

CONSTRUCTION MANAGEMENT PLAN

Construction Management Plan

Project:	63 High Street
Reference:	N/a
Architect	KG Plan & Design Ltd
Principal Contractor:	TBC
Date:	TBC

Document Version

Date	Revision	Prepared By	Checked By	Comments
03/10/24	00	Jag Kumari	Mr K Ganatra	N/a

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Introduction to the project

Conversion of existing dwelling house 1st and 2n floor, into 3 self contained flats.

Fig 1 - Site Location Plan



Location Plan Scale 1:1250

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The phasing of development works:

Week	, Phase
1-2	Site set up, hoarding and welfare.
3-8	Strip out 1st and 2nd floor
9-12	First fix
13-15	M&E
16-22	2nd fix
23-27	Internal decoration , Joinery , kitchen and bathroom fittings and fixtures
28-30	Snagging

A programme to demonstrate that the most valuable or potentially contaminating materials and fittings can be removed safely and intact for later re-use or processing. - there are no contaminated materials found.

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Project Description

Project Name:	63 High Street
Site Address:	63 High Street, Ruislip, HA4 8JB
Project Description:	Conversion of existing dwelling into 3 self contained flats, on the 1st and 2nd floor.
Start Date:	TBC
Project Duration:	30 weeks
Site times	Monday to Friday 8am – 5pm Saturday 8am-1pm
Asbestos Report:	N/a
Ground Investigation:	N/a
Adjacent Land Use:	Other residential occupied houses and public pathways
Access / Egress:	Safe access to and from the site will be maintained for all site users using a designated side gate and a designated main gate off the Midcroft and it will be used for any deliveries/ vehicles off old oak road.
Deliveries:	All deliveries will be pre booked with the Site supervisor , they will only be allowed during the working hours 8am -10am and 4pm-5pm . the site supervisor will have a trained banksman/traffic marshal who will assist all vehicles manoeuvring on or off the site also ensuring that any pedestrians are redirected on the public pathway .The deliveries will be schedules to minimise impact on adjacent land users. Measures to prevent mud and dirt tracking onto footways and adjoining roads will be in place including wheel washing facilities

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EMERGENCY CONTACTS

Project Directory

Project Manager:	TBC
Site Manager (trainee)	TBC
First Aider(s):	TBC
First Aid Kit Location(s):	Welfare container (rear of the property)
Welfare Provision:	Welfare facilities will include WC and washing facilities, hot running water, rest and eating area.
Fire Marshal(s):	Site supervisor
Fire Alarm Warning:	Fire alarm bell fixed on each floor and near welfare area
Fire Assembly Point:	Outside the main gate of 57 High street
Nearest A&E Hospital:	North Middlesex university hospital Parking lot, Stirling way , N18 1QX
Emergency Services:	Call 999 and ask for the required service Give your name, site address, be clear, give directions, stay calm
Site Address:	63 High Street, Ruislip, HA4 8JB
Utility Emergency Contacts:	Gas: TBC Electricity: TBC Water: TBC

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Access, Delivery & Waste Removal

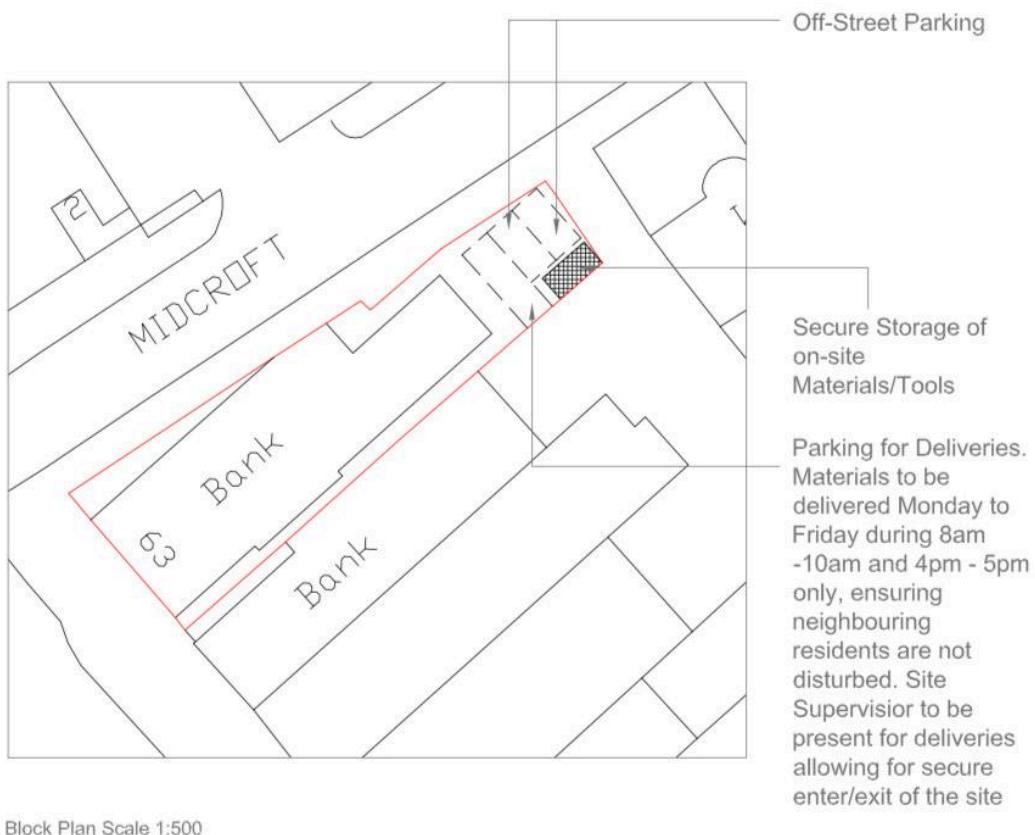
Designated vehicle and pedestrian access points to be put in place as part of the site set up. All people accessing the site and report to the site office to sign in each day.

