



Construction Management Plan

Contract Number	
Contract Title	Cleeve Road, Leatherhead
Overall Responsibility for safety	Operations Director
Overall responsibility for quality	Operations Director
Overall responsibility for environment	Operations Director

Distribution of initial plan:

Copies to

Control Copy	J Sahota	Director of UK Construction
Uncontrolled		Client
Uncontrolled	Rob Clarke	H&S Manager
Uncontrolled	Site management-TBC	Ian Gaskell – Paul Allen

Plan prepared by:	Conor Moseley	Date: August 2015
Plan approved by:	Jaz Sahota	Date: August 2015

Safety Advisor Review:	Rob Clarke	Date:
Systems Adviser Review:		Date:



April 2015

Construction Management Plan

Index

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Guidance Notes

To assist in the understanding of requirements and interpretation of each section Guidance Notes are available within the Company Management System.

Responsibilities

The Project Manager may delegate, on a day-to-day basis, to other members of staff (or agency staff), actions and responsibilities. The Project Manager will ensure that those delegated are competent to carry out the duties required (refer to current H&S Manual) Responsibility for the completion of the actions remains with the Project Manager



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Section A.

Specific Project Objectives

Objectives of the Plan:

To provide a structured documentation of how the project will be managed to meet the requirements of the Contract, UK Construction Ltd objectives, Statutory Obligations including CDM and Environmental Regulations. The Plan is to be approved, counter signed and issued before work commences on site and must be regularly reviews, revised and enhanced as the project progresses to demonstrate planning, preventive actions and controls to be applied, responsibilities, review and revision.

Scope of Work:

The works will involve the construction of a residential scheme comprising 90 units and associated external works.

Key Programme Dates:-

Start on site – 01st March 2016

Duration – 86 weeks



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Section A. Specific Project Objectives

Project Information Pack:-

Constraints, risks, etc notified and description as to how they will be managed within this plan.

Existing underground utility services – UK Construction Ltd Policy for working near underground services and included in the Schedule of Key Tasks.

Traffic Management – a full and detailed Traffic Management Plan will be developed to manage both the construction and pedestrian movements (See Appendix 1).

Health, Safety & Environmental Restrictions which may affect the Work:-

E.G access, egress, public interface, working limitations, existing services, surveys to be carried out for services, bats, ground conditions, flood, previous use of site WAH, Demolition, Asbestos, Excavations, land contaminations, protected sites/species, trees, water levels etc.

Suitable fencing/hoarding will be required and approved via UK Construction Ltd temporary works dept., site compound to suit the phasing of the works.

Hours of work	Mon – Fri	8:00am – 6:00pm
	Saturday	8:00am --1:00pm

No Sunday/Bank holidays working unless agreed in advance with site management. This will be inline with any advise / guidelines from local authority environmental and noise control officer.

Existing services to be located and diverted prior to the construction works commencing. Full diversion strategy to be developed and co-ordinated



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Section B.

Specific Project Objectives

Project Specific Policies / Processes over and above that required the H&S Manual

Project specific processes required by bespoke Contract Conditions.

To be developed prior to commencement on site.

Procurement Strategy

A Project specific procurement Schedule has been put in place to plan, monitor and report on the procurement process.

Subcontractors will be selected from the list of Preferred or Approved supply chain members.

However, new companies are being identified and these will be vetted in accordance with Contract Management Procedures.

Planning Strategy

The project has been planned after detailed discussion with Stakeholders. From these discussions a single phase construction approach has been developed to include the following key controls:-

- Contract Programme
- Construction Programme
- Design & Procurement Programme
- Selected Subcontractor Programmes

Handover Process.

Review specific contract conditions

Refer to Phasing and Logistics proposals.



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Section B.

Construction Strategy and Methodology

Construction Strategy and Methodology:-



Section C.

Construction

Project Manager – Paul Alen
Site Manager – Ian Gaskell
General Foreman – Ian Gaskell
Finishing Foreman – As Above
Senior Site Engineer – John Hallam

Construction Management Plan Project Organisation Chart & Directory Cleeve Road, Leatherhead- Construction Phase

Office

Health and safety advisor-
Receptionist/Secretary – Lucie Markgraf
Document Controller – Rob Clarke/Martha Birkett

Commercial

Senior Q.S John Hallam Project Surveyor

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Design

Design Manager – Rob Clarke



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Cleeve Road, Leatherhead

Section C.

Site Team

Project Manager – Paul
Allen

Comm Manager – Rob
Clarke

Administration – Lucie
Markgraf

Site Manager – Ian
Gaskell

Design Manager – Rob
Clarke

Planner – Jaz Sahota



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Section C. Project Organisation

Site Establishment And Set Up

Welfare Arrangements

UK Construction Ltd are committed to providing good quality welfare arrangements and facilities in excess of legal requirements and on this project have provided the undernoted. Refer to the Construction (Design & Management) Regulations and the Health and Safety Manual for further details. Where Sub contractors provide their own facilities they are to comply with the requirements detailed in the conditions. All welfare arrangements are explained at the induction

Estimated Number of Persons on Site		
	First 2 Months	Peak
Staff	3 nr	3 nr
Direct Operatives	2 nr	5 nr
Sub-Contract Operatives	25 nr	50 nr
Total:	30nr	58nr

Item	Details/No/Size	Location	Relocated
Mess Room	Yes	Site Compound	
Cooking Facility	Yes	Site Compound	
Running Hot/Cold Water	Yes	Site Compound	
Drying Room	Yes	Site Compound	
Washing Facilities	Yes	Site Compound	
Toilets	Yes	Site Compound	
First Aid	Yes	Site Compound	
Showers	Yes	Site office accomodation	
Cleaning Provisions	Yes	Site Compound	
Maintenance Regime	Daily	Site Compound	



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Section C. Project Organisation

Site Establishment And Set Up

Type site Welfare & Office Accommodation:

Site Set Up

Accommodation will be:

10m x 3m office

10m x 3m Canteen

7m x 3m Drying Room

3+1 Toilet Unit



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Section D. Project Logistics Plan

The project logistics plan/system to be in place from day one and must include, as a minimum (where applicable) the following;

- Public Protection Measures
- Access and egress points
- Traffic Marshalls / Banksman
- Use of Permanent works construction where possible
- One-Way system, controlled reversing areas
- Gateman duties
- Speed limits / Traffic Calming system
- Pedestrian / Traffic segregation and pedestrian crossing points
- Site cabins and welfare
- Subcontractor cabins and storage areas
- Security to include gate man duties and driver reporting point
- Fuel Storage area
- Bottle gas storage
- Wash out area
- Fire muster point/fire hydrant locations and evacuation routes
- Protected Trees and Environmentally sensitive areas
- Waste Management Area – Skip(s)
- Protection of watercourses and drainage systems

(Issue appropriate Plan with Subcontract Tenders and Orders)



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Section D.

Security Management

Policy for Security. (Sensitive aspects not to be included) including control of access, out of hours working, shared responsibility with others to include gate man duties and patrol points.

- No out of hours working is envisaged. However, if required the works will be supervised by UK Construction Ltd
- UK Construction Ltd shall employ a gateman/ trained banksman to supervise and control access into site and around the vicinity of the site access point.
- Access from the new site compound / contractors parking into the construction area shall be controlled by a security gate on the site hoarding line.
- The construction works area shall be secured by UK Construction ltd at the end of every shift and opened up by UK Construction at the start of each shift
- Unauthorised access into the construction works area out of normal working hours will be dealt with by UK Construction appoint security.



