

Construction Phase Plan

Project: Single Storey Rear Extension Two Storey Side Extension

Site Address: 80 Ashwell Street, Ashwell, Baldock, Hertfordshire, SG7 5QU

Prepared for: North Herts District Council

1. Site Information

Client

Lousie Pearson & Thomas Wilcock
80 Ashwell Street
Ashwell
SG7 5QU
07495 143858

Principal Designer

(Tom Postlethwaite)
Rosebury
8 Woodland Way
Baldock
SG7 6LR
07970 277106

Principal Contractor

(Dean Barton)
DRB Carpentry and Building
3 West Road
Gamlingay
Sandy
SG19 3JT
07950 189986

Proposed Start Date: **12/05/2025**

Proposed Completion Date: **03/10/25**

2. Project Information

The works are approved under planning approval 24/00651/FPH.

For the construction of a residential single storey rear extension and a double storey side extension. Traditional build with concrete strip footings and brickwork/blockwork insulated cavity walls.

The side extension will be built next to an adjacent public footpath for which a Precommencement planning condition refers to:

Prior to the commencement of development a Construction Phase Plan (CDM Regulations 2015) showing how the building work would be undertaken, with regard to keeping those using the footpath, safe from construction activity shall be submitted and approved in writing by the Local Planning Authority in consultation with the Countryside and Rights of Way Team, Hertfordshire County Council. The

building work shall be carried out in compliance with the Construction Phase Plan.

This Construction Phase Plan will be submitted against condition 3 and provides information on these works in section 7. to support the discharge of this condition.

The construction works will also comply with planning conditions 1, 2 and 4

3. Site Safety

A temporary water and electric supply will be provided from the existing property. A Portaloo with washing facilities will be provided in the rear garden. Workers will be allowed to use the facilities within the house as required to ensure they have adequate places to rest, eat and have access to drinking water.

Services in the driveway will be identified (all service providers will be consulted prior to start of works to ascertain if any are documented) and warning signs will be placed showing the locations so they are not struck during works. Supplies to the extension will be tapped from the existing house.

All contractors/visitors will be inducted by the site supervisor and sign in and out of the site signing in book.

Tool box talks will be carried out by the Site supervisor daily covering the planned works.

The site will be fenced off from the general public via Heras fencing panels to ensure the site is secure and cannot be accessed/entered freely.

Appropriate PPE will be worn at all times within the construction zone (hard hat, hi vis, gloves, steel toe capped boots). Risk assessments will be carried out for specific works and additional PPE such as safety glasses/ goggles will be required as necessary. These will be provided by us to our workers.

There is existing access to the project via the public highway from Ashwell Street onto the properties drive. This will be used for access and deliveries.

The family will be protected from the works within the existing house via internal temporary walling. They will still be able to use their current main living area this way.

4. Delivery Management

Ashwell Street is a quiet residential street and it is not anticipated that taking deliveries or the construction works themselves will require any specialist licences in the highway.

We will ensure works do not encroach onto the highway and that deliveries are dropped off as safely and quickly as possible to minimise disruption to residents. Such as the following:

- Clear and visible signage will be installed on the perimeter of the development notifying the public that there are construction works occurring.

- Temporary Heras fencing will be used to secure the construction zone and protect road and footpath users.
- Cyclists will be able to continue using the public highway at all times. The perimeter signage will notify them that there are ongoing construction works.
- Construction vehicles will follow designated routes to and from the site, they will be able to turn around if required using the turning head outside the property.
- If required trained marshals(banksman) will be present during peak delivery times to manage vehicle movements and ensure safety.
- Regular communication will be maintained with the Highway Authority.
- Access for emergency services will be maintained at all times, with clear routes and signage.
- Site managers will conduct daily inspections to ensure the site remains secured and the surrounding general public are safe.
- Any concerns raised by the local community regarding the works will be promptly addressed, and adjustments made as necessary.
- The delivery area will be monitored by the site supervisor and will be cleaned daily

5. Dust, Noise, and Vibration Control

To minimize the impact of construction activities on the surrounding environment and community, the following measures will be implemented:

Dust Control Measures:

- Water will be used to suppress dust during excavation, demolition, and other dust-generating activities.
- The public highway will be kept clean from dust, debris and cleaned down as necessary.
- Stockpiles of loose materials (e.g., soil, sand) will be covered with tarpaulins or similar materials to prevent windblown dust.
- Working areas will be hard-surfaced or treated with stone to reduce dust generation.

