



# CDM Action plan Marks Court

# Section 1a: Project details

## Overview:

Job name:	Marks Court
Your name / company:	Regis
Email address:	jmilne@regisplc.com
Client name:	RG Airspace Developments Ltd
Client address:	Equity House Warrior Square Southend on Sea SS1 2WS
Job address:	Marks Court, Southend on Sea, Essex
Start date:	27/06/2024
End date:	Unknown date

## This job includes the following tasks:

- Ground works

# Section 1b: Additional job details

## Client has made us aware of:

- Nothing

## Working on the job with us:

- Work colleagues
- Other trades / contractors / sub-contractors

## Other trades / contractors / sub-contractors:

W A Moore  
67 Elm Road  
Leigh on Sea  
Essex  
SS9 1SP

Person responsible for job safety: W Moore

Principal contractor: W A Moore

## Everyone on site updated via:

- Face to face as changes arise

## Toilet, washing (basin with hot and cold running water) and rest facilities:

- Using nearby public facilities

## Section 2: Trades and tasks

Relevant tasks or trades which will be undertaken on this job:

- Ground works / drainage / foundations / screeding

# Section 3c: Organise - health risks

## Activities:

Lifting and carrying heavy or awkward materials and equipment

## Risks:

Health risk: Manual handling injuries and repetitive strains such as back pain

## You will need to:

Think about ways to reduce the risk by:

- Use lifting aids (wheel barrow, hoist, sack barrow)
- Ordering materials cut to size
- Splitting the load if possible
- Ask someone to help with the lift

## Activities:

Using noisy tools, plant and equipment or working in a noisy work place

## Risks:

Health risk: Permanent damage or loss to hearing / or ringing in ears known as tinnitus

## You will need to:

There are legal limits for noise exposure.

Reduce exposure to noise where possible (use quieter equipment for example)

Wear hearing protection (i.e. ear plugs or ear defenders/muffs) every time you use noisy tools and equipment even for short periods or if you work in a noisy area

## Activities:

Working outside in sunny weather

## Risks:

Health risk: Over exposure to sun resulting in skin cancer

## You will need to:

- Cover up bare skin (keep your top on)
- Use high factor sun cream
- Drink plenty of fluids to avoid dehydration

## Activities:

Using hazardous materials such as cement, solvents, paints, chemicals

## Risks:

Health risk: Risk developing skin conditions such as dermatitis or cement burns and breathing in harmful fumes

## You will need to:

- Follow any hazard label instructions
- Avoid contact with skin
- Use the correct gloves
- Wash any cement off your skin immediately
- Maintain good ventilation
- Wear suitable respiratory protection



Different types of respiratory protective equipment will protect against different hazards. Make sure you have the correct type

# Section 3e: Organise - environmental risks

## Activities:

Using or storing materials

## Risks:

Environmental risk: Every year millions of pounds are wasted by poor management of materials that end up being damaged or just thrown away

## You will need to:

Store materials properly and safely to prevent damage before use e.g. bags of cement

Keep significant off-cuts for reuse and know the correct place to stockpile and protect materials for reuse

Consider the quantity of material to be used before ordering or opening a pack and use it all before opening a new pack

## Activities:

Using or hiring a waste skip, 'muck away' lorries or other waste collection services

## Risks:

Environmental risk: Illegal removal or dumping of waste

## You will need to:

Ensure you use a registered and licensed waste contractor

*Note: You can use the public registers to find a waste carrier to move your waste at [www.gov.uk/find-registered-waste-carrier](http://www.gov.uk/find-registered-waste-carrier)*

Ensure you only fill the skip with waste that it is intended for

It is illegal to mix hazardous waste (such as asbestos, used batteries, fluorescent light bulbs, waste solvents such as white spirit, oil based paints, bitumen, epoxy resins and mastics) into a general mixed waste skip

Waste plasterboard should be segregated and disposed of separately to general waste

Ensure you keep any documentation such as transfer notes or skip tickets

You must not burn or bury general building waste

## Activities:

Storing diesel, petrol, oil or other hazardous liquids on site

## Risks:

Environmental risk: Spills polluting the ground or nearby watercourses or drains

## You will need to:

Ensure that bulk fuel and oil storage tanks are bunded with a capacity of 110%, kept secure (locked when not in use) and checked regularly

Ensure all containers are stored in secure, bunded areas with a capacity of at least 25% more than the total volume of the containers

Refuel in controlled areas, where possible, and place drip trays or absorbent mats under static plant

## Activities:

Working in a residential area or near other neighbours such as schools and shops

## Risks:

Environmental risk: Causing a statutory nuisance or just getting a bad reputation