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Section D.

Project Logistics Plan

Delivery Schedule.

Project: Cleeve Road, Leatherhead

Week Commencing:

Time/Day	Mon	Tues	Weds	Thurs	Fri
8am - 9am					
9am - 10am					
10am - 11am					
11am - 12pm					
12pm - 1pm					
1pm - 2pm					
2pm - 3pm					
3pm - 4pm					
4pm - 5pm					

Special Deliveries / Arrangements:
None envisaged at present



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Section D. Project Logistics Plan

See Phasing & Logistics Proposals Drawing (Please refer to appendix phasing plan)

It is not intended to phase the works.

Section E1. Health and Safety Requirements

The basic requirements in the HSE approved code of practice for the contents of Health and Safety Plan are satisfied in the UK Construction Ltd system as follows:

The abbreviations used throughout the UK Construction Ltd Health and Safety Manual:-

Construction Management Plan

Section E1. Health and Safety Requirements

HSE Approved Code of Practice	For UKC	For Issue to Subcontractors		
Description of project		HSEQ S/C conditions	TCI	Other
Project description and programme	CMP Objectives		Intro and part 5	S/C Orders
Details of Client, Coordinator, Designer and Contractors	Internal Start Up Meeting. Project Organisational Chart	NA	NA	NA
Extent and location of existing records	Pre-Construction Information Pack			Site Rules
Communication and management of the work				
Management Structure responsibilities	CMP Objectives CMP/D Staff Org Chart H&S Policy Emergency Arrangements	Clause 5 & Intro	Intro & Part 1.3 & 1.4	
Objectives and monitoring regime	CMP/C Precis of system	Clause 1, 9 & 33		
Arrangements for cooperation and communication	H&S Committees	Clause 35		
Consultation with work force	H&S Environment Consultation	Clause 6 & 35		Site Rules
Exchange of Design Info	HS CDM Regulations	Clause 8	Part 5.6	
Handling design Changes	HS CDM Regulations			
Selection and control of contractors	HS Subcontractors	Clause 7 & 4	Part 1.2 & 2.0	
Exchange of info between contractors	HS Committes	Clause 35		
Site Induction and training regime	HS Training HS competence	Clause 6 Clause 41		S/C Order
Site Security	HS Authroised Visitors	Clause 16		
Site Welfare and first aid arrangements	HS Welfare HS First Aid Emergency arrangement Chart	Clause 9		Site Rules
Investigating and reporting accidents and incidents	CMP Site Rules HS Accident Reporting	Clause 9		Site Rules
Production and approval of risk assessments and method statements	HS Management Schedule of key tasks	Clause 22	Part 1.5	
Site Rules	HS Training CMP Site rules	Clause 6 & 41		Site Rules
Fire and Emergency procedures	HS Fire prevention code of practice HS Fire Prevention	Clause 15 & 18		Site Rules

Construction Management Plan

Section E1. Health and Safety Requirements

HSE Approved Code of Practice	For UKC	For Issue to Subcontractors		
Description of project		HSEQ S/C conditions	TCI	Other
	CMP Fire Plan, CMP Emergency Plan, CMP Site Rules			
Arrangements for controlling Significant Site Risks				
Services	HS Avoiding danger from underground services CMP & Pre construction Information pack	Clause 29, 40, 43 & 44		
Temporary Electrics	HS Temporary Electrics	Clause 40	Part 6	
Work at Height	HS work at height & CMP Schedule of Key Tasks	Clause 47		
Work near fragile materials	HS Roofing and CMP Schedule of Key Tasks	Clause 32		Site Rules
Control of Lifting operations	HS Lifting Operation	Clause 23		
Dealing with Services and public utility interface	Underground Services & CMP Site Rules	Clause 29 & 43		
Maintenance of Plant and Equipment	HS Plant and Equipment	Clause 26, 31, 37, 38 and 46	Part 6	
Ground Conditions	HS Excavations Pre construction info pack	Clause 17 & 54	Part 1.7	
Traffic Routes and segregation	HS Vehicle Movement, HS Public Interface, CMP Schedule Of key tasks	Clause 37	Part 7.2	
Storage of hazardous materials	HS COSHH Preconstruction Information Pack	Clause 20		
Existing unstable structures	HS Temp Works			Site Rules
Adjacent premises and interfaces	HS Public Interface	Clause 22.9		Site Rules
Asbestos	HS Asbestos CMP Schedule Key tasks and Site rules	Clause 11		Site Rules
Contaminated Land	HS Excavations, Pre Construction Information Pack	Clause 54	Part 1.7	
Hazardous Substances	HS COSHH	Clause 20		
Manual Handling	HS Manual Handling	Clause 25		
Reducing Noise and Vibration	HS Noise HS Vibration	Clause 3, 27, and 56		
The specific Health and Safety Risks	CMP Schedule Key Tasks CMP Site Rules Pre Construction Info Pack	Clause 22		Site Rules
The Health and Safety Files				
Layout and Format	HS CDM Regulations			



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Section E1.

Health and Safety Requirements

Responsibility	Action	Verification
Receive and appraise the Preconstruction Information Pack (Previously appraised by technical services Dept)	Agent	Risk Incorporated in CMP/CDP
Implement procedures to assess the competency of prespective contractors	Agent	HS Central register
Include within the tender usbmission the H&S arrangements including those specified in the Pre-Construction Info Pack	Estimator/EO Planner	Tender Submission
Accept the appointment in writing	Auth Signatory	Letter
If necessary write to the client re-employment conditions of the clients direct contractors	Agent	Letter
Complete the relevant section of F10 and return to the coordinator	Agent	Copy of F10
Prepare a H&S Plan for the Construction Works and submit to the coordinator	Agent	CMP/CDP
Issue the relevant sections of the H&S Plan to contractors	Agent	See TCI and Sub Contractors
Apply reasonable controls ot ensure that only authroised persons are allowed into site	Agent	Security arrangement Hoardings, visitors book Induction Records
Display the notice as forwarded to the Health and safety executive	Agent	F10 to be displayed on notice board
Continually develop the H&S Plan	Agent	CMP
Manage the project ensuring co-ordination and cooperation of contractors	Agent	CMP/CDP, TCI, S/C Meetings
Receive and assess for adequacy the contractors Risk assessments and associated Control procedre	Agent	RA/MS File
Ensure Compliance with designers duties where we or our subcontractors are responsible for design		
Liaise and cooperate with the coordinator as appropriate on ongoing design features	Agent/Design Coord	CMP
Enforce Rule within the H&S Plan	Agent	Reports/Audits
Implement procedures to ensure that all employees receive suitable instruction and training in the risks and controls associated with their work activites	Agent	Induction and briefing procedures
Establish monitoring procedures on site	Agent	Reports eg MSR FSC Safety committee "Open Door" Policy
Establish procedures to ensure the coordination of employees views on their health and safety which should be included in the h&S file	Agent	H&S File

If all or part of the H&S Manual is requested by the client or coordinator, an uncontrolled copy should be downloaded from the controlled disk held by divisional secretaries and issued direct together with a current copy of Subcontractors Health safety and environmental conditions



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Section E2. Health and Safety Requirements Documents to be displayed

Safety

- Site Policy
- F10 Notification
- H&S Law Poster
- Noise Levels Poster
- Safety Consultation Poster
- Certificate of Liability Insurance
- UK Construction Ltd Safety Helmet Rules
- Fire Prevention Rules
- Current UK Construction Ltd Safety Action Plan
- Safety Alerts and Newsletters
- Site rules from UK Construction Ltd
- Site Fire Plan from UK Construction Ltd
- Site Safety Organisation and emergency arrangement charts
- Emergency procedure in the event of a dangerous occurrence or injury to persons
- Safety committee meeting minutes

Sustainability & Environmental

- Environmental Policy
- Environmental Incident response plan
- Considerate Constructor Scheme Registration



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Section E2.

