



Construction Phase Plan

Reference	CPP- Caudwell House
Revision	Rev-01
Creation Date	10/02/2026 08:55
Review Date	03/11/2026

Caudwell House CPP



Created By



Unit 48 and 49, First Floor, East Wing, Ransom Hall, Ransom Wood Business Park, Southwell Rd W, Rainworth, Mansfield NG21 0HJ



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Revision and Review Record

This document is to be reviewed:

- At least once a month by the Designated Manager to confirm the document still represents the works ongoing
- At least once every three months by the Designated Manager / Safety Consultant to confirm the document still represents the status of the site, surrounding area and intents for future works
- Where the Client, Principal Designer or other party identifies a change to the project, pre-construction information or other relevant document which requires to be included in this document.

Where a review shows that the document requires a revision, this shall be notified to the relevant document controller, the changes made, and a record made here. Revised documents must be distributed to all relevant parties for their information.

3-Month / Major Revision Record

Revision	Review Date	Reason and Details	Title	Signature (Safety Consultant)
Rev 01	09/02/26	Items in relation to Planning review	H&S Consultant	<i>P. Alvey</i>
Rev 02				
Rev 03				
Rev 04				
Rev 05				

Monthly Designated Manager Review Record

Projected dates are for guidance only and do not account for weekends or holidays. Managers should ensure that the review is performed as close to the projected date as is practicable.

Projected Review Date	Actual Review Date	Manager Name	Manager Signature	Notes



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Introduction to the Construction Phase Plan

This site-specific Construction Phase Safety, Health & Environment Plan has been developed in accordance with the requirements of Regulation 12 of the Construction (Design and Management) Regulations 2015 by **DUKERIES HOMES LTD** whilst undertaking the role of Principal Contractor.

The purpose of the plan is to provide the Client, also **DUKERIES HOMES LTD** and our contractors with information relating to the project and to give details of **DUKERIES HOMES LTD** organisation and arrangement procedures for the management and prevention of safety, health and environmental risks which are known to exist, or which may be encountered, on this project.

This plan is intended to provide the focus for the management and co-ordination of safety, health and environmental issues as the project evolves. Therefore, the plan may need to be developed or amended in light of changing circumstances and standards achieved on site or as the construction work progresses. Reviews of parts of the plan may also need to be made if there are design changes, alterations or unforeseen circumstances or if variations to planned events arise.

The development will be achieved by the site-specific Construction Phase Safety, Health and Environmental Plan being reviewed for its effectiveness by **DUKERIES HOMES LTD** Project / Designated Manager and Safety, Health & Environmental (S.H.E.) External Consultant, which is currently ProRisk Safety Management Limited, on a periodic basis. Proposed review periods and initial dates will have been agreed prior to "signing off" this plan.

Accepted By	Name	Signature	Date of Acceptance
Project Manager			
Site Manager			
Safety Consultant	ProRisk Safety Management Limited	<i>P Alvey</i>	03/11/25



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Section 1 General Project Details

1.1 Project Description

Site Set UP

- Establishment of site boundary fencing (Heras fencing, double clipped, internally bolted) to site frontage. The remaining site boundary is secured by existing flora and fauna hedging.
- Establishment of welfare, office, and storage cabin(s) situated on plot 9 utilising utilities from existing bungalow for demolition.
- Confirmation of the location of existing services
- Groundwork and Construction

Scope

The development consists of the construction of 9 new dwellings with associated parking, public and private amenity space, landscaping, new vehicular access, and other associated infrastructure.

1.2 Project Statement

DUKERIES HOMES LTD intends to carry out all the work listed above within the contract time scale to the design and specification set out in the contract documents. **DUKERIES HOMES LTD** will do this with due regard to the surrounding environment and to the welfare of site personnel and without putting at risk their health and safety and that of others who may be affected by the project, particularly the residents of the surrounding community. Should any disturbance occur to adjacent property during the course of the works, operations will cease, and the nominated Client contact will be consulted prior to work proceeding.

DUKERIES HOMES LTD also recognises that our activities, and that of our sub-contractors, should be carried out with an understanding and awareness of environmental issues **DUKERIES HOMES LTD** will therefore actively seek to reduce any adverse impact on the environment, to levels that are reasonably practicable to attain, by implementing high standards of pollution control and care for the local environment. A dust action plan will be developed alongside this Construction Phase Plan

To this end we intend to carry out our works in accordance with the contract programme of work unless design changes or unexpected complications require the programme to be amended. If any amendments are required, the changes will be fully documented, and the Client / CDM Manager / Principal Designer will be advised by the Site Manager

1.3 Project Timescale

Project Start Date - **TBC**

Project Duration - **TBC**

The project timescales are based on the initial project programme created as part of the pre-construction planning between the client and the project team. All dates are subject to potential change due to delays in deliveries, weather delays or changes to the project design.

Changes to the timescales shall be notified to all parties as they are identified and shall be integrated into the project plan without prejudice to safety.



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1.4 Project Directory

The details below are correct as of the current revision. Changes must be notified to all parties and this section of the document updated as soon as notification is made.

Client	Organisation Address Contact Tel: Email:	Dukeries Living Ltd 19 Greystone, High Oakham Park, Mansfield, NG18 5FH Stephen Clarke 07795 213360 Stephen@dukerieshomes.com
Principal Contractor	Organisation Address Contact Tel: Email:	Dukeries Living Ltd 19 Greystone, High Oakham Park, Mansfield, NG18 5FH Stephen Clarke 07795 213360 Stephen@dukerieshomes.com
Principal Designer	Organisation Address Contact Tel: Email:	Dukeries Living Ltd 19 Greystone, High Oakham Park, Mansfield, NG18 5FH Stephen Clarke 07795 213360 Stephen@dukerieshomes.com
Architect / Designer	Organisation Address Contact Tel: Email:	Vertical Edge Design Rachael Walton 01623 232 597 Info@verticaledgedesign.co.uk
Principal Contractor's Health & Safety Consultants	Organisation Address Contact Tel: Email:	ProRisk Safety Management Limited Unit 48 and 49 First floor East Wing Ransom Hall Ransom Wood Business Park, Southwell Rd W, Mansfield NG21 0HJ Pro Risk Safety Management Ltd 01623 287982 office@prorisksafety.co.uk



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Local HSE Office	Organisation	Health & Safety Executive
	Address	Kingsley Dunham Centre Nicker Hill Keyworth Nottingham NG12 5GG

Roles and Responsibilities

Designated Manager or Designated Director

- The Ensure the client's objectives are understood and procedures are in place to meet these objectives.
- Planning conditions or other contractual or legal requirements are understood and implemented.
- Ensure H&S and environmental risks (aspects and impacts) have been identified and are addressed.
- Ensure that sufficient resources are available to implement the project's zero accident goal and sustainability and environmental management requirements.
- Lead the project to ensure the high standards of health and safety management and environmental targets are met
- Ensure a site waste management plan is in place prior to start of the works, that it contains an accurate forecast, and that monitoring takes place against this

Designated Site Manager

- The Site Manager, or their designated deputy, is responsible for the day-to-day management of health, safety and environmental management on site. Their duties are
- Ensure that all reasonable control measures are identified and included in method statements and risk assessment and suitably implemented on site.
 - Ensure all statutory and non-statutory documentation is collected and recorded.
 - Support the management and close out of any H&S and environmental complaints or incidents.
 - Ensure all relevant H&S and environmental issues are included in the site induction process.
 - Ensure regular inspections are undertaken to check control measures are adequately implemented and corrective actions are taken where needed.
 - Support the achievement of any project environmental targets and ensure best practices are captured/documented and communicated as appropriate.

Sub-contractors, Trade Contractors, Supervisors

- Ensure H&S and environmental control measures are identified and addressed in method statements and that these are followed.
- Ensure the engagement and maintenance of a competent workforce
- Support development and implementation of the site waste management plan (where a legal requirement); Including:
 - Estimates of waste stream volumes expected to arise during contract works (Contractual requirement)
 - Advise on waste reduction opportunities
 - Justification of deviation from predicted volumes.
- Apply the principles of the waste hierarchy to eliminate, or where this is not possible, minimise waste.



