

# Construction Management Plan

1 Glovers Field, Kelvedon Hatch, Brentwood,  
Essex, CM15 0BA.

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1	Initial issue	02/10/2023	
2			
3			
4			

## LOCATION OF PROJECT

1 Glovers Field  
Kelvedon Hatch  
Brentwood  
Essex  
CM15 0BA

## SCOPE OF WORK

Demolition of existing conservatory, and construction of single storey rear extension and new front porch canopy to existing dwelling. Proposed two storey side extension to create additional dwelling with associated vehicular access, parking, and dropped kerb.

## PROJECT START DATE & DURATION

Start date: November 2023

Finish: November 2024

Duration: 52 weeks

## SITE INFORMATION

The existing site is currently residential in use, with 1no. existing semi-detached dwelling present with a large garden to the rear and side, inclusive of a conservatory to the rear which is to be demolished to make way for the proposed development.

Drainage and other mains or power services (which have not yet been full ascertained) are known to be present within the vicinity of the site. The Principal Contractor is to satisfy himself as to the location of all the existing mains/services before commencing work. If necessary, the Principal Contractor will contact the relevant Statutory Authorities to ascertain the position of all services on and around the site. Contractors are entirely responsible for determining the location and layout of any existing services and drainage likely to affect the execution of their works.

## CONTACT AND RESPONSIBILITIES

The site manager assuming overall responsibility with Site Supervisors keeping incident records, staff training, day-to-day implementation of RAMS and mitigation measures of the following: -

- Health and safety
- Construction noise
- Dust and general nuisance
- Construction traffic
- Air quality
- Water pollution
- Hoarding
- Lifting operations
- Ground conditions

## **PROJECT HEALTH AND SAFETY GOALS**

To provide a safe place of work along with ingress and egress on and around the site.

Provision of appropriately experienced and competent trained site managers/supervisors combined with senior management visibility.

Positive promotion of on-site health and safety through worker involvement and participation.

## **PERMITS AND AUTHORISATION**

Provision of Principal Contractor site inductions, safety briefings and permit procedures.

All on-site workers must be suitably experienced and competent (i.e. hold relevant industry-related accreditations including CPCS, CSCS etc.)

## **SAFE SYSTEMS OF WORK**

The Principal Contractor along with all on-site contractors to ensure only safe systems of work is adopted when carrying out works on the site.

Stringent controls must be in place throughout the duration of the works in order to monitor, minimize and prevent the following: -

- Noise.
- Vibration from noisy work equipment (including piling operations.)
- Pollution events.
- Discovery of any asbestos containing materials (ACMs.)

Documented method statements or safe working procedures to be used in conjunction with other safety related procedures e.g. safety briefings, risk/COSHH assessments, tool box talks etc.

## **COMMUNICATION, MONITORING AND REVIEW**

Regular site meetings will be convened with all contractors (and on-site workers as required) to discuss: -

- Issues contained within the construction phase health and safety plan.
- Design/construction risks review.
- Waste reduction and recycling opportunities.
- Site shut downs and closures.
- Handovers at key stages of the project.
- Snagging lists and defects corrections.
- Review of project success criteria.

## **LIAISON ARRANGEMENTS BETWEEN PARTIES**

Via site meetings, the Principal Contractor will be expected to provide information on any accidents on site and method statements for future work elements for approval by the Principal Designer.

The Principal Contractor and the design team shall agree appropriate methods of liaison for design changes during the contract.

Design changes that may impact health and safety are to be brought to the attention of the Principal Designer within 7 days of the change and are not to be implemented until approved by the Principal

Designer. The design team will advise the Principal Contractor of any changes that may affect health and safety of the construction phase of the completed building.

## **FIRE AND EMERGENCY PROCEDURES**

Principal Contractor must ensure there is a robust fire safety plan and emergency\* procedures operating across the entire site for the full duration of the works. Details to be included within the on-site health and safety file and should be displayed clearly throughout the site.

\*Must include for all emergencies including the discovery of any ACMs. Where any such materials are discovered, works must be stopped immediately.

