

CONSTRUCTION MANAGEMENT PLAN

Land to rear of 19-47 Kenyon Lane

Prepared by: Grant Jones
Record of Amendments

First issue date: 10/2/25

Date	Amendment/Review	Page No.	Name	Signature

INTRODUCTION

This document is prepared in accordance with the Construction (Design & Management) Regulations 2015, and has been developed from the information provided.

It is the intention of Secret Garden Developments that the project be designed and constructed in such a way that the risks to the Health and Safety of all persons engaged in or affected by the construction are eliminated or reduced to a level which is acceptable under current health and safety legislation. All those involved in the construction phase have a statutory duty to comply with the Health and Safety Plan.

1. DESCRIPTION OF PROJECT

1.1 Project Details

The works comprise of:

- New build Construction of 8 No. New build Houses

Location:

Land to the read of 19-47 Kenyon Lane, Middleton,

Start date: TBC

Completion Date: TBC

Contractor working hours: 08.00 hours – 18.00 hours Monday to Friday. Saturday 09.00 – 14.00 Any work outside of these hours must be subject to prior agreement with Grant Jones.

All works will be carried out in accordance with the specification and drawings, and in accordance with the relevant codes of practices and building regulations.

1.2 APPOINTMENTS/MANAGEMENT ARRANGEMENTS

PRICIPAL DESIGNER

Ivor Smits

White Box Architecture

Suite 9, 25 King street, Knutsford, WA16 6DW

1.3 EXISTING RECORDS

Pre-Construction information

Acoustic Report

Ground Investigation report

Risk and Method Statements for COVID 19 Safe Working have been generated and must be read alongside this Construction Phase Plan.

INDUCTIONS

Inductions of all site operatives and visitors will be carried out by Grant Jones

PPE

Operatives will wear the relevant PPE (including hi-vis vest and safety footwear) as identified by the risk assessment.

2. MANAGEMENT OF THE WORK

2.1 REGULAR LIAISON BETWEEN PARTIES ON SITE

All site personnel can communicate safety concerns through the Grant Jones. The workforce will be encouraged to communicate directly to any supervisory staff details of any hazard they have seen, or to make any suggestions that will make conditions safer. Any such contribution is recorded in the site safety diary and raised at the next safety meeting, or earlier if appropriate. The Site Manager operates an "Open Door" policy.

2.2 CONSULTATION WITH THE WORKFORCE

All new employees attend induction at the office to induct them into the Company and give them information on policy, documentation, systems and procedures. This will include first aid and welfare arrangements, emergency procedures, key contact details, and site rules. All persons inducted will sign the induction register to acknowledge receipt of the information.

2.3 EXCHANGE OF DESIGN INFORMATION

Any changes in design will be subject to approval by Grant Jones. The Designer must discuss changes in design with the Principal Designer and Principal Contractor so that any additional risks can be addressed. Information issued by Designers should be clear and precise, and have suggested construction sequences and written information.

Changes in design will be communicated to operatives via Grant Jones.

Our aim is to make any design changes go through as smoothly as possible to avoid disruption of works further ahead in the schedule.

2.4 SELECTION AND CONTROL OF SUB-CONTRACTORS

We use only competent sub-contractors and ensure items such as copies of health and safety policy, environmental policy sample method statements and risk assessments, proof of training of employees who will be working on the job.

2.5 SITE SECURITY

All operatives will, as part of their initial site induction, be briefed on the security arrangements for the site, and will be made aware of the importance of the safety of non-construction personnel in the area. During the contract all workmen will report to the Site Manager in order to sign in upon arrival to site, and will also sign out when leaving site. All construction personnel must wear high visibility vests and photo-ID badges.

Unauthorised persons will not be allowed to encroach on our work areas. Skips, vehicles, site cabins and the site office will be fully secured when not in use. Workmen will behave in an appropriate manner towards members of the public, and will not use foul or abusive language.

2.6 SITE INDUCTION

All new employees and trainees are inducted on the first day of their employment by Grant Jones.

In addition to the Company induction, all operatives, agency workers and sub-contractors are given a site induction which involves the Site Manager going through the induction pack brochure, discussing the works, reading and signing method statements and risk assessments to confirm understanding and issue of PPE.

2.7 WELFARE FACILITIES AND FIRST AID

First Aid

The site will have a well-stocked first aid kit, with additional supplies to re-stock. Further supplies are available from the head office.

Contact details will be clearly displayed in the site office, and outlined at site induction.

