

# Construction Management Plan (Draft Planning Format)

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AUG 2012

## The Project

<b>Job No. &amp; Title:</b>	
<b>Contract Address:</b>	
<b>Start Date:</b>	<b>Contract Period:</b> (Calendar Weeks)

## Management Roles

<b>Operations Manager:</b>	<b>Commercial Manager:</b>
<b>Planner:</b>	<b>Design Manager:</b>
<b>Contract Manager:</b>	<b>Site Manager:</b>
<b>Surveyor:</b>	<b>Buyer:</b>

Reviewed and Approved			
Revision	CM Initial	Date	
Original			*****
A			
B			
C			
D			

**Controlled Issue:**

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<b>1.0 DESCRIPTION OF THE PROJECT</b>
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<b>1.1 Project Description</b>
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**1.1.1 Site Layout**

The site layout plan will be prepared, *appended to this Plan* and displayed on site.

**1.1.2 Partnering/Framework**

**1.1.3 Contract Requirements**

**1.1.4 Contract Documents**

<b>1.1.5 Programme</b>
------------------------

A construction Programme reference (ref.), dated (date) has been prepared in accordance with the Production – Mobilisation Process (Ref XX).

Detailed Specialist Programmes are agreed with each Subcontractor.

<b>1.2 Details of Customer, CDM Co-ordinator, Designers, Principal Contractor, other Consultants and Stakeholders</b>
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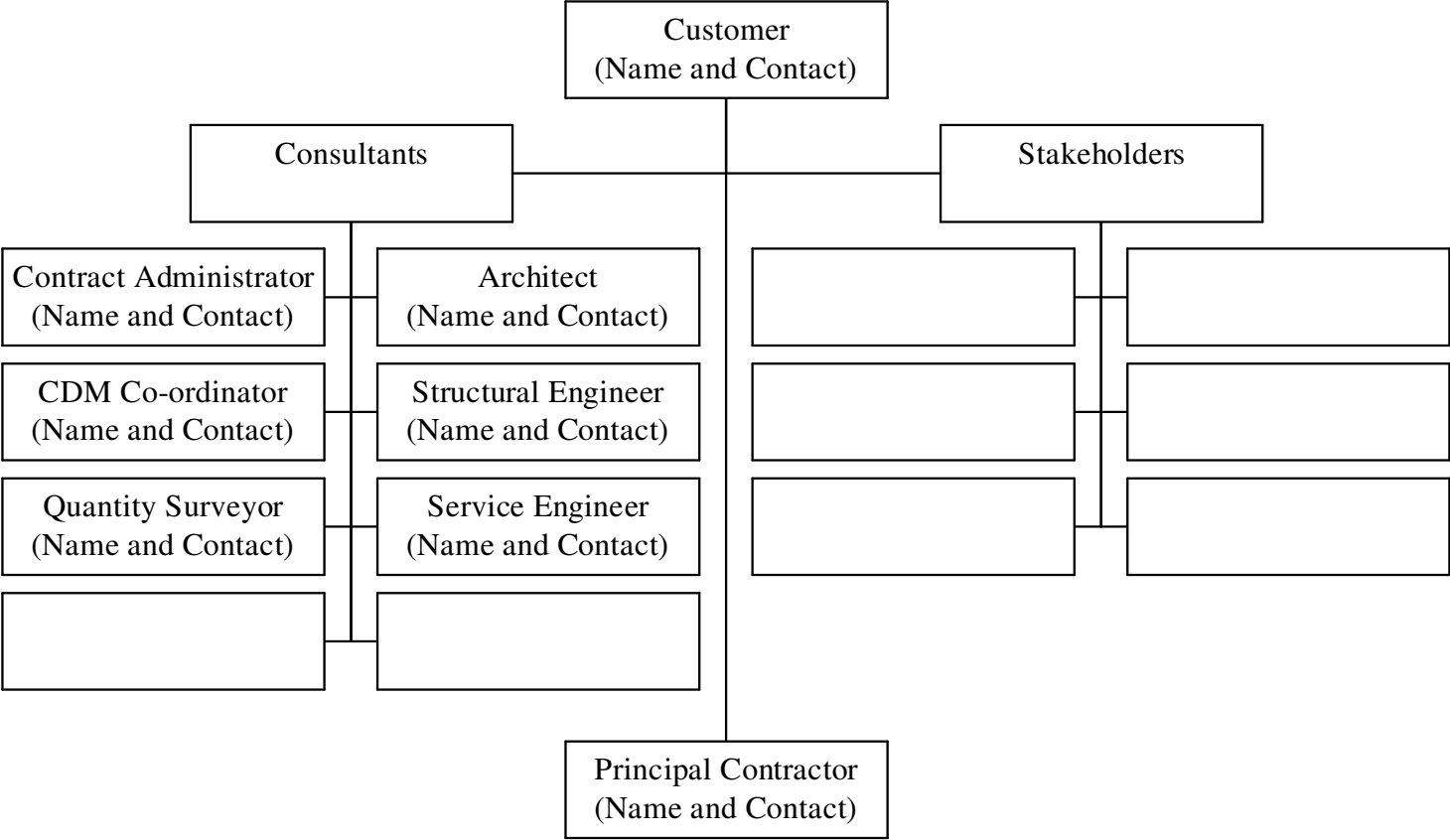
<b>1.2.1 Contact Details</b>
------------------------------