## **WELFARE ARRANGEMENTS**

The Principal Contractor to provide adequate and suitable storage, accommodation and welfare facilities that must be maintained for the duration of the construction works; the locations of which are to be agreed with the Client or Client's Agent.

## **SECURITY ARRANGEMENTS**

The Principal Contractor will ensure reasonable steps are taken to prevent unauthorised access onto the construction site. They will liaise with the contractors on site to physically define the site boundaries by using suitable barriers which take account of the nature of the site and its surrounding environment. The Principal Contractor will also take steps to ensure that only those authorised to access the site do so.

## **SITE LIGHTING**

Where necessary provision must be made for suitable lighting to be made available throughout the site. Where such lighting is to be installed and utilised, the directionality must never be angled so as to encroach/spill beyond the confines of the site boundary.

## **WASTE MANAGEMENT AND POLLUTION CONTROL**

Stringent control measures must be in place throughout the project works in order to minimize dust and water run-off from the site. Where necessary monitoring must be carried out and suitable abatement measures implemented.

An area, adjacent the entrance, will be designated to wheel washing in order to eradicate the deposition of soil/debris on the adjoining highways.

## **PLANNED AND ONGOING ACTIVITIES**

Consideration will be afforded to any planned and/or ongoing activities either on or adjacent to the site and as such will be allowed to be completed without interruption from the site works. Such activities are likely to include the following: -

- Highway maintenance works.
- Statutory Authority works.
- Any other works being carried out in the interests of health and safety.

## BIODIVERSITY AND ECOLOGICAL ENHANCEMENTS

Biodiversity is to be considered and improved upon where possible. The following is to be considered and avoided/mitigated during the development: -

- Potential pollution damage during construction – adhere to standard pollution prevention measures following GOV.uk guidance.
- Potential disturbance and loss of nesting and foraging sites for bird species – in the instance bird nests are discovered on site, construction is to cease, and an ecologist is to be contacted for further guidance
- Potential disturbance and loss of roosting and foraging sites for bats – in the instance the possibility of bats on site alters from the ecological survey date, construction is to cease, and an ecologist is to be contacted for further guidance

Ecological enhancements should, where feasible be included in the proposed development to contribute towards the encouragement of biodiversity on and around the site. Priority should be given to species and habitats currently present and identified in the ecological survey report. Ecological enhancements for the proposed development could include the following: -

- Provision of integral and/or ready-made bird boxes
- Provision of integral and/or ready-made bat boxes
- Use of native planting in all landscaping, preferably from local origin
- Use of wild planting to attract bees and butterflies
- Provision of log piles for reptiles and amphibians
- Provision of solitary bee hives

## SITE RULES

### Working Hours

The normal site working hours will be:

08.00 – 17.30 hours (Monday – Friday)

08.00 – 12.00 hours (Saturday)

Not permitted (Sunday)

or as otherwise restricted by the local authority.

(No works, deliveries or removal of materials are permitted during Bank or Public Holidays).

All works will be carried out in accordance with the Health and Safety at Work Act 1974 along with any other relevant Acts and Regulatory requirements.

### Access to Site

Access to the site will be made via the new once constructed vehicle entrance off Glovers Field.

Access into the site must be maintained at all times for emergency services and must also remain fully operational at all times and allow normal traffic flow to continue; all works are to be carried out without undue inconvenience and nuisance and without danger to pedestrians and other businesses and residential home owners.

## Transport and Plant Requirements

Lorries or delivery vehicles entering and leaving the site will be sheeted or the load otherwise adequately secured. Loads other than those containing timber or wood products will be securely covered so as to prevent airborne particulates and odour emissions.

Loading/unloading of all items of plant, machinery, skips and all materials will be carried out within the confines of the site only.

Where any high vehicles or abnormal loads need to gain access to site, contractors will be required to contact the site manager to check on if there are any height, width or weight restrictions when accessing site.

Reversing alarms will be fitted to vehicles (as appropriate), these will be of a bell tone type or have directionality (or are capable of) adjusting the noise levels automatically to 5 dB(A) above the ambient noise level, or else these will be of another type that have been approved in writing by the client.

