



Completed By:

Job Role:

Date:

Reference Number:

Issue Number:

Administrator

OPT-008

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Surveyor - *NEW* CDM Construction Phase Plan & Combined RAMS

72024767 - Reading School: OPT-5266

Q1.1. PROJECT CONTACT INFORMATION

Q1.2. Client Name:

Davies Surveying

Q1.3. Client Contact Name:

Sarah Skordis

Q1.4. Client Contact Telephone Number:

0344 8562002

Q1.5. Project Address:

Main House, Erleigh Road, Reading, Berkshire, RG1 5LW

Q1.6. PROJECT DESCRIPTION AND SCOPE OF WORKS

Q1.7. Project Description:

develop arson site into new boat house

Q1.8. Scope of Works:

Phase 1: Site clearance, fencing and site investigation:

- Set up site compound within the existing site, secure with herras fence.
- Remove the remaining timber structure with an 8 ton excavator with grapple and dispose of all burnt timber to a 12 yard skip for hazardous waste and dispose to licensed tip.
- Grub out all remaining foundation pads and set to one side, clear and grade the site of the existing building and arrange collection of inert waste by grab lorries.
- Cut down overgrown vegetation around fence line. Grub out wall roots and clear to a 40 yard RORO skip. Take down remaining chain link fence and dispose to skip.
- Supply and fix new 2.4m high palisade fence around the footprint of the site. The site boundary measures 30mx40m, therefore, an allowance for 140 linear metres of new palisde fencing with posts at nominal 2.4m centres. 2 no. 1.5m swing gates are to be fixed at either end of the site and the posts and uprights fixed accordingly.
- Mobilise premier 110 tracked windowless sampling rig to site and carry out 4 no. 6m deep boreholes at the corners of the new building site. In situ strength tests and a physical soil description report to be produced for foundation design.
- Clear site of all plant, machinery and protections and leave secured.
- General 40 yard – 330+VAT 1 ton 126per ton
- 12 yard – 365+VAT

Phase 2: Foundation works

- Pre-works:
 - o Arrange architects' drawings of the new building and submit a planning application to Reading Council for the new building.
 - o Carry out detailed foundation design for the raft. This is a non-residential storage building. It is assumed, based on its size, the structure will have to be inspected by local authority building control. A building notice will be submitted. (assumed at this stage that the foundation will be a raft)
 - o Mobilise plant and equipment to site and grade and compact the existing natural ground with a twin drum roller.
 - o Import and compact 110 ton of 6F5 cushioned and screened granular fill. The material is to be placed and graded with a 13 ton excavator and compacted with 10 passes of a twin drum roller in layers not exceeding 150mm.



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- o Once the site has been built up and compacted, the building will be marked out and pegged on the ground. Timber shuttering will be constructed along all four sides and secured with stakes.
- o 50mm concrete spacers will be laid across the site and a single layer of A393 mesh will be laid over, overlapping joints by 500mm and securing with tying wire.
- o A 200mm wire spacer will be laid over the bottom sheet of mesh and a second layer of A393 mesh will be secured over this. A perimeter ring beam, comprising 3 T16 bars top and bottom with H10 links will be fabricated and secured between the two layers of mesh and laced into the steel work.
- o Once inspected by building control, the concrete raft will be cast in one go. A boom pump will be mobilized to site and the concrete works will start from one end of the raft and cast in one go, continuously agitating the freshly laid concrete with a vibrating poker and trowelling with a power trowel.
- o Engaging a specialist portal frame fabricator, supply and fix a portal frame building structure.
- o Clad the roof with 20% roof roof light and 75mm green plastisol clad insulated steel panels over roof and walls and secure new gutters and down pipes. Down pipes are to be located at the end of the building closest to the river and two gully are to be installed on the corners and underground pipe taken fix metres from the building and connected to 1 cubic metre cellular soak aways.
- o The building is to be finished with a single steel personnel door in the side of the building a 3m wide roller shutter door in the end closest to the river.
- o No allowance has been made at this stage for internal finishes. The insured discussed changing rooms and lockers but we have no details in this respect and these would be worked up closer to the time if required.
- o The site will be cleaned down and left tidy.

Q1.9. Client Health and Safety Goals for the Project:

To undertake the works without injury, minimising risks on site where possible.

