perimeter and lockable gates and controlled access turnstile provided at all access/egress points to the perimeter.
- Where required ensure that all access points are controlled.
- Visitors sign a visitor's register.
- emergencies call out contact numbers.
- Signage is located at each entrance noting that unauthorised persons are not to enter and giving clear directions to pedestrian entrances.

211 Site Induction

Site inductions will be given to all personnel including visitors before they can enter the construction site. Any site-specific hazards and the site rules will also be included within this process.

The standard site induction will be used as a template and will be adapted to also incorporate any site-specific information required.

Site Information Sheets

On induction all personnel will be referred to the Site Information Sheet, which indicates:

- a) Site Address
- b) Name of Project Manager and Site Manager
- c) Appointed Person/First Aider and location of facilities
- d) Location of phone and emergency numbers
- e) Location of nearest accident/emergency unit
- f) Location of fire assembly points
- g) Parking, speed limits, site restrictions - including mandatory speed limits.
- h) Hazardous site operations.

A marked-up plan of site layout showing boundaries, restrictions, escape routes, fire points, assembly point, etc. will be displayed at the site induction point and the site notice boards.

212 Welfare Facilities

Adequate facilities will be provided. These will be maintained in a safe and clean condition. The location of these facilities will be designated on the overall site layout.

Describe the type of welfare facilities available from start to finish also indicating the approx. duration of use, please refer to the outline Construction method statement, this identifies the welfare and office space required for the project on site and off site.

Start of project	TBA
Peak period	
To completion	As above

213 First Aid

First aid cover and equipment will be provided as a result of a suitable and sufficient risk assessment. The assessment will identify the training requirements, responsible persons, and the amount and type of first aid equipment.

The names of qualified first aiders from contractors are provided in the appendix with their contact details and qualifications in first aid also with the locations of first aid (room if applicable) and first aid kits. This will be updated whenever new first aiders become available or changes to personnel.

Names of first aiders and location of equipment (room) will be displayed on notice boards on site.

214 Reporting of Accidents and Incidents including Near Misses

All accidents and near misses are to be reported to the Site Manager.

215 Investigation of Accidents, Incidents and Near Misses

All accidents classified under the RIDDOR Regulations including significant environmental incidents and any other accident or incident deemed necessary will be investigated by the site manager or by the Health, Safety & Environmental department as directed by the H, S & E director. Measures will be put into place to prevent recurrence.

2.16 Site Waste Management Plan

Site waste registration No: (Obtain from buying dept.)	TBA
Waste Provider(s) Waste carriers licence No:	TBA
Waste Transfer station	
Landfill Station	
Hazardous waste removal contractor (s)	
If using smart waste - Log on details.	

2.16.1 Site Waste Management Plan (SWMP)-

- The spoil can will be 'lost' on the applicants own land, to fill existing dips in the ground, following the removal and subsequent replacement of topsoil.

217 Site Rules & PPE

- This is a hard hat, safety footwear, high-vis, eye protection and glove site.
- A dress code of long trousers and shirt/T shirt are the minimum standard on site.
- All injuries, however trivial, must be reported and recorded in the Site Accident Book. First Aiders - Know who they are and where they are working on site.
- Alcohol and Drug use as well as Solvent abuse is not permitted on site at any time. Anyone suspected of being under the influence of alcohol, drugs or solvents whilst attempting to enter the site will be refused permission. Anyone found on site under the influence of alcohol/drugs/solvents will render the offender liable to disciplinary action, which will involve removal from site.
- 'Don't Walk By' policy. All dangerous conditions are to be reported to the site manager IMMEDIATELY and where necessary unsafe acts and conditions brought to the attention of those who may be affected by them as soon as possible.
- Consumption of food on site is prohibited, except within the offices and welfare facilities.
- Waste must be deposited into the appropriately marked skips / containers. DO NOT ALLOW waste to be mixed, unless otherwise directed to.
- All environmental incidents/ spillages must be reported to the site manager immediately.
- All site workers and visitors to report to the site manager and be inducted before being allowed onto site.
- If any materials are suspected of containing asbestos work must cease immediately and reported to the site manager
- Reversing on site is forbidden except under the control of a trained banks man. Plant and vehicles must be fitted with audible or visual reversing alarms.
- All portable tools and temporary lighting must be 110v max must have current test certification. (PAT). These must be inspected by a competent person every 3months as a minimum.
- Scaffolds MUST NOT be altered except by qualified scaffolds.
- Mobile alloy towers are only to be erected and altered by trained persons. Ladders and steps must only be used as a last resort. Then only after carrying out a job specific risk assessment.

