



Construction Phase Plan (CPP)

Construction of a two storey extension to a residential property





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Project Title: 11 Downs View – Single Storey Rear Extension and Internal Alterations

Principal Contractor: CBS Ltd

Principal Designer: Safe-TC Ltd

Client: Mr Andrew Pycock

Date: 25th July 2025

Prepared by: Terry Considine (CMIOSH, GFireE), Safe-TC Ltd

Regulatory Framework: Construction (Design and Management) Regulations 2015 (CDM 2015)

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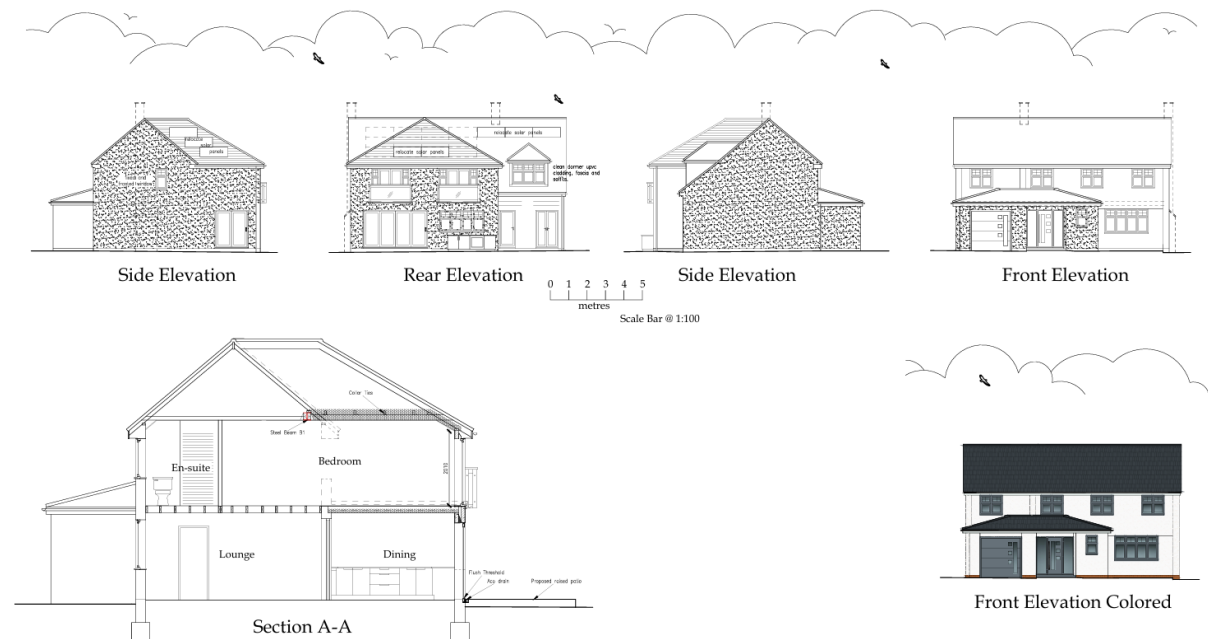
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Elevations of Proposed Construction

Project Description

The works comprise a domestic construction project involving:

- Demolition of part of existing structure
- Construction of a single-storey rear extension
- Conversion of existing garage space
- Internal reconfiguration and alterations
- Drainage modifications
- New finishes, kitchen, and services installation



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Project Key Dates

Site Start: 28 July 2025

Target Completion: 2 February 2026 (subject to client-led variations)

Notification (F10) Reference: As per document submitted to HSE

Management of the Work

Overall responsibility for health and safety lies with the Principal Contractor. A Project Manager will be appointed by the Client. A Site Manager will be appointed by CBS Ltd to supervise day-to-day works. Safe-TC Ltd will review the CPP, attend site as needed, and monitor compliance. Regular planning meetings and briefings, convened and chaired by the PM will ensure safe coordination.

1. Key Duty Holders and Responsibilities

1.1 Client:

Mr Andrew Pycock

The Client is responsible for ensuring suitable appointments of key roles and the provision of welfare facilities (delegated to PM/Keystone) and provides relevant pre-construction information to the Principal Designer (Safe-TC Ltd)

1.2 Principal Designer:

Safe-TC Ltd

As Principal Designer (CDM 2015), the PD plans, manages, and monitors the pre-construction phase, coordinates design risk management and communicates residual risks to all interested parties.

1.3 Principal Contractor:

CBS Ltd

Appointed by the Client, the PC is responsible for preparing, updating and implementing this Construction Phase Plan (CPP), managing on-site work safely and ensures competent subcontractors are appointed and inducted/managed on site. The PC coordinates activities, provides inductions, and maintains site discipline.