	<b>Name/Contact</b>	<b>Tel/Fax/E-Mail</b>
<b>Customer</b>		
<b>Consultants:</b>		
<b>CDM Co-ordinator</b>		
<b>Contract Administrator</b>		
<b>Architect</b>		
<b>Structural Engineer</b>		
<b>Quantity Surveyor</b>		
<b>Service Engineer</b>		
<b>Other Consultants:</b>		
<b>Principal Contractor</b>		
<b>Stakeholders:</b>		

# Construction Management Plan

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1.2.2 Organisational/Relationship Chart



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<b>1.3 Existing Information</b>
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<b>1.3.1 Relevant Information Contained within the Pre-Construction Information Pack</b>
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<b>1.3.2 Existing Health and Safety File</b>
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<b>1.3.3 Land Use and Restrictions</b>
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<b>1.3.4 Details of Existing Structures</b>
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<b>1.3.5 Details of Existing Traffic/Pedestrian Systems and Restrictions</b>
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<b>1.3.6 Details and Location of Existing Services</b>
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<b>1.3.7 General Ground Conditions and Ground Investigation Report</b>
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**1.3.8 Asbestos Surveys**

**1.3.9 Other Hazardous Materials**

**1.3.10 Protection and Preservation of Existing Features**

**1.3.11 Planning Status and Constraints**

**1.3.12 Setting-Out**

<b>2.0 COMMUNICATION AND MANAGEMENT OF THE WORK</b>
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<b>2.1 Management Structure</b>
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<b>2.1.1 Roles and Responsibilities</b>
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The Safety, Health,, Environmental and Quality provisions of this Project shall be under the direction of the management team indicated on the Organisation Chart within the chain of responsibilities identified below and in accordance with those detailed in the Management System:

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**Regional Managing  
Director**

**Operations Manager**

**Commercial Manager**

**Planner**

**Design Manager**

**Contract/Project  
Manager**

**Site Manager/Agent**

**Resident Liaison  
Officer**

**Surveyor**

**Buyer**

**Regional SHEQ  
Manager**

**Fire Marshall**

**Temporary Works  
Co-ordinator**

**MEWP Co-ordinator**

**Appointed Person/  
Lift Co-ordinator**

**First Aider**

**Other  
Responsibilities:**

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## 2.1.2 System Compliance

<b>2.2 Safety, Health, Environmental and Quality Performance</b>
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<b>2.2.1 Corporate Objectives and Targets</b>
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<b>2.2.2 Business Unit Objectives and Targets</b>
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<b>2.2.3 Project Specific Objectives and Targets</b>
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### Safety, Health and Environment

To complete the project safely and without accident by managing the high-risk issues of construction activities that may cause serious injuries:

Safety:	Preventing falls of people and materials	SRCAs 19, 21, 22 and 23
	Work with/near fragile materials	SRCA 20
	Traffic routes and segregation of vehicles and pedestrians (including the public)	SRCAs 9, 12 and 54
	Maintenance of plant and equipment	SRCAs 49, 50 and 52
	Control of lifting operations	SRCAs 48 and 51
Health:	Asbestos works, or work that may involve finding Asbestos	SRCAs 25 and 26
	Contaminated land	SRCA 15
Environment:	Waste	SRCA 18
	Pollution	SRCAs 6 and 17

Others:

### Behavioural Observations - iTIP

Behavioural Observations are actively encouraged to promote peer-to-peer reviews. These observations will be captured by those undertaking the observation on the iTIP cards (Ref XX)

The frequency of observations as a minimum will be ..... per week.

The target will be to achieve 100% compliance on each issue identified above during all inspections and audits.

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## Quality (Customer Satisfaction)

To achieve 100% Customer Satisfaction with Product and Service, to eliminate Defects, complete within the original Contract Period, settle the Final Account within 3 months of completion, and to achieve Repeat Business with the Customer.

Others:

### 2.2.4 Monitoring

The Health and Safety arrangements and performance of the Project will be monitored in accordance with the System Requirements Process (MS-PR-01), utilising periodic Site Inspections, Audits and Director's Safety Tours.