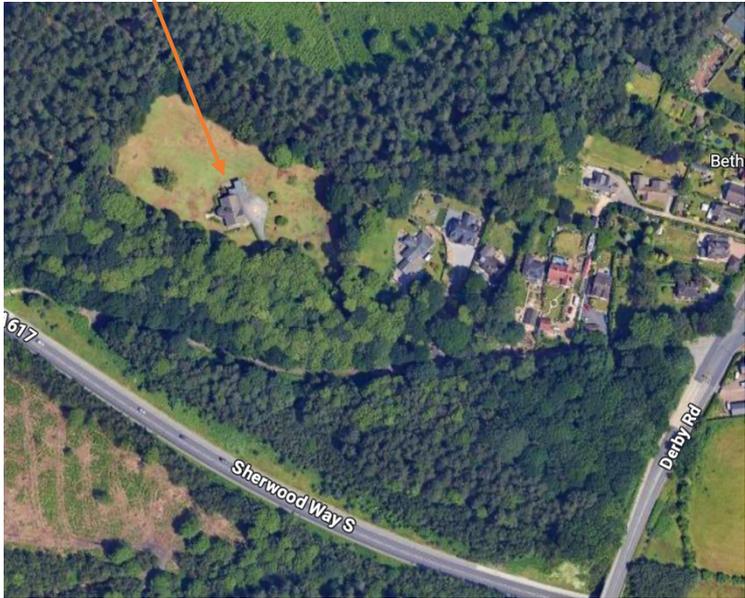
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- Ensure all waste generated is adequately controlled and removed from site in accordance with legal requirements.
- Ensure any incidents are promptly reported so that corrective action can be taken.

Section 2 Existing Off-Site Conditions

2.1 Surrounding Land Use and Restrictions / Conditions

Property / Land Use	Details	
Key usage within 20m of the site	Notes	<p>The site is situated in a rural setting on the edge of Mansfield off Caldwell Road with good a good road network via Derby Road and the A617</p>  <p>The site may have a low impact on domestic properties along Caudwell Road during peak construction traffic and delivery times</p>
	Restriction	All site staff and contractors shall be briefed on considerate construction when approaching and exiting the site.
Potential Environmental receptors within 100m	Notes	Other than Flora and Fauna there no significant environmental receptors within 100m of the site and as such the works are not considered to have significant risk of impact to the environment.
	Restriction	General control of noise and vibration – see tree Report Reference: JH0222CAULDWELL

2.2 Temporary Works

Temporary Works Appointed People (BS5975)	Temporary Works Coordinator	Name:	TBC	Date Course Attended:
		Name:	TBC	Date Course Attended:



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	Temporary Works Supervisor			
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2.3 Emergency Services

Are there any considerations that need to be implemented for emergency services to attend site? (Refer to 2.2)	Yes	No	Site is away from the main carriageway and so use wot3words reference to emergency services ///decide.ideas.luxury
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2.4 Surrounding Traffic and Transport Provisions and Restrictions / Conditions

Roadways / Vehicle Access	Notes	Cauldwell Road is considered a low traffic route and generally open to domestic properties that line the road and visiting public being a walkers route
	Restriction	General highway code
Footpaths or public Walkways	Notes	Potentially a medium traffic route for dog walkers/hikers
	Restriction	Extra vigilance required
High Traffic Routes (School / Rush Hour)	Notes	N/A
	Restriction	N/A
Cycle Routes	Notes	Potentially a medium traffic route for mountain bikers
	Restriction	Extra vigilance required - give way and be courteous
Bridleways	Notes	Potentially a medium traffic route for horse riders
	Restriction	Extra vigilance required - give way and be courteous
Rights of Way / Way Leaves (On Site)	Notes	Not Known
	Restriction	N/A
Railway / Tramway	Notes	N/A
	Restriction	N/A

2.5 Local Planning Restriction (including Environmental Agency)

Working Hour Restrictions	Monday to Friday	07.30am to 17.00am
	Saturday	07.30am to 13.00pm
	Sundays / Holidays	N/A
	Quiet Times	Not Stated

The local planning authority has not placed any other restrictions on this project at this time though regular liaison with the planning authorities shall form part of the project plan and new restrictions included here and notified to all relevant parties.

Section 3 Existing On-Site Conditions

3.1 Underground and Above Ground Service Information (M117)

Service	Details
Electricity	All excavation works shall be performed in accordance with HSG 47: Avoiding Danger from Underground Services guidance.



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	<p>Visual Checks to ensure that no overhead cables are present in accordance with GS6</p> <p>The location of existing cable runs serving the buildings, street furniture, etc. have been identified on the site plans and will be marked on the ground where relevant to allow ease of identification. Discrepancies between the plans and the actual locations of the services will be notified to the relevant parties for amendment.</p> <p>No overhead electrical cables are present crossing the site or within the area which may be affected by lifting or similar operations.</p> <p>Contractors shall undertake a full utilities survey prior to commencement of works along with CAT (Cable Avoidance Tool) surveys prior and throughout any excavation works. CAT scanning shall be at 200mm depths and recorded within the site safety documentation.</p>
Gas	<p>The incoming gas main shall be identified on the site plans and will be marked on the ground where relevant to allow ease of identification. Discrepancies between the plans and the actual locations of the services will be notified to the relevant parties for amendment.</p> <p>All works on or around gas services must be performed in accordance with HSG-47 "Avoiding danger from underground services"</p>
Clean Water	<p>The location of underground pipework, including mains supply and any landscaping pipework has been identified on the site plans and will be marked on the ground where relevant to allow ease of identification.</p> <p>Discrepancies between the plans and the actual locations of the services will be notified to the relevant parties for amendment.</p>
Drainage / Foul Water	<p>The location of all surface and sub-surface drainage shall be identified on the site plans and will be marked on the ground where relevant to allow ease of identification.</p> <p>Discrepancies between the plans and the actual locations of the services will be notified to the relevant parties for amendment.</p>
Telecommunications	<p>Above ground must be identified in all planning for machine excavation or lifting / crane operations.</p>
Media (Cable TV, etc.)	<p>Incoming sub-surface cables shall be identified and marked once specific drawings are provided.</p>
<p>Where available, existing Health and Safety files for the building including previous "As Built" and Service drawings shall be made available to all contractors for their review prior to construction commencing.</p> <p>All changes shall made to the services as part of the construction process shall be added to a new or revised H&S file for provision with the building.</p>	



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3.2 Existing On-Site Structures / Plant / Conditions

Caudwell House is a traditionally built bungalow

3.3 Hazardous Materials on Site

Asbestos	Yes	Not Known – Demolition contractor shall undertake a Refurbishment and Demolition survey prior to commencement of works	No	
Asbestos Management Plan	Yes	Not required any identified asbestos shall be removed prior to demolition	No	
Asbestos Survey available	Yes		No	
Contaminated Land	Yes		No	
Has the site been designated a site of special scientific Interest (SSSI)	Yes (If yes include additional information)		No	
Other Hazardous Materials	All contractors to provide COSHH assessment for substances hazardous to health.			

Section 4 Site Layout and Planning Provisions

The **DUKERIES HOMES LTD** designated Manager will ensure that a detailed Site Layout Drawing/TMP is produced periodically reviewed, maintained, and will mirror the site traffic management / escape plans. Information contained on this drawing will include, but is not limited to;

- Public roadways connecting to the site
- Public footpaths running past the building
- First Aid, Fire Escape Routes and Fire Muster Points etc
- Proposed contractor laydown/delivery areas etc
- Routes for delivery drivers to loading / unloading areas

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■ - WELFARE COMPOUND
■ - PARKING

■ - STORAGE AREA
■ - WHEEL WASH



Plan depicts key areas for welfare, storage of materials, wheel wash area which is explained in 6.1.1 below and parking.

