



Document Distribution 12-09-2023

<b>Spence Project No:</b> C024-TBA
<b>Client Project No:</b> TBA
<b>CPP- Version:</b> 01
<b>Date:</b> 09-11-2023

<b>Prepared by: Nominated Responsible Person</b>	
<b>Name:</b>	<b>Signature:</b>
M Cosham	
<b>Title: Project Manager</b>	

09-11-2023	<b>Date</b>
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<b>Approved by the Contractor's Engineering Manager (CEM):</b>	
<b>Name:</b>	<b>Signature</b>
Andy Hill	
<b>Group Managing Director / CEM</b>	

	<b>Date</b>
--	-------------

<b>Accepted on behalf of the Client Representative where required.</b>	
<b>Name:</b>	<b>Signature</b>
Mark Omahony	
<b>Title: Principal Designer</b>	

	<b>Date</b>
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Note: Attach communication email if sent to Client representative and no response or signed acceptance has been received.

## Construction Phase Plan

**Client Name:** Network Rail

**Project Title:**  
15 Gordon Close Demolition

**Location:**  
15 Gordon Close,  
Sandown,  
PO36 9AD

**What 3 Words:**  
<https://what3words.com/massive.indicates.swells>

**Controlled Copy Number**  
**Unique No:**  
**C024-TBA – CPP v-01**

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<b>ISSUED TO:</b>	<b>JOB TITLE</b>	<b>ORGANISATION</b>	<b>Version</b>
Andy Hill	Group Managing Director (CEM)	Spence Ltd	01
Marcel McClarnon	CRE Construction	Spence Ltd	01
John Hipwell	Contract Coordinator	Spence Ltd	01
TBA	Principal Designer	TBA	01
Michael Cosham	Project Manager	Spence Ltd	01
Site	Site Supervisor	Spence Ltd	01

**Version / Review Control**

<b>Next Review Date:</b> Prior to starting works <i>(to be reviewed Monthly)</i>	
<b>Version</b>	<b>SUMMARY OF CHANGES</b>
1	Issued for approval and first use



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## 1 Introduction

### 1.1 Purpose of the construction phase plan

- 1.1.1 This Construction Phase Plan describes how the health and safety risks associated with the project shall be identified and managed by the (Principal) Contractor throughout the construction phase. It has been compiled using pre-construction information provided by the Client.
- 1.1.2 The procedures contained within this Construction Phase Plan do not absolve or prejudice any statutory requirements and guidelines that might be in force at any time during the contract life. Spence Ltd shall comply with all its legal and contractual duties.
- 1.1.3 The specific roles and responsibilities of the Client, Principal Designer, Designer(s), and Principal Contractor, including when and how they are undertaken and discharged are contained within the Client Project CDM Plan. Contact the Client / Principal Designer for the CDM Plan, document reference number.

## 2 Planning for the construction phase

### 2.1 Project specific health and safety goals

#### 2.1.1

Spence Ltd will act as the Principal Contractor and manage the responsibilities as identified in the CDM Regulations 2015.

The purpose of this Construction Phase Plan is:

- To demonstrate a professional management approach to Health, Safety, Environment & Quality issues, and systems, during and after the delivery of the Project.
- To provide clear unambiguous details of how Spence Ltd will plan, set out, manage, and control the Health, Safety, Quality and Environmental requirements of the Project.
- To ensure that the Health and Safety of all Spence Ltd staff, sub-contractors, designers, customers, visitors, and the general public, is assured through safety planning.
- To demonstrate the detailed processes by which Spence Ltd. will minimise its effect on the environment and control its subcontractors to the same end.
- Provision of relevant information to assist in the compilation of Work Package Plans and Task Briefings.
- To define the roles and responsibilities of Project Team members

Altered systems of work or changes to procedures, plant, equipment, and substances will only be implemented after approval by our CRE. Any employee, sub-contractor, or interfacing organisation, concerned about their safety, can invoke a refusal to work on Health and Safety grounds by completing form F14.01-01 - Record of Safety Concern.

All works required to complete this project will be undertaken within the Health and Safety at Work Act (1974), Environmental Protection Act (1990) and any associated legislation.

Spence Ltd. will comply with all relevant Network Rail Company Standards, the requirements of third-party accreditations, BS EN ISO 9001:2015, BS EN ISO 14001:2015, BS OHSAS 45001:2018, and its own Integrated Management System and Policies.

Spence Ltd will ensure that throughout the duration of this project that all required resources, equipment, and training needs are met in full.

A list of relevant statutory standards, rules and regulations can be accessed electronically within the company server.

For the reporting and investigating of accidents and incidents including near misses and reporting to RIDDOR, Spence, PR.ER-01 Event Reporting Procedure will be followed.



## 2.2 Project description and programme details

### 2.2.1 The location(s) of the construction phase is.

Works will take place within the grounds of 15 Gordon Close, Sandown, Isle of Wight.  
See Site Layout Below in Appendices

### 2.2.2 The works include.

Works within this CPP is for the demolition of 15 Gordon Close.

