

Construction Phase Plan for Sultan Road, Emsworth.

Key Points

- a) *This CPP has been generated from the CITB CDM Wizard App and in addition to seeking to assure all parties that the arrangements at Sultan Road are in order, has been a trial of a new system in accordance with the CDM Regulations which changed 6th April (Transitional Period end 6th October).*
- b) F10 Notification to HSE will be completed on 27th July 2015, with Bloomfield Parker Architects of Queen Street, Emsworth, PO10 7BT named as Principal Designer.
- c) The project is a joint venture between Client Antony Teal (Tealwood) & Amclo Developments and both parties will be informed of their duties under CDM 2007/2015 prior to the works starting.



Image #1. Copy of Harrington Design & Bloomfield Architects Drawing No: PL 111 showing the overall scheme.

Specific queries have been raised by Havant Council's Mr Biltcliffe regards the following (notes attached)

1. **The parking of vehicles of site operatives and visitors.** We will aim to park vehicles inside the site boundary. We are mindful of the limited space on adjacent roads and note that the local Tesco's provides parking, which is not free of charge.
2. **Loading and unloading of plant and materials.** We will aim to limit the inconvenience caused by deliveries and will always seek to provide personnel to assist any motorist or pedestrian. Use of HIABs for heavy loads is most efficient.
3. **Storage of plant and materials used in constructing the development.** Again, the aim is to store plant and materials safely inside the site boundaries.
4. **Measures to control the depositing of dirt and mud on surrounding roads during construction.** In the event that a skip lorry etc leaves site, we will sweep any dust etc but as the floor slab will be left in place this should minimize the risk.
5. **Measures to control the emission of dust and dirt during construction.** Damping down where possible and communication with neighbours are sensible precautions to be employed.

CDM Action Plan

This is a Construction Phase Plan for the following project: Sultan Road

Your name/company: Amclo Developments Ltd

Your email address: amclodevelopments@yahoo.co.uk

Client Name: Tealwood Group

Client Address: The Meadows. Waterlooville

Job Address: Sultan Road. Emsworth

What is the job associated with?: Two storey extension, Remodelling or upgrading interior, Remodelling or upgrading exterior, Ground works, Roofing or re-roofing, Two storey new build

Is there anything the client has made you aware of?: Asbestos present, Restricted access / deliveries, Restricted parking, Restricted space for material storage.



Images #2&3 – Third party vehicles have been parking at the rear of the property. Adjacent properties to LHS will have their rear access rights maintained, however these vehicles will have to park elsewhere.

Start date: 31 Jul 2015 Approx

End date: 24 Mar 2016

Initial Works (Proposed, which will develop into an agreed Method Statement)

1. Mobilise.
2. Inform neighbours and parked vehicles on property of imminent works
3. Fence area. Form welfare and office arrangements
4. Clear area of shed of accumulated debris and dismantle ductwork.
5. Investigate nature of column foundations
6. ASB5 notification to HSE by licenced asbestos removal contractor. RAMS received.

7. As portal frame building, knock out brickwork to leave skeletal framework of building.
8. Sequentially remove steelwork via mobile tower with block and tackle.
9. Remove columns.
10. Excavate footings for two party walls + form footings for back of extended houses. Plots 1-3.



Images #4&5 – Views inside the old print works, with asbestos cement roofing, steel framed building style & recent electrical safety works issues all in view.

Who else is working on the job with you?: Work colleagues, Other trades / contractors / sub-contractors

Please list all other trades / contractors / sub-contractors.: Amient STR Ltd, Asbestos Removal Contractors, Falcon Court, Parklands Business Park, Forest Rd, Denmead, Waterlooville PO7 6BZ

Who will be responsible for ensuring the job runs safely?: Mark Budd

Who will be the Principal Contractor?: Amclo Developments Ltd

How will you keep everyone on site updated during the job?: Daily briefing before work starts, Face to face as changes arise, Written work instruction, Other (please specify): Asbestos Method Statement

Where are your toilet, washing (basin with hot and cold running water) and rest facilities?: Using temporary facilities, upstairs in the refurb building

Select the relevant task or trades you will be undertaking on this job: General building work or maintenance, Ground works / drainage / foundations, Brickwork, block work, Roof work and installing upper floors, Plastering, rendering, dry-lining, Carpentry work (internal and external), Plumbing and heating, Electrical work, Painting and decorating

Activity: Working on this job for more than 500 person days or 30 working days, with more than 20 people working at the same time?

Risks: The project will be notified to the HSE via the electronic notification form F10 on HSE's website.

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?

Risks: 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?

Risks: 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?

Risks: 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?

Risks: 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 noisy tools, plant and equipment or working in a noisy work place?