Section 5 Project Management and Organisation

5.1 Site Specific Responsibilities for Health, Safety and Environmental Management

The responsibility for implementing the procedures contained within the **DUKERIES HOMES LTD** Policy and Procedures Manual and the Project Specific Construction Safety, Health and Environmental Plan lies with every single person connected with the project through their personal lines of responsibility and through collective responsibility.

Individual responsibilities for safety, health and environmental matters are included within the **DUKERIES HOMES LTD** Policy and Procedures Manual.

The most senior manager on site, hereafter referred to as the designated Manager, or in his/her absence from site a designated person, will have the overall day to day responsibility for the management of safety, health & environmental matters on this project.

A SHE Organisation Chart, showing the communication route to be taken to resolve SHE matters is contained within the Health and Safety Policy Statement, which will be displayed and maintained in a readable condition on the Site's Safety, Health & Environmental Bulletin Board(s).



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The Designated Manager will make all the individuals named in the document aware of their responsibilities and ensure that they are competent to fulfil the function.

5.2 Arrangements for Providing Information to Site Contractors

The **DUKERIES HOMES LTD** Safety, Health and Environmental Management System (SHEMS) meets the standards set out in International Standard ISO 45001 (Occupational health and safety management systems) although currently not accredited.

5.3 Setting Goals and Standards for the Project

The **DUKERIES HOMES LTD** Safety, Health & Environmental Management System is contained within its Policy and Procedures Manual. Both these documents will be held within the site office and are available for inspection on request.

5.3.1	Safety	<p>DUKERIES HOMES LTD is striving for zero Reportable accidents on all its sites specifically noting the Clients brief of Zero harm. We expect all our personnel and subcontractors to assist us in achieving this goal.</p> <p>NB: Recordable injuries are those recorded in the site accident book and include those that are also reportable under RIDDOR. Should a RIDDOR occur the Designated Manager is to be informed without delay.</p>		
5.3.2	Environmental	<p>General waste removal provision is by DUKERIES HOMES LTD. All contractors shall be responsible for ensuring that bins are filled and emptied into the relevant segregated skip.</p> <p>COSHH waste is to be segregated into a separate bin provided by DUKERIES HOMES LTD to be removed to a licenced waste site.</p> <p>Noise, dust and vibration will be dealt with in a separate Noise, dust and vibration plan.</p> <p>Identified Environmental features of the site, for example tree preservation orders and watercourses, shall be segregated from the working environment and all works are planned to minimise the impact on them.</p>		
5.3.3	Resident Quality of Life	<p>Privacy screens / films shall be added to those windows which are potentially going to be overlooked by the works.</p> <p>Will regular communications be passed to the local residents/business as the work progresses</p>		
		Yes	X	No
		If no Explain Why:		

5.4 Information Sharing

Before **DUKERIES HOMES LTD** can eliminate or control risks, we first need to identify the hazards and then provide suitable procedures and precautions based on the hazard and risk probability.

DUKERIES HOMES LTD have carried out a systematic evaluation of identifiable hazards related to our general activities, and this will be utilised to carry out our works and services.

The aim is to establish what the anticipated work activities to be undertaken on this project are, what the potential risks are in undertaking such activities and which company or trade will be responsible for producing the Site Specific SHE Risk Assessments and Site-Specific Safety Method Statements / Mitigation Measures required to control them.



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Those activities, which have been assessed as Medium Risk, will require a Site Specific SHE Risk Assessment to be produced by the direct employer of the person(s) carrying out the work. All High-Risk activities will require a Site Specific SHE Risk Assessment and Method Statement / Mitigation Measures to be produced by the direct employer of the person(s) carrying out the work.

As the work progresses the process of dynamic risk assessment will need to be implemented.

5.5 Selection and Appointing Organisations to the Project

5.5.1	Sub-Contractors	<p>DUKERIES HOMES LTD uses a two-stage process to assess the competence and allocation of resources by contractors with regard to SHE matters. The assessment of the ability of a contractor to undertake work on a particular project will be based on successful completion of both stages. Only those contractors deemed as competent, by Harrogate Construction will be allowed to work on the project.</p> <p>Stage 1 – General Safety, Health & Environmental (SHE) Competence Assessment will be completed by every contractor who wishes to work on a Harrogate Construction project. Each contractor must return the completed questionnaire, with all supporting documentation for auditing and review by the relevant site management team. The SHE External Consultants keeps a database of all general assessments, which remain valid for a period of two years.</p> <p>Stage 2 – Task specific RAMS will be reviewed by the Designated Manager and the external SHE team for approval prior to the commencement of subcontractor work.</p> <p>The assessment of the ability of a contractor to undertake work on a particular project will be based on successful completion of both stages. Only those contractors deemed as competent, by Harrogate Construction will be allowed to work on the project.</p> <p>Records of Contractors’ Assessment Details and Project Specific Construction Phase Safety, Health & Environmental Plan Issue, will be maintained and a copy kept on file.</p>
5.5.2	Designers	<p>DUKERIES HOMES LTD shall regularly liaise with the Principal Designer, Architect and other relevant organisations to ensure that changes are fully integrated into the construction process both when arising from design changes or from items identified within the construction process.</p> <p>Where this requires new organisations to become involved within the design process for the site, DUKERIES HOMES LTD shall not allow works to commence until the designer’s competency has been fully assessed by the Principal Designer’s due diligence process.</p>
5.5.2	Suppliers	<p>Suppliers of materials will be required to produce adequate SHE information to support their products. DUKERIES HOMES LTD and its sub-contractors, in conjunction with the Client & Designers, will be required at all times to endeavour to substitute hazardous materials with less harmful ones.</p> <p>All plant and machinery supplied by external suppliers will be subject to SHE conditions contained in purchase orders.</p>



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5.6 Communication and Coordination		
5.6.1	Communication and information sharing	<p>A copy of this Project Specific Construction Safety, Health & Environmental Plan or the relevant sections will be sent to all contractors tendering for work on this project.</p> <p>As and when more information is available because of the development or review of the Project Specific Safety, Health and Environmental Plan, DUKERIES HOMES LTD will undertake to pass this information on to all contractors affected by the revisions. These revisions will be forwarded to contractors as required. It will be the responsibility of the contractors to acknowledge these amendments.</p> <p>Once revised plans or sections of plans have been issued to contractors, it will be the contractors' responsibility to ensure that obsolete information and data are promptly removed from their point of control and use.</p> <p>DUKERIES HOMES LTD Designated Manager will hold regular Site Safety, Health and Environmental Co-ordination Meetings with site contractors to ensure that all safety, health and environmental issues concerning the project are being suitably addressed, monitored and maintained to the required standards. Records of all such meetings will be filed.</p>
5.6.2	Coordination and cooperation between contractors	<p>The general co-ordination of contractor's activities will be planned and agreed between DUKERIES HOMES LTD and the sub contact management.</p> <p>Detailed co-ordination of work activities being undertaken by groups of contractors working in the same or similar vicinity will be achieved by holding regular co-ordination meetings between the relevant contractors which be informal by way of site gatherings and toolbox talks.</p> <p>The first item on either agenda will be safety, health and environmental related items. Records of any such meetings will also be filed.</p>
5.6.3	Management Meetings	<p>DUKERIES HOMES LTD will have held period project / co-ordination meetings with the client and/or the delivery team prior to the commencement of this project.</p> <p>The purpose of these meetings is to ensure that all safety, health and environmental issues associated with the construction, design, programme, variations (if requested / required) or unforeseen circumstances (if they arise) are suitably addressed.</p> <p>Any resultant information will be passed on to all the relevant contractors who may be affected. The meetings will be a mixture of formal and informal.</p>
5.6.4	Ensuring the Design Process Complies with CDM Regulations 2015	<p>Principal Designer, Designers, contractors or anyone else who will be carrying out design work will be required to carry out assessments of their work. Designers are required to consider health and safety during the construction, future maintenance and final demolition of the structure. Consideration of future access requirements, e.g. to plant and equipment on a roof, is therefore essential. Designers are required to:</p> <ul style="list-style-type: none"> • Identify the hazards that will occur during construction and maintenance • Eliminate risks where possible • Reduce the risks • Provide adequate information on the risks that cannot be eliminated.