218 Permits

Permits are required for the following operations:

- Permits to dig.
- Confined spaces
- Hot Works
- Temporary works
- MEWP operations
- Stepladder
- Services isolation
- Non-licenced asbestos removal
- To load (TW)

219 Temporary Works

All temporary works activities will be carried out in accordance with TW procedures. MMCS shall coordinate both the designs and the sequence of construction for any Temporary Works.

220 Utility Services Management Plan; electrical, gas, water, drainage, I.T. etc.

Purpose

Utility Service management is essential in ensuring the safety of those undertaking the work and those working on the project. The USM plan is to provide a document which details how their safety is to be controlled and managed on the site. It should include the details of all the people who are authorised to control the safety systems i.e., isolation of services, location of services, ground workers etc.

The document should also provide details of the various supplies which currently feed or will feed the site during the project and provide basic information about any particular risks from those supplies. This should include safety zones, overhead power supplies, separation distances etc.

Contents

The document should contain the following information laid out by section:

A Title page entitled UTILITY SERVICES MANAGEMENT PLAN showing any project specific titling together with date of issue and revision number.

A revision history chart

A reduced scale plan drawing and/or written description confirming the areas to which the USM safety plan relates, if possible, photos should be used to further explain or demonstrate locations and risk.

Details of all existing supplies together with details of all supplies which are anticipated to be installed on site. This will include all temporary and permanent sources of services, including any generators and water supply. Ideally this information should be supplied by including a reduced site drawing marked with intake positions, main cable routes to and locations of all major switchgear and the voltages likely to be present.

A written description outlining when and how these supplies will be removed, amended or installed together with indication of dates when the supplies are likely to become live.

A section confirming the key management personnel and their responsibilities. This section should also contain the details of the contractors directly controlling all temporary and permanent supplies together with the details of their Duty Holders.

Review and Monitoring Arrangements

The Site Manager is to review and update the plan whenever there are changes; a new supply is installed/ removed, and a Duty Holder is appointed.

221 Environmental

Environmental Impacts/ Aspects

(See the Environmental Section E within HSE policies and procedures). Air, Land, Water, use of energy, Use of resources, Waste, Preservation of habitats, Prevention of pollution, Prevention of disturbance.

Dust Fumes

Smoke

Herbicides

Pesticides

Spillages of materials, Spill prevention

Spillage action plan (Spill kit)

Watercourses

Drains

Energy consumption Water

consumption Disposal of

waste

Reduce, reuse, repair, and recycle materials.

Waste segregation - Inert, controlled and hazardous Flora/fauna
 Tree protection Protection
 of wildlife Restricted
 materials
 Materials from renewable sources Noise

222 Environmental Targets

Site specific Environmental Targets	Proposed site actions	Measurement
Carbon Reduction	Site team to car share if possible Procure supply chain locally. Potential for 'Cycling to Work' Reduce excavated materials to landfill	Monthly records Fill divits and holes on adjacent field
Materials from local area	Order from Local suppliers	Monthly Records
Recycle materials	Look at reuse of materials,	Monthly Records
Waste	Set up SWMP and keep. records	All Skips to go to transfer. Station. Record information in SWMP
Sustainable Procurement	All timber FSC PFEC	Certs required too only. use timber from sustainable sources

Site Drainage Plan

The Site Manager will produce a site-specific Drainage Plan. This plan must identify existing site drainage arrangements including the direction of flow. This plan can be incorporated on the general site layout drawing.

The drains on site should be colour coded with waterproof paint to distinguish them as follows:

- Surface water Blue

- Foul water Red Red
- Combined "C"

The following should be considered for including on the site Drainage Plan:

- Drain covers colour coded as above.
- An indication of where foul & surface water discharge off site.
- Location of hydrants (also required for the fire plan)
- Location of fuel storage and spill kits
- Storage area for hazardous substances
- Location of mains water supply & stop cock.
- Known oil separators and shut off valves.

