

TG Builders London Ltd.

Construction Phase Plan

Alexander House, Reading

Conversion and alteration to existing Ground, 1st
and Second Floors, and new build 3rd floor to
provide 43nr residential apartments

Document Status,

Rev	Rev date	Status comments	Prepared by	Checked	Approved
001	26/04/2023		MK	MK	Mark Katz

Construction Phase Plan

This Construction Phase Plan (CPP) records the arrangements for managing the significant health and safety risks associated with the **demolition** and **construction** phases of this project. The plan follows the format suggested by the HSE in accordance with the CDM Regulations 2015. It is the basis for communicating these arrangements to all involved in the construction phase and is intended to be easy to understand and as simple as possible.

1. Description of the project

Description	2 storey extension over existing residential property to form 8nr new apartments	
Location	Claydon Court, Kingston Rd., Staines, TW18 4NG	
Key dates	Start 23/05/22	
	End 19/05/23	
Notification	F10 Display and References	

Project Team	Client	Claydon Views Ltd. 127-129 Clapton Common, London, E5 9AB Contact via Principle Contractor
	Principle Contractor	Construction Agency Ltd. 8 Lemsford Close, Grovelands Rd., London, N15 6BY Email: imperialinteriorsuk@gmail.com Tel: 07341 088 261 Contact: Mark Katz
	Principle Designer	Construction Agency Ltd. 8 Lemsford Close, Grovelands Rd., London, N15 6BY Email: imperialinteriorsuk@gmail.com Tel: 07341 088 261 Contact: Mark Katz
	Architect	Oaten Architects Ltd. 33 West St., Hastings, East Sussex, TN34 3AN Email: richard@oatenarchitects.com Tel: 01424 256 476 Contact: Richard Oaten
	Structural Engineer	Ammro Consulting Ltd. No. 5 Goldtops, Newport, NP20 4PG Email: mark@ammro.co.uk Tel: 01633 255 140 Contact: Mark Fouweather
	Site Manager	Marian Tel: 07456 642 068
	Building Control	Assent Building Control Ltd. 4 Navigation Court, Wakefield, WF2 7BJ Email: harvir@sassentbc.co.uk Tel: 07795418181 Contact: Harvir Kalsi

2) Management of Work

2.1 Health and Safety aim for the project

Health & Safety Goals for the project set by the client with the agreement and commitment of all contributing parties. These goals will be explained to the contractors prior to appointment to the project and at their induction when their cooperation will be requested: -

The Health & Safety goals for this project are:

- No fatalities
- No major injuries
- No dangerous occurrences
- No exposure to substances and processes hazardous to health.
- Minimise and/or remove where reasonably practicable, the risk of ill health or injury to employees, subcontractors and others including the public

2.2 Site Rules

- Strictly follow all the agreed and approved method statements
- Stop working if instructed to by a manager/supervisor.
- Stop working if you judge the area in which, you are working is unsafe, or unhealthy and notify any other person working within your work area to move away to a safe location, then notify the manager/supervisor.
- **The minimum personal protective equipment that must be worn always are as follow:**
 - Hard Hat,
 - Hi-Viz,
 - Safety boots
 - Gloves suitable for the specific task.
 - Ear defenders for the specific task.
 - Safety glasses where appropriate
- A detailed risk assessment must be prepared and approved by the Site Manager to allow the none wearing of any of the PPE listed above.
- Those suspected of bringing onto site or being under the influence of **drugs or alcohol** will be immediately dismissed from site and denied readmission.
- Site workers using prescribed or non-prescribed medication that may affect their ability to work safely, must notify their employer and CAL management in confidence.
- **No Smoking** on site or within the site office or welfare.
- Food and drink may only be consumed at the site canteen.
- Bottled water may be consumed on site.
- Persons found to be responsible for defacing or vandalising anything on site will be instructed to leave site immediate and denied readmission.
- Persons found to be fighting or fooling around will be instructed to leave site with immediate effect and will be denied readmission.
- Workers found tampering with anything provided in the interest of Health & Safety e.g., will be banned from the site and the police authorities will be informed.
- It is the responsibility of all operatives, supervisors, and management staff to notify others of any risks, unsafe or unhealthy practices that will put them into a position of danger at any time.