All operatives will be fully licensed for their vehicles.

There will be no parking on site and where possible on street parking is utilised, care must be taken to obey parking restrictions and to avoid blocking access to neighboring properties or emergency services.

All operatives will be made fully aware of any restrictions on deliveries within the site boundaries. All delivery drivers will be instructed to report to the Site supervisor on arrival, and, where necessary, a banksman will be provided for the vehicle while within the site boundary. The delivery point is outside 63 high street , Midcroft entrance.

Fig 2 - The storage of demolition/construction materials and deliveries on site.



Waste will be carried down from high levels or lowered directly into skip, or send waste via a chute directly into the skip below, to avoid spread of dust, litter and debris.

All materials disposed of from site will be removed in accordance with the requirements of environmental protection legislation, by a licensed waste disposal contractor, to a licensed waste disposal site. Waste removal should be frequent, to prevent the build up of site debris.

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Site Traffic & Vehicle Movements

A survey of the existing conditions of roads and pavement has been carried out see appendix.

All deliveries will be limited to these site working hours ONLY

Mon-Fri 8am-5pm

Saturday 8am-1pm

A trained banksman will safely guide all vehicles arriving at the site, and a site speed limit of 5mph will be enforced. If any reversing and turning, it is to be carried out under the constant supervision of a banksman.

Drivers must take care when other vehicles and pedestrians are in any area through which they are moving.

Where possible audible and visual signals are to be used for any reversing.

The banksman will ensure that the doors for the site deliveries are closed shut prior to any vehicle being unloaded and all unloading, which will take place on site either with a Hi-ab or a forklift. The unloading area and material storage area is the carpark at the rear of the existing building. Materials will be ordered as required (just in time) so that they can go straight into the building.

Manoeuvring of any sizeable loads or vehicles to be carried out with signaller in attendance, to ensure that third parties are kept clear of site operations.

There are no abnormal loads being delivered to site.

Wheel Cleaning for vehicles

There will minimal excavation works involved in this project, and therefore we anticipate that this will not be required throughout the project, however we will have a water cleaning facility on site at all times and this will be used if there a need did arise

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Traffic Management Risk Register

Hazard	Risk	Control Measures
Pedestrians and vehicles interface	Pedestrians struck by vehicles	Separate vehicle and pedestrian access routes to be established. Pedestrians wear high visibility clothing (jacket or vest minimum) at all times on site. Audible and visual alarms to be in working order on vehicles. Signage to be displayed on site directing vehicles and pedestrians. Speed limit to be established and enforced. Provide anticipated delivery times.
Deliveries	Collision / conflict with other work activities or site operation	Clear instructions to be given for delivery drivers when placing orders / arranging deliveries. Site Manager contact details to be displayed at the main site entrance for contact on arrival. All delivery vehicles to be directed to site office on arrival and banksman notified where access onto site required. There will be no deliveries permitted after 5pm due to the impact of noise on local residents
Access equipment	Struck by vehicles / overturning	Access equipment positioned in areas at risk from being struck by vehicles, including other mobile access equipment, to be segregated from vehicle routes with barriers. Mobile access equipment to be accompanied by a banksman on site roads when moving around site.
Excavations for services	Vehicles entering / overturning	Vehicles routes to be planned away from excavations as far as possible. Vehicles and plant to be kept a safe distance from excavations. Excavations adjacent to and within 1m of vehicle routes where there is a risk of driving directly into the excavation to be provided with pedestrian barriers and stop blocks (minimum 200mm high) along entire length of excavation. Excavation parallel to and within 1m of vehicle routes where there is a risk of driving indirectly into the excavation to be provided with barriers along excavation.
Excavations for services by walkways	Falls from height	Excavations for services to be provided with solid pedestrian barriers/fences a minimum of 300 mm from edge of excavation. Barriers are to be distinctively marked with warning signs.