Health and Safety Requirements

Documents to be displayed

Quality

- Quality Policy

Customer Service

- Agreed Project Action Plan Determined from Initial MAP Client meeting

Safety/Information

- Site Loading diagram/Logistic plan (update as required)
- Site and office Fire plan (Update as required)
- Delivery times and procedures
- Site First aiders, safety reps & Banksman



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Section E3.

H&S Arrangements including Site Rules and Site Induction

Site Induction and Methods Statement Briefing

Describe process and responsibility for Site Inductions, specific subcontract MS / RA approvals, viewing and record, review and responsibility for retention of records.

Site induction – All site persons, prior to commencing work on this site shall receive a safety induction, which will be delivered by a UK Construction Ltd member of staff. The induction shall include site specific details on site rules, welfare, parking traffic management, fire safety, PPE, hazards and risks.

MS/RA Approvals – All risk assessments and Method Statements shall be subject to appraisal by UK Construction Ltd. The works will not be allowed to commence until the appropriate documentation has been approved by UK Construction Ltd

Records – All site induction and MS/RA briefings shall be recorded and retained securely onsite. All site personal shall be re-briefed on their induction and/or MS/RA as and when required as site activates change and progress

Safety Action Plan

Morning Walk around, Safety Talks, Hi-Viz Boards, Critical Safety Briefings

Simplify the design, involve supervisors and operatives

Re-think – Stop things when they are not going to plan and review

Learn – Share knowledge and lessons learnt

Track – Review near misses and accidents

Work force Consultation and H&S Committee meetings

Behavioural Safety

Safety by Design

Subcontractor Supervisor Training

Near Miss Reporting

Intervention Plan

Competency

H&S Committee meetings to be held on at least a monthly basis, with representatives from all Sub Contractors to attend

Weekly UK Construction site team meetings to be held

Site co-ordination meetings to be held with SCs on a daily basis or more often as required

Daily site safety inspections will take place to involve personal of activities and risks



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Section E3. Site Rules:

H&S Arrangements including Site Rules and Site Induction

Contract Name Cleeve Road, Leatherhead
Contract Number 1775

EMPLOYEES & VISITORS MUST OBSERVE THE FOLLOWING RULES AT ALL TIMES

The following will form the core of the project induction. Site Rules.

1. H&S Requirements
2. Environmental constraints and requirements, to include the management of waste
3. General Induction – Key members of the Project Team, Safety Advisor and Key duty holders
4. Project logistics and plan
5. Limitation of access, point of entry, restricted times, delivery & driver reporting procedure
6. Security
7. PPE
8. RA/MS approval and briefing
9. Supervision H&S representatives (To include supervisor induction)
10. Persons under 18 years of age
11. Inspection & Testing of materials and construction
12. Fire Safety and Emergency Action Plan
13. Permit to Works requirements
14. Use of Scaffold
15. Asbestos and other hazardous materials
16. Plant Checks, certification
17. HAV Requirements
18. Electrical tools and leads
19. Management of Fuel and inflammable materials
20. Noise, Dust and Fumes
21. Working with the Public
22. Occupational Health



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H&S Arrangements including Site Rules and Site Induction

Section E3.

Site Rules:

General induction:-

Project Manager –	Paul Allen
Site Manager –	Ian Gaskell
Site Engineer –	Grieg Sula
Planner –	Jaz Sahota
Design Co-Ordinator –	Robert Clarke
Document Controller –	Robert Clarke/Martha Birkett
Commercial Manager –	John Hallam
Project QS –	John Hallam
Assistant QS –	Bridget Baxter
H&S Advisor-	Hudsons Health + Safety
Environmental Co-ordinator	Robert Clarke
CDM Co-ordinator -	Jackson Purdue Lever



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Section E3.

H&S Arrangements including Site Rules and Site Induction

Site Rules:

General Information:

1.0 Site Address & Telephone location

Cleeve Road, Leatherhead, Surrey, KT22 7NE

2.0 Site layout, boundaries and security measures: The site works boundaries are on the attached plan. The site is to be secured by a mixture of hoarding and Heras fencing.

3.0 Employees and visitors must observe the following rules at all times. The site rules and a UK Construction Ltd form the core of the Project Induction along with the specific items indicated in Section E3 above.

4.0 The following welfare facilities are provided for your use:

- a) Welfare area with facilities for heating food and making a hot drink
- b) Toilet Block
- c) Drying room. Do not place clothes directly above heaters.

We aim to provide everyone with first class welfare facilities. Please keep it that way.

5.0 Parking arrangements; all parking is to be by prior arrangement with UK Construction Ltd. There will be arrangements for parking provided on a limited basis on site. All vehicles should be parked on site in the designated car park, no on road parking is permitted.

6.0 Access & Egress arrangements; access to site is arrangements: Access to site is via a single point of access (as existing) from Cleeve Road with access and egress by left turn only.

7.0 Traffic management Plan Arrangements: See Procedure P07 for information.

7.1 Traffic management & Delivery Rules.

- Strictly No deliveries prior to 8am
- All deliveries must be booked in advance of arrive to site (24 hr notice)
- All deliveries must follow the route shown to access site.
- All drivers must report to the gateman when arriving on site.
- All drivers must adhere to site signage and 10mph speed limit.
- Strictly no access is permitted onto trailers without a Method Statement & Risk assessment approved by UK Construction Ltd
- Strictly no reversing without the presence of a trained banksman
- All drivers must wear full PPE when leaving their vehicle in accordance with item 13.0

Construction Management Plan

Section E3. Site Rules:

H&S Arrangements including Site Rules and Site Induction

General Information:

-Any lifting equipment (Hiab/moffett) must have relevant certificate prior to use on-site & documents must be witnessed by UK Construction Ltd site management.

-All vehicles must ensure that their wheels are clean prior to entering the public highway.

8.0 Public Interface Arrangements: Any members of the public entering site or with any queries should be directed to the project manager. Operatives are reminded of the close proximity of surrounding businesses and residential area. Extra attention should be taken with entering and leaving site.

9.0 Security arrangements. There will be a gateman employed to ensure that vehicles and people entering site are checked during working hours. Out of hours security be externally monitored cctv, however, operatives must ensure that plant, machinery, cabins and containers are secured at the end of the working day.

10.0 All visitors to site are required to sign the Visitors book upon arrival

11.0 All operatives are to sign in the signing in book/sheets daily.

12.0 Safety Helmets, high visibility waistcoat jacket and protective footwear with steel toecaps and protective mid-sole must be worn at all times on site..

13.0 Any specific PPE required for particular operations (Harnesses, gloves, eye goggles, ear defenders etc) must be worn at all times.

14.0 Specific method statement/risk assessment briefings are to be attended prior to undertaking any key activities on site. This includes supervision of works, site inspections and persons under the age of 18.

