

Construction Management Plan



Development at
Kingsley Community Centre
Eaton Drive
Wrexham
LL13 9BP

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1. Description of Works and Key Dates

Works will include the demolition of an existing single storey community centre of timber frame construction and site clearance so as to be able to construct – at a future date - a single, three storey apartment block of conventional brick construction.

The site is located within a large housing estate, bounded to the west by Eaton Drive, and an asphalt car park to the south, servicing a small shopping centre. Landscaped areas backing onto residential houses define the eastern and northern site boundaries. The site is currently enclosed by a 2m steel security fence, with the only access being from the south from the carpark.

The works are anticipated to commence on the 17th January 2022 and will last for Circa 3 weeks.

The standard working hours of 08:00 – 18:00 Monday – Friday and 08:00 – 13:00 Saturday.

2. Appointed Parties

Client

Wales & West Housing Association,
North Wales Office,
Tŷ Draig,
St. David's Park,
Ewloe, Deeside, CH5 3DT
Contact: Natasha Green Tel: 07929869086
Email: natasha.green@wwha.co.uk

Principal Designer & Contractor

Castlemead Group Limited,
Abenbury House,
17 Wilkinson Business Park,
Clywedog Road South,
Wrexham, LL13 9AE
Contact: Joe O'Donnell Tel: 01978 669000
Email: jodonnell@castlemeadgroup.co.uk

Demolition Contractor

M&JT Davies Group
Cae Enion Farm,
Hall Lane,
Rhosllanerchrugog,
Wrexham, LL14 1TG
Contact: Mike Davies Tel: 01978 840002
Email: mike@mjtdaviesgroup.co.uk

Project Architect

TACP Architects,

Pembroke House Ellice Way,
Wrexham Technology Park,
Wrexham, LL13 7YT
Contact: Matthew Gregory Tel: 01978 291161
Email: matthew.gregory@TACParchitects.co.uk

Civil & Structural Engineer

Datrys Consulting Engineers,
Broncoed Business Park, Suite 4a,
Broncoed House,
Wrexham Rd,
Mold CH7 1HP
Contact: Adam Caldwell Tel: 01352 706205
Email: a.calwell@datrys.coop

Mechanical & Electrical Engineer

Progressive Services Design Limited,
1 Mortimer Street,
Birkenhead,
Merseyside, CH41 5EU
Contact: Colin Finlay Tel: 0151 647 0857
Email: colin@psdltd.co.uk

Health & Safety Consultants

Integrated Health & Safety
Vale House, Ashton Lane North
Cheshire
WA7 3PE
Contact: Stephen Wilkinson Tel: 07872 061 013
email: swilkinson@ihsafety.co.uk

3. Pre-Construction Information

A copy of the PCI – including all surveys - is available from the client upon request.

The SI Desk Study Survey did not highlight any potential contaminative sources, and no visual or olfactory evidence of contamination was encountered in any of the boreholes and trial pit, which was confirmed by the chemical testing. Whilst made ground was encountered on site, the current development levels mean that all of the made ground will be taken off site, with the resulting formation being in the fluvioglacial deposits. The site will then be covered with buildings and hardstandings, ensuring that any residual risk to end users is removed. However, it would be prudent to undertake a watching brief during shallow excavations. Any potentially contaminated material encountered should be excavated, stored safely on site, tested, and then disposed of at a suitably licensed landfill facility.

Drainage Soakaways are not suitable for the development

Ground Gases No significant sources of ground gases have been identified during the desk study or site investigation works, with the exception of several landfills that are only just within 250m of the site.

Landfill and Radon Gas The desk study has not identified any nearby sources of landfill gas, which has been confirmed by the Local Authority. However, the site is in an area of intermediate probability for radon, with 3-5% of homes estimated to be at or above action level. Therefore, basic radon protection

measures are required for the development, which should be installed in accordance with Reference 10. Such measures will be more than sufficient to cater for any residual risk posed by landfill gas

Bats No evidence of bat roosts was recorded.

Existing Services and Utilities

To identify the locations of the existing Utilities and Services we will refer to the surveys provided by the client for comprehensive information and drawings. The area will be scanned and trial holes dug to confirm the location of the utilities and services before using heavy equipment to excavate the area.

