JAD CONSULTING
RISK MANAGEMENT

Construction Management Plan

Change of use from C3 use to C2

at

31 Frithwood Avenue
Hillingdon
Northwood
HA6 3LY

Issue Nr.1

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DOCUMENT CONTROL SHEET

Issue 1	**24.03.2025**	**Author: James Dean**		**H&S Advisor**
The CMP is a live document through the construction phase and may require revision during development to reflect any changes in legislation, standards, guidance, or other issues, such as complaints. Any revisions will need to be agreed upon with the local planning authority.				

Date	Section Amended	Detail of Amendment	Amended By

1. Introduction

This Construction Management Plan (CMP) outlines the arrangements for managing the proposed works to expand the parking area at 31 Frithwood Avenue. The objective is to minimise disruption to local residents and protect the surrounding environment during the construction phase.

2. Location & Proposed Work

The site is located at 31 Frithwood Avenue, Hillingdon, Northwood, HA6 3LY.

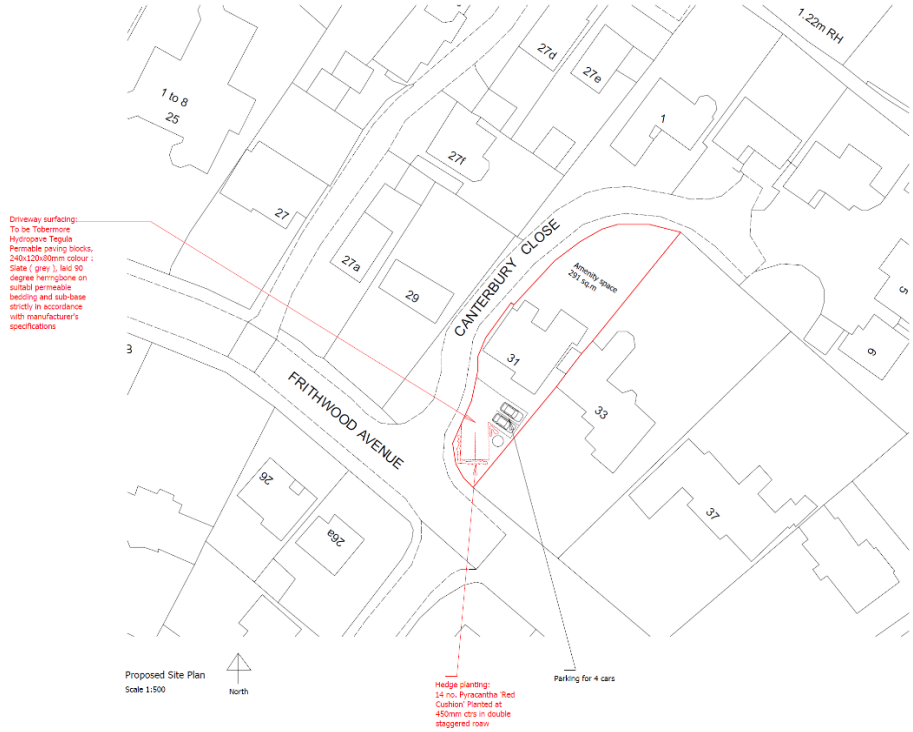
Location plan

Google earth image of the site & surrounding area

31 Firthwood Avenue

The property at 31 Frithwood Avenue is a substantial detached residential dwelling situated on a prominent corner plot, bounded by Canterbury Close to the west and Frithwood Avenue to the south. It occupies a sloping site and is set back approximately 20 metres from the front boundary, offering a spacious frontage with lawned areas and two parking spaces. Additional access and car parking are available to the rear via Canterbury Close, where there is also bin storage provision.

The internal layout remains unchanged and is comparable to a typical family home. No external alterations to the building are proposed, and the character and appearance of the property are consistent with its residential setting. The proposed work will increase the existing parking from 2 to 4 spaces.



Proposed work

3. Construction Method Statement

1. Site Preparation

- Survey and mark out the area required for driveway expansion in accordance with the proposed site plan.
- Protect adjacent trees, hedges, and soft landscaping during work.
- Remove existing landscaping (e.g. grass, low planting, edgings) in the designated expansion area.
- Excavate to the required depth for sub-base installation, ensuring the existing parking surface is tied in.

