

CDM Regulations 2015 - Construction Phase Plan

Principal Contractor
HJK Construction (Northern) Limited

Project

Construction of 83no domestic dwellings
including landscaping and access

Location

Land on West side, Hallstead
Dove Holes, Buxton
SK17 8BU

Construction Phase Plan prepared by

Bill Rogerson Safety Services Ltd in association with HJK Construction
(Northern) Limited

30th January 2023

Revised: 11th December 2023

Revised details added to	1.1 1.3 7.1
New section	Appendix 2 -revised drawing

Construction Phase Plan

Further and/or additional or updated information is to be added to the Plan as required and the latest version provided to all relevant persons.

A site safety file containing checklists, accident report forms, signing in registers, etc will be kept on site at all times and the relevant documents completed as required.

Section 1- Project Details	
1.1 Description of project	Construction of residential development 83 no units including housing, bungalows with substation and pumping station including car parking and associated landscaping with affordable housing. Revised information from November 2023 Due to the proximity of the railway lines to NE side of the proposed development, works will currently only be undertaken in the 'Green Zone' as per the revised marked up drawing HJK'DH-SP-01 Rev C, a copy of which has been added to Appendix of this CPP. The drawing includes provision of a new site entrance. This part of the project will be the construction of Plots 60 – 69 and complete the super structure to Plots 80 – 83 and carry out highway works to create the new road entrance. Plots 60-63 have been steel fixed and are ready to pour to complete foundation works. Works will include: - Foundation works - Concrete slab works - Brickworks - Roof works - Windows and doors - Internal fit out (bathrooms, kitchens, etc) - Electrical and plumbing works - Landscaping
1.2 Project Duration	Works are scheduled to commence December 2023 and take up to 60 weeks duration. Form F10 (Ref 00239ca20f) has been submitted by the Client A copy of the F10 will be kept in the site safety file and a copy will be displayed on site for the duration of the works. There will be up to 30 operatives on site at any one time.
1.3 Drawings, reports, etc	Drawings SP-01 Rev C Boundary plan SP-01 Rev C EC chargers SP-01 Rev C Traffic management plan (copy included in Appendix 1 of this CPP) SL-01 Rev 1 Site layout HJK'DH-SP-01 Rev C site layout

Construction Phase Plan

1.4 Existing structure	N/A.
1.5 Ground conditions and requirements	Prior to the commencement of development, details of all existing and proposed levels across the site, including finished slab levels of all proposed buildings, shall be submitted to the Local Planning Authority for approval in writing.
1.6 Communication & Consultation	Regular liaison between all parties on site will be organised by the Principal contractor (in conjunction with the principal designer and project team when required) in the form of regular site meetings (weekly or fortnightly as required), and by telephone and email. A 'Daily Hazard Board' will be used to identify significant hazards on site at any particular time. The Principal Designer shall be sent copies of minutes taken at any meetings (if not in attendance) which relate to the project. In the event of there being a substantial design change required due to unforeseen conditions the Principal Designer shall be informed immediately All operatives are to attend the site induction and sign the induction registers to confirm receipt. Meetings will be held with the workforce on site for that week to discuss the works currently ongoing or about to commence. All affected operatives are to attend. Toolbox talks will be provided to site operatives (including sub-contractors) at regular intervals. Operatives will sign the attendance registers each time they attend a session.
1.7 Health & Safety Aims	Execution of the works will be in a manner which seeks to safeguard the safety health and welfare of all those engaged in the works, employees, and members of the public. It is HJK Construction (Northern) Limited objective to have zero accidents resulting in injury requiring notification to the HSE under RIDDOR, as a result of a failure in site safety management systems All employees and sub-contractors, will be competently trained in their role, have had health and safety training (e.g. manual handling, working at height, sharps, asbestos, abrasive wheels, etc as applicable). All operatives will be site inducted and will have read all specific risk assessments and other supplied documentation It is our policy to not cause any damage to property and structures from construction activities It is our objective to receive zero complaints from neighbours due to construction activities. Deliveries shall be planned so as to cause minimal disruption to the areas being worked in, and any activities that are noise/dust producing kept to a minimum.