15.0 The accident book is kept in the UK Construction Site Offices, Report all accidents, incidents, damages, ill health and near misses as soon as possible after the event UK Construction management to record in UK Construction Accident Book.

16.0 Familiarise yourself with the displayed site safety and emergency arrangement chart. It identifies Safety Critical Responsibilities including key contract names and numbers, location of first aid points, fire points, emergency procedures and spill kit locations etc.



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Construction Management Plan

H&S Arrangements including Site Rules and Site Induction

Section E3.

Site Rules:

General Information:

17.0 Prior to any excavation, hot works or confined space works being authorised, specific permits must be obtained. Refer any potential works requiring permits immediately to UK Construction Ltd.

18.0 Prior to using substances that are potentially hazardous to health, COSHH briefings will be given.

19.0 Scaffold can only be erected by qualified persons ie scaffolders & for towers eg PASMA. The use of step ladders is prohibited unless through a UK Construction Ltd approved Risk Assessment.

20.0 If Asbestos is found or suspected, or if there is any doubt after encountering material which may be uncharted asbestos, assume that it is so, stop work and immediately advise UK Construction .

21.0 UK Construction is committed to a safe & healthy working environment On this project 3 levels of communication exist. See the displayed Health Safety and Environmental Consultation. Your Safety Representative is : TBC

Your safety committee Member(s) are: Detailed on site notice boards.

22.0 Suggestion Board to be utilised

23.0 Sign and Retain a copy of the UK Construction site safety guide. Familiarise yourself with displayed docs.

Plant and Tools

24.0 Only persons with valid CITB, CPCs cards are allowed to operate specified items of plant. Copies of all training must be in UK Constructions possession prior to plant use.

25.0 Statutory periodic checks must be made on all plant and mechanical equipment

26.0 if any plant is defective or unsuitable, do not use and report immediately to your supervisor.

27.0 All electric tools must be 110V.

28.0 All plant to be shut down when not in use.

Environmental Information

29.0 The UK Construction Environmental standards on display are mandatory.

30.0 All fuel & chemical containers are to be stored in bunded area. Do not store adjacent to watercourses. Mobile bowsers are to be double skinned. Position static plant away from watercourses. Utilise drip trays where there is a pollution risk. No fuel or chemicals are to be poured into drains / gulleys etc. It should be noted that all surface water drainage leads to the adjacent open water courses and balancing ponds.

31.0 Report any spills to the Environmental Co-ordinator.

32.0 Refuelling to be carried out by nominated fuelling operatives only.



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Construction Management Plan

H&S Arrangements including Site Rules and Site Induction

Section E3.

Site Rules:

33.0 No burning of any material is permitted on site.

34.0 Waste material must be disposed of correctly in accordance with the Site Waste Management Plan. Either use skips provided or remove as instructed. All waste should be segregated where possible. All hazardous waste is to be disposed of in the correct manner and sent to a licensed tip. Ensure you keep the site tidy.

35.0 Report any historical artefacts to the site management team. Do not disturb or remove.

36.0 Be courteous and respectful to all our neighbours. Follow considerate constructor guidelines as displayed.

Site Specific Information

37.0 All site photography must be agreed with the site management team in advance.



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Section E3. H&S Arrangements including Site Rules and Site Induction

Information and Handling of Personal Information

Describe the process and responsibility for collating and managing personal information

The information is collated from the induction forms which will be kept in a locked cupboard in the site office.

State what information to be collected.

As stated on Site induction Form which includes, Name, Address, Next of Kin (Name and Address) Employer CSCS Card no. Details of medical conditions that may affect ability to work on site. National insurance number (if given)

Outline justification for collecting information

Monitor who is working on site and their suitability there
Comply with client requirements

Nominated UK Construction representative for collating and managing of data

Name – Robert Clarke

Job Title: - Project Manager

Detail arrangements for keeping data secure and where files are to be kept

All personal details are to be kept in a secure/locked filing cabinet within the site offices. Access to above is restricted to a nominated UK Construction Ltd Representative.



Construction Management Plan

Section E4. Surveys

Survey	Date carried out	By Who	Further Survey	Where are surveys held
Asbestos				
Condition				
Crime Report				
Ecological Information				
Ground Investigation				
Site Structural Report				
Improvement Plan				
Travel Plan				
Suitability report				
Topographical Surveys				
Tree Surveys				
Utilities information				
Building dimension Survey				
Existing services and drainage				
Drainage Condition Survey				
Invasive species survey				
UXB Survey				
Legacy FF&E Survey				
Mine Workings Survey				
Archaeological Survey				
Flood Risk Assessment				
Access Audit				
Fire Risk Assessment				



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Construction Management Plan

Section E5.

Schedule of Key Health & Safety Activities

Task	Name of Subcontractor	Ref R.A (Risk Assessment)	Date Required	Date Approved	Ref M.S (Method Statement)	Date Required	Date Approved
Fire Precautions	UKC						
M&E Installations	UKC						
Cabin Set Up	UKC						
Site Services	UKC						
Fencing	UKC						
Groundworks	TBC						
Masonry	TBC						
Steel Frame	TBC						
Upper Floor Slabs	TBC						
Windows & Doors	TBC						
Fire Protection	TBC						
Scaffolding	TBC						
Partitions and ceilings	TBC						
Mastic	TBC						
Diamond Drilling	TBC						
Joinery	TBC						
Painting and Decorating	TBC						
Statutory Services	TBC						
Survey Work	TBC						
Soft Landscape	TBC						
Hard Landscape	TBC						
Balustrade	TBC						
Piling	TBC						

Construction Management Plan

Section E5. Risk Management & Site Waste Management

Project Risks are identified reviewed and updated by management over a regular basis.

The mandatory aspects of public and environmental Risk must be addressed and mitigations identified through the life of the project.

The Site Waste management Plan and Guidance Notes are available from Company Management System,

1. Purpose of the Plan

The objective of this plan is to minimise construction waste on this project As part of the contract strategy on all Uk Construction projects our waste hierarchy is as follows

PREVENT

REDUCE

RE-USE

RECYCLE

2. Preparing the Plan:

At Project commencement identify the following:

-What are the key significant waste products likely to be and who are the subcontractors we need to effectively manage their waste.

- When are they likely to arise? I.e at roofing stage packaging, cardboard and insulation waste is produced. At finishing stages debris and rubble is prominent waste stream.

-What changes and site management arrangements need to be implemented to achieve reduction. Re-use and recycling?

3. Waste Streams and controls:

Example of waste likely to be encounter & examples of solutions to minimise waste

Soils, excavated Materials Re-design to reduce excavation/import of reusable material. Reuse muck in landscaping or send to Land reclamation rather than landfill, Ground remediation/stabilisation

Demolition Material Crush, Screen and re-use as structural fill

Timber Off-site fabrication to reduce waste, segregate for reuse

Concrete Avoid over ordering

Bricks, Blocks, Masonry Building to standard sizes, correct storage and distribution

Mortar Dry mortar silo, reduce coloured mortars

Plasterboard Adequate protection from weather, cutting lists, rationalise different

Packaging Subcontractor/Supplier Partnerships or Agreements on waste

Water EG recycle wheel wash water, check supply pipes for damage, and recycle cabin water in toilets

Insulation Material Correct Storage and correct quantities to workface

Metals Segregation of waste on site

Ceramic Materials Correct quantities to workface, protect final installation

Construction Management Plan

Section E5.