Noise Control Measures:

- Construction activities will be limited to 8:00 AM to 6:00 PM on weekdays and 8:00 AM to 1:00 PM on Saturdays. No work will take place on Sundays or public holidays.
- Low-noise machinery and equipment will be used wherever possible.
- Noise levels will be monitored regularly to ensure compliance with local regulations.

Vibration Control Measures:

- Vibration levels will be monitored during activities such as excavation to ensure they remain within acceptable limits.
- If necessary, vibration-dampening techniques (e.g., rubber mats, hydraulic breakers) will be used to minimize impact on nearby structures.

6. Waste Management

The drive is large enough to be used for material storage and waste management. It is not anticipated that licences will be needed to store waste on the public highway. Waste will be removed by a licensed waste management company.

There is no asbestos within the current building and if any asbestos is identified it will be recorded immediately and works will stop until a risk assessment is carried out.

To ensure the safe and environmentally responsible handling of construction waste, the following measures will be implemented:

Waste Minimization:

- Materials will be ordered in precise quantities to minimize waste.
- Where possible, materials will be reused or recycled on-site (e.g., crushed concrete for hardcore).

Waste Segregation:

- Waste will be segregated into different categories (e.g., general waste, recyclables, hazardous waste) using clearly labelled skips or containers.
- Hazardous materials (e.g., chemicals) will be handled and disposed of in accordance with relevant regulations.

Storage and Handling:

- A designated area will be established on-site for the temporary storage of waste.
- Waste will be covered and contained to prevent windblown debris, litter, or contamination.

Disposal:

- All waste will be removed from the site by licensed waste carriers.
- Waste transfer notes will be maintained for all waste removed from the site, as required by law.
- Construction waste will be recycled or reused as much as possible.

Monitoring and Reporting:

- Regular waste audits will be conducted to monitor waste generation and recycling rates.
- Site managers will ensure compliance with local waste management plans and regulations.

7. Other Hazards

Please refer to this information in regards to planning condition 3 on how scaffolds and excavation works will be controlled during the construction phase and keeping those who use the public footpath safe from construction works.

Scaffolds/Working at Height

- Ensure that all individuals involved in erecting, altering, dismantling, and using scaffolding are competent and have received appropriate training.
- Scaffolding will be designed by a qualified person, considering the load it will bear, the height, and the environment.
- Scaffolds must be inspected by a competent person before first use, after any event that could affect their integrity, and at regular intervals. Any defects should be promptly addressed.
- Ensure the scaffold is erected on a stable, level foundation capable of supporting the scaffold and its maximum intended load without settling or displacement.
- Install guardrails, midrails, and toeboards on all open sides and ends of platforms to prevent falls. Ensure these are securely fitted and meet the required height and strength specifications.
- Provide safe and secure access to and from the scaffold, such as ladders or stair towers. Ensure these access points are properly positioned and maintained.

- Do not exceed the scaffold's maximum intended load and rated capacity. This includes workers, equipment, and materials. Distribute the load evenly to avoid overloading any part of the scaffold.
- Be aware of weather conditions that could affect scaffold stability, such as high winds, rain, or snow. Take appropriate measures to secure the scaffold or cease work if conditions become hazardous.
- Clearly communicate scaffold safety procedures to all workers. Use signage to indicate load limits, access points, and any potential hazards.
- Ensure that all workers are aware of emergency procedures in case of an incident involving scaffolding. This includes knowing how to safely evacuate and providing first aid if necessary.
- Maintain detailed records of scaffold inspections, maintenance, and any incidents. This documentation is crucial for compliance and for identifying areas for improvement in scaffold safety practices.