A series of site, specific rules have been laid down in the following terms and will be incorporated into the Principal Contractor's Site Rules

- All openings at height to be securely fenced or otherwise protected where they may present a hazard.
- Warning signage to be erected where deliveries made at site.
- Access platforms and scaffolding to be securely tied, stable and of sound construction with all relevant safeguards in place.
- Certificates relevant to all scaffolding and ladders to be readily visible and current and updated weekly by a qualified scaffold inspector.
- CAL will keep the site clean and free from rubbish, debris, and spillages.
- Accidents and dangerous occurrences to be recorded by the Site Manager.
- A site Accident Book should be available on site and all accidents to be reported in the accident book. This is obtainable from HSE, Stock Code 0717626032.
- PPE is to be worn as required by law and to a minimum requirement as detailed at section 2.2 of the Construction Phase Plan.
- Site traffic is to be controlled and supervised to prevent injury. CAL to erect signage as necessary to ensure safe site access and egress.
- Smoking is not permitted on site.
- Burning of materials on site is not permitted.
- Authorised personnel only to be admitted on site.
- All visitors to have site induction before accessing site and be accompanied by a CAL Manager or a sub-contractor Manager.
- Debris to be removed from site as the work progresses.
 - No storage of debris on site.
 - Licensed tips to be used for all waste materials arising from the site.
 - Contractor to keep all tickets of all waste disposed off-site for inspection.
- For safety and appearance, the site needs to be always kept tidy,
 - Clear of trip hazards,
 - Cables,
 - Tools
 - Materials
- CAL will always keep a spill kit on site in the event of hazardous substance or accidental spillage



Example of the site spill kit

2.3 Monitoring and Control

CAL Site Manager-

- Will be responsible to ensure that sub-contractors Managers monitor and control the task activities of their work force.
- A Travel Management plan is in place and ensure its implementation.
- Updating of both this written construction phase plan, together with all other plans will be the responsibility of the CAL Site Manager.
- All amendments to subcontractor RAMS will be held with the Construction Phase Plan in the site office.
- CAL Site Manager must be familiar with and observe this CPP and that it is implemented as part of the site induction.
- Managers and operatives failing to comply with the CPP details including TM Plans, will be placing themselves or others at increased risk and will be dealt with in accordance with normal disciplinary procedures and may be removed from site.

2.4 Arrangements to ensure cooperation and coordination between project team members

- Project participants shall communicate throughout the project.
- Regular team meetings will be held to discuss progress, safety matters and any Concerns.
- The project will also be subject to formal safety inspections/audits, any areas of poor practice can be rectified, and areas of good practice can be promoted.
- The Principal Designer and/or CAL will hold monthly and ad-hoc meetings on site to discuss matters arising during the design development and construction stage.
- Any matters arising during or between regular meetings which affect the project are in the first instance to be discussed with the PD.
- CAL have designated Robert Banks as Site Manager for the project and the responsible person for the management of the 'Construction Phase Plan' and the 'Health and Safety File'.
- The Principal Designer is to be provided with a copy of the Construction Phase Plan. CAL will not commence work until this Plan is completed in accordance with CDM Regulation 12 (1).
- CAL will consult with the Principal Designer on the compilation of the Health and Safety File.
- Any significant changes to the project which could have an impact on resources and health and safety during the construction period will be discussed in detail with the PD.
- Design - No major design changes are anticipated.

2.5 Arrangements for involving workers

CAL will hold various consultations with the workforce, which will take place prior to certain activities, or any unforeseen activity occurred.

- All operatives and visitors will sign the site register daily before commencing work and sign out before leaving the site.
- All toolbox talks will be undertaken by site Manager.
- CAL will maintain a toolbox talk register of attendees and a recorded will be kept within site safety file.

