

# CDM Action Plan

This is a Construction Phase Plan for the following project:

## Plan

**Job name**

Change of use to first floor flat

**Your name/company**

Knight Services

**Your email address**

robbieknight@hotmail.co.uk

**Client Name**

Mr S Meragi

**Client Address**

10 Thornton Avenue, West Drayton, Uxbridge, UB7 5JT.

**Job Address**

242a London Road, Waterlooville, Hants,

**What is the job associated with?**

Kitchen refit, Bathroom refit, Remodelling or upgrading interior

**Is there anything the client has made you aware of?**

Nothing

**Start date**

Tue, 01 Mar 2016

**End date**

Wed, 01 Jun 2016



## Working Together

**Who else is working on the job with you?**

Nobody

**Who will be responsible for ensuring the job runs safely?**

Robbie Knight

## **Working Together**

**Where are your toilet, washing (basin with hot and cold running water) and rest facilities?**

Agreement to use existing client facilities

**HSE provides a regulatory framework for work place health and safety in Great Britain. You will need to notify your job to HSE if it will last longer than 500 person days, or 30 working days with more than 20 people working at the same time.**

**Does this job need to be notified to HSE?**

No

## **Organise - Trades**

**Select the relevant task or trades you will be undertaking on this job**

General building work or maintenance, Plastering, rendering, dry-lining, Carpentry work (internal and external), Plumbing and heating, Electrical work, Painting and decorating

## Working Together



**Activity:**

Working on this job alone?



**You will need to:**

If other workers or contractors are introduced, either by yourself or the client, you will need to update this section.

## Organise - Health Risks



### Activity:

Cutting, sawing, drilling, breaking out, chasing, sanding/rubbing down or sweeping up which creates harmful dust or working in a dusty work place?



### Risk:

Health risk: Breathing in harmful construction dust leading to lung diseases such as silicosis



### You will need to:

- Maintain good ventilation
- Avoid creating dust
- Use on-tool extraction systems
- Dampen down or use wet cutting techniques
- Use a vacuum rather than sweeping with a brush if possible
- Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3)

! Avoid 'nuisance' or 'general' dust masks as they have no 'protection rating' and offer you little or no protection !



### Activity:

Working on a building which was built before the year 2000?



### Risk:

Health risk: Exposure to asbestos or asbestos containing materials - breathing in fibres



### You will need to:

- Be aware any building built before 2000 (houses, factories, offices, schools, hospitals etc.) as they can contain asbestos.
- If you suspect you have disturbed or uncovered asbestos you should seek specialist advice
- Most work will need to be carried out by a licensed asbestos removal contractor
- You may carry out some small tasks by following the plan of work and the HSE task guidance sheets
- Make sure you have been properly trained before you start
- For more information visit <http://www.hse.gov.uk/asbestos>

**Activity:**

Lifting and carrying heavy or awkward materials and equipment?

**Risk:**

Health risk: Manual handling injuries and repetitive strains such as back pain

**You will need to:**

Think about ways to reduce the risk by:

- Ordering materials cut to size
- Splitting the load if possible
- Ask someone to help with the lift
- Use lifting aids (wheel barrow, hoist, sack barrow)

**Activity:**

Using hand held vibratory tools and equipment? Such as drills, breakers, grinders, cut-off saws, sanders, chasers?

**Risk:**

Health risk: Permanent damage to nerves and blood supply to fingers, wrists and hands known as vibration white finger or hand arm vibration syndrome HAVS

**You will need to:**

- Reduce the amount of time on the tools
- Rotate the work with others
- Keep your hands warm and dry
- Keep drill bits, points and chisels sharp
- When purchasing or hiring tools and equipment select those with low vibration ratings
- TIP: Don't grip too tightly - let the tool do the work

! If your hands tingle after using equipment it's an early warning sign. Repetitiveness can lead to permanent damage !

**Activity:**

Using hazardous materials such as cement, solvents, paints, chemicals?

**Risk:**

Health risk: Risk developing skin conditions such as dermatitis or cement burns



**You will need to:**

- Avoid contact with skin
- Use the correct gloves
- Wash any cement off your skin immediately
- Follow any hazard label instructions

## Organise - Safety Risks



### Activity:

Working off a ladder or step ladders?