Risks: Health risk: Permanent damage or loss to hearing / or ringing in ears known as tinnitus

You will need to: - Wear hearing protection (i.e. ear plugs or ear defenders/muffs) every time you use noisy tools and equipment even for short periods or if you work in a noisy area

Activity: Working outside in sunny weather?

Risks: Health risk: Over exposure to sun resulting in skin cancer

You will need to: - Cover up bare skin (keep your top on) - Use high factor sun cream - Drink plenty of fluids to avoid dehydration

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

Risks: 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?

Risks: 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 erecting a mobile tower, trestles, scaffolding or other access equipment?

Risks: Safety risk: Falling off or collapse or overturning of equipment

You will need to: - Check what training or instruction you will need to erect and use the equipment safely - Follow the manufacturers instructions - Consider using modern trestle systems that have ladder access, guard rails and secure platforms rather than traditional trestles or band stands that can be unstable - Check that any scaffold is erected by trained and competent persons.

! Do not alter scaffolding unless authorised!

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

Risks: 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

Activity: Working on or accessing a roof or other place which may be a fragile surface (i.e. one that can't take a person's weight such as an asbestos cement roof) or near skylights, conservatory roofs etc.?

Risks: Safety risk: Falls through roof or structure

You will need to: - Always assume that the roof is fragile unless you are certain it is not - Do not go onto a fragile roof, or ask anyone to go on, unless you/they have the right equipment and the skills and experience to use it correctly - If possible, do the work without going onto the roof: work from underneath, reach from an access platform or cover fragile areas on the roof - If you need to work on the roof, prevent falls through the roof using equipment such as boards with guard rails - Cover or barrier-off skylights to stop people falling through them

! If you don't have all the equipment with you to prevent falling off or through the roof - don't improvise !

Activity: Employing or using other people or trades?

Risks: 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?

Risks: 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: Working on a site or building that could be accessed by unauthorised persons?

Risks: Safety risk: Injury to other people, public, homeowners

You will need to: - Fence or secure the site or work area and use signs to warn people - Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around - Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, fixed ladders - Leave the site or work area safe and tidy before you leave each day - Consider homeowners who are living there (what access do they need, do they have children, inform them of changes and progress)

Activity: Demolishing or altering any part of an existing structure or building?

Risks: Safety risk: Sudden or partial collapse of walls, arches, lintels, floors, roofs or adjacent structures

You will need to: - Ensure work is properly planned and structural stability is not compromised - Support load bearing parts of structures where necessary - Secure temporary props and check regularly - Remove debris regularly and do not overload any part of the structure or temporary platforms with debris or materials. **THIS WILL REQUIRE A DETAILED CONSIDERATION AND METHOD STATEMENT**

! Seek the advice of a structural engineer if in any doubt!

Activity: Using electricity supply for lighting and equipment?

Risks: Safety risk: Electrocution, fire

You will need to: - Where possible, use 110v 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 - Isolate any existing electrical supplies

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

Risks: 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)

Activity: Digging in an area that could have buried services (water, gas, electricity, cable etc.)?

Risks: Safety risk: Injury through striking live services

You will need to: - Obtain relevant service drawings - Check the area by using a Service locating device (CAT & Genny) - Hand dig when you are within 500mm of any known service

Activity: Excavating foundations, drainage trenches or bulk / reduced level dig?

Risks: Safety risk: Crush injuries or being buried by sudden collapse of excavation

You will need to: - Adequately support all excavations as you go (shore, step or batter) regardless of any depth - Check the excavation before work starts and after any event that may affect its stability (i.e. heavy rain) - Keep records of your inspections so that people can be sure it is safe for work to continue

Activity: Working in an excavation or trench?

Risks: Safety risk: People and materials falling in, sudden collapse

You will need to: - Provide access either by ladder, scaffolding, staircase etc. to get in and out of the excavation - Keep plant, soil and materials away from the edge - Prevent access if unsafe or unsupported

Activity: Excavating near to an existing structure such as a building, garden wall or garage?

Risks: Safety risk: Sudden collapse due to undermining or weakening the existing structure

We will need to make sure structures are not undermined, dig well away from them or install suitable temporary works support

! If in doubt seek advice from a structural engineer!

Activity: In contact with sewage?

Risks: Health risk: Weil's disease or Leptospirosis - starts as mild illness similar to flu but left untreated can be fatal

You will need to: - Wear protective clothing such as rubber or non-absorbent gloves - Wash hands after any contact - good personal hygiene is essential

Activity: Using driver operated plant, such as mini diggers and dumpers?

Risks: Safety risk: Plant overturning, striking other people, overcome by exhaust fumes/asphyxiation

You will need to: - Only operate the plant if you are competent (blend of knowledge, ability, training and experience) - Keep others away from plant movements and traffic routes - Be aware of crush zones (mini diggers slewing near buildings) - Avoid driving close to excavations - Only operate the plant for which it is designed for - Be aware that exhaust fumes are heavier than air and can quickly fill spaces such as excavations and basements. Regularly 'stir the air' or provide mechanical ventilation/extraction

Activity: Stacking and storing materials, creating rubbish?