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Principal Designer, Designers contribute key information to the pre-tender information and the health and safety file via the Principal Designer. This can be done by discussion and by the designers providing the Principal Designer with documentation summarising the designers' input.

Designers must provide information that other project team members are likely to need to identify and manage the remaining risks. This should be project specific, and concentrate on significant risks, which may not be obvious to those who use the design. For example, providing generic risk information about the prevention of falls is pointless, because competent contractors will already know what needs to be done, but if the design gives rise to a specific and unusual fall risk which may not be obvious to contractors, designers should provide information about this risk.

Designers also need to provide information about aspects of the design that could create significant risks during future construction work or maintenance. If in doubt about the level of information needed, the best way to find out is to ask those who will use it.

Significant risks are not necessarily those that involve the greatest risks, but those, including health risks that are:

- Not likely to be obvious to a competent contractor or other designers;
- Unusual; or
- Likely to be difficult to manage effectively.

Information should be brief, clear, precise, and in a form suitable for the users. This can be achieved using:

- **Notes on drawings** - this is preferred, since the notes will then be immediately available to those carrying out the work. They can refer to other documents if more detail is needed, and be annotated to keep them up to date;
- **Written information provided with the design** - this should be project specific, and should only contain information which will be useful to those constructing or maintaining the structure;
- **Suggested construction sequences** – showing how the design could be erected safely, where this is not obvious, for example suggested sequences for putting up pre-cast panel concrete structures. Contractors may then adopt this method or develop their own approach.

It is not always possible to provide all the information at the same time, particularly when design work is continuing whilst construction work is underway. In these circumstances information should be released as the design develops, but construction work should not be allowed to proceed unless all the information necessary for the work to be carried out safely has been provided.



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Section 6 Activities with Risk to Health, Safety and the Environment

6.1 Site Specific Responsibilities for Health, Safety and Environmental Management

Significant risk activities for this project has/will be identified from:

- The potential hazards identified by Designers
- The potential hazards identified by the Principal Designer
- The potential hazards identified by Risk Assessment
- Input from Contractors

Significant Risk identified So Far: -

6.1.1

Traffic Management

A traffic management plan to be in place and maintained identifying routes for pedestrians and vehicles
 Signage to be in place to direct pedestrians and vehicles around the revised layout during construction works.
 Deliveries to be planned outside of peak times for vehicle and pedestrian movements to minimise further disruption.
 Works in main carriageway to be in line with New Roads & Street works Act 1991

Mud Control and Management

To avoid any construction debris, the principal contractor will take strict measures to prevent any deposition on the highways. This will include but not necessarily be limited to:

- There will be clean hard standings for vehicle entering, parking, and leaving the site.
- Wheel cleaning facility will be deployed within the site fencing.
- Complete sheeting of each lorry load of spoil removed to prevent spoil falling off during its journey to the tip.

Wheel Washing

During the operations vehicles exiting the site may carry deposits of clay or wet concrete, trapped on their tires, out on to the street. To prevent this occurring, a wheel cleaning regime will be implemented.



All construction vehicles



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		<p>accessing and egressing the site will pass through site entrance. As noted on the Plan, see Appendix A, an area has been set aside for wheel washing facilities. Where necessary a mobile Jet wash will be placed and used to remove any mud from construction vehicles. Strict traffic management on site should minimize the risk of vehicles tracking debris from the site</p> <ul style="list-style-type: none"> • Wheel cleaning will consist of two simple operations carried out by designated operative, suitably attired for this work. • Before leaving, the vehicle will stop and turn the engine off. If necessary, any heavy deposits will be removed manually using scrapers or the like. • Following step one, wheels will be washed using a high-pressure jet wash lance ensuring that any residual deposits lodged in the tires are removed. If required, the vehicle will move forward slightly to ensure that the complete circumference of the wheel is clean. <p>On completion wheels will be inspected and confirmed that the vehicle is fit to leave site. The site operatives will ensure that water used during wheel washing operations does not migrate out onto the main highway</p>
6.1.2	Demolition/ Structural works	<p>Manoeuvring of heavy materials / work at height, demolition of existing structures and walls.</p> <p>RA/MS to be prior approved. Design of any temporary propping systems to be approved before works commence and coordinated by temporary works coordinator/supervisor</p>
6.1.3	Site Security	<p>Site to be secure and suitably signed (as a CDM Site) preventing access to unauthorised persons. Fence to consist of Heras fencing, double clipped, with secure access gates for pedestrians and vehicles. (Temporary works consideration)</p> <p>Perimeter to be checked before, during and after leaving site.</p>



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		Consideration of CCTV system to be used to cover the site during non-working hours.
6.1.4	Protection of the 3 rd parties	<p>Access to excavations, electrical services, plant, and other high-risk areas to be secured when access is not required and before leaving site at the end of each day.</p> <ul style="list-style-type: none"> Excavations to be dug, worked, and backfilled within the same shift where practicable to do so. Road plates or other covers to be used where excavations need to remain open over multiple shifts. Barriers or fencing to be installed as identified via dynamic risk assessment <p>Harmful chemicals and plant to be secured when not in use within the site container and removed from site when no longer required.</p>
6.1.5	Unidentified services	<p>Dukeries Homes shall provide utility drawings however each contractor shall adopt CAT scans and safe digging practices.</p> <p>Groundwork contractor to undertake full CAT and Genny survey prior to commencement.</p> <p>Permit to break ground/dig from DUKERIES HOMES LTD.</p> <p>Services exposed during the groundworks identified to management and not touched until identified and isolated.</p>
6.1.6	Work on electrical systems	<p>Only competent people to work on electrical systems. Existing services drawing to be available where practicable. New service plans to be present to work to.</p> <p>Locking off procedures and permit to work on electrical systems to be implemented.</p>
6.1.7	Falls from Height	<p>All works at height to be planned in line with the requirements of the Work at Height Regulations (2005).</p> <p>All personnel erecting / controlling work at height systems to have the correct training.</p> <ul style="list-style-type: none"> Scaffold contractor personnel to be CISRS trained Scaffold to be inspected by a CISRS trained inspector Daily visual checks to confirm no missing access systems, boards or guardrails to be performed by personnel using the scaffold Fully enclosed hoist system shall be installed as the primary method for accessing the scaffold. Alternate entry points consisting of HAKI type stairs or ladder access shall be provided for emergency or restricted access areas Trained operatives shall be responsible for operating the hoist and performing daily pre-use checks. <p>Exclusion zones to be in place before works to prevent injury by falling objects. Primary exclusion zone shall be the presence of the site compound and scaffold edge protection provisions to keep works within the controlled area.</p>
6.1.8	Lifting Operations and LOLER (Lifting Operations and	<p>All lifting operations performed on site must be performed under the control of a safe system of work and, where appropriate for mechanical lifting, a full lifting plan.</p> <p>Lifting plans must be in place for:-</p>