### Risk:

Safety risk: Overreaching, losing balance resulting in falls, or unsecured ladder or step ladder toppling over



### You will need to:

- Only use them for light work of a short duration
- Check they are in good condition before use
- Secure ladders by tying them at the top or if able to then secure at the bottom.
- Check ladders are on a firm base and lean at the correct angle (1 unit out to 4 units up)
- Use step ladders on firm level surfaces
- Consider the equipment you will be using and the location and use proprietary attachments such as stabilisers, 'stand-offs' and clip on trays



### Activity:

Working on or over exposed roof trusses, rafters, joists, staircases or open holes in floors?



### Risk:

Safety risk: Falls, dropping materials or equipment onto others



### You will need to:

- First consider working in ways which prevent falls, such as boarding out the area and providing guardrails
- Alternatively use methods which 'save you' in the event of a fall such as safety nets or soft landing systems
- Only consider fall arrest and suspension equipment (harnesses and lanyards) if you can't do the work any other way
- Fix covers over any open holes or voids that are large enough for someone to fall through

## General building work or maintenance risks



### Activity:

Employing or using other people or trades?



### Risk:

Safety risk: Accidents and incidents, due to lack of awareness of site rules or what others are doing



### You will need to:

- Provide a simple site induction that explains what the site rules are, and what is expected
- Depending upon the nature of the work you may need to designate it a hard hat site
- Ensure trades speak to each other and know what's going on so they can work safely together



### Activity:

Trailing cables on the floor, storing materials, tools and waste in work areas?



### Risk:

Safety risk: Injury from slips, trips and falls due to poor housekeeping



### You will need to:

- Keep work and storage areas tidy and clean
- If possible route cables overhead or away from where you and others walk
- Tidy as you work and remove waste frequently
- Keep work areas well lit



### Activity:

Using, installing or removing glass-wool or mineral wool insulation?



### Risk:

Health risk: Fibres can irritate the eyes, skin and respiratory system



### You will need to:

- Cover up bare skin and wear gloves
- Wear respiratory protection such as a disposable face mask and make sure it has a

CE mark and is FFP rated (preferably FFP3)

## Plastering, rendering, dry-lining risks



### Activity:

Stacking and storing materials, creating rubbish?



### Risk:

Safety risk: Slips and trips, materials falling, injury to other people



### You will need to:

- Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish



### Activity:

Lifting and handling heavy or awkward objects, e.g. plasterboard or bags of plaster?



### Risk:

Health risk: Injuries such as back pain



### You will need to:

- Consider using smaller or half sheets of plasterboard if possible
- Use mechanical lifting aids such as sack barrows and board trolleys
- Use board and panel mechanical lifters, jacks and telescopic props



### Activity:

Plastering near electrical sockets, spurs etc.?



### Risk:

Safety risk: Electrocuting



### You will need to:

- Check with the electrician that any exposed wires and open power points are not live



### Activity:

Rubbing down plaster / tape and jointing?

### Risk:



Health risk: Irritation of eyes or sensitive skin, or short-term irritation of respiratory system



**You will need to:**

- Avoid skin contact, excessive dust build-up and contact with eyes
- Ensure there's a water supply nearby to wash dust off skin
- Wear eye protection when plastering ceilings
- Consider using a 'mechanical drywall sander' with on-tool dust extraction system that is cleaner and faster than traditional drywall pole sanders

## Carpentry work (internal and external) risks



### Activity:

Stacking and storing materials, creating rubbish?



### Risk:

Safety risk: Slips and trips, materials falling, injury to other people



### You will need to:

- Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish



### Activity:

Kneeling for prolonged periods on hard or uneven surfaces?



### Risk:

Health risk: Chronic knee pain and permanent damage



### You will need to:

- Use kneeling pads, kneeling mats or cushions and padded trousers



### Activity:

Using hand tools and power tools?



### Risk:

Safety risk: Contact with moving parts



### You will need to:

- Where possible, use 110v tools or battery operated portable tools to reduce the risk
- Ensure an RCD / circuit breaker is used if using 240v equipment and that plugs and sockets are protected from damage and weather
- Ensure power tools are in good condition and well maintained
- Always use the correct guard and ensure it is adjusted correctly and working correctly
- Keep loose clothing and trailing cables away from moving parts
- If fitted, regularly test emergency stops and other cut-out or breaking switches
- Ensure hand tools are properly maintained and stored safely when not in use



**Activity:**

Creating harmful wood dust (softwood, hardwood or MDF)?