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Vehicles reversing and/or manoeuvring	Collision with pedestrians / structures	All reversing and/or turning vehicles (delivery vehicles and construction plant) to be accompanied by banksman.
Poor maintenance of vehicles	Failure of built-in controls	All plant to be maintained and examined in accordance with manufacturer's instructions. Where plant is obtained on hire obtain copies of certificates from the hire company. All construction vehicles to be provided with suitable audible and visual indications of movement. Controls, lights and warning systems to be checked before first use each shift.
Lack of competence	Human error due to lack of awareness	Confirm the competence of drivers for the particular vehicles to be used. Instruction given through inductions, on site safety briefings, signage and regular tool box talks. A banksman will be used if the driver's vision is restricted or when operating in a congested area. The carrying of passengers is prohibited.
Congestion	Collision of vehicles / excessive manoeuvring	Schedule of planned deliveries to be maintained and deliveries planned in advance to avoid conflict with other site operations or adjacent land uses.
Unauthorised use	Misuse of plant	The ignition key will be removed whenever machine is left unattended and if left on site overnight all plant will be immobilised.
Noise	Hearing damage	Figures for noise levels will be obtained from the hire company and where these are above 80dB(A) ear protectors will be worn.
Vibration	Whole-body vibration syndrome	Plant should be fitted with 'suspension' seats to reduce effects of whole body vibration. Drivers do not drive plant for prolonged periods to minimise risk of whole body vibration.

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Noise, Vibration & Dust

We will be controlling Dust emissions inside the property, using water suppression and dust extractors on tools. It is not anticipated to have significantly high levels of noise or vibration during the construction phase. Levels will be minimised through the selection of equipment, working procedures, and job rotation. Most works are inside the building and will not impact neighbors.

Vibration and noise levels will be monitored throughout the project (please refer further down for more information)

Control measures will be specified where applicable within Method Statements.

Operations shall be subject to a noise assessment if required and control measures implemented.

All contractors are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements. The site manager will stop any operations deemed to be unreasonably noisy.

All contractors to ensure that PPE is issued to their own operatives where required. Appropriate PPE for the site activities will be available on site. Works will not commence without suitable PPE, such as ear defenders, where required.

Where high levels of dust are anticipated during works the Site Manager will be responsible for issuing face masks or other respiratory/PPE specified in Method Statements. Any dust anticipated during the demolition will be hosed down with water to suppress the dust.

Hand Arm Vibration

- a. The Control of Vibration at Work Regulations 2005 obliges employers to assess the risk of any vibrating equipment, likely to cause harm, and then install suitable control measures to reduce the risk of injury to employees.
- b. The exposure action value (EAV) (2.5 m/s²) is a daily amount vibration exposure above which employers are required to take action to control exposure
- c. The exposure limit value (ELV) (5 m/s²) is the maximum amount of vibration an employee may be exposed to in any single day, (8 hour period). This represents a high risk above which employees should never be exposed.
- d. Typical exposure in m/s² for certain equipment can be seen in the table below:
- e. The assessment will take account of the actual time exposed or "trigger time"
- f. In the table above a road breaker with a typical value of 12 m/s² could be used for only 14 minutes before reaching the EAV and 25 minutes before reaching the ELV. The employee will be rotated to a new task after these time periods.
- g. Alternatively, a points system can be used as specified in INDG 175. The points system accurately reflects the above system but in a simple points format.

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h. The Company will adhere and work to the above regulations to provide a safe working environment at all times. (Reference: INDG 175 Control the risks from hand arm vibration.)