Risk Management & Site Waste Management

4 Implementation of Plan

To avoid

- Damage by mishandling, weather and inadequate storage
- Vandalism and rework
- Over ordering lack of delivery checks

Lack of recycling opportunities

We need to

- Design to prevent/minimise waste
- Including conditions for sub-contractors that require implementation of waste minimisation
- Implement procurement/purchasing policies that support waste avoidance
- Manage storage, handling, taking correct quantities to workface, protection final product
- Encouraging recycling and reusing of materials and products on site
- Induction and promote waste minimisation
- Implement office initiatives for efficient use of energy
- Monitoring/review process to evaluate and modify waste minimization practices

Include realistic targets for reduction based on available data and allocate responsibilities for managing the process (responsibility can be allocated to UK Construction Staff or by agreement allocate subcontractor responsibility. On design and build project responsibility could also be allocated to designers.

Indicate in the comments column the procedure or method to achieve targets complete with monitoring frequency.



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Construction Management Plan

Section E5.

Risk Management & Site Waste Management

On site Activity	Waste Stream	Recycle Yes/No?	% Target Waste	Responsibility	Comment
Earth Works	Excavated Soils	Yes	50%	CM	
Demolition	Rubble, blocks, bricks timber	Yes	10%	CM	
Construction Waste	General	Yes	8%	CM	



February 2016

Construction Management Plan Section E6. Schedule of Key Tasks – Quality Control, Inspection & Handover

Activity	Control Sample	Checklist No.	Date agreed	Author	Inspection Frequency	Test Requirements	Documentation to be provided	BB Person Responsible
Cut and fill	NA			UKC	As site conditions	Plate load test	Load test results	TBC
Concrete Foundations	NA			UKC	As site conditions	Concrete Cubes	Cube results from suppliers	TBC
Drainage & Manholes	NA			UKC	As site conditions	Water test level inspection & Air test	Sign off sheets	TBC
Groundfloor slabs	NA			UKC	As site conditions	Level Survey to RL and formation concrete cubes	BB eng dim book supplier cube results	TBC
Masonry	Sample Panel			UKC	As site conditions	Panel to be built for inspection and kept		TBC
Masonry	NA			UKC	As site conditions	Setting out and openings	Records kept in eng book and sign off sheets	TBC
Masonry	NA			UKC	As site conditions	DPC and wall ties lintols	Records kept in eng book and sign off sheets	TBC
Steelwork	NA			UKC	As site conditions	plumblines and level checks	Records kept in eng book and sign off sheets	TBC
Roofing	NA			UKC	As site conditions	Visual inspection to confirm spec and drawings leak record	Sign off sheets record drawing position	TBC
Electrical Installation	NA				As required	Dead and live load	IEE Handover Certsd	TBC
Mechanical Pipework	NA				As required	Air Pressure Test	Test Certs to be issued	TBC
Gas Pipework	NA				As required	Air Pressure Test	Test Certs to be issued	TBC
Chlorination of water	NA				As required	Sample Taken of Water in installed system	Test Certs to be issued	TBC
Fire Alarm	NA				As required	Sound Check	Signed off by building control	TBC
Fire Strategy	NA			UKC	Before fitout starts	Drawing to be issued to BC	BK to sign off drawings	TBC
Windows and Doors	NA			UKC	As required	Hose pipe test	Visual Inspection	TBC
Building Air test	NA			UKC	As required	Air Leakage less than 10 l/s/m ²	Accredited testing company	TBC
Finishes	Sample Room			UKC	As required	Room to be set up to set sample of acceptable finish	Sample Room	TBC

Construction Management Plan

Section E8. Emergency Planning and Response Procedure

1. Introduction

The purpose of this procedure is to ensure all personnel on site are aware of the action to be taken in the event of an emergency, whether related to safety or environmental matters and to minimise the effect of any such incident to the environment.

2. Preparation

- The UKC project manager is responsible for preparation of the procedure.
- Authorisation should be by the appropriate line manager through approval of the CMP.
- Complete the procedure as follows -
- Assess the emergency situations most likely to be encountered during the course of the contract.
- Stipulate the actions to be taken for those events identified.
- Identify the personnel responsible for carrying out the actions in response to an emergency, include their names on the Site Safety Organisation and Emergency Arrangements Cart.
- Ensure all duty holders are made aware of their roles and responsibilities and are competent to undertake their roles and responsibilities. Details can be found in both the H&S Manuals and the Company management Manual.
- Ensure the nominated personnel, the Emergency Response Team and Deputy Emergency Response Team are aware of their duties in the event of an emergency.



Construction Management Plan

Section E8.

Emergency Planning and Response Procedure

3. Planning (Control Measures)

- Procedures designated to reduce the risk of occurrence of any emergency are detailed elsewhere within the company's management system. The principal control measures are implemented through training. Risk assessment, method statements and compliance with health & safety and environmental Regulations,
- Regular Review of Health, Safety and Environmental legislation to update system.
- Ensure these are appropriate to project and any potential emergency.

4. Operation of the procedure

- The site emergencies matrix is to be copied to all the members of the emergency response team and copies of the site safety organisation and emergency arrangement chart are to be displayed in a location accessible to all personnel on the project.
- If greater details are required of site proposals to address specific local matters, these should be formalised with the emergency response team briefing on their contents.
- The emergency response team and their deputies shall ensure that they are familiar with the potential emergencies and the responses required should they occur.

5. Emergency Procedure in the Event of a Dangerous occurrence or Injury to Person

In the event of a dangerous occurrence or injury to persons the procedure shown on the company shall be followed.



Construction Management Plan

Site Safety Organisation and Emergency Response List

Holder and Deputy TBC unless stated

Asbestos Co-ordinator – Site management- TBC
COSHH Co-ordinator – Site management- TBC
Confined Spaces Co-ordinator – Site management- TBC
Environmental Co-ordinator – Rob Clarke
Electrical Safety Co-ordinator – Site management- TBC
Fire Safety Co-ordinator – Site management- TBC
Lifting Appliance Appointed Person – Site management- TBC
Management Safety Representative – Site management- TBC
Manual Handling Co-ordinator – Site management- TBC
MEWPS Co-ordinator – Site management- TBC
Plant Co-ordinator – Site management- TBC
Temporary Works Co-ordinator – Site management- TBC
Traffic Management Co-ordinator – Site management- TBC
Underground Services Co-ordinator – Site management- TBC

First Aiders	Site management- TBC
Safety Advisor	Hudsons H+S
Alternate Safety Contact	Jaz Sahota

Registers/Permit Holders

All TBC unless stated otherwise

Scaffolding
Excavation
Electrical
Plant
Confined Spaces
Lifting Appliances
Permit to Dig
Hot Work
CITB GE700

Key Locations

First Aid Kit – Site Offices
Fire Fighting Equipment – See Fire Plan
Muster Point – See Logistics Plan
COSHH Register – Site Offices
Evacuation Signal – Alarm or Bell
Hospital – Epsom Hospital, Dorking Road, Epsom, Surrey, KT18 7EG

Key Telephone Numbers

Police	999
Police non emergency	101
Gas	0800 111 999
Waste Disposal Contractor	TBC
Highway Traffic Management	TBC
HSE Local Office	London office
Electricity	0800 0510760
Hazardous Waste	TBC
Street Lighting	TBC
Env. Health	TBC
Water	03457 919155
Spill Clean Up Contractor	TBC
Environment Agency	0800 807060



February 2016

Construction Management Plan

Emergency Procedure in the Event of a Dangerous occurrence or Injury to Persons (DISPLAY COPY ON NOTICE BOARDS)

The following procedure is to be followed by Senior Management:

1. Contact the following:

- Emergency Services
- Telephone HSEQ Dept. on 01332 385 899 (who will further report as necessary)
- Telephone UKC Safety on Peter Burnett (07973195603)
- Telephone environmental co-ordinator Robert Clarke (07966 468 131)
- Notify the HSE as soon as possible by telephone 0845 300 9923
- Notify the Operations Director and the Project Manager
- The injured persons Employer if a subcontractor & Next of kin.

