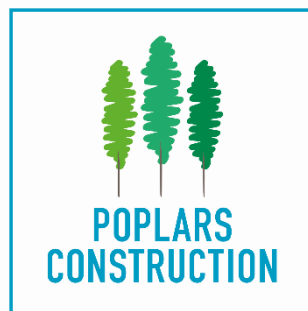




Construction Management Plan 1a High Street, Graveley, Hitchin

Revision Schedule

Revision	Revision date	Change Details	Author
A	23/09/2024	First CMP draft issued	AW/TP
B	20/01/2025	Site entry and exit points revised	AW/TP
C	20/02/2025	Added incoming traffic map	AW/TP

Project Information:

- **Project Name:** New Development at 1a High Street
- **Project Address:** 1a High Street, Graveley, Hitchin, SG4 7LE
- **Client:** M Scott Architectural Design Ltd.
- **Contractor:** Poplars Construction Ltd.
- **Estimated Start Date:** Early 2025
- **Estimated Completion Date:** Late 2026

Key Parties to the Project

Party	Organisation	Contact	Tel	Email
Principal Contractor	Poplars Construction Ltd.	Thomas Potter	07769 205673	tp@tmpc.co.uk
Principal Designer	TBC			
Architect	M Scott Architectural Design Ltd.	Mark Scott	07812 982023	mark@msad.uk
M&E Consultant	TBC			
Health & Safety Advisor	TBC			
Project Manager	TBC			
Structural Engineer	TBC			

1. Introduction

This Construction Management Plan (CMP) outlines the approach to be taken by Poplars Construction Ltd. for the successful delivery of the New Development at 1a High Street, Graveley, Hitchin, SG4 7LE. The plan will ensure that construction works are carried out in a safe, efficient, and environmentally responsible manner while minimizing disruption to local residents, businesses, and traffic.

This construction management plan is a 'live' document and will be subject to regular reviews and updates by the Project Manager taking into account new technical and legislative standards any relevant incidents or changes in the scope and methods of work.

All amendments will be logged on the record of amendment page and appropriate parties notified of the changes.

2. Scope of Works

The project involves:

- 6 new-build semi-detached dwellings and 3 new-build detached dwellings
- Site clearance, excavation, installation of utilities and associated external works

3. Site Access and Logistics

Plots 1 & 2

3.1. Site Access

- **Access Points:** Site access will be via High Street, Graveley, with entry and exit points clearly marked by the red arrows on the map overleaf. All access routes will be coordinated to minimise disruption to local traffic and ensure safety.
- **Security:** All operatives and visitors will be briefed on maintaining site security. The overriding concern shall be for the safety and protection of the public and other workers on site. During working hours this shall be a site wide responsibility and the duty of all to enforce.

All Contractors' staff are required to comply with the Client's signing in and out procedure at all times.

Working areas will be clearly demarcated by the use of barriers, tapes, cones, warning signs and markings suitable for the specific location and the duration of the work being carried out in that location.

The sites existing site boundaries are clearly defined, via walls and fencing, additional aris fencing is to be used in addition to this.



Access to the site is only granted by the Poplars' site team.

All vehicles leaving the site are subject to being searched at the discretion of the Site Supervisor.

Children are not allowed in any of the working areas and must remain in vehicle cabs if accompanying delivery drivers.