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	<p>Lifting Equipment Regulations 1998)</p>	<ul style="list-style-type: none"> • All crane lifts including by HIAB type mounted cranes • All lifts using an excavator as a lifting machine • Lifts by manually operated lifting plan (Genie hoist, etc.) where the operations are considered high risk. <p>Prior to any Lifting Equipment (and where relevant its associated Lifting Accessories) being used on site, whether hired, owned or Contract lift, its LOLER Certificate of Thorough Inspection will be obtained and confirmed as being compliant.</p> <p>Simple, reoccurring, lifting operations such as handling of simple loads by a telehandler / forklift may be covered by a simple lifting methodology within the approved method statement for the works. This must be approved by the DUKERIES HOMES LTD appointed person (AP) for lifting operations.</p> <p>Crane lifts, complex lifts involving forklifts / telehandler / Genie hoist, and lifts of complex loads (outsized, unbalanced, etc.) require a lifting plan created by an AP and approved by the Principal Contractor. These may form part of a contract lift.</p> <p>Lifting plans must be briefed to all on site personnel involved in the lift and adequately supervised during the lifting operations.</p>
6.1.9	Materials Storage	<p>Designated storage areas to be identified and adhered to. These shall be defined on the site plan for bulk storage and on a dynamic basis where necessary.</p> <p>Materials to be stacked as per the limits advised by the supplier.</p> <p>COSHH materials to be held in suitable secure, bunded storage in line with the COSHH assessments provided.</p>
6.1.10	<p>Ground works, excavations</p> <p>All excavation activities are to align with the guidance given within HSG 47: Avoiding Danger from Underground Services.</p>	<p>All excavations are to be planned in advance and the required shoring / propping / etc to be specified and approved by the DUKERIES HOMES LTD Temporary Works Coordinator for the site (see Section 2.2). Each contractor, including the Principal Contractor will:-</p> <ul style="list-style-type: none"> • Appointment of a Temporary Works Co-ordinator (TWC)(Remote) • Prepare an adequate design brief. • Create and maintain a temporary works register for the items under their control • Production of a temporary works design (including a design risk assessment and a designer's method statement where appropriate). • On larger sites, or where a number of subcontractors are involved, it may be appropriate for one or more Temporary Works Supervisors (TWS) to be appointed. • Ensure Independent checking of the temporary works design (external engineer) as necessary. • Issue of a design/design check certificate, if appropriate. • Inspect components / materials prior to erection • Confirm correct erection of temporary works before allowing operations to commence. <p>Refer to utility drawings for known services.</p> <p>Prior to any excavation activity, ensure a Permit to Dig is communicated and issued / accepted to the Civils Contractor.</p>



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CAT scan entire area before commencing any excavations and repeat in 100mm layers and record findings on the CAT form within the SMS
 Hand dig only, within 500mm of known services (no mechanical digging) using the correct tools.
 In the event of exposing unidentified services, stop works and report to management immediately.
 Ensure a banksman for plant operation required

6.2 Potential Hazards Identified by Designers

A comprehensive designer risk assessment not provided by the Principal Designer at the time of developing this Construction Phase Plan.

6.3 Potential Hazards Identified by the Principal Designer

The 'Pre-Construction Information' has identified the significant hazards that cannot be avoided or designed out of the project:

DUKERIES HOMES LTD, as principal contractor shall ensure that this information is passed to all companies as part of any tender process and that all risk assessments and method statements submitted for works on the site are assessed to ensure these risks have been identified and controlled.

Key Risks include but not limited to:

- Protecting public – Public in close proximity to the works
- Securing the site – Preventing unauthorised access to work and compound areas
- Fire – maintaining safe access / means of escape, preventing fire spread and emissions
- Contact with existing services – locate and protect existing underground services
- Vehicle / plant movements – Managing deliveries in a live environment / shared access road
- Working at heights – preventing falling persons / materials and forward falls
- Excavations – preventing collapse, maintaining stability, preventing falls
- Lifting Operations – formation of suitable hard standing mechanical and manual lifting of materials
- Temporary works – stability of structures during demolition/construction / curing of mortar before loading, provision of hardstanding for lifting / piling operations, timber hoarding design, construction and monitoring
- Manual handling – movement of materials
- Noise, vibration and dust controls – prevent and control to minimise impact on others

6.4 Risks Identified by the Principal Contractor

When activities are highlighted as a Medium or a High Risk in the Overall Project Safety, Health & Environmental Risk / Impact Assessment the Direct Employer must provide to **DUKERIES HOMES LTD** (prior to the work activity commencing) a Site Specific SHE Risk Assessments.

Before allowing contractors to commence their works **DUKERIES HOMES LTD** will also ensure that the submitted documents adequately address each stage of the construction process for the specific activity to be carried out.

DUKERIES HOMES LTD and its contractors will ensure that all the information contained within Site Specific Method Statements / Mitigation Measures is provided to the employees involved in the activity. This will be during the initial discussions prior to the work activity commencing. Contractors must also



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provide **DUKERIES HOMES LTD** with a record that this information has been effectively communicated to their employees.

DUKERIES HOMES LTD will keep copies of all these Site-Specific S.H.E Risk Assessments / Method Statements / Mitigation Measures with evidence of communication, plus any revisions if applicable, on file.

DUKERIES HOMES LTD will provide others who may be affected by these activities with information at the Site Safety Co-ordination meeting and / or at each contractor progress meeting.

6.5 Hazards presented by Site Materials

DUKERIES HOMES LTD and its contractors will ensure that if it is not possible to eliminate the dangers or environmental impacts associated with a material or process (i.e. by re design/substitution) then adequate control measures will be in place to minimise the potential risk to the operatives or the environment of using the material or process. This requirement will also extend to other site-based operatives, **DUKERIES HOMES LTD** site staff and anyone else who may be affected by our operations whilst working with in or near the immediate vicinity.

All contractors will be required to provide **DUKERIES HOMES LTD** with copies of their Site Specific COSHH Assessments of all materials / substances to be used on the project, two weeks prior to commencing their works on site in accordance with their completed Contractors' SHE Management Plan.

The Principal Designer / Designer(s) for a project will have specified materials that will require safety, health or environmental measures when used in the construction of this project i.e., during handling, cutting, mixing, installing or disposal etc. These are listed below:

- Those requiring a COSHH Assessment.
- Those requiring a specific Manual Handling Assessment.
- Those requiring specific Waste Disposal conditions

Other common materials and substances used during construction may also present safety, health or environmental hazards requiring contractors to carry out COSHH or other risk assessments and to introduce control measures. These are deemed to be within the normal experience of a competent contractor and are therefore not listed.

DUKERIES HOMES LTD will keep copies of all Site Specific COSHH Assessments on file (including evidence of the communication and revisions if applicable).

6.6 General Arrangements

The following headings represent the general arrangements that **DUKERIES HOMES LTD** and its contractors will implement and follow on this particular project. The list is not exhaustive and may be amended as the project progresses.

6.6.1	Management of Access	<p>DUKERIES HOMES LTD and its contractors will ensure that suitable provisions are made in accordance with the requirements listed in Regulation 17 of the Construction (Design and Management) Regulations 2015 with regard to providing safe access and safe places of work.</p> <ul style="list-style-type: none"> • All personnel are required to sign in an out at the site office • Un-inducted visitors will require to sign in at the site office and be escorted to, and around, the site at all times. • Unauthorized access to the site / scaffolds is prevented through the controls identified in Point 6.1.6
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6.6.2	Transport and Pedestrian Safety	<p>In order to maintain traffic / pedestrian safety DUKERIES HOMES LTD and its contractors will organise the site in such a way that, so far as reasonably practicable, pedestrians can move safely and without risks to health and safety. This shall consist of</p> <ul style="list-style-type: none"> • All compound areas shall be fully barriered to prevent vehicular access • Pedestrian barriers to be erected to demarcate pedestrian/vehicular routes. • Parking is available within the area of the primary compound but management must ensure that this is done in such a way as to minimise disruption to deliveries. Management have the right to restrict parking to site workers if they feel it is making the area unsafe. • Deliveries must be planned before orders are placed to minimise the number of vehicles present on site, or within agreed waiting areas, at any one time. Consideration should also be given to restricting vehicles to rigid body units only.
6.6.3	Storage and Distribution of Materials	<p>DUKERIES HOMES LTD and its contractors will ensure that the storage of all materials will be in designated areas on site and kept to a minimum due to the storage constraints on site</p> <p>All loading / off-loading of all materials will undertake under the supervision of a suitably qualified and experienced banksman to manage pedestrian access.</p> <p>DUKERIES HOMES LTD and its contractors will also ensure that all equipment and surplus (hazardous) materials are returned to designated storage facilities at the end of each working shift.</p>
6.6.4	Control and Disposal of Waste	<p>DUKERIES HOMES LTD and its contractors will ensure that measures are put into place and maintained in order to protect the environment and prevent pollution from occurring.</p> <p>All waste materials will be stored and disposed of in accordance with the procedures / requirements appropriate to the circumstances of the project.</p> <p>DUKERIES HOMES LTD will make provision for the storage and removal of hazardous waste, e.g. used spill kits, used aerosols etc. and contractors must ensure compliance with hazardous waste segregation procedures.</p>