2. Post a person at the Site Entrance to direct the emergency services to the accident site.

3. Ensure the area is cleared of non-essential personnel.

4. Seal off the area to prevent unauthorised access and the area from being disturbed.

5. Do not allow the removal of any Plant, tools or equipment from the incident area.

6. Keep a record of the events and take photos of the accident area

7. Ensure details of the injured person and injuries are kept and full details entered into the UK Construction Accident Book

8. Record where the injured person has been taken for treatment

9. Take names and addresses of any witnesses

10. On arrival to site, the incident manager will take control of the investigation and implement H&S Procedure & report all findings to the HSEQ dept.

11. Complete UKC Major Incident Response form and send to HSEQ dept.



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Construction Management Plan

Section E9

Fire Prevention Plan

1 Introduction

The purpose of this plan is to ensure that the Project Specific Fire Prevention and Evacuation Plan are carried out in compliance with “ The joint code of Practice on the Protection from Fire of Construction Sites and Buildings undergoing Renovation” The fire plan will include escape routes, fire points, number of fire extinguishers, Muster points & means of raising the alarm.

2 The fire plan is to be updated at the significant stages in the phase of works any changes are to be agreed with UK Construction Safety Advisor, client or user of the building. The plan and any changes will be brought to the attention of all those working on live project, visiting the project or resident on the Project through site induction or briefing sessions



Construction Management Plan

February 2016

FIRE SAFETY PLAN

Company Name UK Construction

Contract Number 1775

Contract Title Cleeve Road, Leatherhead

Fire Safety Coordinator Site management- TBC

Distribution of complete plan:

Copy 1 – Jaz Sahota – Director of UK Construction – Office

Copy 2 – CDM Co-ordinator-Client/Client representative – TBC location

Copy 3 – Hudsons H+S– Divisional H&S Manager – Office

Plan prepared by Conor Moseley Initial issue date is April 2015

Contents

1.0 Project Location

2.0 References

3.0 Introduction

4.0 Policy

5.0 Organisation

6.0 Plan and General Arrangements

7.0 Monitoring Arrangements

8.0 Appendices



February 2016

Construction Management Plan

1.0 Project Location

UK Construction Site Offices
Cleeve Road
Leatherhead
Surrey
KT22 7NE

2.0 References

UK Construction Code of practice on Fire Prevention on Construction Sites.
Risk Assessments for all locations – See attached.
Sub Contractors Specific Task Fire Risk Assessment
UK Construction Site Hot Works Permit

3.0 Introduction

The works will comprise the part demolition of the existing Western Power Building and construction of a residential scheme comprising 87 units and associated external works.

4.0 Policy

A clear statement of intent concerning fire safety, detailing responsibilities is to be developed in full by the project manager, once the site is established and all conditions are fully known

5.0 Organisation

Project Manager Has overall responsibility for all aspects of the Site Fire Plan, including its preparation, implementation and regular review.

H&S Advisor

Fire Wardens Has responsibility for managing the fire plan and ensuring it is adhered to by all site staff and visitors. They will also undertake the weekly fire coordinators site inspection.

Deputy Fire Marshall Must have day to day responsibility for site activities that are effected by the site fire plan, including the issuing of hot works permits

Subcontractor Supervisor Ensuring their operatives are working at all times in line with the site fire plan.

Construction Management Plan

Detail arrangements showing who is responsible for each area of the development: A site plan is to be developed highlighting the areas / section of the site that the Fire Warden and Marshals are responsible for in the event of a fire or emergency evacuation.

*Training and competence of all (refer to record certificate, SMSTS, BBCL Training etc
Details of all competencies and training ccts, are to be kept here and updated as and when required.*

6.0 Plan and General Arrangements

Site plans and drawings showing relevant locations to be developed and issued around site fire points also to be reviewed regularly and updated if needed.

Alarm Systems

The site will implement an air horn call point system to raise the site fire alarms and alert all parties to evacuate the site.

Detection Systems

In finished areas fire detection systems will be tested and commission ASAP Fire detectors will also be used throughout offices and welfare facilities

Communication arrangements

The site fire plan will be briefed to all operatives during their induction operatives will also be re-briefed on any major changes to the SFP.

Lighting arrangements including to the need for emergency lighting

As part of the temporary electrics and lighting systems with the construction site, provision will be made for an adequate no. of emergency lights on a battery backup system to ensure safe evacuation of the site.

Evacuation plan and means of example including provision for those with special needs

A full site plan will be developed around the phasing operations of the scheme, ensuring all parties are accounted for.

Any Special project precaution or plan:

None identified at present

Security arrangements

See previous security section of CMP

Authorised Personnel

Only authorised and induced personal will be allowed onto the construction site

Waste management

In line with the SWMP, waste will be kept to a minimum to reduce threat and possible effects

Control of hot works including permit systems

All hot works on site will be managed under the control of the UKC Hot works permit system



February 2016

Construction Management Plan

Fire drills and training

Regular fire drills will be undertaken to ensure that fire plan is sufficient and all site operatives are aware of emergency procedures

Risk assessments for all locations including office, site, adjacent buildings and arson:

See attached fire risk assessment

The inspection and testing and provision of fire fighting equipment

All fire fighting will be inspected weekly and full test every six months by a qualified operative.

The designed fire prevention feature (fire walls, etc.)

Wherever possible the inbuilt fire strategy features of the new building will be construction as soon as is practicable i.e fire protectionist, walls and doors. The mitigating the effects of any fire on site.

The construction and contents of the workplace (Materials and furnishings):

During construction highly flammable liquids and gases will be stored in a separate, secure container. Thus use of these gases will only be allow under permit procedure. Also wherever possible furnishings will be made of a fire resisting material.

Maintenance arrangements

As part of the fire coordinators weekly fire inspection all fire fighting equipment will be inspected and maintenance arranged if and when required

Fire brigade access, facilitates and coordination

The fire plan including emergency vehicle access to the site in both a permanent and a temporary basis shall be discussed in full with the local fire officer. Then any instruction or recommendations of the fire officer implemented.

7.0 Monitoring arrangements

Internal and external audit

The site fire plan will be subject to both UK Construction internal as well as any external inspections (eg HSE) following which any changes or shortcomings will be implemented.

Weekly fire prevention reports

In line with UK Construction management systems the appointed site fire coordinator will undertake a weekly fire inspection and report all finding to the PM, before resolving any issues encountered.

Specific Arrangements for difficult sites

Not applicable



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Construction Management Plan

FIRE ESCAPE ROUTES, ASSEMBLY POINTS, FIRE POINTS, ALARMS AND SIGNS

Insert sketches:

To be developed prior to commencement on site with all relevant stakeholders

FIRE CO-ORDINATOR:

Fire Marshals:

Display copy on notice boards

Construction Management Plan

FIRE PROCEDURE

1. If you discover a fire, notify any member of UK Construction staff immediately and raise the alarm.

UKC staff member to contact the following:

- Emergency Services
- UKC Safety Advisor
- The area manager and contracts manager

Using the appropriate extinguisher from the fire point try to put out the flames, if safe to do so.