No items of plant (including skips) or any delivery vehicles will be permitted to park in, or traffic areas outside the confines of the site.

Banksman to be used to assist with deliveries of materials and items of plant, when carrying out reversing manoeuvres and when working in close proximity to highways, footpaths and other public areas.

## Parking

All site personnel and visitors must ensure all vehicles are parked sensibly and safely at all times.

## Personal Protective Equipment

It will be mandatory for all on-site personnel carrying out work on site to wear high visibility clothing and safety footwear at all times. The use of other personal protective equipment (PPE) and respiratory protective equipment (RPE) will be at the discretion of the site manager in accordance with the site risk assessments.

## Smoking

Smoking is only permitted within designated smoking areas. (Under no circumstances is smoking to be permitted within confined spaces or buildings.)

## Site Inductions and Safety Briefings

Throughout the construction phase of the project, all on-site personnel will be required to undertake a site safety induction upon their initial visit to site and will also be required to attend additional site safety briefings (as required), these will encompass the following: -

- Competency checks (qualification and experience) including industry accredited card schemes i.e. CSCS and CPCS.
- Orientation of the site.
- Fire precautions and emergency procedures.
- Risk and COSHH assessments

- Method statement briefings (where applicable).
- Tool box talks (as appropriate).
- All site requirements as outlined within this document.

## Authorisation Requirements

Works on-site will only be undertaken by individuals or organisations that have been approved by the Client and the Principal Contractor.

## Restricted Areas

All on-site personnel must observe and adhere to any areas on site that are restricted in the interests of safety.

## Permits

The following permit to work systems will operate on this site: -

- Excavation, drilling and vibratory works.
- Hot working.
- Works beneath or adjacent to overhead electric cables.
- Isolation or locking off any mechanical and electrical equipment.
- Entry in to designated confined spaces.
- Other activities which will be controlled by a permit to work systems as directed by the Principal Contractor.

## Prohibited Activities on Site

- Fires and the use of radios will not be permitted in and around the site under any circumstances.
- Use of mobile telephones (unless special procedures need to be applied as determined by the site manager.)
- Work activities will not be allowed to be undertaken if there is a likelihood of these causing any environmental damage or degradation to the air, soil or water mediums including the surrounding ecology.
- Work activities will not be allowed to be undertaken if there is a likelihood of these causing damage to any adjoining properties, as well as those activities that are likely to become a nuisance to residents within the immediate vicinity of the site.
- Uncontrolled or unsafe work practices will not be tolerated. All work activities will be risk assessed, supervised (as required) and will utilise appropriate work equipment where appropriate.

Please note the above list is not meant to be exhaustive and may be subject to change as and when required.

## Housekeeping and Site Cleanliness

Good housekeeping including site cleanliness will be maintained on site throughout the duration of the works and suitable waste disposal facilities will be provided to retain all construction wastes.

All items of plant and materials must only be parked/stowed within the confines of the site compound.

Suitable lay down areas within the confines of the site will be established and maintained for the safe storage of materials.

## **ADJACENT LAND USES**

The adjacent land is currently residential in use, and appropriate consideration must be given to ongoing operations to minimize disruption to adjacent land uses.

Party wall agreements will be in place where works are likely to impact upon neighbouring/adjacent buildings.

## **EXISTING SERVICES**

All services must be treated as live unless told otherwise by the relevant Statutory Authority or provider.

## **GROUND CONDITIONS AND CONTAMINATED LAND**

There are no foreseen issues in this regard, but any required investigations will take place prior to commencement of works.

## **EXISTING RETAINED STRUCTURES**

The existing dwelling on site is to be partially retained with the conservatory at the rear to be demolished from site prior to any construction works commencing on site.

## **EXISTING STORAGE OF HAZARDOUS MATERIALS**

None known.

## **HEALTH RISKS**

Principal Contractor to allow for appropriate site management and enabling works in order that the works are adequately separated and protected at all times.