- Health & Safety issues are the first item on the agenda of each Weekly Progress Meeting with each subcontractor

2.6 Arrangements for neighbours likely to be affected by the works

- Working hours generally are strictly limited to 08.00am – 18.00. Monday to Friday
- Saturday 08.00– 13.00).
- There will be no working Sundays or Bank Holidays.
- The site is in a side street off a major road but should be no issues for deliveries and operation of the site we will be very sensitive to our Neighbours.
- Plant and power tools to be used, A Telehandler will be used for approximately 6 months,
- Individual operatives using small power tools,
- Limited use of jack hammers when excavating for foundations.
- Baffles will be fitted to jack hammers to aid with reducing noise.
- CAL will select the quietest plant which is appropriate for the job and ensure that it is properly maintained, particularly with respect to any noise reduction measures.
- Plant will be operated to minimise noise, including shutting off plant when not in use, keeping covers in place.
- Care will be taken when loading or unloading materials and plant. Deliveries within working hours as above.
- **Radios will not be allowed on the project.**
- A letter drop will be implemented to all the residents and businesses local to the project prior to CAL , starting construction work at site.

2.7 SITE PLAN



2.8 Welfare facilities

- Welfare facilities will be located on site and will be available for use before any construction work is to commence and will be of a standard as determined by the CDM Regulations 2015.
- A site welfare plan will be prepared prior to commencement on site.
- Safe access and egress to the site offices and welfare facilities will be provided during working hours,
- A site induction will be carried out to all operatives before the start on site explaining the procedures.
- First Aid box and Fire extinguisher locations will be explained on induction.

3. Emergency Procedures

3.1 Medical Emergency

FIRST AID

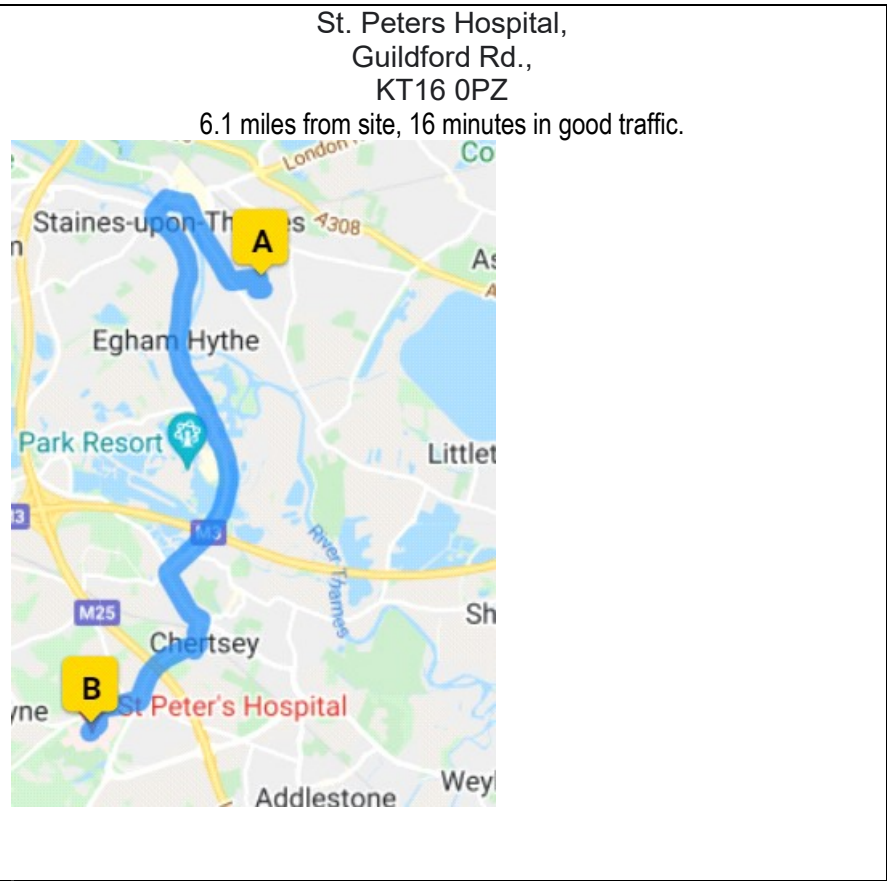


ACTION IN THE EVENT of an accident or emergency

- **RAISE THE ALARM**
Send someone reliable or go yourself.
- **CALL THE EMERGENCY SERVICES**
Dial **999** and tell the operator that the Ambulance service is required at 91 Bermuda Rd CH46 6AU
- Before administering first aid, check that it is safe to approach the injured person,
- Administer immediate first aid **ONLY** if you are trained to do so.