2. If the fire is out of hand, all personnel must leave via fire escapes.

DO NOT PANIC

DO NOT RUN

DO NOT STOP TO COLLECT ANY PERSONNEL BELONGINGS OR TOOLS

On evacuation of the building, all personnel should proceed to the designated assembly point.

Report to your fire warden so it is known you are out of the buildings.

Construction Management Plan

FIRE PROCEDURE cont'd.

4. Remember you must stay at meeting point as it could endanger other who might be looking for you.

5. The site management will give the all clear to return to site.

Display copy on notice boards



Construction Management Plan

Contract Name: Cleeve Road, Leatherhead	Contract No: 1775
Work Activity: Fire Precautions	Risk Assessment Reference:
Activity Location: Cleeve Road, Leatherhead, Surrey, KT22 7NE	Date: April 2015
Completed By: Conor Moseley	Reviewed By:

DOCUMENTED PROCEDURES

This Risk Assessment has been produced to assist site personnel to identify hazards, assess the risks and define the controls necessary to ensure safe working. It is generic proforma therefore it is not exhaustive; you must complete the form and include the site-specific features relevant to the activity. In addition Method Statements or Site Control Sheets may also be required.

Method Statement required: YES/NO/Ref No:

Site Control sheets: YES/NO/Ref No:

CATEGORY OF PERSONS AT RISK AND MEANS OF BRIEFING

CATEGORY OF PERSONS	Means of Briefing		
	RA	SCS	Other
Occupations Involved in Activity (Specify): Site Operations – All personnel at induction	√		
Other Persons at Work (Specify): Subcontractors as above			
Public or Other parties (Specify): Visiting personnel			√

Construction Management Plan

HAZARDS AND CONTROL MEASURES										
The activity should not commence if the probability and severity of the residual risk assessed as being high, additional controls must be introduced and the degree of risk reassessed.										
Anticipated Hazards <i>General and Site Specific</i>	General Site Controls <i>UKC Safety Management Systems</i>	Initial Risk				Additional Control Measures	Residual Risk			
		Prob.		Sev.			Prob.		Sev.	
		H	L	H	L		H	L	H	L
Site Accommodation										
Source of Ignition: 1. Arson 2. Hot Works 3. Smoking Materials 4. Rubbish Fires	The site must be secure against any unauthorised access and any flammable material stored away from site boundaries. Hot works permits must be issued for all activities likely to cause a spark or hot material to be produced. All sites are non-smoking. No rubbish fires are permitted on any site.	√		√		Waste in skips provided daily. Hot Works permits issued and closed off daily. Site is fully locked off from public.		√		√

Construction Management Plan

Anticipated Hazards – General & Site Specific

Means of Escape – High Risk

1. Routes Blocked
2. Persons unable to reach escape route unaided
3. Routes not identified

Escape routes not identified on CMP, Escape route not to exceed 45m from safe access way or final exit. Fire exit signs in place and check weekly by fire co-ordinator

Additional Control Measures

All routes given a fire plan, Induction given on site.

Security of Escape Route – High Risk

1. Fire in escape route
2. Smoke
3. Unable to follow route

Extinguisher to be mounted along escape routes. Fire doors provided if escape route longer than 45m
Emergency lighting required on escape routes & Minimum of 2 routes

Additional Control Measures

Extinguishers in corridors.
2 Means of Escape
No Storage of Boxes in Corridor etc.

Means for raising the alarm – Low Risk

1. Alarm cannot be heard in site offices
2. Means of raising fire alarm

Sufficient sounders installed so that alarm can be heard in all areas above background noise. Alarms test weekly at set time any areas alarm not heard reported. Call points alarm clearly marked and kept clear at all times

Additional Control Measures

Fire alarm fitted to offices and horns as back up.

Means of Fighting fire – High Risk

1. Not sufficient extinguishers available
2. Not correct type of extinguisher
3. Extinguisher not used correctly
4. Manual Handling Extinguishers

9 Litre extinguisher should be available for every 200m² of floor space Types of extinguisher should be identified
Training carried out on basic use of extinguishers

Additional Control Measures

All put in place on initial setup and checked on a weekly basis as part of fire inspection
Spare(s) available as immediate replacements if any go missing

Construction Management Plan

Anticipated Hazards – General & Site Specific

Welfare Facilities – High Risk

1. Canteen
2. Drying Room

Provide a fire blanket where cooking carried out. Train any staff in use of fire fighting equipment. Guard heaters to prevent contact with material that could catch fire

Additional Control Measures

Fire Blanket in place
Personnel trained
Weekly Check of drying room storage conditions

Spread of Fire from Accommodation – High Risk

1. Cabins too close to structure
2. Accommodation within structure

Huts to be placed at least 10m from building under construction or 30 minutes fire rated. Accommodation 30 minutes fire rated if within structure

Additional Control Measures

No Accommodation within building/ Site offices adjacent with fire alarm.

Blocked escape routes – High Risk

1. Stored materials
2. Waste material
3. Work in progress

No fixed platforms or plant permitted on escape routes. Alternative access provided where work areas block escape routes. Procedure in place for removal of waste not through escape routes

Additional Control Measures

No materials to be stored with escape corridors.
All waste to be clear to skips family Escape routes checked weekly by fire – co-ordinator

Blocked Access to Alarms Call Points and Extinguishers

1. Stored Materials
2. Work in Progress

Material and waste stored away from call points call points moved if work activities obstruct access. All call points clearly signed

Additional Control Measures

Visual daily checks call points checked weekly as part of fire inspection.

Storage of Flammable Material

Highly flammable liquids

Fireproof storage required for HFL. Storage cage provided externally for LPG

Additional Control Measures

Storage cages provided if required with signage waste put in skips daily.



Construction Management Plan

Anticipated Hazards – General & Site Specific

2. LPG
3. Timber
4. Waste

Hot Works – High Risk

1. Welding
2. Flame cutting
3. Plumbing Jointing
4. Disc Cutting metal

Means for Raising the Alarm – High Risk

1. Alarm cannot be heard
2. Means of raising alarm not easily accessible
3. Alarm system not working

Fire points provided at all storage areas. Waste procedure in place to prevent build up

Hot works permits required, welding, flame cutting, disc cutting and others. Those involved briefed on hot works procedure work areas checked 1 hour after work completed.

Sufficient sounders installed so that alarm can be heard in all areas above background noise. Alarms tested weekly at set time, any alarm not heard to be reported. Call points alarm clearly marked and kept clear. Call points checked weekly by fire coordinator where work activities interfere with alarm system replacement means of raising alarm provided and brought to the attention of all on site.

Additional Control Measures

Additional Control Measures

Hot works permits to be issued and checked off daily 1 hour after completion of works. Fire extinguishers in area of works

Additional Control Measures

Alarms in place to be checked weekly and visual check daily on site. Office fitted with fire alarm system. No radios on site.



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Construction Management Plan

Section E10 Document Control Filing System

Email management process to be identified

1. Email correspondence of contractual or commercial significance must be printed and held in the site master file system.
2. All e-mails from subcontractors, design consultants and project stakeholders i.e client bodies, planners, highways) must be printed and held in site master file. These will be reviewed by the project manager through the site post system.