## **SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS**

### **Design Assumptions and Control Measures (Principles of Design)**

Refer to drawings and proposed specification.

### **Materials Requiring Particular Precautions**

Less hazardous alternative materials will always be considered wherever possible.

Materials generally are standard and common to normal building operations of this nature.

Operatives will be provided with appropriate PPE and be adequately trained to handle hazardous materials.



COSHH assessments will be carried out where any hazardous materials are to be used on the site (e.g. lime, cement, bricks etc.) control procedures will be maintained to ensure all on-site personnel are not exposed to limits that exceed those as outlined in the prevailing HSE EH40 Workplace Exposure Limits.

## Construction Hazards

Key issues include: -

- Suitable barriers, hoardings, screens, nets (where required) will be installed and maintained in and around the designated construction site and compound area. Points of access around the site (e.g. gates) will be locked to prevent unauthorized access.
- Suitable site welfare and temporary facilities will be provided and maintained for the duration of the works, which should include office, welfare, WC, changing and rest areas.
- Adequate supplies of PPE will always be available on the site.
- Construction related activities including manual handling, working at height, lone working etc., will require a suitable risk assessment and method statement (RAMS) to be carried out and agreed with the Principal Contractor prior to any work commencing.
- Edge protection, use of harnesses etc., will be in use and be maintained whilst any work at height is carried out.
- Emergency escape routes will be established and maintained throughout the duration of the works.
- Details of how to raise the alarm including details of all on-site first aiders, fire marshals/fire wardens (names and contact numbers) along with details of the nearest hospital with A&E department will be displayed throughout the site.
- Where any hazardous materials are to be used, stored and disposed of, suitable COSHH assessments and material safety data sheets will be prepared. (Refer also to section entitled materials requiring particular precautions as contained within this document.)
- All items of work equipment including lifting equipment and lifting accessories will be fit for purpose, free from defects and be subjected to regulatory thorough examinations and inspections etc.
- Lifting plans along with suitable RAMS will be undertaken and areas around lifting operations will be cleared and secured prior to any lifting operations.
- All asbestos removal works will be completed in accordance with all current legislation. RAMS will be carried out and agreed with the Principal Contractor prior to any work commencing.
- Existing incoming services are known to be present within the vicinity of the proposed works. All services must be treated as live unless told otherwise by the relevant Statutory Authority or provider. All services to be marked as appropriate.
- A permit to work system will operate on the site to control specific work activities (e.g. hot works, digging/excavation.)
- Where necessary, monitoring will be undertaken and control/abatement measures put in place to prevent/reduce noise, vibration, dust, water run-off etc., from the site.

## PROJECT HEALTH AND SAFETY FILE

### Health and Safety File

As is required by the CDM Regulations 2015: -

The Client will ensure that the Principal Designer prepares the health and safety file for the project. As the project is progressed, the Client will ensure that the Principal Designer regularly updates, reviews and revises the health and safety file to take account of the work and any changes that have occurred. The Client will be made aware that should the Principal Designer's appointment finish before the end of the project, the Principal Designer will pass the health and safety file to the Principal Contractor, who then must take on the responsibility for the file.

Once the project is finished, the Client will expect the Principal Designer to pass them the health and safety file. In cases where the Principal Designer has left the project before it finishes, it will be for the Principal Contractor to pass the file to the Client.

The Client will then retain the file and ensure it is available to anyone who may need it for as long as it is relevant – normally the lifetime of the building – to enable them to comply with health and safety requirements during any subsequent project. This file will be retained either electronically, or on paper, film, or any other durable form.

The health and safety file will include the following: -

- a) A brief description of the work carried out.
- b) Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land.)
- c) Key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs.
- d) Hazardous materials used (e.g. lead paints and special coatings.)
- e) Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment.)
- f) Health and safety information about equipment provided for cleaning or maintaining the structure.
- g) The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.
- h) Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors.)

There will be sufficient detail to allow the likely risks to be identified and addressed by those carrying out the work. However, the level of detail should be proportionate to the risks. The file will not include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc. Information will be retained in a convenient form, which is clear, concise and easily understandable.