1.4 Designer:

Kevin Todd Architectural Ltd (limited to design stage)



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Kevin Todd has provided building drawings and the building notice issued by the Authority.

1.5 Project Manager:

Appointed by the Client. The responsibilities of the PM include the coordination between all interested parties, providing assurance to the Client on quality, budgets and risks and issues.

2. Health and Safety Aims for the Project

The aims of this project in terms of CDM 2015 are as follows:

- Deliver the project safely with zero harm
- Minimise risks to workers, visitors, and members of the public
- Embed a safety culture on site
- Comply fully with CDM 2015, Health and Safety at Work Act 1974, and relevant regulations

3. Health and Safety Arrangements:

3.1 Communication, Cooperation and Coordination

Communication, Cooperation and Coordination are the three essential requirements for ensuring the construction phase of the project are completed as safely as reasonably practicable. The Site Manager will be the first line of defence to prevent or reduce the risk of harm, loss or damage, from mobilisation to hand over post project. This will be achieved by:

- Daily site briefings by the Site Manager (8AM)
- Weekly coordination meetings (on site with attendance of PM and all Contractors' site supervisors)

As PC, CBS will ensure all subcontractors are aware of the health and safety hazards and risks and to provide information, instruction and sensible monitoring/supervision. Subcontractors' health and safety duties are set out within CDM 2015. The PC will scrutinise Subcontractors' RAMS and implement the required safety standards at site induction and periodically during the construction phase.

3.2 Workforce Consultation

Operatives will be consulted via toolbox talks, pre-start meetings, periodic bulletins.



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3.3 Design Information Exchange

Any late design information will be communicated through the Site Manager to relevant contractors and the PD.

3.4 Design Change Handling

Design changes must be raised formally with the PD and agreed by Client.

3.5 Contractor Selection and Control

Only competent, insured, and CDM-aware contractors will be appointed by the Client. RAMS will be reviewed by the PC prior to work commencement by subcontractors.

3.5 Site Security

Secure site during the hours of operation will be the responsibility of the Site Manager by managing access to all site visitors. The site security will be handed over the PM/Client at close of business daily and the Client will be responsible for site security at all times when Contractors and Subcontractors are not in attendance.

All personnel entering the site must sign in/out daily and any visitors will be accompanied at all times.

3.6 Site Induction

Mandatory induction for all operatives and visitors will be provided by the Site Manager prior to any setting to work, or entry to the working CDM area.

Induction includes site hazards, welfare, emergency arrangements, and PPE requirements.

All workers and visitors will wear PPE in accordance with the manufacturer's instructions. PPE will be periodically audited during the construction phase.

3.7 On-site Training

Task-specific training will be provided by the contractor under who's control workers sit.

Refresher training and records held by Site Manager. Toolbox talks will be scheduled throughout the project and reactively post incident/near miss event.

3.8 Welfare and First Aid

Welfare facilities, e.g. cabin with toilet, handwashing, rest area, and drinking water will be provided by the Client. This responsibility will be delegated to the PC.

There will be a named First Aider on site at all times. The first aid arrangements will be included within induction and will be supported with visible signage.



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3.9 Accident Reporting and Investigation

All accidents, incidents and near misses to be reported to the Site Manager

An accident book will be maintained on site

The Principal Contractor will investigate incidents and share lessons learned

3.10 Producing and Reviewing RAMS

All works will follow **site specific** risk assessments and method statements (RAMS)

RAMS reviewed by Site Manager and PC prior to work. The PD may also be asked to sample RAMS periodically.

3.11 Fire and Emergency

The procedure will be emphasised at induction. The principle of prevention will be adhered to in terms of fire safety. This will include managing fire risk by evaluating hazards, applying risk controls such as hot works permits to work and managing housekeeping etc. To supplement the preventative actions, the site will be equipped with suitable and sufficient procedures and equipment to react to a fire on site. This will include the provision of:

- Fire point with extinguisher and fire plan
- Escape routes kept clear
- Emergency contacts and procedures displayed
- Significant Site Risks and Controls

4. Deliveries and Waste

Due to the physical constraints of the site, scheduled materials deliveries and waste collection will be planned and coordinated by the Site Manager to avoid congestion and maintain low risk score for traffic based incidents on site. Waste will be segregated on site or an outsourcing agreement with the waste management contractor in place. Waste Transfer Notes will be managed and kept on record on site.

4.1 Existing Services

During excavations, ground works or when preparing lifting operations, buried services will be located and isolated as needed. Permits to Dig will be issued by the Site Manager and the use of CAT and Genny will be employed in live with HSG47.

4.2 Adjoining Properties

As a condition of consent, the PC will maintain close liaison with neighbours to avoid disruption. RAMS will consider neighbours and the roadway users in the vicinity.