- Setting out boundary / security fencing (Heras) to the foot print of the property.
- Disconnecting and capping of all utilities (Gas, Water, Electric, Drainage)
- Stripping out identified asbestos (Chrysotile).
- Removal of ACM below ground drainage (Pitch Fibre).
- Internal soft-strip within the bungalow
- Take down the building including breaking out the concrete slab to the garage; paving; fencing within the site and footpaths around the building.
- Remove retaining wall which has structural cracking and vegetation to the left hand side of the site.
- Remove gulley's and below ground drainage.
- Secure with ground membrane and MOT1 to cover full site.

### 2.2.3 The planned start date for the construction phase of the works is TBA, finishing on TBA.

### 2.2.4 The key construction stages for this project are:

No.	Description	Start date	End date	WPP ref
1	Utility Disconnections	TBA	TBA	WPP01
2	Building Asbestos Removal	TBA	TBA	WPP01
3	Below Ground Drainage ACM Removal	TBA	TBA	WPP01
4	Vegetation Clearance	TBA	TBA	WPP01
5	Internal Soft-Strip	TBA	TBA	WPP02
6	Boundary Wall Removal	TBA	TBA	WPP02
7	Demolition of Building	TBA	TBA	WPP02
8	Slabs and Footpath Break up / Removal	TBA	TBA	WPP02
9	Ground Membrane and Type 1 Lay	TBA	TBA	WPP02



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**2.3 Services and isolation points**

2.3.1 In association with these works the following Mains Services shall be disconnected / connected:

Service	Location of services and isolation point(s)	Planned date for connection (c) or disconnection (d)
Electrical	High level within kitchen (to be disconnected within road)	Tba (d)
Water	Footway just outside property	Tba (d)
Gas	Footway just outside property	Tba (d)
Foul	To be capped to the first manhole just within front boundary wall.	Tba (d)

**2.4 Access restrictions**

2.4.1 Access can be gain via the front drive via Gordon Close. The access road is a cul-de-sac with minimal traffic. There is limited space for plant and vehicular movement where traffic management will require adequate planning. Adjacent to the site has a close neighbour with a low fence that will require regular communication with to ensure our works does not conflict or disrupt their day to day life.

**2.5 Asbestos**

2.5.1 Asbestos has specifically been found or is known to be present in the following structures or equipment.

As described in the R&D asbestos survey carried out on, 23/08/2023 ref no: ABP/14835/P-24044/08/23/SAN007AA.

**2.6 Any line open operations**

2.6.1 The Principal Designer, Designer(s) and Spence Ltd have given consideration to eliminating the need for working with any lines open (ALO), prior to the use of methodology or plant and equipment controls to prevent fouling an open line.

2.6.2 During the construction phase there are no proposed ALO activities (including site deliveries).

No.	Description	Start date	End date	WPP ref
	N/A			

The specific arrangements for managing ALO activities shall be detailed within the appropriate Work Package Plans and Task Briefing Sheets.

The following individuals are accountable for the safe planning and delivery of ALO activities during the construction phase:

Role	Name	Role
ALO Planner	N/A	
ALO Responsible Manager	N/A	
ALO Site Coordinator	N/A	



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## 2.7 Temporary works

2.7.1 Spence Ltd have given due consideration within this project for controlling the risks arising from the design and use of temporary works, including updates to the Project Hazard Register and associated risk analysis.

2.7.2 There are no temporary works associated with this project.

A summary of the proposed temporary works during this project are:

No.	Description	WPP ref
	N/A	

The following individuals are accountable for the safe design, planning and implementation of temporary works during this project:

Role	Name	Role
Temporary Works Designer	N/A	
Temporary Works Coordinator	N/A	
Temporary Works Supervisor	N/A	

## 2.8 Construction phase plan review

2.8.1 The Construction Phase Plan will be reviewed after changes to the scope of the works; changes to key personnel; newly identified significant hazards; findings of inspections or audits requiring changes to risk control measures; following the investigation of any health and safety events requiring changes to the risk control measures; after checking and authorising by the CEM these changes are to be emailed out to the client and Principal Designer and briefed out to site during site inductions / task briefings,

Alternatively, the site project manager is to review the plan on a monthly basis to ensure it is still accurate and relevant to onsite scope and works,



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### 3 Working together

#### 3.1 Changes to key personnel

3.1.1 Spence Ltd Contracts Managers are to inform by email significant personnel changes to the Client and Principal Designer, all site documentation will then be updated as required,

#### 3.2 CDM appointments

3.2.1 The project has been assessed against the requirements of the Construction Design & Management Regulations (CDM) 2015 and falls within the prescribed requirements as a **Non-Notifiable** project.