4. Construction Phase Plan

This document has been prepared to meet the requirements of the Construction Design and Management (CDM) Regulations 2015

4.1. PC Management structure and responsibilities

- The works will be managed by Castlemead.
- The Site Manager and the Demolition Contractor will report directly to Joe O'Donnell.

Health and safety goals for the project and arrangements for monitoring and review of health and safety performance.

- Ensure that the works are carried out in a safe and timely manner.
- To ensure that the works are completed without risk to injury of those involved in the works or are affected by the works such as the general public and any individuals. This will be achieved by a process of induction, regular monitoring, and review, and acting on any activity that does not meet the required standards of health and safety.
- Any accidents on site whether to the workforce or others are to be reported to the project health and safety adviser, first aid incidents to project workforce can be reported by email, accidents involving anybody who is not an active worker on site such as a member of the public must be reported to the project health and safety adviser by telephone immediately to enable an investigation to take place.
- To ensure that the works are built to the Clients specification including the safe use and maintenance of the works thereafter.
- On site monitoring will be carried out on a daily basis by Castlemeads Site Manager, with support from a visiting Manager. The work areas will be visually inspected daily and any defects rectified
- Formal site Inspections will be carried out and recorded. Any actions required as a result of the inspection will be implemented by the Site Manager
- All work equipment will be inspected daily before use and recoded weekly by the trained and competent person. Records of inspections will be kept in the site office by the site manager as well as with the item of plant to which they belong

4.2. Project Health & Safety Goals.

The project will be managed by Castlemead, and they will:

- Ensure that all those that come to site have the necessary skills, knowledge and experience including - where relevant - the required training certification or appropriate skill cards.
- Ensure that all those that come to site receive a site wide induction and are consulted concerning the works.

- Ensure that there is coordination between contractors via daily liaison, and where required, more formal meetings.
- Ensure that all plant and equipment is in good working order, regularly inspected and maintained, including relevant certification and daily / weekly records.
- Ensure that all areas of the site are regularly inspected and any actions as a result of the inspections are implemented in a timely manner.
- Ensure that there is coordination between all contractors on the project.

4.3. Co-Operation between the project team on-site and co-ordination of the work.

This will be achieved by pre-start meetings, follow up meetings and regular supervision and liaison with the Client, contractors and others involved in the works.

4.4. Consultation with the workforce.

Inductions will be carried out for all those attending site. There will be a small team on-site and the project manager will be in daily communication with them.

4.5. The exchange of information concerning design.

Design information will be exchanged on a regular basis with the client as and when necessary, formal meetings will be held with the design team during this Phase. Formal site meetings will be held with contractors on site to discuss the works.

It is noted that the works are limited in scope, but should any changes need to be made, then the project manager will discuss this with the client and agree on the changes required.

4.5.1 Handling design changes during the project.

Design changes will be communicated to those that require the information and feedback will be passed to those for comment and update.

4.6. The selection and control of contractors.

All contractors and subcontractors working on site will be the responsibility of the Principal Contractor.

The Demolition Contractor and any additional contractors will be appointed that have been subject to Castlemeads PQQ and that have worked regularly with Castlemeads over a number of years and with assessments being completed in respect of the necessary skills knowledge and experience required to undertake the works.

Regular monitoring of contractors will be carried out on site by Castlemead, including periodically, by the project health and safety adviser with any adverse findings being addressed appropriately.

4.6.1 The exchange of health and safety information between contractors.

This will be managed on site with regular formal and informal meetings with site management.

4.7. Site security.

Castlemead having taken possession of the site will secure the perimeter of the site with Heras fencing and install access gates as indicated on the site plan.

The gates will be secured and locked at night and at weekends and be kept closed during construction hours, apart from allowing the access and egress of vehicles to the development. The site manager will ensure the necessary maintenance of the fencing during the continuance of the development.

Where necessary, the development site will also be safeguarded by a motion sensitive security system to deter unauthorised intruders from trespassing on the development. Castlemead contact details will be displayed at the entrance to the development.

Before works are due to start, Castlemead will liaise with the local residents and Schools to make them aware of the construction activity taking place and offer to conduct presentations to the students to highlight the potential dangers of construction sites and their activities.