First Aider
Marian – Site Manager
Nearest Hospital,

3.2 Local Hospital



4) Accidents or incidents

4.1 Accident / Incident

- All employees and contractors must report any near miss, accident, or injury to CAL Site Manager.
 - Details of all accidents will be entered into the site accident record book.
 - It will be the responsibility of Marian Site Manager to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the Reporting of Injuries (see below)
 - Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by CAL or our nominated representative.
 - Depending upon the circumstances of the accident, CAL or Robert Banks the Site Manager may seek the assistance of the external Health & Safety Advisor to assist with the investigation and the formulation of preventative procedures to avoid repetition.

4.2 RIDDOR	Following a reportable accident or dangerous occurrence ❖ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). • Complete investigation will then be carried out by site management which will be conducted in accordance with the procedures highlighted in RIDDOR. • The HSE will be informed using the appropriate online F2508 form and using the Incident Contact Centre Website. https://www.hse.gov.uk/riddor Reportable accidents can be summarised as follows: - • All deaths to workers and non-workers, except suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker. • Those injuries specified in Reg 4; including serious fractures, burns and loss of consciousness. • Over 7day incapacitation • Accidents involving members of the public
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4.3 Emergency Rescue (MEWP, Confined Spaces, etc.)	Fire Rescue, Emergency Rescue for Works at Height • Dial 999, inform the operator that you require a rescue from ○ MEWP ○ Confined space ○ From a Tower Crane ○ Collapse of foundation or structure.
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4.4 Structural Collapse	• In the event of structural collapse or potential collapse the building is to be evacuated immediately. A site, specific procedure will be implemented to ensure that operatives are aware of the alert signals and evacuation routes out of the building. • The site, specific procedure will be drafted up and displayed in locations on site.
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4.5	• Stem flow of liquid if safe to do so. • Use the spill kit if appropriate
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4.6 Flooding	Notify persons working close to you and leave the area and inform the Site Manager
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5. Demolition

5.1 Construction Management Demolition		
	Prior to the demolition starting CAL will provide Service drawings to the Contractor carrying out the Demolition to establish the risks we may encounter during the works on the building.	
	Demolition Contractor will obtain statutory approvals and consents from the local authority and will be an approved demolition contractor. There will be an Asbestos demolition survey prior to the demolition. The presence of asbestos or asbestos -related products used within the existing construction is to be ascertained prior to the commencement of demolition works on site. Demolition contractor to provide Risk assessments and method statement prior to demolition works being carried out on site. No on-site incineration will be permitted. Mechanical and Electrical services. All gas water and electrical supplies to existing building to be isolated at source/point of entry into building and made safe prior to demolition works. Security ○ CAL site management will quarantine the site from public and ensure that all materials and equipment are secured internally or removed from site at the end of each day. ○ Site will be fully secured from any members of the public being able to access. ○ Site will be secured using Herras fencing, metal railings and timber hoarding and a suitable locking system. ○ Telephone numbers will be available at the gate to allow individuals to contact site management, ○ Also the correct signage will be displayed to make people aware the are not to ENTER it is a building site.	
6	Method of Construction	
	6.1 Substructure,	
	Not Applicable	
	6.2 Superstructure	

	○ The superstructure will be constructed in a light weight structure of timber and steel, with cladding ○ A tube and clip scaffold system will be used for all elevations outer and inner of the building at 2 metre lifts with intermediate hop up brackets to create 1.5 metre lifts ○ A loading platform will be built within the scaffold at the two metre lifts. ○ All materials will be distributed around the site by mechanical lifting to loading by and then horizontally ○ For safety during the installation of the existing roof, will deck out the surface level. ○ Windows and doors will be aluminium and UPVC, fitters will work from the scaffold which will be adapted to suit the needs of the fitters. ○ Roof tiling, a third handrail will be added to the scaffold to ensure the safety of the roofing operatives. ○ The roof tiles will be lifted on to the roof a tile conveyor, all off cuts and waste will be removed from the roof with a UPVC chute directly into a waste skip.	
7	Site waste management	
	7.1 Site waste management Plan • Waste- Due to the lack of storage space the demolition waste will be divided into three elements, ○ General waste ○ plaster ○ Metal • The general waste will be taken to a segregation yard from site and further segregated and forwarding on to individual material recycling depots. • The practice on site will be to clean up the work area each evening ahead the individual trades leaving the site. • We will operate a site clean up policy which will include the issue of clean up notices to sub-contractors who fail to clean their work area and leave the site in an untidy and unsafe condition. • Financial penalties will be levied against subcontractors ignore the clean up notices.	