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6.6.5	Management of Noise	<p>Plant produces noise and Site Managers must ensure that the operations carried out on their sites do not present a hazard to the hearing of people at work or a nuisance under Environmental Legislation.</p> <p>Action is to be taken where noise exposure is likely to be at or above any of the three “values”.</p>	
		LOWER EXPOSURE ACTION VALUE	<p>A daily or weekly personal noise exposure of 80dB (A-weighted).</p> <p>A peak sound pressure of 135dB (*C-weighted).</p>
		UPPER EXPOSURE ACTION VALUE	<p>A daily or weekly personal noise exposure of 85dB (A-weighted).</p> <p>A peak sound pressure of 137dB (*C-weighted).</p>
		EXPOSURE LIMIT VALUE	<p>A daily or weekly personal noise exposure of 87dB (A-weighted).</p> <p>A peak sound pressure of 140dB (*C-weighted).</p> <p>Exposure limit values are to take in to account any hearing protection worn by the employee.</p>
		<p>Occupational Noise: =</p> <p>“A” Weighting refers to risk of hearing damage is to be reduced to the lowest level as” far as is reasonably practicable”.</p> <p>Hearing protection should be provided at free of charge to directly employed operatives where it is needed to control risks that are not otherwise controlled (i.e. by design).</p> <p>Hearing Protection should be personal issue and not shared. As defined under the PPE regulations.</p> <p>Within the Induction process, Designated Managers will provide information and instruction to employees on risks to hearing impact and explain what employees should do to minimise risks and where they can obtain Hearing protection.</p> <p>Employees have a duty to adhere to the safe system of work arising from the assessment & wear for the duration of the exposure to noise.</p> <p>Designated Cutting areas should be established on site and where practicable to minimise noise effects to residents or businesses</p> <p>Environmental Noise =</p> <p>“ *C” Weighting refers to noise with reference Environmental Protection Act 1990 there is no set level +- whereupon it would be considered that a nuisance was being created as this is dependent on the Noise Sensitive Environments surrounding the site and the works being undertaken.</p> <p>Under Section 60 and 61 of the Control of Pollution Act 1974 permissible levels of noise may have been stated by the local authority, in this instance the levels must be adhered to.</p> <p>Site working hours and “Quiet periods” to be adhered to at all times</p> <p>Plant is not permitted to idle on site and must be turned off when not in use.</p>	



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Noise control and management

The Principal Contractor will assess the risks to employees & neighborhood from noise at work; take action to reduce the noise exposure that produces risks. The principal contractor will also make sure that the legal limits on noise exposure are not exceeded and provide employees with information, instruction and training and carry out health surveillance where there is a risk to health.

All contractors will be required to produce RAMS that will identify specific noise reducing methods

The risk assessment will:

- Identify where there may be a risk from noise and who is likely to be affected.
- Contain a reliable estimate of employees' exposures and compare exposure with the exposure action values and limit values.
- Identify what we need to do to comply with the law (eg whether noise control measures or hearing protection are needed and if so where and what type
- Identify who needs to be provided with health

surveillance and whether any are at particular risk The contractor should also comply with the recommendations set out in BS 5228:1997 AMD 1 Code of practice for noise control on construction and demolition sites.

- Compressors will be fitted with properly lined and sealed acoustic covers, which should be kept, closed whenever in use.
- Pneumatic percussive tools will be fitted with mufflers or silencers of the type recommended by the manufacturers.
- Machines in intermittent use will be shut down in the intervening periods between work or throttled down to a minimum.
- Care will be taken when loading or unloading vehicles or dismantling scaffolding or moving materials etc. to



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		<p>reduce impact noise.</p> <ul style="list-style-type: none"> Locate stationary plant away from noise-sensitive areas.
6.6.6	Manual Handling	<p>Manual Handling injuries are a significant risk in the construction industry. By the nature of the work, the loads, the working environment and the repetitive nature of the tasks should be considered.</p> <p>All operatives undertaking manual handling activities, should have received manual handling training.</p> <p>Where possible to eliminate manual handling, this is always the preferred option.</p> <p>If it is not possible to eliminate the manual handling, then the degree of risk associated with the work should be assessed and other controls applied to further minimise the risk of injury.</p> <p>The assessment should be carried out by persons competent to do so, with an understanding of the nature of the work, i.e the Task, Individual, Load & The environment.</p> <p>Control measures may include the provision of mechanical aids or the reorganisation of the work pattern.</p> <p>All Operatives should be advised of the inherent risks, and guidance as to the arrangements. They should be trained in safe manual handling techniques and if required to ask for assistance.</p>
6.6.7	Temporary Services	<p><u>Electricity</u></p> <p>A temporary feed will be provided for the site until such times as the permanent feed can be implemented.</p> <p>Where practicable, battery tools and plant are to be used.</p>
6.6.8	Permits to Work	<p>DUKERIES HOMES LTD and its contractors will ensure that the appropriate Permit to Work Forms are completed for any activities, where the residual risk is classified as high.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> Hot Work Permit Permit to break ground/Dig Permit to Demolish Permit to isolate or enable Electrical Services <p>All copies of completed Permits will be retained by DUKERIES HOMES LTD.</p>
6.6.9	Protection from falling materials	<p>DUKERIES HOMES LTD and its contractors will ensure that suitable provisions are made in accordance with the requirements of The Work at Height Regulations 2005 with regard to the provisions required to prevent falls and falling materials / objects.</p> <p>Exclusion zones should be in place below all works at height where there is a risk from falling materials. These measures should always be considered as the site develops.</p>
6.6.10	Vibration	<p>Regular, long-term exposure to vibration can lead to ill health, for example vibration white finger associated with mining. Exposure to vibration at work can occur through two main routes. These are:</p>



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		<p>Hand-transmitted vibration (known as hand-arm vibration or HAV) Vibration transmitted through the seat or feet (known as whole body vibration or WBV).</p> <p>The Control of Vibration at Work Regulations 2005 aim to protect persons against risk to their health and safety arising from exposure to vibration at work. These regulations also set exposure limit values and action values and require the employer to reduce exposure to as low as reasonably practicable.</p> <p>Employers are required to carry out a risk assessment to identify persons who may be at risk of exposure to vibration at work. Employers must take action to eliminate or control exposure to vibration at work. Health surveillance must be provided to employees liable to be exposed to vibration at work. Suitable information, instruction and training must be provided to employees and their representatives.</p>
7.0	Management of Dust	<p>Air Quality & Dust Control</p> <p>A range of approaches to mitigate the impact on air quality will be used to meet best practice:</p> <ul style="list-style-type: none"> • Use of low-emission vehicles; • Removal of materials that have potential to produce dust, where possible. • Enclosure of material stockpiles at all times and damping down of dusty materials during dry weather. • Provision of appropriate hoarding and / or fencing to reduce dust dispersion to neighbouring properties. • Maintenance of Site fencing, barriers and scaffolding clean using wet methods; • Control of cutting or grinding of materials on the Site and avoidance of scabbling. • Dust generating machinery e.g., disk cutters to be fitted with extraction. • Appropriate handling and storage of materials, especially stockpiled materials; • Restricting plant drop heights onto lorries and other equipment; • Fitting equipment with dust control measures such as water sprays, wherever possible. • Using a wheel wash, avoiding of unnecessary idling of engines and routing of Site vehicles as far from sensitive properties as possible. • Ensuring bulk cement and other fine powder materials are delivered in enclosed tankers and stored silos with suitable emission control systems to prevent escape of material and



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overfilling during delivery.

- Using gas powered generators rather than diesel if possible and ensuring that all plant and vehicles are well maintained so that exhaust emissions do not breach statutory emission limits.
- Switching off all plant when not in use
- No fires would be allowed on the Site

Section 7 Emergency Procedures and First Aid

Prior to work commencing, **DUKERIES HOMES LTD** will nominate a Site Fire Safety Co-ordinator, who will liaise with the client, providing contact names and a location plan of access points to the site.

DUKERIES HOMES LTD shall complete a Fire Risk Assessment for the works and maintain this regularly through the life of the project. The key details of this shall be briefed to all personnel on site as part of the induction process.