The Site Drainage Plan will be prominently displayed on the notice board and communicated during the site induction.

223 COSHH Arrangements for Controlling Significant Risks.

All work related COSHH hazards will be assessed with control measures identified to remove, reduce or control the risk.

All site activities will be risk assessed and the results communicated to all those at risk. All contractor risk assessments and method statements will be reviewed for adequacy and agreed prior to the contractor commencing work on site with completing the Method Statement Comment Sheet.

CoSHH assessments will be carried out for all work activities and products having significant risk attached to them.

All materials supplied will be selected carefully to minimise risks and the COSHH data sheets passed onto the relevant contractor using the materials prior to their use to enable them to carry out and submit the CoSHH assessment.

These will be attached to the Contractor's Method Statement and referenced on site.

3 Arrangements for Controlling Significant Risks.

3.1 Identification and Control of Risk (Contractor method statements and risk assessment)

All work-related hazards will be assessed with control measures identified to remove, reduce or control the risk.

All site activities will be risk assessed and the results communicated to all those at risk. All contractor risk assessments and method statements will be reviewed for adequacy and agreed prior to the contractor commencing work on site with completing the Method Statement Comment Sheet.

12. Priority 6 - Public Risk		Hazard Specific Control Measures			Residual Risk Rating			
Item	Yes or No	Significant Hazard(s)	Procedures	Project Specific	high	med	low	
2.1	Public Risk	Yes	Operatives, pedestrians and other site users/ members of the public interface Trips slips Accidental access to work areas	D8	Heras panels, pedestrian panels and signs to be deployed around work area. Materials and equipment to remain in segregated area. Good housekeeping practices to be adopted and monitored. All personnel to be vigilante of pedestrian movement around site. All plant to be left in a secure state at end of shift/workday. Safe routes to be established as necessary.			Low

13. Priority 6 - Asbestos		Hazard Specific Control Measures			Residual Risk Rating		
Item	Yes or No	Significant Hazard(s)	Procedures	Project Specific	high	med	low
3.1	Yes	<p>Exposure to asbestos Discovery of unidentified asbestos Disposal of hazardous waste Consideration must be given to all existing structures: Beneficial use (site offices) Intrusive surveys Alterations Demolition</p> <p>And measures implemented to prevent such operations commencing, until 100% clearance given</p> <p>If in doubt consult the H&S Dept</p>	DII	<p>All works involving. Asbestos will be controlled and managed. All site operatives that are likely to encounter Asbestos will have undertaken. Asbestos Awareness Training as a minimum requirement and to remain vigilant at all times, any suspicious findings will be reported. to site management</p>			Low

					<p>immediately, works will be stopped with suitable. controls instigated with Shield, shield licenced operative to be in attendance for all excavation works, the use of power washers for damping down the excavated materials will be used to capture any fibre release, Air monitoring will be in place until the works are complete.</p>			
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4	Priority 6 - Excavations	Hazard Specific Control Measures	Residual Risk Rating
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Item	Yes or No	Significant Hazard(s)	Procedures	Project Specific	high	med	low	
4.1	Excavation	Yes	Falls of persons. Falls of materials. Collapse of excavation. Temporary works Ingress of water Mobile plant and excavator movements Discharge of water from dewatering activities Contact with U/G services	D13	All works to be controlled strictly. in line with RAMS, Trained and competent operative will only undertake these works Correct use of equipment and tools. Works as required. will be managed. underTWD		Med	
4.2	Identification and removal of Asbestos Containing Materials (ACMs) buried in the ground	Yes	Discovery of unidentified asbestos Disposal of hazardous waste Consideration must be given to all existing structures and the potential for finding asbestos. during excavation works or within the ground once excavation works are complete and faces are open:	DI3	All works involving Asbestos will be controlled. and managed site operatives that are likely to encounter Asbestos will have. undertaken Asbestos		Med	

