

# **Construction Management Plan**

**For**

**Kitchen Extension and Associated Works**

**At**

**Kew College Prep  
30 Cumberland Road  
Richmond  
TW9 3HQ**

**December 2024**

**Prepared By**  
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## **1.0 Introduction**

### **Objectives:**

The purpose of the Construction Management Plan is to outline the approach to be implemented during the construction phase of the extension and internal alteration to No. 30 Cumberland Road. The aim is to manage the impact of the proposed construction work on the school users and the occupants of the adjacent residential buildings, as well as the members of the public on the road, pavement and footpath.

The project is at RIBA Stage 3, and the Principal Contractor has not been appointed. The Plan will identify the elements of the project including the proposed programme of works, site setup, access arrangements and arrangements for ensuring that the works have minimum disruption to the users of the adjacent buildings, the school and the public during the project.

The information provided in this Plan is an overview of the key project activities. As the project develops, processes, procedures, method statements and risk assessments will be developed further by the Principal Contractor.

### **Site Location & Use:**

The site is 30 Cumberland Road, which is part of Kew College (at 24-26 Cumberland Road); and the proposed work is to the rear section of the school building. The school is adjacent to residential properties on both sides. To the south of the school is a public footpath, Atwoods Alley, and a road, Leyborne Park, which is off Mortlake Road.

## **2.0 Scope of Works**

The project will involve a single storey extension to the existing Sedum Building to provide a commercial kitchen; the alteration of the existing music space to provide dining facilities for staff and pupils.

The main construction work will be carried out during the school holidays to minimise the impact of the work to the users of the school. The work will be carried out in the following stages:

1. Stage 1 – demolition, internal strip out, construction of the extension, and internal alterations.
2. Stage 2 – Internal and external fit-out and associated external work.

### **Building Occupancy during the Works:**

- During the Stage 1 works, the building will not be in occupation by the school. The Principal Contractor will have full access to all the work areas.
- During Stage 2, the building will be in occupation. The Principal Contractor will share the rear access gates, maintain the fire access clear, and where necessary, internal hoarding/fencing will be installed to segregate the construction areas from the occupied school areas.

## **2.1 Preliminary Programme:**

The works are scheduled to be carried out during the summer holidays in 2025.

The work will commence in July 2025 and the duration is to be confirmed.

## **2.2 Key Elements of the Project:**

The key elements of the project are:-

- Site set up – Stage 1 - the Client will designate an office in the existing building and allocate the use of designated toilets and rest and changing area to be used by the operatives while the school is not in occupation.

Stage 2 – The arrangements will be changed during this stage when the school will be in occupation. The new arrangements will be confirmed before this stage commences. Welfare arrangements will need to comply with Schedule 2 of the CDM 2015 requirements.

The existing power supply and water supply will be utilised on the site. Suitable signs will be displayed on the perimeter of the working area to warn the users of the school and the public of the works and to keep unauthorised persons out of the working areas.

- Part demolition and strip out of the external wall of the Sedum Building, and internal areas of the music space.
- Construction of the single storey extension – Reference will be made to all survey reports commissioned. Materials will be delivered as required as there will not be much storage space available on site.

Stage 2 works will commence when the school term begins in September 2025. The Principal Contractor will prepare a detailed programme of works, when appointed to include Stages 1 and 2.

### **3.0 Action Plan**

This section outlines the main elements for considerations. The Principal Contractor will outline the arrangements for managing and controlling and in some situations mitigating the impact of their activities on the adjacent properties, road and pavement and the public.

The issues addressed below will be further developed in the Principal Contractor's onsite management plan (Construction Phase Plan). Sub-contractors will provide to the Principal Contractor detailed method statements and risk assessments for the specific tasks/activities they are to carry out.

#### **3.1 Communication:**

The site is within a predominantly residential area. It is important to maintain good communication with the occupants of the neighbouring properties. They will be informed of any activities that are likely to impact on their premises well in advance. Furthermore, keeping and maintaining regular dialogue with the residents of the adjacent properties will be maintained for the duration of the project.

Any complaints will be taken seriously, recorded and addressed. Where necessary, the Site Manager will hold a meeting with the complainant to discuss the issue and possible corrective actions.

Appropriate signage will be displayed on the perimeter of the site and on the main access gate to provide information and to warn the public of the dangers associated with the works.

#### **3.2 Site Establishment:**

Stage 1 Works – The school building will be unoccupied during the initial phase of the project. The Principal Contractor will set up the site office in a designated room in the building.

No hoardings will be erected during this phase of the works.

Welfare facilities will be provided by the school within the building. Existing toilets in the building will be made available for the Principal Contractor and operatives to use. The facilities will be kept clean by the Principal Contractor.