Q1.10. ROLES AND RESPONSIBILITIES

Q1.11. Name of Principal Designer:

Spencer Caizley
Optera Ltd
The Barn,
Stretton on Dunsmore
West Midlands. CV23 9JF

Q1.12. Principal Designer Contact Number:

024 76553776

Q1.13. Name of Principal Contractor:

Optera Ltd
The Barn,
Stretton on Dunsmore
West Midlands. CV23 9JF

Q1.14. Principal Contractor Contact Number:

024 76553776

Q1.15. Person responsible for Monitoring the arrangements and updating the CPP:

mark Ryall

Q1.16. Contact Number of Person responsible for Monitoring the arrangements and updating the CPP:

07384 819 718

Q1.17. Sub Contractor Details:

Optera Limited
The Barn, Oxburgh, Fosse Way,
Stretton on Dunsmore
Rugby, Warwickshire, CV23 9JF
United Kingdom

T: 02476 553776

**E: info@optera.co.uk
W: www.optera.co.uk**

Registered Office: C/O HBO Accountants
Seven Stars House
COVENTRY, West Midlands, CV3 4LB
Registration No. 07468088
VAT Registration No. 173061919



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Sub Contractor Name	Sub Contractor Contact Number
Q1.18. State Person(s) responsible for compiling the Health and Safety File for the Project:	
Mark Ryall	
Q1.19. Contact Number(s) of Person(s) responsible for compiling the Health and Safety File for the Project:	
07384 819 718	
Q1.20. Person responsible for site liaison with others working on site:	
James Killiner	
Q1.21. Contact Number of Person responsible for site liaison with others working on site:	
07384 819 718	
Q1.22. KEY DATES AND PROGRESS REVIEW	
Q1.23. Will the job will last longer than 500 person days or 30 working days?	No
Q1.24. Will there be more than 20 people working at the same time?	No
Q1.25. Work Start Date:	Not Answered
Q1.26. Intended Finish Date:	
16weeks from commencement	
Q1.27. Any Other Significant Dates scheduled for progress meetings / briefings:	
Not Answered	
Q1.28. Agreed method of updating the Client:	
Via email and telephone.	
Q1.29. Date F10 submitted (if applicable)	Not Answered
Q1.30. F10 submitted by? (if applicable)	
N/A	
Q1.31. ARRANGEMENTS FOR ADEQUATE WELFARE FACILITIES	
Q1.32. Provide details of the welfare facilities agreed for the project:	
We will supply a portable toilet with hot and cold running water and wash hand facilities. The van will be used for rest facilities for the trades on site.	
Q1.33. EMERGENCY CONTINGENCIES	
Q1.34. Arrangements for contacting Emergency Services:	
Should an accident occur which requires emergency medical treatment, telephone 999 and request and ambulance or if it is appropriate to present at an accident and emergency department, please go to the hospital detailed below.	
Q1.35. Nearest accident and emergency department:	
Royal Berkshire Hospital	
Tel: 0118 322 5111	



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London Road
Craven Road
Reading
Berkshire
RG1 5AN

Q1.36.

First Aid Provision: Name(s) of first aiders & Location of first aid kit:

The first aid kit is within the site compound.

The trades on site have all been trained on basic life saving first aid and minor injuries.

In the event that the injury is beyond the provisions of the skills on site, immediate medical attention is to be sought via 999.

Q1.37. Fire safety arrangements:

The works do not involve any hot working but all fuel is to be stored away from any naked flame.

Extinguishers are stored within the site compound.

In the event of a fire, trades are to assess whether they feel confident to tackle it with the extinguisher.

If not, all personnel are to vacate the area and congregate at the front of the property to alert the emergency services of the site entrance and to stay away from the fire.

The fire service is to be contacted on 999 at the earliest opportunity and the lead trade is to carry out a role call to ensure all persons are accounted for.

All trade are to maintain a safe distance from the fire and clear any obstructions for emergency services if safe to do so.

Q1.38. DETAILS OF ANY CLIENT SPECIFIC RULES AND REQUIREMENTS

Q1.39.

Client specific rules & requirements relating to this project:

The client will not be permitted to enter the site for the duration of the works unless first authorised by a representative from Optera Structural Solutions ie: Technical Manager, Contract Manager, Foreman or Lead trade. Once authorised, if deemed safe by said Optera representative, the customer will be escorted around the site at all times. No access will be granted without Optera person(s) present.