2. Excavation and Groundworks

- Excavate the new parking area to an appropriate depth (typically 250–300mm) to accommodate a permeable sub-base system.
- Dispose of excavated material in accordance with environmental guidelines.
- Install permeable geotextile membrane to prevent sub-base contamination.

3. Permeable Driveway Construction

- Supply and lay permeable sub-base (e.g. MOT Type 3) in layers, compacted to the manufacturer's specification.
- Install Tobermore Hydropave Tegula permeable paving blocks, 240x120x80mm in Slate (grey) colour, laid in a 90-degree herringbone pattern.
- Bedding layer and laying course to be installed in accordance with Tobermore specifications to ensure proper water infiltration and structural integrity.
- Install edging restraints as necessary to contain the parking bay area.

4. Landscaping Adjustments

- Plant 14 no. Pyracantha 'Red Cushion' shrubs in a double staggered row at 450mm centres along the edge of the parking area to soften visual impact and enhance site appearance.
- Reinstate and tidy surrounding lawn or borders as required post-installation.

5. Access and Safety

- Maintain clear pedestrian access to the front entrance during and after work.
- Ensure sightlines to the road are not obstructed by new planting or parked vehicles.
- Add any required signage or markings to define parking bays (if requested).

6. Drainage and Compliance

- Ensure the permeable paving system is fully compliant with SuDS (Sustainable Drainage Systems) principles.
- No additional surface water drainage connections will be required, as the permeable system will manage runoff naturally.
- Confirm that the works do not encroach on tree root protection zones or any conservation constraints (noting proximity to Tree Preservation Order 49).

Outcome

- On-site parking increased from 2 to 4 vehicles
- Improved accessibility and functionality for staff and visitors
- SuDS-compliant driveway surface with minimal environmental impact
- Soft landscaping integrated to maintain visual character and residential appearance

4. Complaints Procedure

The appointed Principal Contractor will be required to provide a designated member of staff who will deal with any complaints and enquiries made during the construction phase.

All complaints received in relation to any site activity, whether verbal, written, or both, will be recorded in a site complaints book retained in the site office. Trade contractors shall immediately notify the Principal Contractor should they receive any complaints.

All complaints will be thoroughly investigated, any necessary corrective action implemented, and feedback provided to the complainant.

All complainants will be notified to the Project Manager within 24 hours for further discussion, and a mutually acceptable resolution will be identified within one week.

5. Site Monitoring & Emergency Contact Details

The Developer will monitor the work activities of the Principal Contractor to ensure the following;

- Employ best-practice methods at all times;
- Take into account the impact of air quality and dust on occupational standards to minimise worker exposure;
- Keep an accurate log of client and/or public complaints as described in Section 3.
- Ensure that construction and delivery vehicles do not impede access to local properties.
- Ensure that deliveries and collections are scheduled outside of peak hours to minimise disruption to the nearby schools, local residents and commuters.
- Advise all drivers of the local traffic routes to use them to minimise disruption to others.

The appointed Principal Contractor will maintain a contact board displayed prominently on the hoarding page with relevant site information, including an out-of-hours emergency contact and a daytime site contact number for the general public to use for complaints or concerns.

Developer: Care Assist Limited
Name: Sid Wazir
Tel: 020 3582 3244 | 07851 185127
Email: s.wazir@careassistuk.net

6. Working Hours

Construction works will be confined to the following hours:

- Monday to Friday: 08:00 – 17:30
- Saturday: 09:00 – 13:00
- Sunday/Bank Holidays: No work permitted

All noisy activities will be limited to standard working hours to minimise impact on neighbouring properties.

7. Method Statement for Traffic Management

Site Access and Egress

- All access will be via Canterbury Close avoiding congestion on Frithwood Avenue.
- Access routes will be kept clear at all times for residents and emergency vehicles.
- No site vehicles or deliveries will obstruct the highway or footways.