Project Set up for H&S

Topic	Details
PPE	<p>Suitable and sufficient PPE must be worn at all times, provided by your employer. Including extra requirements like face mask or face shields for COVID to prevent spread.</p> <p>All operatives shall wear PPE including high visibility vests, toe protectors and hard hats at all times, under the instruction of the Site Manager.</p> <p>Failure to comply will result in removal from the site.</p> <p>Other PPE, where necessary, will include eye protection, ear protection, gloves and respirators.</p> <p>The supervisor will be responsible for ensuring all PPE is worn. Ensure that any disposable masks are removed and close binned daily. do not spread germs by leaving them on floors , tables etc.</p>
Induction	<p>The Site Manager will induct all persons working on the site prior to commencement.</p> <p>All persons including visitors must report to the site office for induction on arrival.</p> <p>Once you have been inducted you have a duty to inform others who you suspect have not been informed of these rules.</p> <p>Failure to comply will result in removal from site.</p>
Welfare	<p>Welfare facilities will be made available on site for all operatives.</p> <p>You must leave welfare facilities in the condition they were found to also follow the rules of COVID regarding welfare, keep 2 m distance whilst in the welfare area unless plastic screens are created to enhance protection.</p> <p>Report any damage or poor conditions to the site manager.</p> <p>Do not misuse the welfare facilities or equipment provided.</p> <p>COVID controls will also be implemented with posters for awareness about their responsibility to protect themselves and others. All appliances must be PAT tested.</p>

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Security

All persons must sign in / out of site. Fencing surrounding the site boundary is the existing boundary. It will be properly fitted, secured and maintained. All access gates will be lockable and secured when not in use, and at all times the site is unoccupied.

The site will be locked and secured at the end of each working day or when not in use. Storage and welfare facilities will also be within a lockable and vacant area of the site. You must not trespass upon adjoining areas except where permission has been granted. Comply with safety signs at all times.

First Aid

The first aid box will be available in the welfare area. All operatives will be made aware of its location in the site induction.

The Site Manager is responsible for first aid throughout the construction Management and ensuring the procedures set out in the site induction and this plan are complied with.

Promptly report any injuries to the appointed first aider for treatment.

Plant & Equipment

The site operates on 110v supply only.

You may only operate plant and equipment that you are trained and authorised to use.

You may only carry out tasks for which you are trained and competent.

If you suspect that plant / equipment / scaffold is unsafe please notify the site manager immediately.

light plant will be in use

no plant will be driven on to site

General Safety

You must comply with the method statements and risk assessments for your activity(s).

If you see any hazards on site, real or potential, inform the site manager immediately.

Do not block routes for access / egress / escape or fire exits.

Maintain a safe place of work by being tidy and removing your rubbish or waste.

Restrictions

Loud music is NOT PERMITTED on site

No alcohol or drugs are permitted on site. Persons suspected of being under the influence of drugs or alcohol will be asked to leave site

Food and Drink are only to be consumed within designated canteen areas.

Persons displaying racist, sexist, violent or threatening behavior will be asked to leave site and not return.

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Fire Safety	Smoking and Burning on site are NOT PERMITTED Hot works are subject to permits – obtain from site manager. Fire extinguishers must be situated in the welfare area , on each floor and near entrance/exit. This is a no-smoking site, smoking will only be permitted in the designated area and there will be no smoking in front of resident properties or on the street during breaks.
Site Storage	All Materials will be delivered and unloaded at the designated delivery gate, all materials will be loaded to allow for easy access. Appropriate covers will be used to ensure materials are not damaged in storage. Any combustable materials will be covered with retarded covers.
COVID – 19	To ensure that they implement the latest government guidelines - site operating procedures. NOTE covid- 19 is now a RIDDOR, any one who is positive covid-19 or an outbreak on site must be reported to the HSE. Covid Safe poster will also be displayed to give the residents peace of mind that this is a site complying with the COVID guidelines.

Risk Register & Controls

Public Safety & Adjacent Land Use

Risk	Control
Unauthorised persons entering site	Site access via secure gated entrance which will be locked out of hours
Movement of plant and machinery on site	No members of the public to have access on to site, hoarding will be in place with signage and a keypad lock gate.
Work adjacent to the site boundary	Any work outside the site boundary to be risk assessed and temporary fencing/hoarding erected with adequate signage and a competent banks man.
Access Routes for Vehicles, Plant and Pedestrians	Segregated access routes where possible. Access routes to reduce the need for turning or reversing. Deliveries only available during site hours no later than 5 pm Mon-Fri and no later than 12pm on a Saturday. All deliveries must be pre-booked for attending site with the project manager.
Vehicles and Plant Manoeuvring	All vehicles manoeuvring on or off site and around site to be accompanied by a banksman especially if in close proximity to pedestrians, other vehicles or structures.