3.2. Working Hours

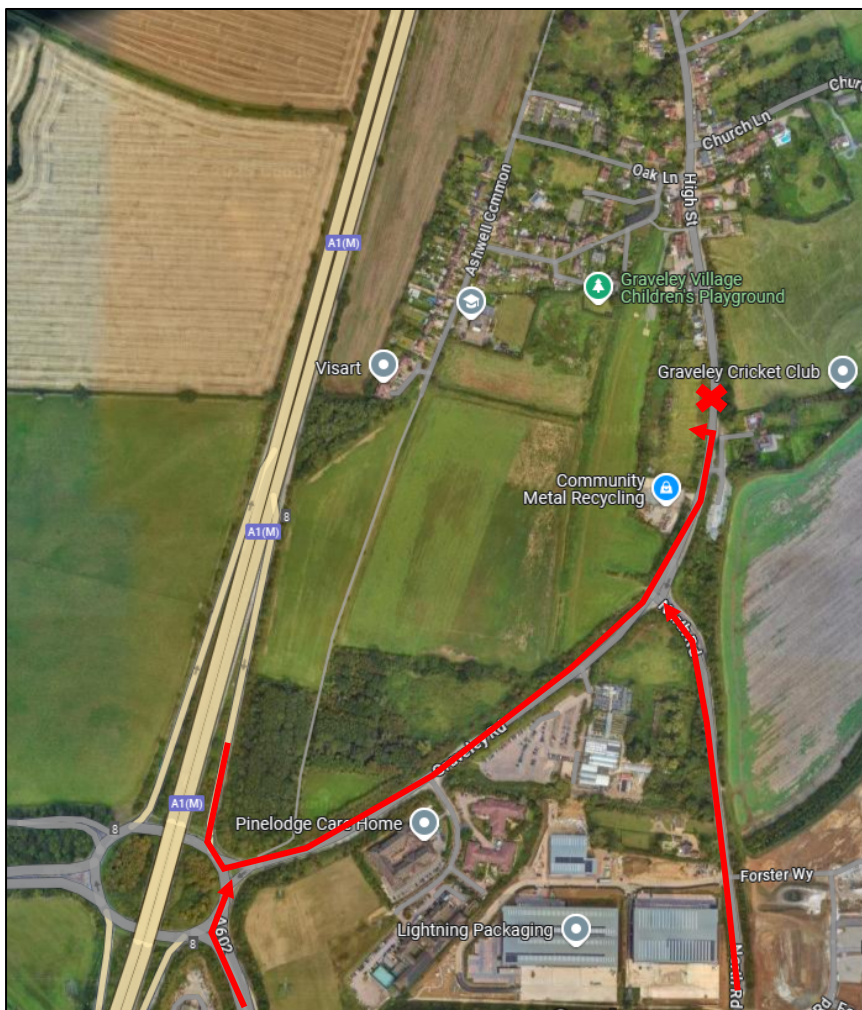
- **Standard Working Hours:**
 - Monday to Friday: 07:30 to 16:30
 - Saturday: 07:30 to 13:30
 - No work will take place on Sundays or public holidays unless otherwise agreed upon with the local authority.

3.3. Delivery Management

- **Delivery Times:** Deliveries will be restricted to non-peak hours to avoid congestion.
 - Delivery times: **10:00 to 14:00**
- **Delivery Coordination:** All deliveries will be pre-arranged with site management and delivery vehicles will use specified access routes. A delivery schedule will be maintained to avoid traffic disruption.

3.4. Traffic Management

- **Traffic Control:** A traffic management plan will be implemented, including temporary signage and, where required, traffic marshals to manage the movement of construction vehicles.
- **No construction traffic is to go through the surrounding villages. All traffic must come either directly from the A1(M), the A602 or North Road from Stevenage.**



- **Parking:** On-site parking will be available for operatives and on-road parking on High Street will not be permitted to avoid traffic and disruption to local residents.

3.5. Welfare facilities

The Project Manager shall ensure that welfare facilities sufficient to comply with the requirements of Schedule 2 of the Construction (Design and Management) Regulations 2015 are provided throughout the construction phase.

Space on site is at a premium. The following welfare facilities will be provided on site within the site compound and maintained in good order by Poplars Construction Ltd.:

1. site office;
2. sanitary conveniences;
3. drinking water;
4. changing rooms;
5. facilities for rest.

These will be satisfied from mobile toilets and established welfare cabins.

Welfare facilities will be cleaned and maintained.

3.14. Task Lighting

If required, task lighting consisting of fluorescent lamps is to be provided by individual Trade Contractors for all phases of the project. Halogen lamps are banned from site.

4. Health and Safety Management

4.1. Site Induction

- **Induction Process:** All personnel entering the site must complete a site-specific health and safety induction, covering site rules, emergency procedures, and personal protective equipment (PPE) requirements.

4.2. Personal Protective Equipment (PPE)

- **Mandatory PPE:** All personnel on site must wear appropriate 4-point PPE at all times, including hard hats, high-visibility vests, gloves, and safety boots.

4.3. Hazard Management

- **Risk Assessments:** Task-specific risk assessments and method statements (RAMS) will be completed for all activities. All sub-contractors on-site will be required to submit their site-specific RAMS to Poplars Construction for approval prior to any works being carried out. Such RAMS will be displayed in the site office.
- **First Aid:** A fully stocked first aid kit and trained first aid personnel will be available on-site at all times.