Construction Phase Plan

	It is our objective to receive zero complaints by enforcing authorities due to a lack of compliance with Statutory health and safety and environmental requirements. All current Health and Safety and relevant building regulations will be adhered to
1.8 COVID 19	HSE no longer requires every business to consider COVID-19 in their risk assessment or to have specific measures in place. Safe practices will continue to be maintained. Operatives may be requested to provide evidence of COVID vaccinations or a negative lateral flow test by the Client.
Section 2 - Project team	
2.1 Client	HJK Construction (Northern) Limited 2 Dalton Court, Commercial Road, Darwen, BB3 0DG Tel: 01254774115 Email: admin@hjkproperties.co.uk
2.2 Principal Designer	Cordonier Architects 10 Long Kline, Sheffield, S11 7TX Tel; 0114 2621555 zeus@cordnier.com
2.3 Principal Contractor	HJK Construction (Northern) Limited 2 Dalton Court, Commercial Road, Darwen, BB3 0DG Tel: 01254774115 Email: tony@hjkconstruction.co.uk
2.4 Contractors	Sub-contractors are to be confirmed. Contractor companies are selected from the Approved contractor list (having supplied a completed questionnaire and relevant supporting documentation) Contractors will provide their documentation (RAMS, Insurance, training records, etc) prior to commencing their works The risk of conflicting priorities shall be eliminated. Discussions between the Principal Contractor and other Contractors on site may be necessary and an allowance in the programme made for such meetings. Plant operators must hold the correct certification (and provide copies to be retained in the site health and safety file) The use of 240v power tools will not be permitted. RCDS are to be used as required. Contractors will work under the control of HJK Construction (Northern) Limited and will be subject to the same rules and requirements as our own operatives.

Construction Phase Plan

Section 3 – Services	
3.1 Services	The Principal Contractor will verify existing service positions with the relevant utilities companies before construction works commence. If any works adjacent to overhead lines, are required, the requirements of the (HSE) document GS6 "Avoiding Danger from Overhead Lines" will be followed. Underground services will be identified by the use of Cable Avoidance Tools (CAT) and safe digging techniques. The requirements of the HSE document HS (G) 47 "Avoiding Danger from Underground Services" are adhered to as necessary Temporary services will be installed by a competent person. Temporary task lighting may be used if required The crane location, crane pad details and lift plan have been provided for completion of the super structure on plots 80-83.
Section 4 – Management of the works	
4.1 Site Manager	Anthony Holt
4.3 Site Supervisor	Tony Healy
4.4 Site Trained First aid provider(s)	Anthony Holt Tony Healy
Section 5 – Induction	
5.1 All site personnel to receive the site induction provided by the Site Manager or designated representative	Induction to include - Assembly point - Sound of the alarm - Location and type of fire extinguishers available - Accident reporting procedures - Management details - Names and locations of nominated first aiders - Details of nearest A & E Department - Welfare arrangements - Signing in/out requirements - Permits to work required - Site rules - Working hours - Site specific environmental issues Induction register to be signed by all site personnel

Construction Phase Plan

	Induction process will include the strict requirement that smoking is prohibited at all times on site.
Section 6 - Welfare	
6.1 Working hours	Regular working hours will be Monday to Friday 7.30am – 5.00pm and 8.00am to 1.00pm Saturdays. No works on Sundays or bank holidays will be permitted
6.2 Welfare Arrangements	Welfare facilities, car parking and material storage are located within the green zone.  Facilities are to be kept clean and tidy. The Site Supervisor will make weekly checks of stocks (toilet paper, towels, etc) and replenish as required. Standard cleaning products will be supplied for cleaning surfaces after use.
6.3 First aid provision	Fully stocked first aid box kept on site Eye wash kit kept with first aid box At least one trained first aid provider will be on site at all times. All accidents or incidents are to be recorded in the Accident Book and the Project Manager informed. An accident form is to be completed as required (copies are stored in the site safety file) Should an accident occur in which a site operative requires hospital treatment, they will be taken to the nearest A&E Department, located at: Macclesfield District General Hospital Victoria Road, Macclesfield, Cheshire, SK10 3BL Tel: 01625 421000 Directions will be displayed on the site notice board. Details of First Aider to be displayed in the Site Cabin.