8	Hours of Working.
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	8.1 The site opening hours will be. ○ Monday to Friday, 08.00 to 18.00 ○ Saturday, 08.00 to 13.00 ○ Sundays and bank holidays No working
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9 Control of Specific Site Risks	
	9.1 Work which puts workers at risk of burial under earth falls or 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
	9.2 Working at heights – HSEs Working at Height Regulations 2005 9.3 A detailed Risk Assessment and Method Statement will be prepared by the sub-contractor, evaluated, and approved by the Site Manager ahead of any work starting. 9.4 All work to be carried out from appropriate access equipment which will be checked for regulatory compliance and safety before use. o ○ including scaffolds, ○ o ladders/steps ○ o hop-ups ○ Trestles ○ o Ladders ○ o Step ladders • All equipment will be checked before use. ○ Operatives working at height will be briefed beforehand in any control/safety measures to be used with all equipment. • All works above floor level (or below ground level) and at ceiling level, involve a risk of falls to site staff are to be fully risk assessed, with appropriated safe means of working & adequate handrail edge protection provided. • Access to works at height will be by access equipment (, which will receive a recorded safety checks each week by a competent person (site management)
	9.5 Work which puts workers at risk from chemical or biological substances constituting a danger to the safety or health of workers or involving a legal requirement for health monitoring
	9.6, Noise/ Vibration/ Dust • As with all hazards, CAL rely on the specialist contractor to advise of the noise and vibration hazards involved with the tools, plant, equipment and processes they will be involved in. • All stockpiles of potentially dusty material should be removed in such a way so as not to impact on other building users. • Cutting or grinding of materials on site should be done with plant equipped with an effective water suppression system. • RPE to be worn when stone cutting, wood cutting, sanding, grinding etc. and Permit to Work obtained 3.3Specific risks ident

	9.7, Specific risks identified in the Pre-Construction Information or Risk Registers
	• Airborne dusts and noise creating environmental nuisance – ○ Dust suppression as required. Noise suppressed plant to be used. Work carried out in accordance with HSG66 “Protection of Workers and the General Public. Interior site will be isolated from public and all other foot traffic. ○ Power tools which generate dust such as Stihl saws, circular saws and drills will be installed with water suppressant tanks or vacuum dust collector attachments. ○ EXAMPLES BELOW  Dust Collector Stihl Saw with Dust Suppressant Mist Spray ○ We will log any complaints from local people and have the log available for inspection at any time. ○ Record any exceptional circumstances that cause dust or air emissions from site and the action taken to resolve the situation. • Noise. ○ CAL will implement the following to control noise pollution from site. ○ We do not anticipate any overnight pumping operations. ○ We do not anticipate any piling. ○ The site will work strictly to the hours set out. ○ Deliveries will not be allowed outside of the site working hours. ○ The Telehandler will not operate before 08.00 or after 18.00 Monday to Friday or Saturday morning before 09.00 to 13.30. ○ Noise baffling jackets will be fitted to breakers to reduce the noise levels during operations. ○ Radios will be prohibited on site. ○ The concrete pumping will not start at site before 08.00 and will be off site by 18.00. 9.8, Risk of falls from roof and potential slippery surface ○ Access to external areas at height will be provided by independent scaffold. ○ Access platforms and scaffolding to be securely tied, stable and of sound construction with all relevant safeguards in place. ○ Certificates relevant to all scaffolding and ladders to be readily visible and current. 9.9, Preventing Falls –