4.8. Site induction.

All persons who visit site must receive a site induction provided by Castlemead and the Site Manager. The Personal Details/Site Induction sheet must be duly completed by all workers and stored securely.

All operatives entering the site will have the appropriate level of skill, training, and information required to safely and competently complete their individual work tasks.

The Induction will consist of the following:

- Access and Egress to the site
- Signing in and out
- Emergency Procedures including Fire and Evacuation
- Any Excluded Areas
- Welfare, First Aid and Accident Reporting
- PPE/ RPE
- Designated smoking area
- Ignition and Hot Working
- COSHH
- Permits to Work
- Risk Assessments and Method Statements
- Housekeeping
- Electrical Equipment
- Disciplinary Procedure
- A confirmed understanding of the Project Objectives

Fire precautions will be detailed as part of the induction process and notices provided on all site notice boards.

4.9. On-site training.

Should the requirement for onsite training be identified, this will be carried out either on site or off-site dependant on the training element. Toolbox talks will be provided periodically and relate to an activity currently being undertaken on site.

4.10. Welfare Facilities, First Aid and Parking.

A site compound will be placed on site, which will accommodate the welfare facilities, site office and materials storage. An area on the development will also be created for site parking for the site staff and contractors.

The site manager will be a fully trained first aider. First aid notices will be placed in the site office and notice boards. Refer to Site Plan.

Car parking will be provided for site management, contractors and visitors within the site compound area.



Site Set Up Plan During Demolition Phase

4.11 Reporting and investigation of accidents and incidents including near misses.

All accidents and near misses will be reported to Site Manager for review and any actions required following the review will be implemented and a toolbox talk undertaken as a minimum. This procedure will be advised at induction.

Should there be an incident involving a member of the public or any “other” person entering the site, the project health and safety adviser will be notified immediately to carry out an appropriate investigation.

Accidents involving the workforce will be recorded and reported to the project health and safety advice by email other than any hospital visits which also will be required to be reported by telephone immediately.

Castlemead will maintain an accident book on site and should it be required, RIDDOR reports will be submitted by the project health and safety adviser.

4.12. Production and approval of risk assessments and written systems of work.

Safe systems of work (RAMS) will be submitted for review and / or comment by contractors prior to starting on site.

Sub-contractors will be requested to confirm that their operatives have been inducted in their safe method of work prior to attending induction

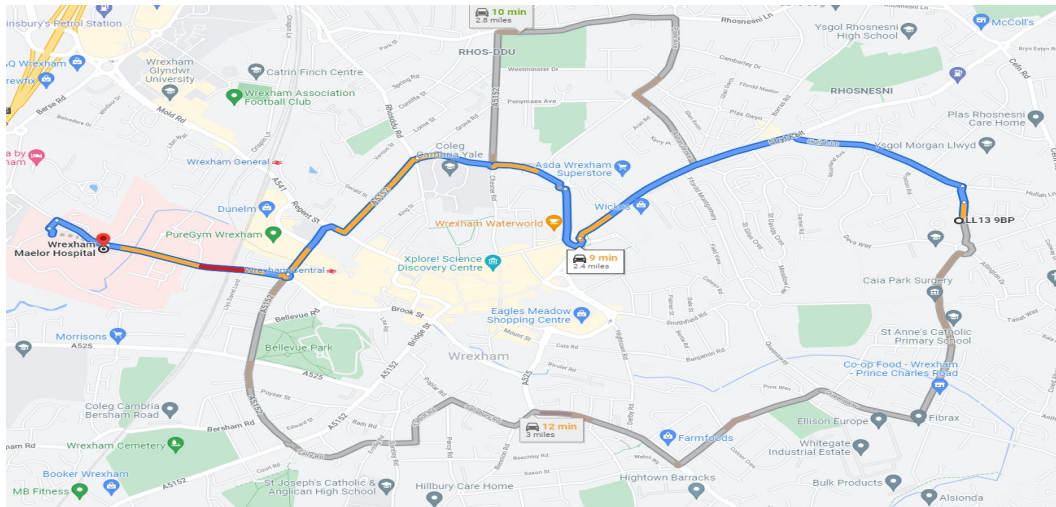
4.13. Fire and Emergency Procedures

A fire risk assessment and fire plan has been developed, and the following precautions will be included as works progress:

- The site will be secured to prevent entry
- Parking will only be allowed in designated areas
- Materials will be neatly stored and not allowed to build up.
- Spill kits are made freely available
- The names of the Fire Marshalls, namely Castlemead Staff will be displayed
- Accommodation/welfare units will be electrically tested and be of proprietary type and construction
- All exit routes to be kept clear of materials, and sufficiently lit to enable safe escape.
- The muster point will be located outside the main entrance gates
- Smoking will only be allowed in designated areas
- The fire plan will be displayed and used as part of the induction process.
- The Site Manager will take charge in the event of a fire and coordinate on site with contractors to ensure that all persons are accounted for and liaise with emergency services.
- Suitable fire fighting media and gas horns will be made available.

The nearest A&E hospital is:

Wrexham Maelor Hospital
Croesnewydd Rd, Wrexham LL13 7TD
Tel: 01978 291100



4.14. Delivery / Collections and storage of materials

Material deliveries / collections will be arranged in advance and access will be provided through the main gates shown on the site plan.

All deliveries and collections will be banked on and off site. A traffic plan will also be produced.

Due to the proximity of the site to local schools, during term time HGV deliveries are to be limited to between the hours of 8:15am & 9:15am and 3pm & 3:45pm Monday to Friday

A section of the site compound will be allocated for the storage of plant and materials. The area allocated is easily accessible for deliveries and is positioned so as to provide an efficient access to the work area.

4.15. Control of services – water, electricity and gas, including overhead power lines and temporary electrical installations.

A joint review of the surveys completed for the site will be undertaken by the client, principal contractor and the Demolition Contractor with checks being made to ensure that all services have been located prior to works and necessary isolations made. Services will be identified using hand digging and scanning techniques and the marking on site.

Service connections will be required for the compound, the principal contractor will review this with the client.

4.16 Accommodating Adjacent Land Use.

During the period of the development, Castlemead Ltd will monitor the Company's impact on its neighbours within the vicinity of the development and take appropriate actions to limit the impact of dust, dirt, noise, vibration, and light during construction operations. In particular, Castlemead will liaise closely with the residents of the properties adjacent to the site so as to be 'good neighbours' providing advance notification of building operations of particular relevance.

To help prevent the spread of construction dust during the demolition, a dust management plan will be in force ensuring that regular damping down of the area is being completed.

Neighbouring residents and shops will be informed by a letter drop, with contact details, prior to any localised disruption. Once the compound has been set up and a phone line is available, the contact details will be available to the neighbouring residents, to enable them to contact the Site Manager if they have any concerns.

The site staff and contractors will be informed by the Site Management that they should be mindful of the existing properties and residents. This will form part of any induction to the development.

All vehicles leaving the development will be inspected to check for debris and where found, removed before leaving the site. If deemed necessary, a wheel wash, comprising a pressure wash, will be positioned at the entrance of the site for the wheels of vehicles to be washed when leaving the site.

Road sweeping will be carried out throughout the course of the works, as and when necessary and particularly during operations when debris and spoil is created on the site and can be transferred on to the surrounding existing highways.

4.17. Preventing Falls.

Access for work at height will be assessed. All work equipment will be of industrial quality, regularly inspected and maintained with records being kept on the PUWER register in the site cabin.

Any excavations created during the demolition process will be suitably protected at the surface.

4.18. Assembly or dismantling of heavy, prefabricated components.

All heavy equipment and materials are to be lifted using a suitable machine and lifting equipment.

4.19. Traffic routes, segregation of vehicles and pedestrians

Every effort will be made to ensure that traffic and pedestrian routes are kept clear and segregated from site work activities by the use of signage, barriers, fencing or alternative means.

Drivers wishing to access the site are to take great care as this is a densely populated residential area and access to the site is via narrow roads. Although two-way traffic is permitted on these roads, residents within the area tend to park on the street, reducing the highways to single lanes.

4.20. Management of Asbestos

As it is currently unknown if there are any ACM's present on site, before any works commence, a suitable asbestos survey will be undertaken which the Site Manager and Operatives will refer to upon induction. All operatives are to have received Asbestos Awareness Training.