Out of hours, the site will be closed and no access granted for any reasons. Working hours are deemed to be from 8.00am - 5.00pm weekdays

Q1.40. ARRANGEMENTS FOR SITE INDUCTION AND ONGOING LIAISON

Q1.41. Arrangements for Site Induction and Ongoing Liaison:

The lead trade is to have read and understood the construction phase plan prior to arriving at site. The Foreman is to have read and understood the scope of works, risk assessments and the CPP prior to arrival and is to walk the site prior to any works being undertaken. He should conduct his own risk assessments and should he identify anything over and above those already noted, he should contact the contracts manager immediately to resolve. Once we have an agreed working method, The Foreman is to conduct a tool box talk with the other trades and they are to sign to say they have been inducted to the site reduce those risks. The lead is to manage a site register and induct any trades or visitors prior to access to the site.

Q2.1. MANAGEMENT ARRANGEMENTS

Q2.2. State the arrangements for Parking:

Vans should be parked so as to avoid obstructing other road users.

Q2.3. State the arrangements for the protection of others not involved with the construction work:

The works area is to be fenced and secured with Herras and signs warning of the dangers will be fixed to the fencing.

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Q2.4. State arrangements for guarding / securing of the work site:

The works area is to be fenced and secured with Herras and signs warning of the dangers will be fixed to the fencing.

Q2.5. State arrangements for the delivery and storage of materials:

Deliveries to site should be managed outside of peak commute times.

Trades should manage traffic around any deliveries directing pedestrians and cars safely around the site.

Q2.6. State the arrangements for Waste storage and disposal:

Any waste is to be conveyed to skip and disposed of at licensed tip.

Q2.7. State who is the Person Responsible for the provision of the Waste Transfer Note for the construction waste:

Lead Trade.

Q2.8. State arrangements to address significant hazards on site:

All trades operating plant are to hold valid operator's certificates and have experience in the operation of the plant.

All trades have been trained on manual handling.

Q2.9. List the significant Hazards associated with the intended Construction work other than those noted in Schedule 3 Particular Risks noted below:

Excavation collapse

Striking underground services

Q2.10. List the site specific Risk Assessments relevant to the intended Construction work:

Manual handling

Demolition

Excavation

Q3.1. Site Specific Risk Assessment

Hazard	Risk	Initial			Mitigation	Mitigated			Measures Taken	Site		
		L	S	R		L	S	R		L	S	R
General	Slips, trips and falls and working at height	4	3	12	All site staff have received instruction and training in house for slips trips & falls. All staff will keep the working area tidy and remove trip hazards as and when they occur. All staff will wear suitable footwear at all times. Ensure walkways and Emergency Escape routes are kept clear of obstruction at all times.	2	3	6		0	0	
General	Injury from incorrect manual handling	4	3	12	All site staff have received instruction and training in house for manual handling. Lifting equipment provided where loads are heavy including sack / wheel barrows or chain hoists or rope hoists where appropriate. Dual lifting to be used on awkward lifts. Staff will not lift beyond their capabilities, and will seek help for any load they consider too heavy or hazardous to lift. Ensure local staff are aware of activities in advance to prevent accident.	2	3	6		0	0	
General	Illness from exposure to asbestos	3	5	15	Asbestos is highly dangerous. Any asbestos-containing materials on site should have been identified before work starts. If you come across any hidden or dusty materials which you suspect may contain asbestos, stop work and get advice from H&S Officer A specialist survey will then be carried out to determine	1	5	5		0	0	

					the extent and nature of the asbestos risk to your staff. It is strictly forbidden to work near items suspected of containing asbestos. Refer to the refurbishment survey prior to the start of works.						
General	Injury to construction workers and members of the general public from operations	4	4	16	It is vitally important that potentially hazardous areas are signposted, barricaded and, where appropriate, covered to avoid possible injury to workers and members of the public. Anyone who may be affected by the works to be informed of site work, especially tenants and other contractors. Site to be secured to prevent un-authorised access. Staff will cordon off work area and ensure tenants do not enter area of danger Hand tools and power tools will not be left unattended. The site will be made safe at the end of each shift. Staff will follow the method statement devised for this task.	2	4	8		0	0
General	Driving company vehicles	4	5	20	The Company will hold a copy of each drivers license on file renewed annually. Staff will adhere to speed limits at all times. Drivers will carry out vehicle checks prior to starting work including tyres pressures and damage, oil and water levels, headlights side lights and indicators, windscreen washers etc. Drivers will ensure vans are booked in for services as required and report any warning notices to the office immediately	1	5	5		0	0
COSHH	Contact with wet concrete	3	4	12	Ensure all appropriate	1	4	4		0	0