3.2.2 The following have been appointed under the CDM Regulations:

<b>Client:</b>	Network Rail Properties One Puddle Dock, Queen Victoria Street, London, EC4 3DS
<b>Client's Representative:</b>	Name: Stuart Glouing Email: <a href="mailto:Stuart.Glouing@Networkrail.co.uk">Stuart.Glouing@Networkrail.co.uk</a> Telephone: 07825 258 698
<b>Principal Designer:</b>	Know Risk (UK) Consultants Ltd 5 Goldington Rd, Bedford, MK40 3JY
<b>Principal Designer's Representative:</b>	Name; Mark Omahony Email. <a href="mailto:Mark@knowriskuk.com">Mark@knowriskuk.com</a> Telephone;07717837230
<b>Principal Contractor:</b>	Spence Ltd 51 Clarendon Road, Watford, Herts, WD17 1HP
<b>Primary Contact for the Principal Contractor Organisation:</b>	Projects Manager: Michael Cosham Email: <a href="mailto:Michael.Cosham@Spenceltd.co.uk">Michael.Cosham@Spenceltd.co.uk</a> Telephone: 07908 103 405 Macmillan House, Paddington Station, Praed St, Paddington, London, W2 1FT

#### 3.3 Client project organisation

Role	Name	Contact Number
Scheme Project Manager	Stuart Glouing	07825 258 698





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### 3.4 Principal Contractor’s delivery organisation

Role	Name	Contact Number
Managing Director	Jonathan Spence	07776 296 004
Project Director	Simon James	07891 234 889
CRE Construction	Marcel McClarnon	07939 484 888
HSQE Department		02032 145 262
HSQE Director	Jez Brinkley	07812 990 663
HSQE Advisor	Mark Castle	07432 084 227
Projects Manager	Michael Cosham	07908 103 405
Site Supervisor	TBA	

The Contractor’s Engineering Manager for this project is:

Asset / Discipline	Name	Contact Number
Construction Engineering Manager	Group Managing Director Andy Hill	07776 296 007

The Contractor’s Responsible Engineer(s) for this project are:

Asset / Discipline	Name	Contact Number
Construction	Marcel McClarnon	07939 484 888

The following persons are nominated to act for the Contractor’s Responsible Engineer who are authorised as signatories for this project:

Asset / Discipline	Role	Name	Contact Number	Authorised signatory for:
N/A				

The following companies, specialist contractors and/or individuals who will be involved during the construction phase: these companies are pre-approved with the “Construction Line” Accreditation prior to further approved and monitoring by Spence, HSQE department for use,

Name and address of company, specialist contractor or individual, etc.	Work activity / Specialism	Point of contact details (name and telephone number)
Rhodar	Demolition	Calum - 07968 116482
Drainline Southern	Drainage	Mike - 07779 300242
Lec-Serve	Electric	Gerry - 07581 495053



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### 3.5 Communication during the construction phase

- 3.5.1 During the construction phase of the project the Principal Contractor shall communicate with others, providing information about the job, coordination of the work and keeping them updated of any changes (such as site rules; health and safety information; changes to the plan, construction or materials; any delays; and, who makes key decision about how the work shall be undertaken).
- 3.5.2 This section defines the stakeholders that shall / may be affected by the construction phase and the communication strategy for dealing with each one:

Stakeholder	Communication strategy
Client Project Team, including: <ul style="list-style-type: none"> <li>• Client (Representative)</li> <li>• Principal Designer (Representative)</li> <li>• Designated Project Engineer</li> </ul>	Emails and Site Meetings (minutes)
Designers	Emails and Site Meetings (minutes)
Other Companies, Specialist Contractors, or Individuals	Emails and Site Meetings (minutes)
Site workers (including agency personnel)	Site Inductions and Task Briefings

### 3.6 Exchange of design information

- 3.6.1 Changes to design should be discussed between client and project personnel, these changes will then be sent via email from the client to the project manager / QS for pricing, after pricing has been agreed the client will then send out an instruction to proceed with the changes, The principal designer is to be notified of changes by the client at the earliest convenient moment.

Design changes will then be sent to relevant sub-contractors via email with confirmation of receipt requested.

### 3.7 Changes to design

- 3.7.1 Changes to design should be discussed between client and project personnel, these changes will then be sent via email from the client to the project manager / QS for pricing, after pricing has been agreed the client will then send out an instruction to proceed with the changes, The principal designer is to be notified of changes by the client at the earliest convenient moment.

Design changes will then be sent to relevant sub-contractors via email with confirmation of receipt requested.



## 4 Hazard management

### 4.1 Work involving particular risks.

4.1.1 The work on this project involves the following particular risk(s), as detailed in Regulation 12 (2), (Schedule 3) of the CDM Regulations 2015.