Parking and Deliveries

- Local companies will provide material supplies, road transport, distribution facilities, and subcontract labour and plant services.
- A just-in-time delivery schedule will be implemented to reduce vehicle congestion.
- Deliveries will be coordinated to avoid peak school run and care staff shift times.
- Contractor vehicles will park within the curtilage of the property where possible or in designated public parking zones with permission.
- The construction workforce and visitors will be encouraged to use sustainable modes of transportation to the site, reducing the impact of workforce travel on the local highway.

Loading and unloading of plant and materials
Hi-Ab vehicles will pull up alongside the site and off-load materials directly into the site.

- Traffic marshals will guide vehicles to the designated unloading area.
- A banksman will be in place to assist with vehicle manoeuvring.

Loading/Unloading Procedure:

- All plant and materials will be loaded and unloaded using the appropriate lifting equipment based on the weight and size of the materials.
- Operators must hold valid licenses for operating lifting machinery and adhere to the manufacturer's guidelines.
- Before loading/unloading, vehicle stabilisers will be deployed, and equipment will be checked for stability and correct positioning.
- All materials must be checked for load stability before unloading.
- Plant and materials will be placed on firm ground away from pedestrian routes, and materials will be secured after unloading to prevent movement or damage.

Safety Measures:

- Only authorised personnel will be permitted in the loading/unloading area
- Operators and banksmen will wear appropriate PPE (high-visibility clothing, helmets, gloves, and safety boots).
- Unloading will be conducted only during daylight hours or in well-lit conditions if necessary.
- Care will be taken during deliveries, particularly when transporting fuels and hazardous materials.

Storage of plant and materials used in constructing the development
Due to the limited storage available within the site's footprint, materials will be delivered on a 'just-in-time' basis and brought directly into the site for immediate use.

Details of measures to prevent mud from vehicles leaving the site during construction:
Roads will be kept free of debris and dirt as necessary by sweeping or hosing down. Vehicles exiting the site with any waste or dust attached that could subsequently transfer to the local roads must pass through the washing facilities at the site entrance to minimise the transfer of dust and waste onto the local network.

General builder's waste will be removed from the site via skips positioned in the compound area. The appointed Waste Contractor will use only licensed and registered landfill sites.

During construction, the site management team will ensure that its contractors minimise the impacts on the local community from construction traffic and, where reasonably practicable, the public access to footways and vehicular access is maintained.

Site Setup and Welfare

- A small, temporary welfare area (e.g. van-based or pop-up unit) will be provided for contractor use (rest, hygiene, and first aid).
- All welfare provision will comply with CDM 2015 and HSE guidance (CIS 59).

8. Method Statement for Dust and Emissions Control Measures

The Principal Contractor will ensure that all on-site contractors follow BPM at all times to minimise dust and emissions. The method statement will include all appropriate measures.

Construction:

- A contained wash-off area for tools and machinery will be established at the site compound.
- Heras fencing will be established on the perimeter.
- The Site Manager will monitor, manage, and dispose of site waste. All waste will be dealt with correctly to prevent it from spreading.
- All drains will be covered to prevent waste from ending in the water.
- Materials will be located where there is no risk of being washed into waterways or drains.
- Fuel, oils, and chemicals will be stored on an impervious base within a bund that can contain at least 110% of the volume stored.
- Concrete and cement mixing will occur on an impermeable surface and will not be permitted in any area adjacent to foliage.
- All cement bags must be sealed after use to prevent leaks or dust.

The guidance contained in the following documents is to be followed;

Guidance on Monitoring in the Vicinity of Demolition and Construction Sites

Guidance on the assessment of dust from demolition and construction

Storage of materials
A storage area will be located in the existing hardstanding areas.

The materials that will be brought to the site will include:

- Geotextile membrane
- MOT Type 3 granular sub-base
- Sharp sand or permeable laying course aggregate

- Edge restraints – concrete kerbs
- Tobermore Hydropave Tegula Paving Blocks
- Permeable jointing grit
- Pyracantha ‘Red Cushion’ hedge plants

These materials are inert and will not result in pollution.

Chemicals and substances will include:

- Cement
- Mineral oil
- Unleaded fuel
- Diesel fuel

Fuel, oils and chemicals will be stored on an impervious base. When not in use these items will be stored on a company vehicle.