4.4. Fire Safety

- **Fire Prevention:** Fire extinguishers and fire-fighting equipment will be strategically placed around the site.
- **Evacuation Plan:** A fire and emergency evacuation plan will be established and communicated to all site personnel.

4.5. Accident Reporting

- **Procedure:** All accidents and near-misses must be reported immediately to the site manager, who will document the incident and take corrective action.

4.6. Health and Safety Aims of the Project

The health and safety aims of the project:

So far as is reasonably practicable, to prevent injury to persons whether employed by Poplars Construction Ltd. or simply affected by the activities of Poplars Construction Ltd., dangerous occurrences and damage to plant, equipment and premises by:

1. Providing and maintain safe plant equipment and machines, safe and healthy places of work and safe systems of work.
2. Identifying potential hazards so that proactive safety measures may be taken.
3. Undertaking all activities in a manner which, so far as is reasonably practicable, meets current statutory requirements and embodies Poplars Construction Ltd.'s high standard of safety management.
4. Maintaining all places of work, points of access and egress from work sites so that, so far as is reasonably practicable, they are safe and without risk to staff, Contractors, Sub-Contractors and others.
5. Providing and maintain adequate site security to keep plant, equipment and premises in a safe condition and exclude those who are unauthorised from site.
6. Providing sufficient information, instruction, training and supervision to ensure the health and safety and welfare of all staff and Trade Contractors.
7. Ensuring that design work carried out by Poplars Construction Ltd. personnel and Trade Contractors falls within the CDM Regulations.
8. Operating an effective system of communication between Poplars Construction Ltd. management and Trade Contractors to promote health, safety and welfare, thus restricting injuries, accidents and dangerous occurrences. In the first instance this will be a verbal system followed by written confirmation if necessary.
9. Review, amend, update and monitor the effectiveness of the Construction Management Plan, to keep up to date with new technical and legislative standards and to take account of any relevant incidents or changes in the scope and methods of work.

5. Environmental Management

5.1. Noise and Vibration Control

- **Noise Management:** Noise will be kept to a minimum by using silenced equipment where possible. Noisy activities will be scheduled during regular working hours.
- **Vibration Monitoring:** Regular monitoring will be conducted to ensure vibration levels do not exceed acceptable thresholds, particularly in sensitive areas.

5.2. Dust and Air Quality Control

- **Dust Suppression:** Dust will be controlled through measures such as water spraying, particularly during demolition and groundworks.
- **Vehicle Cleaning:** Wheel-washing facilities will be provided to prevent mud and debris from leaving the site.

5.3. Waste Management

- **Waste Segregation:** Waste will be sorted and segregated into different categories (e.g., metal, wood, concrete) for recycling or disposal.
- **Licensed Disposal:** All waste will be removed by licensed contractors and disposed of at approved facilities in accordance with local regulations.

5.4. Water and Drainage

- **Water Run-off:** Drainage systems will be protected to prevent contamination by silt, oils, or other pollutants.
- **Water Use:** Water consumption on-site will be monitored and minimised wherever possible.

6. Communication Plan

6.1. Public Consultation

- **Engagement with Stakeholders:** A proactive approach will be taken to engage with local residents, businesses, and other stakeholders through regular updates and a designated point of contact for queries or concerns.
- **Site Noticeboard:** A noticeboard will be installed at the site entrance providing contact information, key milestones, and emergency procedures.

6.2. Complaints Procedure

- **Handling Complaints:** A clear procedure will be established for managing complaints from the public or local authorities. Any complaints will be recorded, investigated, and addressed in a timely manner.

7. Site Management and Supervision

7.1. Site Manager

- **Role:** The Site Manager will be responsible for day-to-day site operations, health and safety compliance, First Aid, and communication with stakeholders.
- **Contact Details:**
 - Name: **TBC**
 - Phone: **TBC**