Risk	How will this risk be controlled?	WPP ref
Work which puts workers at risk of falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.	Exclusion zones, only trained / competent operatives to enter. Monitoring of weather conditions	01 & 02
	Agreed TMP to be put in place prior to any works taking place.	
	Tower / Podiums Tower to be erected by PASMA trained operatives, daily inspections to be carried out, inspections to be carried out whenever tower is relocated, TOWER tag to be completed after each move and rebuild and attached to the tower,	
	Open Trenches: Rigid Barriers only around Trenching Road Plates to be used if Trenching is to remain open over night	
	Steps Ladder 3 points contact, secured, or footed by second person, Max 30-minute working time permitted	
Work which puts workers at risk from Chemical or Biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring. (This can include asbestos, anthrax, lead, and lime Etc)	Present as per section 2.5 Specialist sub-contractors will be employed to remove known chemical or biological substances, PPE will be worn at all times according to subcontractor RAMS, on completion of removal an air test will be carried out before the premises are entered by others	WPP 01
Work near high voltage power lines.	Disconnection of Electrical Supply	WPP 01
Work exposing workers to the risk of drowning.		N/A
Work involving the assembly or dismantling of heavy prefabricated components.	All heavy dismantling and removals to be undertaken with the on site excavator.	



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4.1.2

The work on this project involves one or more of the Spence Six High Risk Activities as detailed below that require management and mitigation.

Risk	How will this risk be controlled?	WPP ref
Works involving the removal or disturbance of Asbestos containing materials	Present as per section 2.5. Specialist sub-contractors will be employed to remove known asbestos, PPE will be worn at all times according to subcontractor RAMS, on completion of removal an air test will be carried out before the premises are entered by others	WPP01
Demolition	Demolition to be undertaken by NFDC certified / competent operatives. Works not to exceed boundary limits. Noise & Dust suppression to be used wherever possible, Confirmed isolations to services.	WPP02
Excavation (Breaking ground)	Reference to utility plans and drawings provided by Spence / Client. ARMS Data Base to be checked where applicable. Visual survey of surrounding work environment. CAT scanning by competent person. The following documents are to be consulted prior to any works, <ul style="list-style-type: none"> <li>• <b>PR.SER-01- Ground disturbance procedure and buried services</b></li> <li><b>HSG47 Avoiding danger from underground services.</b></li> </ul> And the following to be undertaken. <b>RA-GD-01 Ground Disturbance (buried services) to be completed.</b> Site Supervisor to brief operatives on dangers associated with intrusive works then issue <b>F14.01-19 – Ground Disturbance Permit</b> Operatives to proceed with caution and continual observation. Use of insulated hand tools. Use of double insulated power tools, Operatives aware of emergency procedures to be taken if utility services are struck. Mandatory and task specific PPE to be worn	WPP02
Lifting operations	N/A	
Vehicle/Plant movements	Vehicle supervisor to be present for all plant deliveries and collections, Exclusion zones to be set up around rolling plant, Plant to follow pre-planned routes, Plant to be inspected daily and inspection sheet completed, All plant and equipment to be inspected as manufactures instructions. Certification of plants inspection available onsite at all times.	WPP 01 & 02



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		<p>Only trained and authorised persons are to operate plant,          Drivers to be aware of surroundings and other site operatives,          Site speed limits to be adhered to,          Traffic management plan to be in place and briefed to all site personnel,          Seatbelts to be worn where provided,          Passengers are not permitted unless plant design allows,</p>	
Working at Height	Open Trenches Open manholes	<p>Edge protection, harness's          Fall arrest equipment, Harness's.          Exclusion zones, only trained / competent operatives to enter.          Harness's, Safety Checks          Only operatives with the correct training (CISRS) to construct, alter and dismantle Scaffolding,            Only IPAF trained card holders to operate mechanical plant,          Weekly inspections to be carried out, scaffold tag to be completed and inspection register to be completed,</p>	WPP 01
Working at Height,	Mobile Tower	<p>Tower to be erected by PASMA trained operatives, daily inspections to be carried out, inspections to be carried out whenever tower is relocated, scaffold tag to be completed daily and attached to the tower,          Exclusion zones, only trained / competent operatives to enter.</p>	WPP 02
Working at Height,	Steps & Ladders	<p>3 points contact, secured, or footed by second person,          RA-WAH-02 - Working at height (Steps-Ladders) to be completed by the Site Manager          Exclusion zones, only trained / competent operatives to enter.          Require to gain access to the high level distribution board or to gain access into the loft space in the early stages of project.</p>	WPP 01 & 02



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## 4.2 Significant construction health and safety risks

- 4.2.1 The Principal Contractor shall manage the Hazard Log (or Hazard Record as defined in a Common Safety Method (CSM) for risk evaluation and assessment) during the construction phase of the project. This shall be reviewed and updated at regular intervals, or whenever there is a change that could impact the hazards and associated risks. The review shall be undertaken with input from the Principal Designer, Spence HSQE, site staff and sub-contractors as required.
- 4.2.2 The Principal Contractor shall update the list of significant construction health and safety risks based on the Hazard Log. These risks shall be communicated to all the relevant affected parties through site inductions, safety notices, work planning packages and task briefings.
- 4.2.3 The Principal Contractor shall communicate hazards, associated significant construction health and safety risks and recommended mitigation measures that may impact Operators / Maintainers during or upon completion of the construction work. These risks shall be communicated to all the relevant affected parties through site inductions, safety notices, work planning packages and task briefings.
- 4.2.4 The following are the significant construction safety and health risks that apply on this project:

(These hazards should be project and site specific – not generic hazards such as slip, trips, and falls. These hazards are unusual or complex risks that are more likely to be missed or misunderstood by contractors or others, rather than risks that are well known and understood). See below EXAMPLES

The PCIP should also be consulted to check for identified hazards which should be included within this CPP.