					<p>Awareness Training as well as CAT B training as a minimum requirement and to remain vigilant at all times, any suspicious findings will be picked out by the licenced contractor and double bagged, this. will be reported to site management immediately, works will be stopped if any licenced materials are uncovered, with suitable controls instigated,</p>			
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5. Priority 6 - Risk Assessments				Hazard Specific Control Measures		Residual Risk Rating		
Item		Yes or No	Significant Hazard(s)	Procedures	Project Specific	high	med	low
5.1	Risk assessment not completed before works commence	Yes	Risk of injury from failing to follow system of work.	D5	Prevent work from starting, until RA/MS completed and reviewed by operatives			Low
5.2	Risk assessment not covering all aspects of due to change		Risk of injury from failing to Follow a safe system of work.	D5	Regular review of RAMS During works. S/C management/supervisor to review and amend if changes occur which are not covered			Low
16. Slips, Trips and Falls				Hazard Specific Control Measures				
Item		Yes or No	Significant Hazard(s)	Procedures	Project Specific			
6.1	Slips trips and falls	Yes	General site conditions	D5	Keep work areas and pedestrian areas free and clean, adopt good basic tidiness throughout the site at all times.			

7.		Logistics and Traffic Management.		Hazard Specific Control Measures		Residual Risk Rating		
Item		es or No	Significant Hazard(s)	Procedures	Project Specific	High	Med	Low
7.1								
7.2	Storage areas		Lack space, movement of delivery vehicles	Robust Traffic management Plan to be in place, delivery vehicles to be pre briefed on Conditions. Logistics plan to be agreed with Client Speed limits to be max 5 MPH on site.				
8.		Lifting Operations		Hazard Specific Control Measures		Residual Risk Rating		
Item			Significant Hazard(s)	Procedures	Project Specific	High	Med	Low
8.1	General Lifting, Hiab's, Cranage, Forklifts, Excavators	Yes	Falling of materials, overturning of plant/vehicles	D22	All Lifting operations to comply with the controls.			Low
9.		Temporary works		Hazard Specific Control Measures		Residual Risk Rating		

Environmental Impacts /Aspects

Hazard Specific Control Measures

Residual Risk Rating

Item	Resor No		Significant Hazard(s)	Procedures	Project Specific	Residual Risk Rating		
						High	Med	Low
9.1	Demolition Access	Yes Yes	Collapse of Structure.	D51 D51	Procedures to follow section D51 within HS&E Policy TWO in Place Trained and competent personnel to manage, erect, install, inspect.			Low

Aspect		Yes or No	Impact Significant Hazard(s)	Procedures	High	Med	Low
	Water / Ground Pollution Oil or chemical spills Release of silt into water courses Mud on roads		Pollution of land or watercourse	E4.7 E4.7.1		High	
	Contaminated Material Release of contaminated material found on site		Pollution of air, land or watercourses	E4.11		High	
	Air pollution • Release of dust • Release of fumes from plant / machinery Noise		Nuisance to neighbours	E4.8		Medium	
	& vibration Plant/ machinery		Nuisance to neighbours Structural damage	E4.13 E3.3		Medium	
	Habitats Fauna & flora - Bats, Badgers etc.		Disturbance of natural habitat	E4.14 E4.11 E4.9		High Medium/	
	Resources Building design (material spec., energy & water use) • Selection of alternative construction materials • Energy & water use		Indirect CO2 release into atmosphere (Increased "carbon footprint" of building) Unnecessary use of materials	7 Steps to Sustainability E4.12		High TBC	
	Waste Construction waste • Recycling / disposal • Hazardous waste		Use of limited landfill space.	E3.4			
	Visual pollution Hoarding/ screening / Lighting		Direct & indirect CO2 release Nuisance to neighbours				

3.3 Fire & Emergency Plan

A Project Fire Safety Risk Assessment must be completed before work commences on site. It should cover both the construction site, site/project office and welfare facilities.

The Fire Safety Risk Assessment, which is a legally required document, once completed will assist in the completion of the Fire & Emergency Plan.

The Fire Safety Risk Assessment must be reviewed and updated regularly, as a minimum when there are significant changes to the project, at each major project phase and/or every 12 months. It should be filed with the Fire and Emergency Plan.