**Risk:**

Health risk: Breathing in harmful construction dust leading to allergic respiratory symptoms, lung diseases, cancers as well as skin disorders



**You will need to:**

- Maintain good ventilation
- Avoid creating dust
- Use on-tool extraction systems designed for the task and regularly clean filters and bags
- Use a vacuum rather than sweeping with a brush if possible
- Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3)

## Plumbing and heating risks



### Activity:

Stacking and storing materials, creating rubbish?



### Risk:

Safety risk: Slips and trips, materials falling, injury to other people



### You will need to:

- Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish



### Activity:

Working with naked flames (using a blow torch / hot works)?



### Risk:

Safety risk: Fire



### You will need to:

- Keep a fire extinguisher next to the work area
- Dampen down the area prior to undertaking hot works (if applicable)
- Use a fire blanket or non-combustible material to protect surrounding area from the heat and flame
- Check the area at least 1 hour after to check there are no hot spots or smouldering materials



### Activity:

Working on, maintaining, moving or installing gas appliances such as boilers, fires and cookers?



### Risk:

Safety risk: Explosion, electric shock, build up of fumes endangering occupiers



### You will need to:

- You must be or use a 'GasSafe' registered engineer by law when working on gas carrying parts of gas appliances
- For more information visit [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)



**Activity:**

Kneeling for prolonged periods on hard or uneven surfaces?



**Risk:**

Health risk: Chronic knee pain and permanent damage



**You will need to:**

- Use kneeling pads, kneeling mats or cushions and padded trousers

## Electrical work risks

-  **Activity:**  
Carrying out electrical installations?
-  **Risk:**  
Safety risk: Electrocution, fire
-  **You will need to:**
- Hold industry recognised training and qualifications to carry out electrical work (such as 17th Edition (IET) Wiring Regulations)
  - Ensure all work complies with the safety standards in BS 7671 (the 'wiring regulations')
  - Provide the client with handover certification when the work needs to comply with building regulations
-  **Activity:**  
Stacking and storing materials, creating rubbish?
-  **Risk:**  
Safety risk: Slips and trips, materials falling, injury to other people
-  **You will need to:**
- Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish
-  **Activity:**  
Drilling or chasing walls?
-  **Risk:**  
Safety risk: Hitting hidden cables - electrocution
-  **You will need to:**
- Check for the presence of cables or services before starting and mark them on the wall, floor or ceiling



**Activity:**

Kneeling for prolonged periods on hard or uneven surfaces?



**Risk:**

Health risk: Chronic knee pain and permanent damage



**You will need to:**

- Use kneeling pads, kneeling mats or cushions and padded trousers

## Painting and decorating risks



### Activity:

Stacking and storing materials, creating rubbish?



### Risk:

Safety risk: Slips and trips, materials falling, injury to other people



### You will need to:

- Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish



### Activity:

Using solvent based paints, epoxy resins and chemical strippers?



### Risk:

Health risk: Irritation of eyes or sensitive skin, or short-term irritation of respiratory system, long term cancers



### You will need to:

- Consider using water-based products that are more environmentally-friendly and contain very low levels of solvents
- Always take note of any cautions or potential dangers indicated on the paint can, and take the appropriate preventative action
- Always remember to use protective equipment especially eye-goggles and a face mask to cover the mouth and nose
- Take precautions when handling and storing solvents
- Wash your hands after use
- Remember to ensure adequate ventilation in rooms you are painting - open windows and doors wherever possible
- Keep children away from areas you are painting

! Do not pour paints, solvents or let brush washings enter drains or watercourses !



### Activity:

Preparing and rubbing down surfaces?

### Risk:



Health risk: Irritation of eyes or sensitive skin, or short-term irritation of respiratory system



**You will need to:**

- Avoid skin contact, excessive dust build-up and contact with eyes
- Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3)
- Consider using a 'mechanical drywall sander' with on-tool dust extraction system that is cleaner and faster than traditional drywall pole sanders when rubbing down walls and ceilings



**Activity:**

Kneeling for prolonged periods on hard or uneven surfaces?



**Risk:**

Health risk: Chronic knee pain and permanent damage



**You will need to:**

- Use kneeling pads, kneeling mats or cushions and padded trousers