Welfare Facilities

These facilities will be subject to regular cleaning and will include:

- appropriate number of water flushing toilet facilities with toilet paper.
- appropriate number of hand wash basins of a suitable size to enable washing of hands and arms.
- appropriate number of tables and chairs.
- hot and cold running water at hand wash facilities.
- soap and towels.
- heated mess facilities with hot water geyser and microwave to enable the preparation of hot drinks and to heat food. Where cabin does not incorporate a geyser, a kettle will be provided.
- regular cleaning of toilets and mess facilities.
- first aiders, well-stocked first aid kits and data protection act compliant statutory accident book.
- display of fire procedures and emergency contact details.
- ample stock of spare protective clothing and equipment.
- notice boards.

There is a strict no smoking policy in the site office, company vehicles or any other buildings.

2.8 REPORTING AND INVESTIGATING OF ACCIDENTS, INCIDENTS AND NEAR MISSES

The Accident Book and First Aid Equipment will be located in the site office. All personal injury accidents, including those involving subcontractors, must be reported to the Site Manager and entered in the accident book. The Site Manager is responsible for ensuring that all accidents/incidents (including near miss events) are fully investigated and reported to the Project Manager.

Where the accident or incident is notifiable or reportable under RIDDOR, the HSEQ Manager must be contacted without delay and will co-ordinate the reporting of the event to the Enforcing Authority.

2.9 PRODUCTION AND APPROVAL OF METHOD STATEMENTS & RISK ASSESSMENTS

All activities on site will be subject to completion of method statements and risk assessments.

Site Managers will review and approve site specific risk assessment and method statements with the support of the HSEQ Manager. Site Managers have received training on the writing of method statements and undertaking risk assessments.

Sub-contractors are required to provide method statements and risk assessments for the work they are undertaking before the work starts. These are checked to ensure they are of an acceptable standard and reflect the hazards and risks present, and suitable control measures to ensure the works are carried out in a safe and efficient manner. All safety documentation must be brought to the attention of operatives carrying out the works.

2.10 FIRE AND EMERGENCY PROCEDURES

A fire risk assessment will be undertaken by the Site Manager prior to works commencing and fire procedures established. Temporary directional fire signs will be posted as appropriate and alternative exits agreed with the Client/resident as appropriate.

Fire extinguishers will be located in the site office for use in an emergency. In the event of any emergency on site the Site Manager will use an air horn to raise the alarm. The assembly point will be identified to all operatives during induction.

The nearest A+E hospital is:

North Manchester General Hospital
Delaunays Rd
M8 5RB

All incidents requiring the provision of Police, Fire or Ambulance Services will be routed via the Site Manager. Emergency contact numbers for fire, police, gas, water, first aid etc. will be displayed in the site office, and are as follows:

- British Gas Transco: Tel: 0800 111 999 (24 hours)
- Electrical Emergency: 0800 40 40 90
- British Telecom: 100
- Environment Agency: 0800 807 060
- United Utilities Water: 0845 7462 2200 (8am to 8pm)

The Site Manager will carry a mobile phone in case of an emergency.

2.11 Temporary Lighting

All activities on site will be subject to completion of method statements and risk assessments.

General Considerations of the temporary lighting plan will be:

- Use Directional LED Lighting to Focus on working areas only
- Install low-level lighting to prevent upwards and sideways spill of light which may impact adjoining neighbours, trees or vegetation
- Position lights no more than 4 meters to control glare and spread.

There will be a 10m buffer zone around retained trees and vegetation. If required back shields/hoods will be used to prevent illumination spilling onto vegetation.

Lights to be positioned inwards to site, not towards the neighbour's homes. Low-Glare fittings to be used. Where necessary, extra hoarding and fencing to be installed to block the light from residences

3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

3.1 DELIVERY & REMOVAL OF MATERIALS (INCLUDING WASTE) AND WORK EQUIPMENT

The main access to the site will be gained via local roads. Local roads are narrow and congested with on-street public parking.

Deliveries of materials to site are to be scheduled to avoid peak traffic periods. The Site Manager will be given 24 hours prior notification of deliveries to site.

Care of the general public will be taken into consideration, with contractors being restricted to vehicle speed limits around the site.

Contractor's vehicles will be parked sympathetically with local residents in mind. Access to and from the properties will be maintained at all times for emergency vehicles such as fire or ambulance, and for waste disposal vehicles.

A traffic management plan will be established and displayed in the site cabins.

Protection of Public

Pedestrian traffic and the safety of pedestrians are of paramount importance during this project. Heras fencing will be used as necessary to segregate the works from the general public. Fencing will be placed around the work areas as needed. At no point must the public be able to access our work areas.

Throughout all of the works, warning signs will be posted warning of the hazards and directing pedestrians to safe routes.

3.2 PREVENTING FALLS

Scaffolding

Scaffolding will be erected by a competent scaffold contractor. They will inspect the scaffold and will issue a formal handover certificate prior to any roofing works being carried out.

When erecting the scaffold, great care will be taken to avoid damage to the stairwell and surrounding areas.