Contact information for Emergency Services:

Police Fire Ambulance Non - Urgent Calls	For all Emergency's call 999 from a land line or Mobile,
Accident and Emergency Department Insert address and telephone number	Royal Devon & Exeter A&E 999
Gas Emergency	0800-111-999
Electricity Board	800 365900
Water Board	0845 600 4600
British Telecom	800-800-154
Environment Agency (To report environmental incident, or obtain assistance)	0800-807060

W@H recovery plans

All contractors are to provide emergency recovery plans that are to detail how personnel are to be recovered from workplaces such as tower cranes, MEWP's, safety nets, suspended in harnesses, confined spaces etc. should they become injured or incapacitated. The contractor's supervisors, in conjunction with the site manager will co-ordinate any emergency situation that arises.

3.4 Logistics Plan

Logistics Plan & Traffic Management

All traffic and pedestrian movements will be controlled through a traffic management plan. This will be reviewed regularly and amended as appropriate and displayed and communicated to all site personnel, visitors and delivery drivers.

following a traffic hazard risk assessment. Any road works will be carried out as the requirements of 'Safety at Street Works and Road Works' code of practice (Chapter 8).

3.5 Lifting Plan

Lifting Operations

The Lifting Operations and Lifting Equipment Regulations (LOLER) apply to all types of lifting operations, lifting equipment and accessories. The planning of all lifting operations is essential to minimise the likelihood of an incident occurring.

In particular, when undertaking operations involving the use of cranes, the type of contract entered into with the crane hire company should be carefully assessed to ensure that lifting operations are adequately planned, supervised and undertaken in a competent manner.

4 Health and Safety File

The Principal Designer will prepare a suitable H & S File or update it. The Principal Designer is to provide the site manager with a list of information that will be required and at which times this is required. The site manager will co-operate and provide all relevant information promptly at the agreed times.

The operations Manager is to ensure someone is appointed to ensure all information required for the health & safety file is collated in a timely manner for the conclusion of the works.

This individual must liaise with the Principal Designer to agree the format that will be used to gather information for the H&S File, including numbers of copies (hard and soft) and agreed format.

principle contractor has a duty to obtain relevant information for the health & safety file as required by the Principal Designer. It is important that this information is provided promptly ensuring that contractors are aware of what is expected from them and when to deliver it.

A typical copy of the index for the Health & Safety File follows indicating the information to be provided by the various parties to the principal contractor for forwarding to the Principal Designer. This is subject to change and is to be agreed with the Client and Project Manager.

No.	Contents	Typical Details	Info Supplier
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	General	<i>Contents List</i>	
1.1	<i>Introduction</i>	<i>General principles behind the H&S File</i>	<i>Principal Designer</i>
1.2	<i>Project Description</i>	<i>Description of the project, including scope of works and locations</i>	<i>Principal Designer</i>
1.3	<i>Construction Statement</i>	<i>Construction statement with details of the process along with photographs of key stages</i>	<i>Principal Contractor</i>
1.4	<i>Project Directories</i>	<i>Duty Holders/parties involved in the project</i>	<i>Principal Designer</i>
2	Residual Hazards		
2.1	<i>Existing Building</i>	<i>Elements retained within the existing building</i>	<i>Principal Contractor/Principal Designer</i>
NO	<i>Contents</i>	<i>Typical Details</i>	<i>Info Supplier</i>
2.2	<i>Residual Risks</i>	<i>Residual risks remaining after completion that should be considered during any future operation, construction, maintenance, cleaning and ultimately demolition works</i>	<i>Principal Contractor/Principal Designer</i>
3.0	Materials		
3.1	<i>Schedule of Unusual Materials</i>	<i>List of unusual materials (if any) used in the construction</i>	<i>Principal Contractor</i>
4.0	<i>Plant & Equipment</i>		
4.1	<i>Principles of Services Design</i>	<i>General philosophy behind the design including details of incoming services and isolation points</i>	<i>Principal Contractor</i>
4.2	<i>Safe Access for Maintenance</i>	<i>Details of any maintenance procedures that due to their nature have health and safety implications (i.e., working at height, confined space activities etc.)</i>	<i>Principal Contractor</i>
4.3	<i>Plant Replacement Strategy</i>	<i>Details of strategy as to how items of plant (M&E) are to be replaced, including any temporary works</i>	<i>M&E Designer/M&E Contractor(s)</i>
5	Building Fabric		
5.1	<i>Cleaning & Maintenance Strategy</i>	<i>Details of how the building/area is to be cleaned and what maintenance regimes are required by the operator/FM provider</i>	<i>Architects</i>
5.2	<i>Specialist Access Equipment</i>	<i>Details of any specialist equipment (if any) provided as part of the contract to enable safe maintenance or cleaning</i>	<i>Principal Contractor</i>
6	Significant Services		
6.1	<i>Incoming Services</i>	<i>Provide details and/or drawings of incoming services with routes and isolation points</i>	<i>M&E Contractor(s)</i>
6.2	<i>Emergency & Fire Fighting Systems</i>	<i>Description of the emergency and firefighting systems installed within the area of works</i>	<i>Principal Contractor</i>
No.	<i>Contents</i>	<i>Typical Details</i>	<i>Info Supplier</i>
6.3	<i>Other Relevant</i>	<i>Details of any significant services within</i>	<i>M&E Contractor(s)</i>