What are the main risks (including health) on the project / site?	When and where will the risk be present?	How will the risk be controlled	WPP Ref
Incorrect Information & Documentation	During All Works	Ensure that version 42 of the site folder documentation is used, Ensure the most current information is received from clients. Ensure all documents are stored correctly and in correct folder locations,	WPP01 & 02
Manual Handling	All Works	Use mechanical lifting, if possible, Ensure adequate operatives for size and shape of frames, Ensure level and solid footing available before starting the lifting of gate frames into position,	WPP01 & 02
Exposure of individuals to Asbestos fibres	During dismantle and clearances	All operatives to have Asbestos Awareness training, All site operatives to be briefed on danger and restrictions for working in or around the site. R&D asbestos survey to be undertaken.	WPP01
Working at Heights Excavations / Manholes	Drainage works	Use of exclusion zones (rigid barriers only) Correct signage for the works, Authorised personnel only within exclusion zone, Ensure Internal ladders and steps are fully secure before use	WPP01



Excavations	Slab / Path Removals. Ground Grading	See 4.1.2 Excavation (Breaking ground) above. Banksman, barriers, fencing	WPP01 & 02
Working on Embankments	All Works	NOTE: Although the site is not situated on an embankment, the far side of the rear boundary fence is an embankment that had a historic land slide. Site based assessment by Site Supervisor including inclement weather conditions. Visual survey of works area to identify hazardous areas. Operatives to ensure they have secure and stable footing before carrying out work tasks. Trained and competent operatives. Supervision from Site Supervisor and Project Manager.	WPP01 & 02
Movement/use of tracked / wheeled plant on site	Demolition and ground works	See Traffic Management Plan	WPP01 & 02
Working with internal / Mains Services	Isolations and Connections	Only operatives with the relevant qualifications for type of works Only insulated power tools to be used. Only insulated hand tools to be used. Mains service works to be carried out by service provider contractors only,	WPP01
Excavating, cutting, or drilling into various substrates	All Works	See 4.1.2 above	WPP01 & 02
Damage to hidden services. (To include de-,veg works)	All Works	See 4.1.2 above	WPP01 & 02
<b>ALL</b> Cutting, Grinding works, (Creating risk of ignition)	Any metal cutting required within the works.	Hot works only carried out under a permit to work system. Goggles / face shield to be worn as required. Appropriate shielding around works area. Work areas kept clear of combustible work materials. Fire watch person appointed and to remain on site 1 hour after completion of works. Dry powder fire extinguisher suitable for class D metal fires to be adjacent to worksite.	WPP01 & 02
Petrol Combustion Plant	When using plant.	To be used in open air environment only, when not possible, suitable ventilation must be in place, COSHH assessment to be completed, MSDS to be held on site,	WPP01 & 02



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		<p><b>RA.FR-01 - Task Fire Risk &amp; F14.01-20 - Daily Hot Works Permit</b> to be completed,          Only authorised containers to be used for storage of petrol,          Fuel containers must be securely closed after use,          Refuelling to be carried out on drip trays and in well ventilated areas,          Petrol to be store in lockable, fireproof containment boxes whilst on site,          Keep clear of ignition sources,          Suitable fire extinguishers &amp; spill kits available,</p>	
Hot Works	During any grinding or cutting works.	<p>Hot works only carried out under a permit to work system.  <b>RA.FR-01 - Task Fire Risk &amp; F14.01-20 - Daily Hot Works Permit</b> to be completed,          Appropriate shielding around works area.          Work areas kept clear of combustible work materials.          Fire watch person appointed and to remain on site 1 hour after completion of works.          Dry powder fire extinguisher suitable for class D metal fires to be adjacent to worksite.</p>	WPP01 & 02

Hazards identified in PCIP to be addressed in WPPs.	How will the risk be controlled?	WPP Ref
No PCIP Supplied		





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## 5 Organise

### 5.1 Brief outline of work methodology

This should include any ref to design details or specification, Forms 2/3 etc, as notified in section 3.2.2