Excavations

- Conduct a thorough risk assessment before starting excavation work, identifying hazards such as underground utilities, soil stability, and nearby structures.
- Develop a detailed excavation plan, including the depth, type of soil, and methods of support (e.g., shoring, benching, or sloping).
- Identify and mark the location of underground utilities (e.g., gas, water, electricity, and telecommunications) before digging. Use service plans and detection tools to avoid accidental strikes.
- Follow local regulations for contacting utility companies (e.g., "Call Before You Dig" programs).
- Use protective systems to prevent cave-ins, such as:
- Sloping or Benching: Cutting back the trench wall at an angle to reduce the risk of collapse.
- Shoring: Installing supports (e.g., hydraulic shoring) to brace the trench walls.
- Shielding: Using trench boxes or shields to protect workers within the excavation.
- Ensure protective systems are designed by a competent person and installed correctly.
- Provide safe access and egress for workers, such as ladders, stairways, or ramps, placed within 25 feet of all workers in the excavation.
- Ensure these access points are secure and extend at least 3 feet above the excavation edge.
- Keep excavated material (spoil piles) and heavy equipment at least 2 feet away from the edge of the excavation to prevent collapses.
- Use barriers or warning lines to keep workers and equipment at a safe distance.
- Inspect excavations daily and after any event that could affect stability (e.g., rain, vibrations from nearby machinery).
- Ensure inspections are conducted by a competent person and documented.
- Use guardrails, barriers, or personal fall arrest systems (PFAS) to prevent workers from falling into excavations.
- Cover or barricade excavations when not in use to prevent accidental falls.
- Develop and communicate emergency procedures for excavation-related incidents, such as collapses or utility strikes.
- Ensure workers are trained in rescue procedures and have access to emergency equipment (e.g., ladders, harnesses).

- Ensure all workers involved in excavation work are trained in safe practices, hazard recognition, and emergency response.
- Supervisors and competent persons should have additional training in excavation safety and protective systems.
- Clearly mark excavation sites with warning signs and barriers to alert workers and the public.
- Maintain clear communication among workers, especially when machinery is operating near excavations.
- Monitor weather conditions, as rain, snow, or freezing temperatures can weaken excavation walls and increase the risk of collapse.
- Take precautions, such as dewatering or pausing work, if conditions become unsafe.
- Keep detailed records of risk assessments, inspections, protective system designs, and worker training.
- Documentation ensures compliance with regulations and provides a reference for future safety improvements.

Working Near Public Footpaths

Notwithstanding the above footpath safety will be managed as follows.

1. Risk Assessment

- We will conduct a thorough risk assessment specific to working at height near a public footpath. Identifying hazards such as falling objects, equipment failure, and public access to the work area.
- It will be reviewed weekly considering the proximity of the footpath, the height of the work, and the potential impact on pedestrians.

2. Fall Protection

- A scaffold licence will be obtained to erect a scaffold on the path which will both protect pedestrians from the works and any falling objects and allow the footpath to remain open.
- We will implement fall protection measures for workers, such as safety nets, or personal fall arrest systems.
- We will ensure all equipment is inspected and maintained regularly to prevent failures.

3. Dropped Object Prevention

- Use scaffolding on the footpath with toe boards, debris nets, tool lanyards to prevent tools, materials, or debris from falling onto the footpath.
- Secure all equipment and materials at height and avoid overloading working platforms.

4. Public Protection

- Install safety debris nets along the scaffold to prevent any objects falling onto the footpath.
- Ensure the footpath remains accessible and safe for public use, complying with local regulations.
- A banksman will always be present during works to ensure the footpath can be accessed and used safely.

5. Signage and Communication

- Place clear warning signs to alert the public to potential hazards.
- Use the Banksman to guide pedestrians around the work area, especially during high-risk activities.

6. Work Planning

- Schedule high-risk activities (e.g., lifting heavy materials) during quieter times to minimize public exposure.
- Always ensure Banksman on site during works adjacent to footpath to manage safety and access down footpath.

7. Inspections

- Regularly inspect all equipment, barriers, and protective measures to ensure they remain effective and secure.
- Conduct daily checks of the work area and exclusion zones.

8. Training and Competence

- Ensure all workers are trained in working at height safely and are aware of the risks posed to the public.
- Provide additional training for workers operating near public areas, emphasizing the importance of public safety.

9. Emergency Procedures

- Develop and communicate emergency procedures for incidents such as falling objects or equipment failures.
- Ensure workers know how to respond quickly to protect both themselves and the public.

10. Lighting and Visibility

- Ensure the work area and footpath are well-lit, especially if work continues into the evening or early morning.
- Use high-visibility clothing and markings to make workers and barriers clearly visible to the public.

11. Weather Considerations

- Monitor weather conditions, as wind, rain, or ice can increase the risk of falling objects or slips and falls.
- Halt work during adverse weather if it poses a risk to workers or the public.

12. Public Communication

- Inform the public about the work through signage, local notices, or community outreach.
- Inform the public of the works via a letter drop.
- Provide clear instructions on alternative routes or temporary closures if it becomes necessary.

13. Documentation

- Keep detailed records of risk assessments, inspections, and safety measures implemented.
- Document any incidents or near-misses and use them to improve safety practices.