	Services	the works area that pose a risk to the day-to-day operation and future maintenance/ construction	
7.0	As Built Information		
7.1	Consultants As-Built Drawings	All drawings to be referenced within a schedule and must be annotated at 'As- Built' status.	Designers
7.2	Contractors As-Built Drawings	All drawings to be referenced within a schedule and must be annotated at 'As- Built' status.	Principal Contractor/Contractor(s)
7.3	Schedule of O&M Manuals	Complete list of all the Operation and Maintenance Manuals provided	Principal Contractor
8	Other Clients Requirements		
8.1	Schedule of Surveys and Reports	Any other surveys or reports applicable to these works that include specific health & safety information	Principal Contractor

Appendices

INDEX

- 5.1 SECURITY
- 5.2 WELFARE
- 5.3 FIRST AID
- 5.4 TEMPORARY WORKS REGISTER
- 5.5 UTILITY SERVICES MANAGEMENT PLAN
- 5.6 SITE WASTE MANAGEMENT PLAN

5.1 Site Security Assessment

The following security measures will be provided on this project to provide protection to the perimeter of the site and control of personnel access.

Physical Means
Describe how the perimeter will be secured by physical means (i.e., hoardings, existing structure etc.). Include height and construction of hoardings and any temporary measures if relocation is required during the programme of works
The site COM boundary will be herras fencing erected to secure the site area localised barriers will be used for temporary means of establishing the COM fence line.
Scaffolding
Describe what security measures to scaffolds or other structural elements founded on the footpath or road will be taken to prevent their use for unauthorised access
N/A
Vehicle Access Points
Describe how vehicle access points will be controlled to prevent access by unauthorised vehicles or pedestrians. Describe any gates/movable barriers and security guard arrangements (number of guards per gate etc.)
N/A
Perimeter Alarms, Lighting & CCTV
Describe any additional perimeter protection alarms, CCTV etc. to assist the security of the site
Not Required
Security Guard Provision
Describe any static security guard locations or patrols including outside site hours (i.e., 24- hour provision)
Not Required
Personnel Access
Describe the physical means of preventing unauthorised persons entering at designated personnel access points (i.e., security guards, biometric/swipe card activated turnstiles etc.)
Fencing with gates

5.2 Welfare

Welfare Facilities/Details	Start of Project			Peak of Project		
Anticipated number of Males on the Project	4			10		
Anticipated number of Females on the Project	1			5		
Location of Welfare Facilities	Site establishment					
No of Urinals/Male WCs/Female WCs to be provided	5	2		5	2	
No of Wash Hand Basins/Showers to be provided	3		1	3		1
Hot/Cold running water supplied from	Client supply					
Location of Drinking Water Provision	Site Canteen			Client supply		
Method for supplying Drinking Water	Filtered water dispensers			Filtered water dispensers		
Individual Storage Facilities provided (lockers etc.)	Yes			Yes		
Specific Changing Facilities for Male Personnel	Yes			Yes		
Specific Changing Facilities for Female Personnel	Yes			Yes		
Provision of Drying Facilities	Drying room attached to Canteen			Drying room attached to Canteen		
Provision and Location of Rest Room	Site establishment, 20 persons (Social distancing)			Site establishment, 20 persons (Social Distancing)		
Provision for Boiling Water for Drinks	Kettle in canteen			Kettle in canteen		
Provision for Heating/Cooling Food	Microwave in canteen			Microwave in canteen		
Person/Contractor Responsible for Maintenance of Facilities						
Person/Contractor Responsible for Cleaning the Facilities						

5.3 First Aid

Project 1st aid risk assessment

First Aiders – include sun contractors 1 st aiders				Expiry of First- Aid Qualification
Name	Employer	Trade Occupation	Contact Number	
TBA				

Location of First Aid (Rooms if applicable)	
1.	Site Office
2.	