Plant & Equipment
Plant and equipment anticipated on the site will include:

- Mini excavator (1.5–3 tonne)
- Skip or tipper truck access
- Plate compactor
- Laser level or dumpy level
- Block splitter or disc cutter
- Wheelbarrows and shovels
- Various hand tools

Refuelling Activities
When refuelling plant on-site, particular care must be taken to prevent the risk of spillage. No bulk fuel storage on site will be required.

All refuelling of small items such as Portable Generators, Stihl Saws and Vibrating Plates must be carried out in the designated area and over a drip tray. A suitable emergency spill kit will be positioned adjacent to the refuelling area.

Control Measures
The following three principles are well-established as best practices, and this survey provides control measures based on these strategies.

- Prevention
- Suppression
- Containment

Various trades, including mechanical excavation, cutting, grinding, sanding, and cleaning operations, will generate dust during the construction activities, which must be controlled.

8.1 Mitigation Measures

Site Planning

The following measures should be implemented;

- Erect effective barriers around dust-generating activities;
- No bonfires are permitted;
- Travelled areas to receive a hardcore base to reduce mud/dirt.

Construction Traffic

- All vehicles should switch off engines – no-idling vehicles;
- Wash or clean all vehicles effectively before leaving the site;
- All loads entering and leaving the site should be covered;
- No site runoff of water or mud.

Site Activities

- Minimise dust-generating activities;
- Use water as a suppressant where applicable;
- Securely cover skips or use enclosed skips;
- Keep stockpiles for the shortest possible time.

8.2 Site Preparation

- Machinery, fuel and chemical storage and dust-generating activities will not be located on the boundary of the plot;
- Erect effective barriers around dusty activities or the site boundary.

8.3 Cutting, Grinding, and Sawing

When materials, such as concrete slabs or bricks, are cut with a power tool without extraction or suppression, a second worker will pour water from a plastic bottle over the material as it is being cut.

- All equipment will use water suppressants or suitable local exhaust ventilation systems

8.4 Waste Disposal

Taking into account the Clean Air Act 1993 and nuisance legislation (the EPA), best practice recommends that:

- No burning of any materials is permitted on site;
- All excess material should not be wasted but used or safely removed from the site according to the appropriate legislation.

8.5 Dealing with Spillages

- Use bunded areas wherever practicable;
- Regularly inspect the area for spillages;

- Have spillage kits ready;
- Clean spillages using agreed wet handling methods;
- Vacuum or sweep regularly to prevent the build-up of fine waste dust material, which is spilt on the site and is designated as waste no longer fit for use, should be dealt with in accordance with the Waste Management Licensing Regulations (WMLR) 1994.

8.6 Hazardous and Contaminated Material

The Principal Contractor will complete COSHH Assessments for all hazardous materials on-site or brought to the site.

8.7 Waste Management

All waste will be:

- Segregated and stored in enclosed containers or skips on-site
- Removed regularly by licensed waste carriers
- Recycled where possible in accordance with the Environmental Protection Act 1990

No waste or materials will be stored on the public footpath or highway

9. Summary and Conclusion

This CMP summarises the proposed safe, coordinated systems of work and construction methods to prevent negative impacts on the local community from noise, dust and vibration. It also outlines measures that will be taken to minimise the effects of construction on all motorised and or non-motorised highway users in the surrounding area.

The CMP has been prepared to demonstrate that the Developer and/or their Agents are aware of their roles, duties, and responsibilities with respect to the Construction (Design Management) Regulations 2015 and, in particular, Part 3, Regulation 8, General Duties. Construction will be undertaken to ensure the health and safety of all persons affected by the project.

During the development's construction, the developer will seek to minimise disruption to road users. The minor increase in traffic is expected not to cause any delays, safety problems, or amenity issues for pedestrians. We will provide the site management team with contact details. The site management is responsible for ensuring the safety of all construction workers on-site.

The on-site induction will include providing instruction on the appropriate separation, handling, recycling, reuse, and return methods to be used by all parties at all relevant stages of the Project.