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

You will need to: - Use brick guards to prevent falls of materials onto others - Stack pallets of bricks and blocks on firm level ground and not more than two high - Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish - Wear safety footwear

Activity: Loading out bricks, blocks, mortar and lintels?

Risks: Health risk: Manual handling Safety risk: Overloading scaffold or access equipment working platforms

You will need to: - Get bricks, cements, lintels delivered as close to work area as possible - Use lightweight blocks where possible - Cover bricks/blocks with tarpaulin when stored on site to prevent taking up water - Use trolleys and lifting aids to load out materials - Raise spot boards with blocks to easy working height

! Do not overload working platforms or floors!

Activity: Mixing mortar and concrete on site?

Risks: Health risk: Dermatitis and cement burns Safety risk: Crushed if mixer topples or caught in moving parts, electric shock

You will need to: - Use cement or cement containing products within the use-by date - Avoid direct skin contact - wear non-absorbent CE marked gloves when handling mortar - Have good washing facilities on site, with hot and cold water, soap and basins large enough to wash forearms - Have an emergency eyewash to hand - Locate cement mixer on firm, level ground - Ensure mixer is fully guarded and guards in place during operation - Protect electrical leads and use an RCD / circuit breaker

! Ensure washout does not enter drains or watercourses!

Activity: Cutting, chasing or drilling bricks or blocks?

Risks: Health risk: Breathing in harmful construction dust leading to lung diseases Safety risk: Eye injuries

You will need to: - Stop using dry cutting methods - Where possible replace angle grinders and cut-off saws with a block splitter (removing the risk of significant dust exposure) - Use wet cutting techniques such as using a water feed while cutting - Use a wall chaser with on-tool dust extraction - Wear eye protection when cutting brick bands or using chisels and bolsters - Wear respiratory protection such as a disposable face mask make sure it has a CE mark and is FFP rated (preferably FFP3)

Activity: Using epoxy resins, brick acid or other chemicals?

Risks: Health risk: Breathing in harmful fumes, damage skin, eyes and respiratory tract

You will need to: - Check labels and data sheets for the controls to follow including necessary PPE such as gloves and eye protection - Always use in a well-ventilated area

Roof work and installing upper floors risks

Activity: Stripping off existing roof coverings or structures?

Risks: Safety risk: Fragile roof surfaces, falls from height, materials falling, injury to other people

You will need to: - Provide working platforms and edge protection such as scaffolding - Keep people away from the area in case of loose or falling materials - Do not throw materials from the roof or the scaffold ('bombing') - use a chute or similar.

Plastering, rendering, dry-lining risks

Activity: Stacking and storing materials, creating rubbish?

Risks: 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?

Risks: 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: Mixing plaster?

Risks: Safety risk: Electrocution

You will need to: - Protect electrical leads and where possible, use 110v paddle mixer to reduce the risk else use an RCD / circuit breaker for 240v equipment - Keep the mixing area clean and tidy to prevent slips and trips

Activity: Working off hop-ups

Risks: Safety risk: Falls

You will need to: - Ensure the floor is firm and free of wet material and debris - Keep the hop-up top clean and dry - Move it regularly - don't over reach

Activity: Rubbing down plaster / tape and jointing?

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

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: Using hand tools and power tools?

Risks: 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: Using compressed gas or cartridge operated tools?

Risks: Safety risk: Struck by nails, fragments or rebounds

You will need to: - Always wear eye protection that is high impact rated - Use the correct power cartridge or settings to avoid nails firing through and out the other side - Load the tool with the barrel pointing away from you - Never keep the tool loaded when not in use

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

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

Risks: 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

Electrical work risks

Activity: Carrying out electrical installations?

Risks: 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: Working on live or existing installations?

Risks: Safety risk: Electrocution, fire

You will need to: - Treat all circuits to be worked on as live until verified dead or isolated - Prevent others accessing live equipment, or exposed cables or tails. **Temporary Electric supplies have already been actioned.**

Activity: Drilling or chasing walls?

Risks: 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

Painting and decorating risks

Activity: Preparing and rubbing down surfaces?

Risks: 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

About This Plan

This plan contains information on controls that can help keep you and others healthy and safe. Amclo Developments are the Principal Contractor and understand that we are responsible for this plan.

It's important that everyone knows what is expected of each other, especially as things can change quickly from day to day. We may have to amend the report as the job changes or new trades / contractors start and speak to each other about what's to be done, when and how it can be done safely. It is also vital that those carrying out the work have the right combination of skills, knowledge, training and experience and are provided with the right tools, plant and equipment, information, instruction and supervision.