Location of First Aid Kits	
1.	Site office
2.	
3.	

4.4 Temporary Works

- Fencing and Hoardings / handrails

5.5 Utility Services Management Plan.

TBA

5.6 Site Waste Management Plan

- The spoil can will be 'lost' on the applicants own land, to fill existing dips in the ground, following the removal and subsequent replacement of topsoil.

6.0 Project Risk Assessment Plan Guidance

6.1 Fire and Emergency Plan

NOTE: Use the below guidance to complete Fire and Emergency plan.

HSG 168
Joint Fire Code

6.2 Logistics & Traffic Plan Guidance

NOTE: Use the below guidance to complete the Logistics and traffic plan. Once completed these guidance notes are not to be included within this CPP.

1. Title/Cover page

Can be of project/client specific design. However, the following details must be included:

- Project Name
- Date of issue & revision number

2. Revision status page

A table giving sequential number/date/description of periodic amendment & update activity.

3. Index Page

Facilitate ease of reference/location of main elements of the plan.

4. Project specific Logistics strategy overview/statement

Identification of major logistical issues, persons affected, phases of the works and associated risk ratings.

Project Logistics strategy.

Indicate how the logistical challenges presented by the project location, structural composition, lifting capability and build programme will be managed and controlled.

5. Plan detail

As applicable to the scope of works develop detailed logistical arrangements for the following issues: (Indicate who provides & maintains as appropriate)

- Control of logistics
- Security
- Fencing
- Signage
- Public protection
- Access routes [external] - Vehicles & Pedestrians
- Access routes [internal] - Vehicles & Pedestrians
- Vehicle movement control/traffic marshalling
- Deliveries & pre-unloading checks
- Materials handling plant & operation.
- Operations on or close to the highway
- Materials storage - off site/on site
- Housekeeping control
- Waste collection and disposal
- Out of hours activities
- Local/highway authority liaison
- Contractor engagement and responsibilities

In addition, the plan must include schematic drawings indicating primary vehicle and pedestrian routes, crossover points, loading/unloading points/material storage areas, etc. These drawings are to be reviewed weekly and updated as required with distribution to all trades and public display for the information of the site workforce.

6. Review and monitoring arrangements

Effectiveness of the plan will be monitored by the Site Manager, security & logistics staff (where applicable) on a daily basis.

6.3 Lifting Operations Plan Guidance

NOTE: Use the below guidance to aid completion of the lifting plan. Once completed these guidance notes are not to be included within this CPP.

Use HS 407 as a template cover page with the following appended as the lift plan.

Other considerations for inclusion in lift plan.

As applicable to the scope of works develop a detailed lifting management strategy for the project covering.

[Indicate who provides & maintains as appropriate]

- Planned lifting arrangements.
[Cranes all types, hoists, telehandlers, manually operated plant/equipment, vacuum plant, specialist plant]
- How provided?
- Any Temporary works design & approval?
- How installed, modified and removed?
- How maintained, tested and examined?
- Mobile crane checks prior to use on site
- responsibilities [Lift Coordinator, appointed person, slinger - signallers]
- Interface coordination between contractor activities
- Contractor responsibilities [Control of lift, appointed person, lift supervisor, slinger - signallers, test & examination records]
- Operator/User Competencies
- Production of lift plan(s) and approval process
- Lifting area designation(s)
- Vehicle unloading
- Pre-slung loads
- Excavators used as cranes.
- Special requirements relating to rubbish skips.
- Lifting operations on or close to the public highway/adjacent properties
- Exclusion zones
- Out of hours operation approval
- Rescue arrangements