Works within this CPP is for the demolition and slab of 15 Gordon Close, and grading of ground which includes the laying of MOT Type 1.
Works will start by setting out boundary / security fencing (Heras) to the foot print of the property.
Vegetation to be cut back where required.
Disconnecting and capping of all utilities (Gas, Water, Electric, Drainage) from the road by both main contractor and utility companies from the road.
Exclusion zones and air tight compartments to be created for the stripping out of identified asbestos within the property (Chrysotile).
Pitch fibre drainage with ACM has been identified underground which will require a small excavator to excavate a trench and for the drains to be fully removed back to the first manhole.
Utilising Mobile Towers and hand tools, Internal soft-strip within the bungalow will commence.
The main building will be removed with an excavator and selector grab to dismantle the property in sections which will ensure least disruption and to slab level.
Using the same excavator, the attachment will be replaced with a pecker and all existing slabs to be broken up and removed from site with muck away vehicle.
Cracked, defected wall to the left side is to be remove to ground level.
All existing grass to be scraped back and disposed of. Membrane to be laid ad type 1 distributed to the entire site leaving a level footprint.
Site to be cleared away and left safe.
Steps and ladders will be used in WPP01 & 02 by Lec Serve & Rhodar for the purpose of Loft Space access and high level DB Board access because space constricts any other access and only as a last resort after all other options have been exhausted and deemed unusable, and only after a point of use risk assessment has been completed, RA-WAH-02 - Working at height (Steps-Ladders) by the Site Manager, at no point otherwise are steps or ladders to be used or be on site,

### 5.2 Management of work package plans

- 5.2.1 All WPP's and TB's will be produced and reviewed by the Spence Ltd Project Manager and approved by the Contractors Responsible Engineer.
- As works progress all tasks will be reviewed at the project progress meetings to ensure that they can be carried out under the 'High Street environment' and therefore not requiring Client acceptance.
- Any WPP's agreed as requiring Client acceptance, will be forwarded to the Clients Project Manager before the works are carried out,
- Any proposed additional WPP's will be notified to the Clients Project Manager at progress meetings and appendices updated to include amendments for re-acceptance.
- WPPs & TBs to be compiled after receipt of RAMS from subcontractors and checked/approved by Spence Project Manager and/or CRE,



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**5.3 Schedule for the production of work package plans**

WPP Reference	WPP Title	Planned Preparation Date	Client Acceptance	Issue date to Client	Activity Start Date
WPP01	Asbestos Removal & Disconnections	TBA	No		
WPP02	Demolition and Slab Removal	TBA	No		

**5.4 Site emergency arrangements**

**5.4.1 First aid arrangements**

5.4.1.1 Spence Ltd and its subcontractors shall provide adequate first aid equipment and trained, certified personnel, in accordance with Health and Safety-First Aid at Work Regulations (2013), throughout the duration of the project.

First aid boxes are located in the site office and are carried on all company vehicles. Certified First Aiders will be identified by a green cross sticker displayed on each side of their hard hat.

First Aiders on site will be made known to operatives when having daily TBs at beginning of each task.

Nominated person / first aider is.

Name	Contact Number
TBA	

**5.4.2 Evacuation procedure**

5.4.2.1 When the need for a whole site evacuation is required the emergency alarm which will be a Claxon Horn, Siren or Bell will be sounded, the site personnel will leave site by the closest direct route to the muster point as shown on site layout plan at which time a roll call will be taken from the booking in/out register,

If it is required to remove a single person from site then the relevant task plan will be followed, this could be in the form of an emergency rescue plan issued by a specific contractor, i.e., scaffolder / abseilers. If safe to do so the person to be evacuated will be removed to a specific meeting point with the emergency services, if for any reasons a person is unable to sign themselves out of site then the site manager/supervisor will sign them out at the earliest possible moment after they have left site, for persons requiring none urgent medical treatment a map and route to the nearest A&E are provided with all WPPs,



### **5.4.3 Fire Safety**

- 5.4.3.1 The prevention of fires will be briefed to all personnel during site briefings, this will include the requirement for specific storage arrangements for highly combustible materials, and the requirement for safe use of, this could be in the form of refuelling away from sources of ignition, using drip trays when refuelling to reduce the risk of spilt fuel running off into sources of ignition, areas around where hot works are to be carried out are to be protected from heat and spark sources, All hot works to be carried out must be planned and a permit received with allowances being made to enable a min one hour fire watch after hot works have been completed, at this point the permit can be signed back in, the permit will include details of the type and location off fire extinguishers to be used for that type of hot works,

If a fire occurs on site then the person first witnessing the fire is to raise the alarm by calling out and setting off the fire alarm which will be a Claxon Horn, Siren or Bell all staff will be required to leave site by the shortest possible route which will have been explained during the site induction and if required daily site briefings. On leaving the site all operatives will be required to meet at the muster point and awaiting a roll call taken from the booking in/out register,

An appointed person will without risk of injury attempt to extinguish the flames with the appropriate fire extinguisher.

### **5.4.4 Security**

- 5.4.4.1 The site shall be defined by the erection of Heras Fencing Panels. Entrance doors/gates will be kept closed at all times; During the times that the site is unattended these doors/gates will be kept locked.

Site warning signage will be displayed.

All tools and plant will be removed from site or locked away at the end of each shift, with any plant too big to transport daily will be securely locked and where possible isolated to prevent any unintended use.

### **5.4.5 Summoning emergency services**

- 5.4.5.1 The site appointed operative will summon the emergency services if required, this will either be the Site Supervisor or other appointed person, they will give full instructions of the nature of the emergency, if persons are involved and how many, and the site details. Personnel will then be nominated to wait at specified locations to enable the emergency services to be directed by the easiest route to the correct location.