Employees using the scaffold are asked to undertake visual inspections whilst using the scaffold and to report any unsafe issues to the Site Manager immediately. The Site Manager undertakes a visual inspection on a daily basis and follows this up with a more thorough inspection which is recorded every 7 days. The scaffold is also inspected following bouts of adverse weather (heavy rain or high winds) or if the scaffold is altered in any way.

Access ladders to the scaffolding will be removed and securely stored at the end of each working day. Standards close to entrances will be fitted with foam tubes and highlighter tape so as to reduce the possibility of personal injury.

3.4 WORKING WITH OR NEAR FRAGILE MATERIALS

Where considered necessary fragile materials will be protected.

3.5 CONTROL OF LIFTING OPERATIONS

Not applicable

3.6 MAINTENANCE OF PLANT AND EQUIPMENT

All equipment used on site will be subject to an Inspection, Testing and Maintenance regime. The following items of tools/equipment/plant are some that will be used on this project:

- [Ladders/stepladders](#)
- [Power tools](#)
- [Hand tools](#)

Electrical equipment is either 110V or battery powered and each is regularly tested in accordance with the requirements of the electricity at work regulations and PAT testing.

Items of plant or equipment that must undergo statutory testing are listed in a separate register and full inspection, service and maintenance details are available.

Employees are trained how to use equipment such as hand-held abrasive wheels. We maintain records of training for each employee.

Whilst plant and equipment is out on site, the Site Manager is required to perform a weekly inspection and record the findings on health and safety documentation in their health and safety records pack. Any equipment deemed unfit for use due to damage etc. is returned to the office to enable arrangements to be made for safe disposal and the computer records to be updated.

Employees are not allowed to use any plant or equipment for which they have received no training.

All plant/equipment must be disabled and left safe when not in use. Only competent personnel will operate plant and equipment. Certificates of training will be checked by the Site Manager prior to operatives being granted permission to operate plant, or use equipment.

A Wheel wash system will be placed/installed at the gates within our site boundary to ensure all deliveries, machines or plant are cleaned prior to leaving site to ensure the road/surfaces outside our site are clean.

3.7 POOR GROUND CONDITIONS OR CONTAMINATED LAND

Great care will be taken not to disturb resident's gardens.

3.8 WORK IN CONFINED SPACES

Not applicable on this project

3.9 MANAGING TEMPORARY WORKS

Not applicable

3.10 TRAFFIC ROUTES & SEGREGATION OF VEHICLES & PEDESTRIANS

The sites are located within built up residential environments. Roads are narrow with on-street parking.

A risk assessment will be undertaken prior to works commencing to determine levels of risk and to enable the Site Manager to put in place a traffic management plan.

Contractor's vehicles will be parked sympathetically with local residents in mind. Access to and from the properties will be maintained at all times for emergency vehicles such as fire or ambulance, and for waste disposal vehicles.

A traffic management plan will be established before work commences and will be displayed in the site office.

Parking for the workforce will be Kenyon Road and on site once the temporary road is installed.

3.11 STORAGE OF MATERIALS

Materials will be stored in the site compound. Tools and materials must not be left lying around where they can be stolen or cause injury. All materials must be stacked neatly and secured in the storage compound with the plant also parked here over night.



4. HEALTH RISKS

4.1 ASBESTOS

If applicable, removal of any asbestos would be carried out by fully qualified Asbestos specialist contractors.

4.2 DUST

High levels of dust will be generated. Work which creates dust will be controlled by damping down. Dust suppression kits will be fitted to cutting equipment. PPE will be worn by operatives (goggles and dust mask). Dust will be prevented from ingress into other areas by strategically placed dust sheets and viscous sheeting on the scaffold.

4.3 MANUAL HANDLING

Movement of general materials on site will be considered as part of the manual handling risk assessments. Manual Handling activities will be avoided wherever possible. Materials and equipment will be transported to the site and unloaded as close as possible to the relevant place of work. There are certain materials that will have to be manually handled and transported to the place of work. In these circumstances a manual handling assessment will be carried out taking into consideration the task, the load, the environment, and the individual's capability.

Any persons carrying out manual handling tasks must be competent and have received manual handling training.

4.4 NOISE

We will continually monitor the level of noise that operations are creating and implement measures that keep levels as low as possible, not only for workers on the site but for residents and public close to site. Noisy work processes will only be undertaken at reasonable times. Hearing protection will be made available to everyone working on site.

4.5 VIBRATION

Operatives will be undertaking works which involve the use of vibrating equipment such as grinders. Risk assessments have been undertaken on these items of equipment and data is available on the vibration levels emitted by each piece of equipment including safe usage periods. Users are subject to annual medical assessments and monitoring on usage periods to ensure WEL's not exceeded.