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4.3 Structural Stability

All Temporary Works (TW) will be designed and managed by competent TW coordinators and supervisors. The TW will only commence once the Site Manager issues a permit to load. When TW are completed, the Site Manager must issue a permit to strike.

4.4 Working at Height

As the highest risk of serious injury, falls from height protocols will be managed by the Site Manager. Access to height must be controlled with fall prevention the priority. Risk controls using a hierarchy will be used and may include podiums, towers, MEWPs and scaffolding. Fall restraint and engineered controls such as edge protection will be required. Where working at height is in place, RAMS must include rescue plans.

4.5 Fragile Materials

The risk of falls from heights will be further controlled by ensuring any surfaces to be accessed are safe for workers to apply weight to. Any fragile surfaces will be identified on induction. Avoidance of any such surfaces is the default control measure. Permits to Work and signage will be issued by the Site Manager.

4.6 Heavy Prefabricated Components

Where heavy elements of construction are to be used, such as RSJ Steels, lifting plans will be required.

Where loading equipment such as cranes, hiabs etc are used, ground stability needs to be assured prior to entering site.

4.7 Excavations

All excavations are to be treated as temporary works and will require a TW design to be produced. RAMS for excavations will be subject to Permits to Work and trench entry procedures will be strictly adhered to. Shoring or battering equipment must be used where excavations deeper than 1.2m. However, excavation shoring will be determined by other factors such as the soil and stability of the ground etc. excavation edges will have barriers and signage to prevent falls.

4.8 Vehicle and Pedestrian Segregation

Site traffic will be managed by the Site Manager. Traffic ways and pedestrian walkways will be clearly defined and will be included within site induction. Hi Viz vests will be worn at all times on site. Pedestrian walkways will be maintained, particularly as the site is developed. Site Plant and delivery vehicles will use banksmen during reversing so far as reasonably practicable.



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4.9 Storage of Materials and Equipment

Materials will be dropped at lay down locations determined by the Site Manager. Materials and stored equipment will not present obstruction and will move to the work location without undue delay. Delivery of materials will be coordinated on a 'Just in Time' basis to reduce site congestion.

Hazardous materials used during the construction phase will be stored in line with COSHH. Tools and equipment are the responsibility of operatives to ensure safety and must be secured and locked away when not in use. Materials/waste and tools and equipment must not be left unattended.

5. Hazardous Substances

All substances harmful to health and the environment must be managed under COSHH. Each harmful substance will require entry onto the COSHH register and it is the responsibility of operatives using these materials to manage their use, storage and disposal.

5.1 Asbestos

There are no known Asbestos Containing Materials on site. However, properties constructed prior to 2000, will require a full refurbishment and demolition asbestos survey carried out. It is the Client's responsibility to ensure asbestos records are accurate.

5.2 Contaminated Land

None known; excavation to stop if contamination is suspected

5.3 Manual Handling

Manual Handling will be addressed within all Task/Activity Risk Assessments. The default position during the construction phase is that no significant load will be lifting/lowered/pushed/pulled or manoeuvred without a manual handling assessment being conducted. The hierarchy of risk controls i.e. Remove the risk will apply, so far as reasonably practicable, meaning mechanical lifting aids will be used.

5.4 Noise

Noise is an inherent hazard within construction due to plant and machinery, and power tools being used continually. Where noisy operations are a known aspect of an activity, measures to reduce the impact will be required to be recorded within RAMS. This may extend to only operating tools and equipment above the noise action limits with strict health and environmental controls in place. RAMS will not only state 'ear defenders' or 'PPE'. Other measures that consider the wider issues associated with noise must be managed.



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5.5 Vibration

Vibrating equipment such as power tools and telehandlers, excavators present a hazard to workers. Hand Arm Vibration Syndrome (HAVS) is a very serious condition that can cause permanent disability. The use of vibrating tools will be managed strictly to include measures such as the use of low vibration equipment, limiting time on tools to below as low as reasonably practicable and monitoring of workers to record exposure over time.

5.6 UV Exposure

UV exposure is not limited to the summer months. High UV is a year round hazard to health. SPF sunscreen will be included within RAMS.

Long-sleeved clothing will be encouraged in summer whilst working outside.

5.7 Health Monitoring

All work related health risks including but not limited to those listed above are an important element of workplace health and safety. During this project, a regular review of work activity and the application of Point of Work Risk Assessments will allow risks to be managed dynamically.

Operatives encouraged to raise health issues confidentially with the site manager.

6. Appendices:

6.2 Drawings and Building Notice

6.3 Risk Assessments and Method Statements (to be appended separately)

6.4 Emergency Contacts and Local A&E Details

6.5 End of Construction Phase Plan

Prepared by:

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