### **5.4.6 Railway emergency (trains and electrical)**

Site Supervisor or the appointed person shall contact RCM 01793 389201, then contact the signaller if applicable

### **5.4.7 Asbestos**

- 5.4.7.1 If a material found on site is suspected of containing asbestos materials, then work is to be stopped with immediate effect. the site manager / Project Manager is to be informed immediately who will then inform the client and await further instruction, the suspected materials are to be tested by licenced asbestos analysts who will either confirm the presence of asbestos fibres or declare the site clear, if fibres are found to be present then they are to be collected and removed by licenced asbestos company with any waste transfer tickets being kept within the site folder. All Spence site staff will have been trained in asbestos awareness, and be fully aware of the asbestos procedures as laid out in the following documents,

PO.ASB-01 Asbestos Policy & Procedure

PO.ASB-01 Asbestos Policy & Charter



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**5.4.8 Utilities**

A desktop study is to be conducted of all service drawings provided by the client; all known services will then be marked up prior to any intrusive works being carried out. Any previously unknown services found within the site boundaries are to be protected during the works, accurate measures are to be taken and the service marked on the service drawing, if found services are likely to impede in the construction works then works are to cease until further advice can be taken from the Client.

If there is any accidental service strike, then the following local utility company is to be called by the site supervisor or project manager and will liaise with them to get a speedy repair carried out.

A desktop study is to be conducted of all service drawings provided by the client; all known services will then be marked up prior to any intrusive works being carried out. Any previously unknown services found within the site boundaries are to be protected during the works, accurate measures are to be taken and the service marked on the service drawing, if found services are likely to impede in the construction works then works are to cease until further advice can be taken from the Client.

If there is any accidental service strike, then the following local utility company is to be called by the site supervisor or project manager and will liaise with them to get a speedy repair carried out.

Utility Company	Contact Details
National Electricity Emergency	0800 40 40 90
National Gas Emergency Service	0800 111 999
Southern Water	0330 303 0119

**5.4.9 Other emergency arrangements**

In the event of any emergency the Site Supervisor / Project Manager will contact and co-ordinate any emergency response required until such time as they are relieved by either Spence HSQE department or relevant emergency coordinator,

Environmental Spillages	Adler & Allen 0800 592 827

**5.5 Safety and environmental event reporting and recording**

5.5.1 Spence Ltd, will document any Environmental risks, commitments or other relevant information as laid out in the Environmental Aspects and Impacts register and these will be recorded in the environmental management Plan Appendix L to provide a record of advice to those responsible for subsequent work on the Site and/or structure during maintenance, repair, renovation or demolition. Records will also be kept of any pollution control measures installed, hazards or sensitive sites identified, and consents obtained.

5.5.2 All events including injuries, damage and environmental incidents will be reported using Spence 'PR.ER-01 Event reporting procedure', close call and improvement events will be reporting through the written cards located on all sites and offices or online through the Spence website.

The RIDDOR reporting of events to the HSE e.g., Occupational diseases, Biological agents (COVID), Bone fractures etc will be undertaken by the Spence HSQE team.



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**5.6 Site Specific Rules**

5.6.1 Detail in this section specific rules for the site(s) that would not normally be expected.

<ul style="list-style-type: none"> <li>Familiarise yourself with site fire and evacuation procedures, briefed by Site Manager as part of induction.</li> </ul>
<ul style="list-style-type: none"> <li>The site is strictly NO SMOKING and no designated smoking areas.</li> </ul>
<ul style="list-style-type: none"> <li>Radios and personal stereos are strictly prohibited, including ones that double as battery chargers.</li> </ul>
<ul style="list-style-type: none"> <li>Minimum and mandatory PPE to be worn at all times: Lace up ankle boots (No rigger boots or safety shoes/trainers to be worn on site) orange trousers, Spence hard hat and Spence orange high viz vest. Task PPE to be worn as required.</li> </ul>
<ul style="list-style-type: none"> <li>Operatives found not wearing correct PPE will be reported and logged on the breach board</li> </ul>
<ul style="list-style-type: none"> <li>All operatives must sign in and out of site.</li> </ul>
<ul style="list-style-type: none"> <li>All operatives must conduct themselves in an acceptable manner at all times.</li> </ul>
<ul style="list-style-type: none"> <li>Obey all warning and hazard signs.</li> </ul>
<ul style="list-style-type: none"> <li>Do not use mobile phones unless authorised to do so.</li> </ul>
<ul style="list-style-type: none"> <li>All works to be carried out in accordance with the relevant Method statements, Work Package Plans and Task Briefings.</li> </ul>
<ul style="list-style-type: none"> <li>No shorts to be worn on site. Shirts are to be kept on at all times.</li> </ul>
<ul style="list-style-type: none"> <li>All escape routes are to be kept clear at all times.</li> </ul>
<ul style="list-style-type: none"> <li>All site access and egress gates / doors to be kept closed and locked when not in use.</li> </ul>
<ul style="list-style-type: none"> <li>A copy of the Construction Phase Plan shall be kept on site at all times.</li> </ul>
<ul style="list-style-type: none"> <li>All sites shall be cleared of tools and materials daily with material securely stored.</li> </ul>
<ul style="list-style-type: none"> <li>Spence ID's and competence certification are to be carried at all times by all persons on site.</li> </ul>
<ul style="list-style-type: none"> <li>All operatives must attend site induction given by Site Manager.</li> </ul>
<ul style="list-style-type: none"> <li>You must comply with all HSQE laws/regulations applicable to the work being undertaken.</li> </ul>
<ul style="list-style-type: none"> <li>You must conduct your activities in accordance with safe practices, taking precautions to protect the work site, all employees and others who may be affected by the activities.</li> </ul>
<ul style="list-style-type: none"> <li>If for any reason you feel a process, operation or situation is unsafe, you have the right to refuse to work until remedial action has been taken.</li> </ul>
<ul style="list-style-type: none"> <li>All accident, incidents, close calls, and near misses must be reported to the Site Manager immediately and recorded.</li> </ul>