Details of electronic database, document control systems for filing, drawings etc.

Not envisaged on this project



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Construction Management Plan

Section E11 Project KPIs

Performance Indicator Performance – All TBC	Target	Set by	Freq of Measure & Method	Reported to Project
Contract Programme	Ahead of programme	UKC	Monthly Report	DCC/Divisional Director
Costs	Forecast Cost to Complete	UKC	Monthly Report	Divisional Director
Procurement	Inline with Procurement Sched	UKC	Monthly Report	Divisional Director
H&S Performance (AFR)	Divisional AFR	UKC	Monthly Report	Divisional Director
Environmental Performance	SWMP	UKC	Monthly Report	Divisional Director
H, S & E Inspections	Intervention Plan issues	UKC	Weekly	Safety Advisor Report
Sustainable Action Plan	Environmental Community Workplace and Market Target	UKC	Monthly Report	Divisional Director



Construction Management Plan

Section F1 Management design and temporary works

To be completed for all projects with design and/or contractor design portion packages

1.0 General

The design procedure for this project shall be implemented as identified in the company management manual.

2.0 Design Strategy

The specific strategy for this project in terms of design control is as follows:-

2.1 Design team organisation Chart – See attached

2.2 Design information Flow Chart – See attached

2.3 Drawing reference and coding system.

It is important that all documents are given unique references whose format is consistent.

2.4 Design brief (ER's&CP's) reference numbers:-

See UK Construction contractors proposals for the design management plan.

2.5 Design change system

Whenever a drawing is amended for any reason the revision designation must be updated. For clarity, a revision comments / notes table must be maintained on each document. All revisions are to be bubbled. The note must be specific not generic such as "General Updates" Any drawing however small will require a new revision.

Where the status of the document changes from the originator the revision should also be changed with the status change being noted in the revision comments.

Designers management plans

Consultant	Date Required	Date Received	Date Approved
Architects			
Civil & Structural			
Building Services			



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Construction Management Plan

Design Team Organisation Chart

To include key interfaces for UK Construction Ltd, Design Team, Clients rep, CDM-C and Key subcontractors etc

TBC



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Construction Management Plan

BEST PRACTICE POLICY FOR DUST, AIR AND NOISE POLLUTION

All best practicable means will be used by UK Construction Ltd to minimise, as far as reasonably practicable, the level of noise, dust and vibration to which neighbouring residential premises will be exposed.

In order to fulfil the above commitment an environmental co-ordinator will be appointed to advise and assist on environmental matters and to be the principal contact for environmental issues which may be raised by authorities and the public. The environmental co-ordinator for the scheme will be Rob Clarke (Tel:07966 468 131).

All employees and contractors will be informed of the requirements to minimise noise during their site induction together with toolbox talks, as part of our commitment to on-going on-site training.

In order to build relationships with the local neighbours a letter drop will take place on a regular basis to inform those affected by the scheme as to progress and up and coming activities. The scheme will also be registered with the Considerate Constructors Scheme who will also carry out independent audits to ensure compliance.



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Construction Management Plan

BEST PRACTICE POLICY FOR DUST, AIR AND NOISE POLLUTION

Whilst carrying out site activities such as demolition and construction, dust and air pollution can become a problem to the environment and to those working in that environment. UK Construction Ltd will, as far as reasonably practicable, comply with the policy as set out below.

Dust

Watering down of the area should be carried out where necessary to minimise dust transfer into neighbouring premises. Where possible grey water will be used for this task.

Stockpiles of material shall be damped down or otherwise suitably treated to prevent the emission of dust from the site. Stockpiles should be planned and sited to minimise the potential for dust generation. The handling of material should be kept to a minimum and when deposited onto a stockpile it should be from the minimum possible height.

Dust pollution shall be minimised during construction by:-

The complete screening, if practicable, of the building or structure to be demolished with debris screens or sheets

Control of cutting or grinding materials on the site

Mixing large quantities of concrete or bentonite slurries in enclosed/shielded areas

Skips and removal vehicles shall be properly covered when leaving the site. Materials should be handled in such a way so that it does not give rise to excessive dust. Watering of rubble chutes shall be undertaken where necessary to prevent dust emission

The contractor shall ensure that the area around the site, including the public highway, is regularly and adequately swept to prevent any accumulation of dust and dirt. The use of wheel cleaning facilities and road sweeping equipment may be required.

Any plant used for the crushing of materials must be authorised by a local authority under the Environment Protection Act 1990 Part 1 (Prescribed Processes). All works shall be carried out in accordance with the conditions of such authorisation. Where plant is used to recycle materials, the appropriate licence from the Environment Agency shall be obtained. The process operator should notify the local authority prior to the movement of the plant on the site.



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Construction Management Plan

Sandblasting

The work area shall be close-sheeted to reduce dust nuisance from grit. Routine checking is required to ensure that the sheeting remains sound or sealed during the operation. Particular attention shall also be given to the working platform to ensure that it is properly sheeted or sealed to contain dust

Non-siliceous grit shall be used to avoid long term irreversible lung damage from silica dust

Proper protection shall be provided for any structure painted with lead based paint.

In cases where water is used for large scale cleaning and blasting the requirements of the Environment Agency should be followed.

All grit must be prevented from falling into water courses

Air Pollution

Burning of materials on site will not be permitted

The contractor shall take all necessary precautions to prevent the occurrence of smoke emission or fumes from the site plant or stored fuel oils for safety reasons and to prevent such emissions or fumes drifting into residential areas. In particular, plant should be well maintained and measures taken to ensure that it is shut down in the intervening periods between work or throttled down to a minimum

Emphasis should be placed on the following to minimise risk of air pollution:-

Use processes that do not generate hazardous fumes and/or hazardous dust

Ensuring that airborne hazards do not escape from the site to affect members of the public and surrounding environment



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Construction Management Plan

Cleanliness of Roads

All vehicles should be checked for mud and other debris prior to leaving site. Jet wash facilities will be provided at the exit point to allow cleaning of vehicle wheels, chassis etc. Due to the small amount of excavated material to leave site full wheel wash facilities will not be required.

Noise Pollution

All plant used is to be in general less than 3 years old and is of the appropriate specification to best suit our needs. All plant and equipment is to be serviced regularly and kept well maintained.

All plant shall be positioned strategically on site and in operation at suitable times to avoid any nuisance concerns to locals, especially within sensitive areas. Where noise levels exceed the 80DB threshold all employees shall be made aware and ear protection provided if required. Where noise levels exceed 85DB all persons within the immediate area shall be made to wear ear protection and this shall be policed by the Site Manager. In such areas the mandatory blue signage shall be erected and the area shall be deemed an area where ear protection is required.

Noise monitoring will be carried out at regular intervals, or as site activities dictate, at the site boundary.

Archaeology

Prior to commencement of the project the archaeologist will be notified of the anticipated programme details and allowed access to the works to comply with the agreed watching brief. If any artifacts etc. are discovered during the progress of the works then work in the affected area will cease and the archaeologist will be notified.



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Construction Management Plan

Phasing/Parking

In the event of partial handover parking arrangements will be on site as we expect the external parking areas to within the site to be completed on any potential phasing that may arise

All parking will be within the site area.



50m sight lines
 e Road 30mph
 with existing traffic
 ing measures

ghways Report by
 igeineering Practice