4.21. Management of Contaminated Land

Please refer to the surveys provided by the client for full details.

4.22. Manual Handling

Materials will be generally handled and moved by mechanical means and split into individual units at the point where they will be fixed.

4.23. COSHH - Hazardous Substances

Standard construction materials are used and will be subject to COSHH assessment by the relevant contractor.

Fuel Spillages

Where possible, refuel mobile plant in a designated area, preferably on an impermeable surface well away from any drains or watercourses. Keep a spill kit available and use a bunded bowser.

Where possible, refuel mobile plant in a designated area, preferably on an impermeable surface well away from any drains or watercourses. Keep a spill kit available and use a bunded bowser.

4.24. Control of Noise, Vibration, Dust and UV

Noise and vibration assessments will be carried out, and exposure kept below the first action level where possible. Where identified, documented monitoring will be completed.

Where reasonably practicable, plant and/or methods of work causing significant levels of Noise and Vibration at sensitive premises should be replaced by other, less intrusive, plant and/or methods of working to reduce the potential effects resulting from construction generated noise and vibration.

The site is located within a densely populated residential area with shops and schools, and mitigation measures will therefore be needed to reduce dust effects beyond the site

boundary. These are intended to be stringent but achievable and in line with Best Practicable Means (BPM).

All routes within the site are to be scraped, water sprayed and swept clean as necessary. It will be necessary to continuously monitor for dust throughout the day. This will be in the form of visual inspections undertaken by the Site Manager. Records of any significant emissions or impacts will be maintained.

Dust will also be controlled where possible by, dampening down the work areas, using wet cutting methods, on tool extraction, and Face fitted PPE.

To protect against UV, skin cover will be required and monitored.

4.25. Other Health Risks

Covid19 will be controlled by the provision of hand sanitiser, regular cleaning of frequently touched surfaces, allocation of plant to specific users and working in teams.

The current Government guidelines will continue to be followed.

4.26. Site Rules

1. All site personnel to be safety inducted prior to commencing work.
2. Safety helmets must be worn at all times.
3. Safety footwear must be worn at all times.
4. High visibility vest or jacket to be worn at all times
5. All other PPE/RPE must be worn in accordance with the relevant Risk/COSHH Assessments.
6. All visitors to be accompanied whilst walking around the site.
7. Only trained and competent scaffolders to erect/dismantle scaffolding.
8. All reversing movements by site vehicles to be controlled by a banksman.
9. Any person suspected of being under the influence of alcohol or drugs will be removed from the work area.
10. All accidents/incidents/near misses must be reported to the site agent.
11. No fires on site.
12. Access routes to be kept clear at all times for emergency vehicles.
13. Operatives only to work on plant, equipment they are competent to.
14. Report any defects immediately.
15. DO NOT use defective equipment/plant etc.
16. Site speed Limit 5mph

4.27. Ground Conditions

Before work commences on site, the PC will refer to the ground surveys provided by the client. Where deemed appropriate, regular inspections of the ground conditions will be undertaken, ensuring they are suitable for the type of works being undertaken.

4.27. Adverse Weather

Consideration of the weather conditions must be carried out to identify and control the risks of working in inclement weather. Very cold, windy or wet conditions would normally mean that normal outdoor work must be avoided wherever possible.

During inclement weather operatives will be required to wear suitable protective clothing in accordance with the weather and allow for suitable additional breaks to be taken where appropriate.

5. Risk Assessments

All works on site will be subject to a suitable risk assessment and where required method statements.

No works will be allowed on site without an appropriate risk assessment.

6. Sub-Contractor Activity RAMS

RAMS will be supplied by subcontractors to the principal contractor for review.

If required, the principal contractor's health and safety adviser will be contacted to comment.

7. Traffic Management Plan

The anticipated amount of vehicle movements will not be high, once the site accommodation is established this will be restricted to van traffic on a frequent basis.

Apart from managing any reversing of vehicles, it is not anticipated that any specific traffic management arrangements will be required over and above a common-sense approach.

8. Temporary Works

The Principal Contractor will appoint a designated individual to be the Temporary Works Co-Ordinator (TWC) who will be responsible for the implementation of temporary works procedures including actions by other contractors involved in the project.