4.6 PERSONAL PROTECTIVE EQUIPMENT

The site will be designated a "Hard hat, Hi-vis vest and Safety Boots" site. The Site Manager will be responsible for enforcing. Other PPE will be worn as indicated in risk assessments and method statements. Every Contractor is therefore expected to provide each of his operatives with the following items of Personal Protective Equipment (PPE).

Safety helmet, safety shoes/boots, hi-vis vest are compulsory. Other items of PPE as appropriate to the work undertaken as outlined in COSHH and risk assessments. Where respiratory protection is required, the wearer must have an in-date face fit test report for the make and model of mask being used.

We will provide adequate quantities of relevant PPE for the use of visitors.

There will be a storage area available in the site office for all items of personal protective equipment when not in use.

Visitors to site will also be required to wear appropriate PPE.

Scaffolding contractors will wear safety harnesses at all times whilst erecting or dismantling the scaffold.

4.7 WEATHER CONDITIONS

Operatives are advised at induction on how to protect themselves from the effects of UV radiation from the sun whilst working during the summer months. Operatives are not allowed to work without clothing to the upper body to prevent exposure, wearing of shorts is prohibited and they are issued with sun creams by the company which we instruct them to use.

During periods of adverse weather (high winds, snow, heavy rainfall), protective clothing is available. If the weather conditions are exceptional then work may be temporarily stopped.

4.8 COSHH

COSHH assessments and manufacturers safety data sheets will be held on site for all materials used. Operatives will read the assessments/MSDS prior to using the material/substance, and follow the control measures documented therein.

5. ENVIRONMENT

5.1 WASTE MANAGEMENT

Separate Skips will be provided to segregate all waste for recycling purposes. Our authorised and licensed waste removal companies will remove the skips from site when full, and will organise the re-use, recycling, and disposal of all waste generated.

Skips will be lockable. This will prevent the unplanned release of waste onto the site.

Waste will be managed through our licensed waste contractor, who will organise for the re-use, recycling, and disposal of all waste generated. Copies of Waste Transfer Notes will be passed to the Site Manager and filed for future reference.

Waste skips will be located in secure areas on site. The operator will wear appropriate PPE (safety footwear, cut resistant gloves and dust mask as necessary).

Loose waste will be shovelled into bins or bags. Bags will not be overfilled so as to prevent accidental splitting whilst moving. Bins will not be overfilled so as to prevent safe lifting. Bins or bags will be removed by hand to the skip. Where necessary this will be carried out by two operatives performing a two-man lift.

Items must be placed into the skip in a manner which prevents them from hanging or sticking out over the edge to prevent injury to pedestrians. The skip must not be overfilled to prevent falling out of rubble onto the ground or onto pedestrians. No standing in the skip is allowed.

To protect pedestrians whilst waste materials are being loaded into the skip and when the skips are being placed or removed by the waste contractor, temporary barriers will be posted to direct pedestrians from any danger areas with a competent person in position.

Waste produced on this project will include:

- Glass
- Timber
- PVCu
- Metal
- Limited paper and foodstuffs from the site office.
- Packaging
- Plastic

Waste will be minimised in the first instance by reducing the amount of materials brought to site. Suppliers will be contacted and requested to reduce packaging on materials supplied to site.

A high standard of housekeeping will be promoted and adopted. The importance of good housekeeping and waste disposal will be outlined by the Site Manager at initial site induction, and will be reiterated during toolbox talks given throughout the project.

Every effort will be made to maintain the site in a tidy condition throughout the works.

There will be no burning of rubbish carried out on site. Fire extinguishing media with in-date service records will be located in the temporary site accommodation.

Toolbox talks on waste management will be given to all site personnel.

5.2 ENERGY MANAGEMENT

Good environmental practices will be adopted by the company with regards to fuel and energy consumption. These will include vehicle-sharing wherever possible, making sure lights, equipment and taps are turned off when not in use, only using heating when necessary, and raising awareness on environmental issues throughout the workforce.

5.3 ENVIRONMENTAL IMPACT

There will be minimal impact on the environment during these works. Consideration of local residents will be priority, and as such noisy operations will take place between acceptable times.

Dust created from any cutting and grinding operations will be suppressed as far as possible by use of extraction systems and/or damping down.

Reasonable precautions shall be undertaken to ensure efficient protection of any streams, drains and water courses against pollution and blockage or partial blockage arising out of or by reason of the execution of the works.

Upon the discovery of any species protected under The Wildlife and Countryside Act 1981 (amended), work will cease in that location and Grant Jones will be notified immediately and in turn will make the necessary arrangements.

Suitable safety signage will be erected at the site compound, and at other prominent locations around each work area. All services and drainage to the residential properties will remain functional throughout the works.

Any trees on site mainly adjoining the neighbour care home will be fenced off to stop any work force or plant coming close to the tree and the root zone will be clearly identified and marked.