Construction Phase Plan

6.4 Accident reporting	The Reporting of Injuries, Diseases & Dangerous Occurrences Regulation's 2013 (RIDDOR) will be complied with. Any accidents and near misses to be reported at the time of the accident / incident to the Site Manager and recorded in the accident book. The accident report form shall also be completed as necessary. Any completed accident forms will be securely stored (not in the site safety file) for data protection. The Site Manager will inform the Client of any accidents or incidents. Any reportable incidents will be notified to the HSE by the Site Manager by the appropriate means - Telephone for fatal or specified injuries - Appropriate online report from for other incidents Should an accident investigation be required this will be undertaken ASAP by senior Management. All affected persons will be made fully aware that the purpose of accident investigation is to determine the root cause of the accident or incident and not just to apportion blame to an individual.
Section 7 - Significant hazards & controls	
7.1 Access & Egress	Satisfactory access to site shall be provided to the site before the development becomes operational. Secure fencing/hoarding will be erected around the site with lockable gates. Hoarding will be checked daily by the Site Supervisor. The Green Zone will be sectioned off from the rest of the site. Warning signage will be put in place at the site entrance. Surrounding pedestrian footpaths and access road shall be kept clear at all times Deliveries of materials will be arranged so as to avoid peak traffic times. A competent Banksman, wearing suitable safety clothing, will direct contractor vehicles entering and exiting the site, whilst assisting with the loading/ unloading of materials.
7.2 Parking	Site parking will be provided for a limited number of vehicles Site access shall be restricted to deliveries and trades Some street parking is available around the surrounding area. Access and egress routes around the area will not be obstructed.

Construction Phase Plan

7.3 Deliveries	There are no known weight restrictions or delivery restrictions on site Deliveries will be arranged to as to avoid peak traffic times and local school run times. A competent banksman shall assist with all delivery operations and when delivery vehicles are leaving the delivery area. Delivery vehicles will leave as soon as unloading is completed. Delivered materials are to be safely stored.
7.4 Adjacent areas	The surrounding area is mixture of residential and commercial properties. With respect to the inter relationship of the proposed dwellings the proposal does not raise any concerns about the adequacy of privacy, etc.
7.5 Excavations	CAT used to locate any buried services. Hand digging only shall be carried out where unsure of presence of buried services A copy of HSG 47 'Avoiding danger from underground services' will be kept on site at all times and its requirements adhered to CAT scan training certification and calibration records will be made available and retained on site in the site safety file.
7.6 Asbestos	Works are new build. However, the Control of Asbestos Regulations 2012 are to be strictly complied with as required. Operatives will remain vigilant and will follow procedures should they uncover or suspect the presence of any ACM's at any time: - Cease work and make the area safe - Inform the Site Supervisor or Manager - Remove any contaminated clothing and PPE and double bag in clearly labelled sacks - Not re-commence works to the area until it has been declared safe to do so
7.7 Work at height	All work at height is undertaken in accordance with the Work at Height Regulations 2005 and relevant Guidance. The most suitable means of access equipment shall be used when any work at height is required Scaffold will be erected by authorised scaffold contractors. Lowest access ladder to scaffold is to be removed and safely stored at the end of each working day to prevent access by unauthorised persons. Mobile towers will be erected by trained and competent persons