A temporary works site register will be used to plan, monitor, and record each element, with each element being designed, taking into account all available documents, site details and other information available.

Temporary Works Coordinator

The Temporary Works Coordinator is responsible for ensuring:
the designs are suitable for the current site situation.

Temporary Works Supervisor

The Temporary Works Supervisor is responsible for ensuring:

- all identified temporary works are recorded onto the temporary works register
- ground conditions, general site conditions are within the temporary works design assumptions and remain so.
- only competent personnel carry out the fabrication, erection or dismantling of temporary works
- temporary works are inspected during construction

Temporary Works Coordinator: TBC

Temporary Works Supervisor: TBC

Temporary Works Design: TBC

The TWC and TWS will be appointed in writing and will have the authority to stop works at any time if it is not being carried out satisfactorily.

9. Permits to Work

Where a Permit to Work is required, these will be issued by the site manager and will be closed out on a daily basis.

For hot works permits, the fire watch is set at a minimum of 60min after the hot works have been completed.

10. Inspection and Selection of Plant and Work Equipment

Daily pre-use checks and weekly documented inspections will be undertaken of the work equipment and plant available for use on site. All service records for plant will be kept up to date.

All plant and equipment that is hired in will be sourced from known reputable and established retailers. Plant Operators will provide appropriate training cards/certification relevant to the plant being operated.

In date PAT testing of all portable electrical equipment is mandatory.

11. Monitoring Compliance & Review of Procedures

Monitoring forms for the site, plant, equipment, and access equipment are appended to the CPP for use by site management and issue if required to trade contractors.

12. Toolbox talks, Consultation, Site Safety Meetings

Site contractor coordination meetings will be held regularly on site, daily on some occasions, this will take the form of regular conversations, informal discussions of pertinent to the nature of the work including health and safety.

Toolbox talks will be carried out on an as needs basis particular following an adverse event or following a significant change.

13. Health and Safety File

H&S File Index

1. Brief description of the project works
2. Schedule of any hazards remaining at the end of the project that could affect building use or maintenance (e.g. roof light cleaning, services surveys, Asbestos survey, ground investigation reports etc.)
3. Record any key structural principles that need to be monitored or would impact future maintenance or modification of the building, e.g. pre-stressed concrete members, acceptable floor loadings etc.
4. Any potential hazardous materials used during the work or remaining in the building following a refurbishment project, e.g., lead-based paint, biological hazards etc.
5. Information regarding the removal or dismantling of installed plant and equipment, proposals for lifting and shifting, hoisting, etc.
6. Details of the equipment and processes planned for cleaning the building including glazing, roof lights, gutter / outlet cleaning, and roof access etc.
7. Details including drawings if required of unusual or difficult access situations for maintenance such as risers, roof spaces, basements, equipment in ceiling voids, service routes etc. including how to identify the location of hidden equipment that requires access service.
8. A set of final / as built drawings

O&M Manual Index (Advisory)

9. The contract specification
10. Schedule of finishes
11. A schedule of all significant subcontractors and contact details
12. User manuals / data sheets for all installed equipment, fixtures and fittings including the significant systems detailed below and building elements such as joinery, sanitary Ware, ironmongery, floor finishes etc.
13. Certification for all M&E installations
14. Building regulations completion certificate and any other certifications required as detailed in the specification.
15. A schedule of all items that need regular maintenance or statutory inspection / certification and the frequency, including scope required, manufactures manuals and contact details for installers / suppliers. For example: -
 - i. Electrical systems / equipment
 - ii. Fire detection, emergency lighting and extinguishers
 - iii. Gas appliances / heating equipment
 - iv. Air conditioning
 - v. Energy systems. Solar / PV panels, wind energy etc.
 - vi. Water systems
 - vii. CCTV / security systems
 - viii. Automatic gates / shutters / barriers and similar
 - ix. Lifts or lifting equipment
 - x. Access systems / fall arrest systems
 - xi. Lightning conductors
 - xii. Items at roof level or otherwise at height
 - xiii. Process equipment / work equipment
16. Reference documents such as Asbestos surveys or ground investigation repor