Weekly inspections will be undertaken by the Site Manager, recorded in the Inspection Register (Ref XX) and the Contract Manager will monitor compliance as part of the Monthly Team Review (Ref XX).

Any weaknesses will be highlighted to the Managers of those responsible, in addition to any immediate remedial actions implemented at the time – by way of an Unsafe Action/Condition Notification (Ref XX).

Specific proposals for monitoring on this project are:

- |                       |                     |
|-----------------------|---------------------|
| Contract Manager      | - Monthly (minimum) |
| Site Manager          | - Weekly (minimum)  |
| Regional SHEQ Manager | - Monthly (minimum) |

Subcontractors' own Safety Advisors will also monitor their operations – the timing of these visits will be agreed by the Site Team but will aim to be monthly.

### 2.2.5 Auditing

Business Unit Audit Plans will be prepared in accordance with the System Requirements Process (Ref XX). Ref XX Audits will be undertaken during the first visit by the Regional SHEQ Manager.

### 2.2.6 Review of Performance

Monthly Team Reviews (Ref XX) will be held to review performance on the Project and achievement of the Project objectives and targets.

During the Project, overall Health and Safety performance of the Supply Team is assessed and recorded; at the latest, as part of the Post Contract Review (Ref XX). This information is taken into account when placing future orders.

Visits from Enforcing Authorities will be recorded (Ref XX), with all observations acknowledged and disseminated to relevant parties for action.



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Non-Conformity is recorded on a Site Instruction (Ref XX) and notified to the Supply Team.

## **2.2.7 Effective Corrective and Preventive Action**

<b>2.3 Liaison</b>
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<b>2.3.1 Liaison with the Subcontractors</b>
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<b>2.3.2 Liaison with the Customer</b>
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<b>2.3.3 Liaison with the Design Team</b>
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<b>2.3.4 Liaison with Other Stakeholders</b>
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<b>2.4 Consultation</b>
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<b>2.4.1 Consultation with the Workforce</b>
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### **2.4.2 Consultation with the Design Team**

### **2.4.3 Consultation with Other Stakeholders**

<b>2.5 Exchange of Information</b>
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#### **2.5.1 Information Required**

#### **2.5.2 Design Control/Responsibilities and Approvals**

The control and management of design information will be in accordance with the Design Process (Ref XX).

#### **2.5.3 Temporary Works Design and Co-ordination**

#### **2.5.4 Document Control**

All Project records will be controlled and retained in accordance with the Site Administration Work Instruction (Ref XX).

A Drawing Register will be maintained in accordance with the Control of Drawings Work Instruction (Ref XX).

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<b>2.6 Change Management</b> <b>2.6.1 Changes</b>
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**2.6.2 Concessions**

**2.6.3 Authority**

<b>2.7 Selection and Control of Subcontractors</b>
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All Subcontractors and Suppliers will be procured in accordance with the Supply Team Subcontractor Process (Ref XX). This includes safety, quality and environmental competency assessments.

<b>2.7.1 Subcontractors</b>
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<b>2.7.2 Suppliers</b>
------------------------

<b>2.7.3 Customer Artisans and Named Subcontractors/Suppliers</b>
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**2.7.4 Customer Supplied Products/Items**

**2.7.5 Storage and Handling**

<b>2.8 Exchange of Health and Safety Information between Contractors</b>
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A detailed Work Activity Schedule (Ref XX) is produced for each Project. All relevant Standard Risk Control Arrangements (Ref XX) are issued to each Subcontractor for review and to provide specific information to satisfy all Health, Safety and Environmental requirements.

<b>2.9 Security, Site Induction and Training</b> <b>2.9.1 Security</b>
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A Site Personnel Log (Ref XX) will be kept of all persons on site.

<b>2.9.2 Site Induction</b>
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<b>2.9.3 Training</b>
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A Site Induction, CSCS and Operative Training Register (Ref XX) will be held on site.

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Toolbox Talks will be carried out on the project and recorded on the Toolbox/Safety Talk Register (Ref XX). The Toolbox Talks will be programmed to ensure they are applicable to the scope of works at the time of delivery.

The frequency of Toolbox Talks will be:

Site Briefings should be carried out, typically on a daily basis, to communicate to all operatives current on site risks associated with ongoing operations. These Site Briefings may be carried out by a subcontractors supervisor to his own personnel where deemed appropriate.

Where necessary, specialist training will be obtained as follows:

## **2.10 Welfare Facilities and First Aid**

## **2.11 Reporting and Investigation of Accidents and Incidents, Including Near Misses**

The Accident Book (Ref XX) is held within the Site Office. All accidents and incidents will be reported and investigated in accordance with the Accident and Incident Reporting and Investigation Process (Ref XX).