Construction Phase Plan

	It is company policy that stepladder use will only be permitted for low level works at height of short duration and when more suitable means of access are not practicable. There will be regular provision of working at height toolbox talk for all affected operatives. Attendees will sign the work at height toolbox talk register to confirm they have received the working at height toolbox talk
7.8 Manual handling	Manual handling operations are undertaken in accordance with the Manual Handling Operations Regulations 1992 (as amended) Operatives receive manual handling training There will be regular provision of manual handling toolbox talk for all affected operatives. Attendees will sign the manual handling toolbox talk register to confirm they have received the manual handling toolbox talk
7.9 Permits to work	When required, a Permit to Work shall be issued and signed off by the Authorised Person (on a daily basis when the relevant works are not complete in one working day)
7.10 Noise	The Control of Noise at Work Regulations 2005 will be complied with. The use of radios or other audio equipment will not be permitted. Mobile plant will be immobilised when not in use Mufflers will be fitted to equipment where required Hearing protection is provided to site operatives No tasks creating large amounts of noise will be undertaken out of regular working hours.
7.11 Vibration	The Control of Vibration at Work Regulations 2005 shall be complied with. Plant operators will take regular breaks. All plant, tools and equipment will be maintained in good working order Use of 240v equipment will not be permitted Personnel are aware of the requirement to report signs of tingling or numbness of the hands or fingers The HSE vibration ready reckoner tool will be used where necessary to determine vibration levels of equipment if not known. Regular provision of vibration toolbox talk to all affected operatives. Operatives will sign the vibration toolbox talk register to confirm they have received the vibration toolbox talk.
7.12 Work Equipment	the Provision & Use of Work Equipment Regulations 1998 (PUWER) shall be strictly adhered to.

Construction Phase Plan

	Plant and equipment will be maintained in good working order and subject to regular maintenance schedules Plant and equipment required on this project will be: - Telehandler - Dumper trucks - Stihl saws and other similar equipment - Plumbing equipment - General construction tools Users will visually check equipment before use and remove and tag 'DO NOT USE' any damaged or defective equipment The Site Supervisor will complete work equipment checklists on a weekly basis, and keep records of them in the site safety file
7.13 Hazardous substances	The Control of Substances Hazardous to Health Regulations 2002 shall be complied with. There are no health risks arising from the Clients activities. Substances likely to be used on this project are: - Cement - Diesel - Mortar - Building Materials Training covering handling, storage and use of hazardous substances is provided to the relevant personnel COSHH assessments will be kept in the site safety file at all times and the relevant personnel made fully aware of their requirements
7.14 Dusts	There is a risk of respiratory disorders caused by dust whilst carrying out construction works. Operatives shall have had face fit testing carried out and will wear their masks as required when carrying out cutting, grinding and other works likely to create dusts Areas will be dampened down with water where necessary to prevent rising dusts Wheel washing will be carried out as required.
7.15 Exposure to UV radiation (from the sun)	No persons will work bared to the waist at any time. Sun cream shall be provided during high summer months (e.g. July/August) Drinking water is available at all times (either bottled water or a water dispenser with disposable cups)
Section 8 – Fire Management	