In potentially dangerous / environmentally damaging situations **DUKERIES HOMES LTD** will take all necessary precautions to minimise the effect of the danger but only if this can be achieved without putting any person at risk. If this situation arises the site will be secured and a plan of action will be agreed, which will eliminate all risks to personnel, including those employed on adjacent land / premises. In the event of an Emergency situation arising that is beyond the control of **DUKERIES HOMES LTD**, the provision and use of the Emergency Services will be relied upon.

Principal Contractor will ensure that an appropriate number of qualified first aid personnel are provided on the project to administer basic first aid. Anyone suffering a serious accident will be sent to the local accident and emergency centre or medical centre at the nearest hospital which is located at: -

1.7 miles away

[King's Mill Hospital](#)

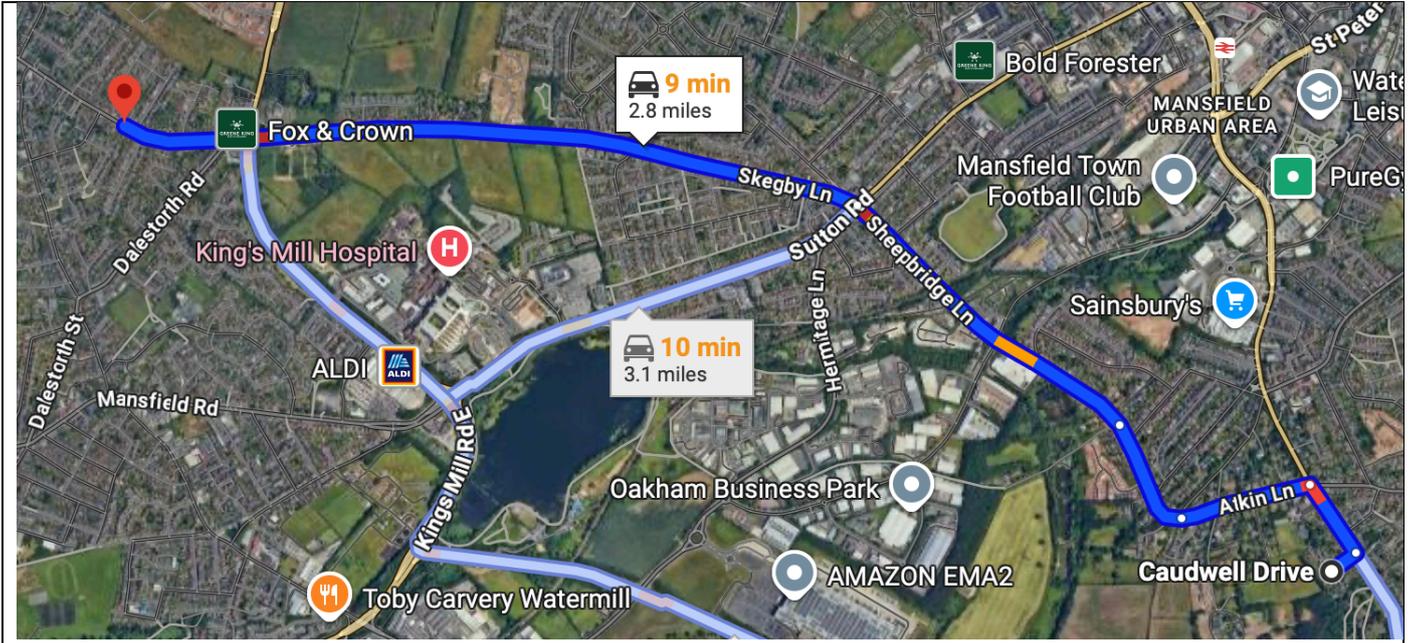
Mansfield Road, Sutton-In-Ashfield, Nottinghamshire, NG17 4JL

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Section 8 Reporting of Accidents/ Incidents

All accidents / incidents (including environmental), dangerous occurrences or near misses, no matter how trivial they appear, must be entered in the direct employers statutory Accident Book and **DUKERIES HOMES LTD** Notification of Accident/ Incident Forms.

All incidents (including environmental) involving contractors' employees must be reported to **DUKERIES HOMES LTD** Designated Manager by the supervisor of the employees concerned. In the event of a Reportable (to HSE) accident or incident it is the Injured Person's Direct Employer who is responsible for informing the appropriate enforcing authority and for completing and sending written confirmation to them (Form F2508), with a copy to **DUKERIES HOMES LTD** project management.

In the event of an environmental incident **DUKERIES HOMES LTD** will inform the Environment Agency and take appropriate action following liaison with them.

Section 9 Welfare Provisions

Welfare shall be provided by **DUKERIES HOMES LTD**. Where practicable, plumbed in facilities shall be utilised and shall be in line with schedule 2 of CDM 2015

Chemical toilets may be used on site during enabling works where suitable handwashing facilities exist and where no suitable alternative can be provided.

Suitable facilities shall be provided to ensure that personnel can take break. Staggered breaks may be required at peak times, and this shall be organised by **DUKERIES HOMES LTD** in liaison with the sub-contractors on site.



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Section 10 Information and Training for Site Personnel and Visitors to Site.

10.1	Inductions	<p>DUKERIES HOMES LTD will provide and deliver an induction to all personnel and visitors to the site prior to their commencement of works or services</p> <p>Site Management will refuse access to any person refusing to be inducted.</p> <p>At the induction details of the Site Specific SHE Rules and other SHE related items such as interaction with the general public, the main site hazards, organisational arrangements, emergency and evacuation procedures, Equality and Diversity Policy etc. will be discussed.</p> <p>All those who have attended the Induction should sign a SHE Induction Form</p>
10.2	Visitors	<p>Visitors to the site of DUKERIES HOMES LTD shall receive a visitor's induction and must be escorted by a suitably trained member of the site management team at all times when on site.</p> <p>PPE shall be stored on site for use of people, who do not hold their own.</p>
10.3	PPE Provision	<p>DUKERIES HOMES LTD will supply appropriate protective clothing and equipment to its employees. Contractors will be responsible for the provision to their own employees.</p> <p>The supply of protective clothing and equipment to Labour Only Subcontractors' Operatives directly engaged by DUKERIES HOMES LTD may be provided with PPE on a deposit basis.</p> <p>In the event of a failure by a contractor to provide or use the necessary protective clothing or equipment, the Designated Manager should either stop the work until corrective action is taken or supply the necessary items. If doing so the items supplied must be appropriate and suitable for the risks identified. In either case the cost is to be borne by the Contractor.</p> <p>All protective clothing and equipment issued by DUKERIES HOMES LTD is to be recorded. Copies of completed forms will be kept on site file.</p>
10.4	Specific Training Requirements	<p>DUKERIES HOMES LTD will not allow personnel to undertake specialist tasks unless they or their employers can demonstrate that they have received adequate training and are able to carry out the job properly, without risks to their health and safety, the environment or others who may be affected by their operation(s).</p> <p>The provision of a Certificate of Training Achievement from a recognised training provider / scheme shall be required before any person shall be permitted to perform a task on site. All cards / certificates provided shall be confirmed to ensure validity.</p> <p>Contractors are obliged to carry out their own training and provide evidence of such training to DUKERIES HOMES LTD prior to commencing their operations as per the Contractor's Safety, Health & Environmental Terms and Conditions.</p>
10.5	Short Duration Training (SDT)(Toolbox Talks)	<p>DUKERIES HOMES LTD Designated Manager will ensure that SHE information is given to all employees, direct and contract, on a daily basis by means of Daily Site Briefings and on a twice monthly basis by means of SDT's utilising the alert documents. The Designated Manager wish they can select any additional subjects of the SDT from the current suit of site activities but may also include project status. The intention being to give at</p>



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least one environmental and one health and safety talk each month. Where applicable the talks can be linked to CITB accredited presentations.