The operatives will be provided with an area within the designated office area to use as a rest/changing area. Cafes and shops nearby will be available to the operatives to use.

Stage 2 Works – The building will be occupied during this phase of the works. The location of the welfare facilities will be confirmed with the Client and Project Team prior to the start of the school term.

The existing power and water supplies will be used for the duration of the project. The Principal Contractor will install metres on the school's supplies at the beginning of the project.

### **3.3 Access:**

Stage 1 – Access to the work area will be via the rear gates, which will be managed by the Principal Contractor. Appropriate warning signs will be displayed on the gate.

Stage 2 - The Principal Contractor will have to share the rear access gates with the school users.

All materials will be transported to the working areas via the existing rear gates.

Access for deliveries and construction vehicles will be via Mortlake Road and off Leyborne Park.

The Principal Contractor will ensure that deliveries and other construction operations are coordinated to minimise any negative impact on the users of the school, residents and users of the roads, pavements and footpath. A dedicated banksman/traffic marshal will control and manage all construction and delivery vehicles to site.

The Principal Contractor will prepare a Traffic Management Plan prior to the commencement of work on site. The plan will be included in the Construction Phase Plan.

Appropriate licenses will be obtained from the local Highways Department prior to any road closures and diversions of foot traffic.

### **3.4 Working Hours:**

The Principal Contractor's working hours will be as per the Planning Consent.

### **3.5 Health and Safety:**

The Principal Contractor will prepare a Construction Phase Plan in accordance with the Construction (Design and Management) Regulations 2015 (CDM). The Construction Phase Plan will record the detailed health and safety management systems and arrangements to be implemented during the project including site rules for the construction phase of the project.

Risk assessments and method statements for the initial work activities will be included in the Construction Phase Plan. Risk assessments and method statements will also be obtained from Sub-contractors for specific tasks.

The Principal Designer/CDM Advisor appointed by the Client will assist the Client to review the Construction Phase Plan prepared and issued by the Principal Contractor prior to the commencement of the construction work.

### **3.6 Security:**

All operatives will be required to sign in on arrival and sign out before leaving the site.

The Principal Contractor will liaise with the school regarding the security arrangements.

However, during the working day, the access gate will be managed by a designated operative (banksman/traffic marshal). The access gates will be locked and secured at the end of each working day.

### **3.7 Fire and Emergency Procedures:**

Procedures will be implemented to protect the site from a fire. A Fire Co-ordinator will be appointed by the Principal Contractor to assess the degree of fire risk and prepare a Site Fire Safety Plan, which will be kept updated as the project progresses. The Site Fire Safety Plan will include arrangements for the following:

- Hot Works Permit.
- Establishing fire points with the required fire extinguishers, means of raising alarms, and display of emergency plans.
- Evacuation alarm, fire escape routes and exits, and assembly areas.
- Display of appropriate signage.
- Material storage and control of waste.

### **3.8 Plant and Tools:**

The Principal Contractor will ensure that plant to be used on site will be inspected and tested daily/weekly before use. Records of all inspections and checks will be held on the site.

Tools will be Portable Appliance Tested and checked daily before use. All records will be held on site.

### **3.9 Environmental Issues:**

Procedures will be implemented to prevent pollution, noise and nuisance during the project.



**Dust:**

The following measures will be implemented to mitigate dust spread due to construction activities on site:

Tools and equipment to be used on site will be fitted with dust extraction attachments to prevent the spread of dust.

Demolition activities will use water as a dust suppressant

**Noise & Vibration:**

Noisy work will be identified in advance and the equipment to be used carefully selected.

Whenever possible, the equipment will be fitted with silencers.

Occupants of adjoining properties will be informed of the noisy work (that may cause vibration) in advance and appropriate timing agreed.

All operatives will be provided with ear plugs or ear defenders as per risk assessment.

No radios will be allowed on site.

For equipment that vibrates, a Hand Arm Assessment will be carried out and operatives are made to work within the time allocation, to prevent harm to operatives.

**3.10 Waste Management**

All waste generated on the site will be handled and disposed of appropriately and in accordance with the Waste Duty of Care in Section 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991.

Non-hazardous waste is what will be generated during the project. This will be stored in bags in the working areas and removed from site on Licensed wait and load lorries.

Any hazardous waste will be stored in appropriate containers and removed by Licenced Contractors using waste transfer notes.

As there is not much storage space on site, there will not be any skips used during the construction phase to store waste until collection. Therefore, Licensed wait and load lorries will be used to remove the construction waste from site.

The waste cannot be segregated on site as there will not be much space to do so, so the mixed waste will be collected and segregated off-site.

Waste transfer notes will be issued to the Principal Contractor for all waste removed from site.