## **2.12 Risk Assessments and Method Statements**

Mansell Standard Risk Control Arrangements (Ref XX) set minimum standards for typical hazardous activities. These are identified on the Work Activity Schedule (Ref XX). Additional local arrangements will be added as necessary and specific control methods (Risk Assessments, Method Statements, CoSHH, Manual Handling, Noise and Vibration Assessments) will be developed with the Specialists concerned prior to any works commencing on site.

Mansell will review and accept the Subcontractors Risk Assessments and Method Statements prior to commencement on site.

## **2.13 Site Rules**

The Site Rules and site information will be displayed on the Site Noticeboard. All operatives, staff and visitors will be Inducted and expected to uphold the rules. These include:

Part 1 Corporate and Statutory Safety Posters and Notices

Part 2 Site Safety Induction (Ref XX)

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## **2.14 Fire and Emergency Procedures**

Emergency Procedures Notice (Ref XX) and Emergency Arrangements (Ref XX), *both appended to this Plan*, will be detailed within the Site Rules and displayed in site accommodation and storage containers.

This is an integral part of the Project Management Plan and Work Activity Schedule.

## **3.0 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT RISKS**

The Work Activity Schedule (Ref XX), *appended to this Plan*, identifies all hazardous activities, associated Standard Risk Control Arrangements, specific control methods and the relevant Subcontractors for this Project.

The high-risk issues noted below, Pre-construction Information Pack, existing site conditions, Construction Programme and index of Standard Risk Control Arrangements will be used to identify all potential activities that may cause a significant risk or impact, in accordance with the Work Activity Schedule Work Instruction (Ref XX).

Safety permits will be implemented as determined by the controls confirmed in the Work Activity Schedule.

The high-risk issues are accommodated as follows:

### **3.1 Safety Risks**

All significant safety risks are identified on the Work Activity Schedule.

#### **3.1.1 Public Safety**

#### **3.1.2 Temporary and Permanent Services**

#### **3.1.3 Falls**

#### **3.1.4 Fragile Materials**

#### **3.1.5 Lifting Operations**

#### **3.1.6 Dealing with Service Providers**

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<b>3.1.7 Maintenance of Plant and Equipment</b>
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<b>3.1.8 Ground Conditions</b>
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<b>3.1.9 Traffic Management</b>
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<b>3.1.10 Storage of Hazardous Materials</b>
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<b>3.1.11 Unstable Structures</b>
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<b>3.1.12 Adjacent Land Use</b>
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<b>3.1.13 Other Significant Safety Risks</b>
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<b>3.2 Health Risks</b>
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All significant health risks are identified on the Work Activity Schedule.

<b>3.2.1 Removal of Hazardous Materials (including Asbestos and Contaminated Land)</b>
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<b>3.2.2 Manual Handling</b>
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<b>3.2.3 Use of Hazardous Materials</b>
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<b>3.2.4 Reducing Noise</b>
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<b>3.2.5 Reducing Vibration</b>
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<b>3.2.6 Other Significant Health Risks</b>
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## **3.3 Environmental Risks**

All significant environmental risks are identified on the Work Activity Schedule.

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## 3.3.1 Air Quality

## 3.3.2 Land Water and Sewage Quality

## 3.3.3 Waste Management

The Site Waste Management Plan (Ref XX), *appended to this Plan*, identifies the waste being produced, the waste category and removal options being implemented.

## 3.3.4 Contaminated Land

## 3.3.5 Noise and Statutory Nuisance

## 3.3.6 Archaeology and Ecology

## 3.3.7 Other Significance Environmental Considerations

## 3.4 Quality Risks

All significant quality risks are identified on the Work Activity Schedule.

### 3.4.1 Inspection and Test

### 3.4.2 Protection of the Works

### 3.4.3 Acceptance Criteria

### 3.4.4 Handover Arrangements

### 3.4.5 Inspection, Test and Measuring Equipment

## 3.5 Stakeholder Risks

All significant stakeholder risks are identified on the Work Activity Schedule.

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<b>4.0 PROJECT RECORDS</b>
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<b>4.1 Health and Safety File</b>
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<b>4.1.1 Layout and Format</b>
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<b>4.1.2 Arrangements for Collection and Gathering of Information</b>
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<b>4.1.3 Storage of Information</b>
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**4.2 Operation and Maintenance Manuals**

**4.3 Building Manual/Log Book**

**4.4 Site Registers**

An Inspection Register (Ref XX) will be maintained and held on site.

**4.5 Other Records**

**5.0 COMMERCIAL MANAGEMENT**

**5.1 Contract Status**

**5.2 Bonds, Warranties and Guarantees**

**5.3 Insurances**