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Lighting Internal and External	<p>Lighting will be arranged on site in a static formation, where lamps are fixed to support poles or site perimeter fencing and it can be arranged locally, and where works are progressing, by the use of moveable supports or being hand-held with trailing leads.</p> <p>Walkways are often illuminated by bulkhead lamps on standard mains voltage. Bulkhead lamps have a die-cast aluminium alloy body together with a vandal-resistant translucent polycarbonate diffuser.</p> <p>To illuminate general working areas indoors, festoon (overhead lighting) can be suspended from grids at regular spacing's. These are usually tungsten filament bulbs, and both cable and lamp holders must be appropriately weather-resistant.</p> <p>Externally the arrangement will be such that visual intrusion and light spillage are kept to a minimum, particularly in close proximity to residential properties and busy roads where it may cause nuisance or distraction. Where necessary, the lighting will be provided to the site boundaries to ensure the safety of passing pedestrians. Any lighting will be Obtrusive and facing down to avoid any impact on residents around the project.</p>
Neighbour liaison, & notifications to interested parties will be managed by the project manager.	<p>We will ensure that the hoarding has a display board which includes contact details (email and telephone number) of the company and the project manager who will also take on the responsibility of the residential liaison officer and we will also display monthly progress. A number will also be available for any residential complaints.</p>

Environmental & Ground Issues

Risk	Control
Noise - above 80dB(A) or 10dB(A) above background noise out of hours	Any disruptive works completed within normal working hours of 8am-5pm Mon-Fri and 8am-1pm on Saturday. Ear Protection for operatives made available.
Exposure to high levels of vibration	Work on vibrating equipment will be minimized. Exposure will be restricted within the legal limits.
Dust exposure to operatives	Dust masks provided for activities if required, particularly silica containing products and water suppression will be in place for any raiding dust exposure
Risk of water contamination through spillages	Refueling areas away from natural water or surface water drainage. Spill kits provided.
Removal of construction	Contractor to supply skip through licensed company

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Contact with services (Gas, electricity, water, sewers etc.)	Services to be located and marked on site Services within close proximity to proposed ground works to be disconnected and/or re-routed as necessary. Hand digging within 2m of live services

Fire & Emergency

Risk	Control
Fire Risk on Site	Possible risk due to hot works. Hot works permit to be issued prior to any hot works commencing.
Fire Risk to Adjacent Buildings	As above.
Fire Escape Blockage	Existing fire escapes to be kept in use. All existing fire escapes to be kept clear at all times.
Access Routes Obstructed	Materials blocking escapes. No materials to be stored in walkways.
Fire & Emergency Planning	PC to produce a fire plan on the general layout drawing and have it explained in the induction and also displayed on the information board and will ensure that the works are executed in accordance to the procedures set out.
Inhalation, burns, risk of fire from use of Flammable Substances	Recommendations as details on manufacturer safety data sheets on storage to be complied with. Gases and flammable liquids to be stored in a secure, ventilated area away from ignition sources and direct sunlight.
Arson	Site security to be maintained throughout project. Skips and waste materials to be located away from perimeter and buildings, where possible use a "wait and load" skip

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Site Hazards

Risk	Control
Manual Handling - dropping, crushing, straining	PC to control delivery and movement of materials to ensure loads being lifted by individuals do not exceed those that can be safely lifted.
Excessive Noise	Ensure that all noisy operations are minimized during occupation of the building. Excessively noisy operations will be subject to noise assessments and programmed to minimize disruption.
Stability of existing structures	PC will protect any existing structures that may be effected by the works.
Live Services	PC to ensure that all areas are surveyed prior to works commencing. Live work prohibited on site
Hazardous Substances - Sealants, Adhesives, Paints etc.	PC will ensure use by competent personnel working to approved RA/MS and thorough COSH� assessment. The COSH� data sheet will be with the RA/MS.
Falls of persons or materials	Safe access provided to be provided to all work faces. Competent personnel working in accordance with approved risk assessments and method statements will erect access plant and platforms.
Contact with falling materials from overhead work	Adequate protection from work being carried out overhead. Exclusions zones below work at height as required.
Persons falling down holes/excavations	Secure barriers to be fixed around all openings or plates/timber fixed over service holes.
Falls of persons causing injury	Fragile materials to be identified. Depending on location use of guardrails, toe boards, barriers, suspension and fall arrest equipment. RA/MS to be provided.
Slips, trips and falls - Fall of persons causing injury	Constant monitoring of housekeeping. Maintaining of access/egress routes.

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Project : 63 High Street, Ruislip, HA4 8JB