Construction Phase Plan

8.1 Fire Management	Signing in register in operation to ensure the exact number of personnel and authorised site visitors are known at all times Use of naked flames prohibited on the site. Fire extinguishers will be provided on site for the duration of the project Hot works and works to any services will be carried out under a Permit to Work. A one hour fire watch will be undertaken after any hot works. The site will be a strictly no smoking site The designated Fire Marshal will make daily checks An air horn or klaxon will be on site to sound the alarm for fire
8.2 Emergency Procedures	On hearing the fire alarm signal all personnel must: - Switch off machinery and equipment if safe to do so and there is time to do so - Leave the working area (not stopping to collect any personal belongings) and go to the emergency assembly point - Report to the Fire Warden - Remain at the emergency assembly point until authorised to return to the site by the Site Manager
Section 9 - Health and Safety File A Health and Safety File is required on all projects involving more than one contractor as per Appendix 4 of CDM 2015. If a Health and Safety File exists for a structure involved in a project with only one contractor, this file will still need to be updated. The health and safety file should contain the information needed to allow future construction work, including cleaning, maintenance, alterations refurbishment and demolition to be carried out safely.	
9.1 Layout and format	1 hard copy and/or 1 electronic copy of all documentation for inclusion in the Health and Safety File at practical completion of the works
9.2 Information required	A brief description of the work carried out. Information and as-built drawings that relate to the site and any associated structures, equipment etc. The nature, location and markings of significant services, including underground cables, pipes & ducts, fire-fighting services etc. Key principles and details relating to the structures and materials showing, where appropriate, methods of construction, fixings, finishes etc. together with safe working loads, particularly where these may preclude placing scaffolding or heavy machinery there. Details relating to health and safety that may affect future demolition,

Construction Phase Plan

	dismantling or decommissioning works. Details relating to health and safety that may affect cleaning and maintenance works, including operation & maintenance manuals and instructions. Technical specifications of materials, plant and equipment. All relevant test and commissioning certificates, guarantees etc. Any residual hazards which remain and how they have been dealt with i.e. surveys or other information concerning contaminated land, water bearing strata, buried services etc
--	--

SITE RULES

- ☐ The Principal Contractor will take reasonable steps to ensure that only authorised persons are allowed into any area where construction work is taking place. A booking in system will be adopted.
- ☐ All operatives shall be suitably trained and competent
- ☐ All personnel will undertake Site Induction and all relevant Toolbox Talks
- ☐ All personnel must report any accidents or near misses
- ☐ The Principal Contractor will ensure that adequate personal protective equipment is worn by all operatives (and visitors to the site when appropriate).
- ☐ Access and egress routes will be kept clear at all times
- ☐ Smoking is prohibited on site
- ☐ Dangerous or hazardous equipment will be stored in secure storage facilities when not in use.
- ☐ No hot work will be carried out during the final hour of the working day
- ☐ The work site will be kept clean and tidy, and free of debris as much as is reasonably practicable
- ☐ No overreaching from ladders or low working platforms. Ladders or platforms to be moved to next location as required
- ☐ Hazardous or flammable materials will be removed from the premises at the end of each working day
- ☐ Materials safely and securely stacked whilst awaiting use
- ☐ Any spillage will be made good immediately
- ☐ Alcohol and drugs (other than tablets prescribed by a doctor) are strictly prohibited. Any operative found to be under the influence of either substance shall be instantly dismissed from the site.

Construction Phase Plan

- ❑ No photography or video equipment is to be brought onto the site or working areas without first attaining written authority from the Client
- ❑ Operatives will take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions
- ❑ Operatives will report any issues which may affect health and safety of themselves or other
- ❑ Site operatives will not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare
- ❑ All tools and equipment will be subject to regular inspection and examination schedule
- ❑ All operators of machinery and tools will be competent, fully trained and able to carry out the job properly without risks to health and safety.
- ❑ Electrical equipment will display a current test tag or certificate and will be used in accordance with manufacturer's instructions by trained operatives, be properly guarded and maintained where necessary, and transformed to 110 volts
- ❑ All portable electrical equipment will be isolated and securely stored when not in use
- ❑ Residual current devices (RCDs) will be used on mains powered equipment where required
- ❑ Burning of rubbish will not be permitted at any time

Construction Phase Plan

RECEIPT / COMPLIANCE REGISTER

I confirm that I have received all relevant information contained in this Construction Phase Plan, including emergency arrangements, safe working practices and site rules, and I shall comply with all requirements. I am aware that persistent non-compliance may result in removal from site and possible disciplinary action.

[illegible]

Construction Phase Plan

Appendix 1 – Traffic Management Plan

Appendix 2 – Drawing SP-01 Rev C



Construction Phase Plan