	○ Where possible the need for working at height will be avoided, if unavoidable an assessment will be carried out to identify the safest overall means of completing the work. ○ Anyone working at height will be given the appropriate training, information, and instruction from CAL in the precautions to be taken to prevent falls of persons and objects. ○ Edge protection and fall arrest equipment to be installed when applicable. ○ to ensure all works are carried out in an appropriate manner and that edge protection is installed to all areas where operatives are at risk of falling, ○ Toe boards are installed without gaps to stop materials falling from height. ○ Brick guard and netting to be fitted to scaffold to avoid materials falling from height. 9.10. Electrical Works – ○ All electrical works will be undertaken by competent and accredited contractors. ○ Accreditations will be produced before the commencement of any electrical works together with appropriate RAMS, to be checked and authorised by the Site Manager. 9.11, The maintenance of plant and equipment – ● All mobile plant will be thoroughly inspected by the operator and results recorded in an appropriate form on a weekly basis. ● On hire plant will be accompanied by relevant certification 9.12, Manual Handling – ● All construction projects manual handling plays a major part of many of the planned tasks and as such must be managed accordingly. ○ Where practicable, the extent of manual handling will be minimised through the use the following control measures: ○ All manual handling must be sufficiently planned before being attempted. ○ Mechanical aids must be utilised where practicable to do so. ○ Team lifting techniques will be adopted to reduce individual loads. ○ Distances, weights, load properties (handles, movement of load etc.), lifting, twisting and the environment (floor surfaces, stairs, and heat) must be considered when planning a manual handling operation. ○ An operative's capability must be considered in full knowledge that all individuals have differing abilities regard to lifting and carrying. 9.13, Lifting and manoeuvring of materials during construction. – ● Method statement and lift plan for the installation of heavy items or crane operations 9.14, Storage of Hazardous Substances – ● The storage of flammable and combustible liquids such as oils and solvents will comply with all relevant legislation and regulations. ● All materials must be stored away from site outside of working hours. ● The containers in which the products are kept must, in compliance with hazardous material management procedures, be removed from the site once empty. ● Hazardous products must otherwise be stored on adequately bunded surfaces in the designated hazardous material storage areas. 9.15 Traffic Management
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	• There will be no on-site parking on this project, all parking will be off site in safe and legal manner. • Any deliveries accessing or egressing site will be guided in or out by a Bankman. • There will be pedestrian barriers in place around the site, separating pedestrians from moving machinery / plant. 9.16 Material Delivery & Storage – ○ This area is a specific transport yard for all deliveries without risk to the public. ○ Vehicle movements outside building will be limited to times between 08.00 am and 18.00pm. Monday to Friday and Saturday 08.00 to 13.00. ○ Loading and storage areas will be located at the entrance of the building which will be secured by storage containers and Heras's fencing. ○ Unloading will be by hand or using mechanical aids e.g., telehandler, hi-ab, bogeys, and trolleys.
10	Covid-19
	10.1, Due to the risk of exposure to Corona virus Covid-19, CAL in line with Public Health England and HSE guidelines will strictly enforce and manage social distancing requirements. 10.2, Signage will be deployed to remind operatives of the requirements to wash hands regularly. 10.3, In any event that social distancing is not feasible e.g., team lifting or administering first aid, operatives will be required to wear additional PPE including FFP3 face fitted masks and disposable nitrile gloves. 10.4, Sub-contractors will be obliged to advise site management of incidents where operatives have contracted Covid-19 and weekly reports of operatives requiring self-isolation will be undertaken. 10.5, A track and trace register will be kept at site with the full names of operatives, company name and contact telephone numbers. Pest control. 10.6, To reduce the risk of Pest on site the doors to all ground floor cabins will be fitted with door closers, this is to ensure doors remain in the closed position at all. Skips containing waste from canteen and office will be enclosed, This will ensure rodents cannot get at waste foods. 10.7, Visitors to the site – • CAL will strictly control visitors to areas of the site under their control. • All visitors will be required to sign the visitors register and to be given a basic site safety induction. • On site they will be required to wear the necessary personal protective equipment and be accompanied by a member of CAL site management team always.