Section 11 Worker Consultation

Communication of Site-Specific Risk Assessments, Method Statements/Mitigation Measures and SDT's will be used as an opportunity for the workforce to be consulted on SHE issues as a means of complying with the Health and Safety (Consultation with Employees) Regulations 1996. It will be a requirement that those present are asked to report any SHE issues that may be of concern.

DUKERIES HOMES LTD will ask each individual to report any such concerns via the Site SHE Committee / Co-ordination Meeting, or in severe cases directly to **DUKERIES HOMES LTD** Site Manager.

If or when the **DUKERIES HOMES LTD** Designated Manager receives such information, it will be recorded and actioned as appropriate within the minutes of the Site SHE Committee / Co-ordination Meeting.

The Designated Manager and Senior Managers of **DUKERIES HOMES LTD** will also informally consult with the workforce during regular site visits.

Section 12 Site Rules

Site Specific S.H.E Rules, will be explained during the course of the **DUKERIES HOMES LTD** site induction. In addition, **DUKERIES HOMES LTD** Site Manager, will be responsible for ensuring that a copy of these rules are displayed. Where English isn't the first language consideration should be given to ways to communicate site rules in multilingual interpreters. The Site rules will be maintained in a readable condition on the Site's Safety, Health & Environmental Bulletin Board(s).

If any employee, contractor or visitor is in breach of any of the site rules or is observed carrying out an unsafe action / condition or an environmental non-conformance then **DUKERIES HOMES LTD** will notify the individual and their company in writing on our SHE Improvement Notice Form.

The completed form is given to the individual concerned and if this is a contractor a copy will be sent to the appropriate office of the company concerned and copies will be filed.

DUKERIES HOMES LTD will require that those personnel involved be reprimanded or removed from site. The course of action must be confirmed by a senior representative of the person's employer in writing.

Section 13 Monitoring Arrangements

13.1	General Arrangements	<p>DUKERIES HOMES LTD will ensure that SHE performance on the project is monitored on a regular basis and that the results are recorded and if necessary, acted upon.</p> <p>DUKERIES HOMES LTD arrangements for the 'active' monitoring of the SHE performance on this project, include but are not restricted to:</p> <ul style="list-style-type: none"> • Weekly Site Supervisor Safety Inspection • Monthly Contract Manager Safety Inspection • Quarterly Director /Senior Manager Safety Inspection • Monthly External Health & Safety Consultant H&S Inspections
13.2	Statutory Inspections of Plant	<p>DUKERIES HOMES LTD and its contractors will ensure that the following are all inspected by a competent person to ensure that no risks to safety, health or the environment are present prior to work:</p>



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		<ul style="list-style-type: none"> • Commencing any place used to carry out construction work. • Any plant, equipment or material used in construction work. <p>The inspection of place, plant, equipment or material will be carried out by a competent person and will have regard to the work to be done and the location and environment in which the work will be done. Evidence of inspection will be required.</p> <p>DUKERIES HOMES LTD and its contractors will ensure that where a statutory inspection is required a report containing the specified particulars will be prepared. Statutory Inspections included but are not limited to: -</p> <ul style="list-style-type: none"> • Working Platforms • Weekly Lifting Appliance • Record of Work Equipment • Lifting Plans • Plant Operator’s Inspection/Defect Report Form <p>Copies of all Inspection Record Forms will be kept on file.</p>
13.3	Manager’s Inspections	<p>DUKERIES HOMES LTD will ensure that SHE standards are being maintained on all of its projects by checking that both company procedures and required standards are being achieved.</p> <p>DUKERIES HOMES LTD have called this form of monitoring a "Management SHE Tour" and these will be undertaken periodically throughout a projects construction process as detailed above.</p> <p>Copies of completed forms will be retained on file.</p>
13.4	External SHE inspections	<p>DUKERIES HOMES LTD will ensure that the project is regularly visited by a SHE External Consultant. Additionally, Inspections by Client, Sub-contractor and Local Authority inspections are welcomed.</p> <p>Inspections of the site and the office administration (including that of contractors) will be undertaken and reported to the Site Management, the Director responsible for the project, and DUKERIES HOMES LTD SHE External Consultant.</p> <p>The results of these inspections will be written within an electronic report and issued within 72 hours of the site tour.</p> <p>A copy of these completed forms will be retained on file.</p> <p>Note – Whether it is a Site Manager, Senior Manager, or External Consultant SHE Manager, all aspects of site inspection will encompass both physical and documentary controls and actions not only of DUKERIES HOMES LTD but also all contractors employed on the site with remedial actions instigated by the individual auditor.</p>

Section 14 The Health and Safety File

All contractors on the site will be informed that if there is any information which ought to be included in the health and safety file then it should be passed on to **DUKERIES HOMES LTD**

DUKERIES HOMES LTD will ensure that information for the H&S File for the building shall be gathered and passed to the relevant people in line with the preliminaries. As a minimum guide this will consist of as built drawings, O&M manuals, residual risk assessments and COSHH assessments for any materials used as well as any relevant additional supplier’s information provided.



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The requirements to compile a Health and Safety File are specified within the Construction (Design & Management) Regulations 2015. The Health and Safety File is essential to those doing the work as it alerts them to risks and helps them decide how to work safely by containing relevant information that will assist any future construction work including, cleaning, maintenance, alterations, refurbishment and demolition works at any time after the completion of the project.

Information required to be submitted to compile the Health and Safety File includes:

- A description of the works carried out
- Residual Hazards and how they have been dealt with including: the provision of survey
- Key Structural Principles incorporated into the Design
- Hazards associated with the Materials used in the works
- Information regarding the removal or dismantling/demolition of installed plant/equipment and structure of the project and structure of the project
- Health and Safety information about equipment provided for cleaning or maintaining the plant/equipment or structure
- The nature and location and markings of the significant services including firefighting Services
- Information and as built drawings of the structure its plant and equipment

Appendix 1 Site Specific Rules

1	All personnel and visitors must receive a site induction before starting work on site
2	If you haven't read, understood, and signed your risk assessment/method statement and COSHH assessment for working on this site then cease work immediately and see your Site Manager
3	Wear Personal Protective Equipment when specified. This is to be 5-point PPE for general works with specific PPE as required by the site risk assessments.
4	Wear suitable eye and ear protection when a specified hazard has been identified in our standards or via risk assessment/method statement.
5	All personal protective clothing / equipment must be kept clean, in good condition and maintained. Report any problems to your designated manager.
6	Do not use any plant unless you have been trained and authorised to do so.
7	Do not use any plant / equipment that is defective and report any defects to your foreman / supervisor.
8	If using vibrating plant or tools, ensure you have a risk assessment for the use of such tools.
9	When working at height, to unprotected edges, ensure that guard-rails and toe boards are securely fitted.
10	Do not work on a scaffold if it has a red scafftag or no scafftag at all. Anyone found altering scaffold (unless authorised to do so) will be removed from site. Other propriety scaffold identification & checking authorisations may be in operated across the construction industry.
11	Only use designated access & egress routes.
12	Keep existing footways clear and safe for pedestrians.
13	Keep your work area tidy and place waste in suitable containers . Maintain a high level of housekeeping to further reduce Slips Trips & Falls.
14	Notify any defects or leaks from tanks, plant, etc., to your Designated Manager immediately.
15	Anyone found to be urinating etc on site (except in the welfare facilities provided) will be removed from site.
16	We will not tolerate abusive or racist language or actions used either against staff or between subcontractors.
17	Always respect the local community.



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18	Never start work with an injury, always report to the Designated Manager if you arrive at work with an injury e.g. a sore back.
19	Report all injuries and ensure first aid is given even for minor injuries.
20	Make yourself aware of the emergency site procedures, the route to the nearest Hospital is displayed on the S.H.E Bulletin Board.
21	This is a no smoking site. You will be briefed on agreed smoking locations during your induction. Smoking outside these areas may result in removal from site.
22	The policy of the company is that alcohol cannot be consumed on site. Anyone suspected of consuming alcohol will be removed.
23	Ensure you are aware of the locations of fire points and muster locations. Never tamper with the site fire provisions.



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Appendices 2

Appropriate Appendices to be attached ie Traffic management plan and Fire Plan