**5.7 Induction**

- 5.7.1 All personnel are to receive a full Spence site induction on the first day prior to commencement of works, All site visitors are to receive a visitors' site induction prior to being allowed to walk or being shown around the site on their first visit, a further partial briefing is to be given on any subsequent visits detailing the works being carried out and the possible risks for that visit.(refer to 5.7.5 below)
- 5.7.2 All personnel working on this site shall receive a general briefing on the health, safety and environment issues relating to this project and information on the following site-specific significant risks as detailed in Section 4.
- 5.7.3 Everyone working on this site shall receive a shift briefing where they shall be advised of shift tasks and site hazards.
- 5.7.4 All staff are to receive toolbox talks on a weekly basis, these will be relevant to the types of work being carried out on site, Operatives will also receive further mandatory TBTs and Safety Briefings as required by Spence HSQE and the Client, all staff are to acknowledge



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receipt of these by signing the briefing record sheets which will then be returned to Spence HSQE department as soon as possible,

5.7.5 All visitors to this site shall receive a briefing that covers the activities whilst on site. They shall be accompanied at all times by a member of site staff that has been briefed on the site activities and hazards preventing the visitor to exposure to unnecessary risks.

5.7.6 All Operatives and Visitors to Complete a Declaration of Fitness for Work.

**5.8 Welfare**

5.8.1 These provisions shall be in accordance with Network Rail standard NR/L3/INI/CP0036 – Provision of Welfare Facilities Whilst Undertaking Work on Projects and Engineering (P&E) Sites.

Maximum number of people that will be on site at any one time	Description of Units
6	Self-contained welfare unit situated on site.
Split breaks when required, All areas are to be cleaned down and sanitised after each use, Kettles, switches, door handles to be cleaned regularly, Cleaning chart to be displayed and completed, 2 x Hand Sanitisation Stations on Site on Access and Exit.	

**5.9 Monitoring arrangements**

5.9.1 Spence Ltd Audit Procedure is applicable.

The Project Management and HSQE Department will carry out routine monitoring of performance against specific requirements. Audits and inspections will include subcontractors as appropriate. It is envisaged that at least one HSQE site inspection, 4 x Site managers Inspections and 1 x Project managers inspection per monthly period shall be undertaken during these works.

Audits scheduled by the Client will be managed through the Spence Ltd.'s Project Manager. Non-conformities will be managed to an acceptable completion by the project team on the instruction of the Spence Ltd Project Manager following prior agreement with the HSQE Manager.

Preventative actions will be defined, briefed, and implemented accordingly. Records of preventative actions will be held on the project files.

Project audits will be completed as required for Health, Safety, Quality and Environmental compliance.

Where WPP's require formal acceptance by the Client, on site joint monitoring arrangements may be specified. This shall include a commitment to notify the nominated Client representative in advance of the tasks to allow sufficient time to make arrangements for the Client personnel to be on site.

5.9.2 Monitoring activities have been set out by the Client to provide assurance that the arrangements in place for delivering the project are also delivering the required levels of health and safety for those doing the construction and those that will be involved with the asset in future, as follows- monthly works and contracts review meetings and client site audits

- Planed General / Task Specific Inspections of the site, work area etc.
- Specific inspections in relation to works being undertaken e.g., lifting operations, scaffolding, encapsulations etc.



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- Periodic reviews and audits of the site and its management by persons external to the site team.
- Inspections following safety events.

## **5.10 Management reporting arrangements**

5.10.1 Reporting arrangements for the project are as follows-

- Project start up meeting – to agree arrangements for the project, roles and responsibilities, lines of communication and reporting.
- Periodic project progress meetings.
- Design review meetings.
- Client update meetings.

## **6 Health and safety file**

### **6.1 H&S File**

- 6.1.1. The health and safety file will be compiled on completion of all works and forwarded across to the Principal Designer or directly to client if no PD is assigned for approval; this will then be forwarded across to the client,

## **APPENDICES – Supporting information.**

Site Layout Plan



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## Site layout