					measures are taken to reduce contact and provide appropriate washing facilities and PPE. Regular monitoring to spot early signs of contact dermatitis.						
Environmental	Inclement weather	2	5	10	All staff have been informed of the greater risk of injury when working in inclement weather, all frost and snow will be cleared from access equipment and roofs if work in these conditions cannot be avoided Staff to be issued with appropriate PPE including waterproofs, warm jumpers, coats hats and gloves as appropriate to conditions The site foreman is responsible for notifying the office if they believe weather conditions make the task unsafe Ensure safety of electrical equipment in wet weather as unsuitable equipment can easily become live and make its surroundings live. Take account of weather conditions, wear appropriate clothing and take warm drinks in cold weather, cover up or apply sun block to prevent sunburn	2	3	6		0	0
Groundworks	Manual handling risk, cuts and abrasions	3	4	12	All site staff have received instruction and training in house for manual handling. Lifting equipment provided where loads are heavy including sack / wheel barrows or chain hoists or rope hoists where appropriate. Dual lifting to be used on awkward lifts. Staff will not lift beyond their capabilities, and will seek help for any load they	1	4	4		0	0

					consider too heavy or hazardous to lift. Ensure local staff are aware of activities in advance to prevent accident. PPE must be worn appropriate to the task in hand						
Horticultural	Risk of object falling at height onto you, cuts and abrasions, manual handling	4	4	16	Ensure staff working with power tools are trained and competent in their use Have a plan of works in place before works commence undertaking an initial site risk assessment Have a banksman watching all the time to ensure nothing falls onto someone below Always wear full PPE appropriate to the task in hand	1	4	4		0	0
Plant & Machinery	Injury from power tool hazards	4	4	16	All power tools and machinery must comply with current Provision and Use of Work Equipment Regulations. All employees and contractors must have received instruction in the safe use and operation of the equipment they are proposing to use Eye protection must be worn at all times when there is a risk of flying parts, dust or fragments All power tools and machinery must be regularly inspected and maintained in good condition	2	4	8		0	0
Plant & Machinery	Machine & Vehicle movement on site	3	5	15	Ensure machine pre-use checks are required to be carried out on machines before use Only fully trained / license holders to use vehicles / machinery on site. Spotters to be used for reversing, vehicles fitted with audible warnings when	1	5	5		0	0

					in operation on site Vehicle movement to be planned and co-ordinated at all times All site workers to wear Hi Vis clothing. Warning sounds issued to allow audible danger warnings All vehicles and machinery to be maintained in correct manner and any required maintenance work to be carried out. Ensure vehicles are not moving in designated working areas, have a separate area for deliveries.					
Plant & Machinery	Noise & Vibration	3	4	12	Always use hearing protection when using power tools. Ensure that all equipment used is of a low vibration specification and is checked before use. Minimise the time workers are exposed to vibration by job rotation, i.e. workers will be given rest periods or other tasks to perform.	1	4	4		0 0



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Q3.2. Method Statements relevant to your intended work activities:

All operatives are to wear high visibility vest, steel toe protective lace up boots and gloves for the duration of the project.
A hard hat is to be worn whilst the sleepers are being lifted into position.
When undertaking the drainage works, make sure that the gloves are rubber water proof and thoroughly wash hands when ending each shift or stopping for a comfort break.
Care should be taken to avoid ingesting any contaminants through poor hand hygiene.
Every day, every operative is to sign in and out of the site and the lead trade is to ensure that any visitors sign into and out of the site.
A plant inspection sheet is to be completed for each machine daily and these records are to be returned to the office upon completion of the project to be retained in the project file.
At the commencement of the project, The occupants are to be advised of the working site and the fact that this is a restricted access area. They are not permitted to enter the site unless by prior arrangement and will be accompanied throughout. They will be subject to the same PPE requirements as any visitor or trade on site.
Any open excavations are to be covered with boards at the end of each working shift and the sides of the excavation secured with herras fencing before leaving site.

Q4.1. Sign to confirm the CPP and RAMS is complete

Name	Signature	Comments
Mark Ryall		

Q5.1. Sign to confirm the CPP and RAMS has been read and understood

Name	Signature	Comments
Marc Eagles		