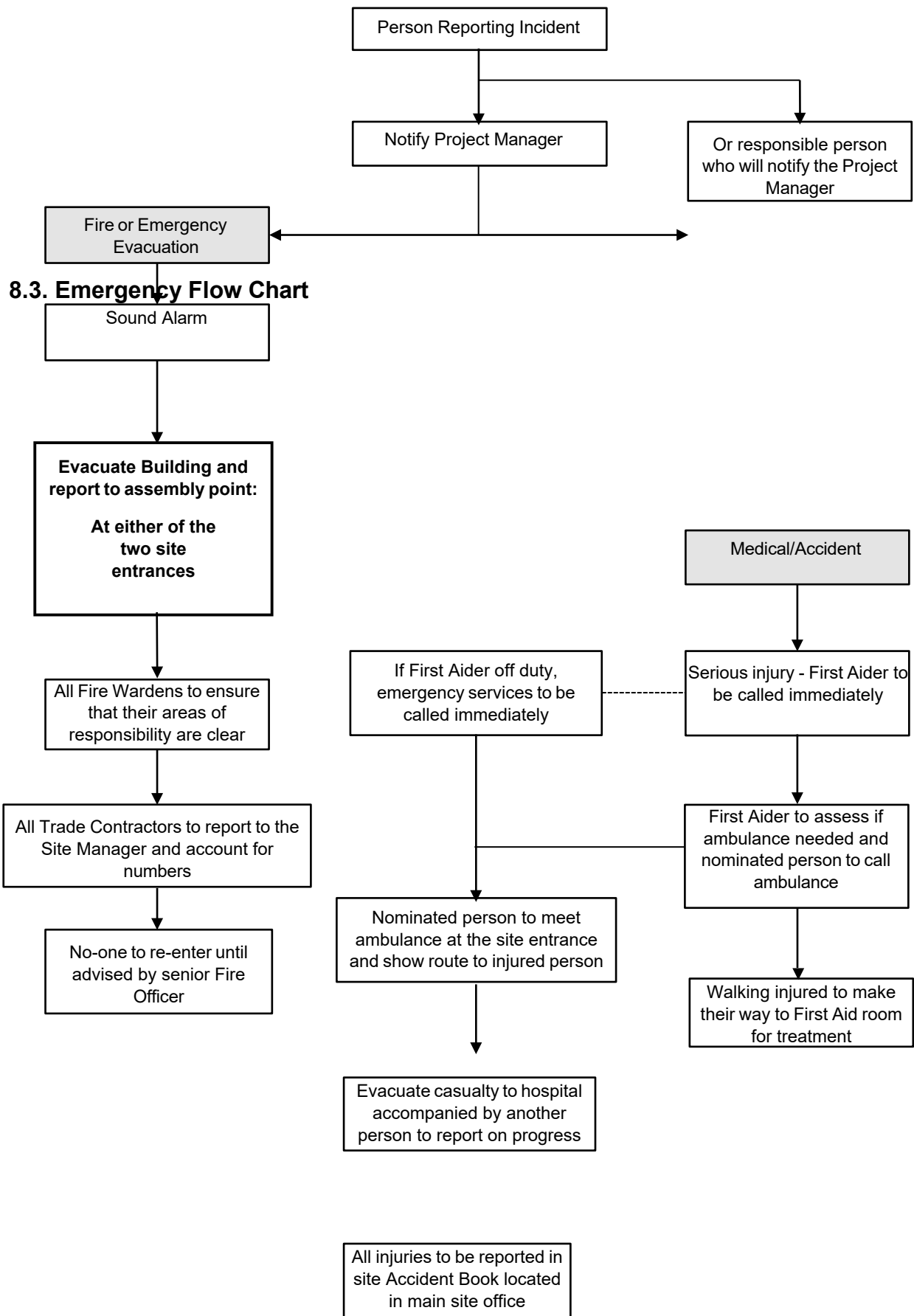
7.2. Sub-contractor Management

- **Coordination:** All sub-contractors will be required to adhere to the CMP and attend regular coordination meetings to ensure safe and efficient site operations.

8.1. Emergency Contacts

- ## 8.2. Evacuation Procedures

- The nearest A&E department is:



9. Conclusion

The measures outlined in this Construction Management Plan are designed to ensure that the New Development at 1a High Street, Graveley is carried out safely, efficiently, and with minimal disruption to the surrounding community. Poplars Construction Ltd. is committed to maintaining high standards of health, safety, and environmental responsibility throughout the duration of the project.

Signatures:

Date:

This Construction Management Plan should be regularly reviewed and updated to reflect any changes in the scope of work, regulations, or site conditions. Copies of the plan should be made available to all site personnel, sub-contractors, and relevant stakeholders.