## You will need to:

Be a good neighbour - always be polite and considerate

Arrange for deliveries when traffic flow is likely to be low and avoid school arrival and departure times

Keep disruption from the site to a minimum by minimising dust, noise and vibration, such as damping down and using wet cutting to reduce the potential for creating dust

Maintain good housekeeping by keeping roads and pathways clean

Let people know in advance of any noisy operations, especially at night and on weekends

Environmental Health Officers can issue notices to stop you working if you are creating a statutory nuisance

## Activities:

Mixing concrete or mortar and washing out or pumping water from excavations

## Risks:

Environmental risk: Illegally discharging into or polluting drains or nearby watercourses



## You will need to:

Carry out mixing and batching works in areas well away from watercourses, gullies and drains

Use designated wash out areas and ensure that delivery drivers (of concrete or similar) are aware of where they can wash out

You must seek approval before you pump water into drains or watercourses

*Note: Where there is a requirement to discharge effluent from any construction activity to drainage systems, watercourses or rivers and streams, an application for consent to discharge must be made to the relevant authority. The issuing authority for discharges to foul sewers is usually regulated by the local water company, whereas any discharges to surface water systems, rivers lakes or ponds would be regulated by the EA, NRW, NIEA or SEPA*

# Section 4b: Ground works / drainage / foundations / screeding risks

## Activities:

Digging in an area that could have buried services (water, gas, electricity, cable etc.)

## Risks:

Safety risk: Injury through striking live services

## You will need to:

Obtain relevant service drawings

Check the area by using a Service locating device (CAT & Genny)

Hand dig when you are within 500mm of any known service

## Activities:

Excavating foundations, drainage trenches or bulk / reduced level dig

## Risks:

Safety risk: Crush injuries or being buried by sudden collapse of excavation

## You will need to:

Adequately support all excavations as you go (shore, step or batter) regardless of any depth

Check the excavation before work starts and after any event that may affect its stability (i.e. heavy rain)

Keep records of your inspections so that people can be sure it is safe for work to continue

## Activities:

Working in an excavation or trench

## Risks:

Safety risk: People and materials falling in, sudden collapse

## You will need to:

Provide access either by ladder, scaffolding, staircase etc. to get in and out of the excavation

Keep plant, soil and materials away from the edge

Prevent access if unsafe or unsupported

Adequately support all excavations as you go (shore, step or batter) regardless of any depth

Check the excavation before work starts and after any event that may affect its stability (i.e. heavy rain)

Keep records of your inspections so that people can be sure it is safe for work to continue

## Activities:

Leaving an excavation or manhole open

## Risks:

Safety risk: People falling in

## You will need to:

Fit temporary covers over open manholes, inspection chambers etc. and erect barriers or guards around the edge that are strong enough to take a person's weight

## Activities:

Using driver operated plant, such as mini diggers and dumpers

## Risks:

Safety risk: Plant overturning, striking other people, overcome by exhaust fumes/asphyxiation

## You will need to:

Only operate the plant if you are competent (combination of skills, knowledge, training and experience)

Keep others away from plant movements and traffic routes

Be aware of crush zones (mini diggers slewing near buildings)

Avoid driving close to excavations

Only operate the plant for which it is designed for

Be aware that exhaust fumes are heavier than air and can quickly fill spaces such as excavations and basements. You may need to provide mechanical ventilation/extraction

## Activities:

Mixing or using screeds, mortar or concrete on site

## Risks:

Health risk: Manual handling, dermatitis and cement burns

Safety risk: Crushed if mixer topples, eye injuries, caught in moving parts, electric shock

## You will need to:

Locate mixer on firm level ground

Ensure mixer is fully guarded and guards are in place during operation

Protect electrical leads and use an RCD / circuit breaker


Ensure that mixer is positioned to allow the shortest possible route, free from obstructions, for operatives carrying either bags of or mixed cement

Use cement or cement containing products by their use-by date

Avoid direct skin contact - wear non-absorbent CE marked gloves when handling wet cement and do not kneel on wet screed unless wearing suitable protective clothing such as waterproof trousers and footwear

Have good washing facilities on site, with hot and cold water, soap and basins large enough to wash forearms

Have emergency eyewash to hand

 Ensure washout does not enter drains or watercourses

## Activities:

Pumping screeds or concrete

## Risks:

Health risk: Noise, vibration, dermatitis and cement burns

Safety risk: Injuries due to sudden bursting of hoses or struck by screed / concrete at high pressure, caught in moving parts of pump, electric shock

## You will need to:

Ensure the mixer is positioned to allow the shortest possible route, free from obstructions, for operatives carrying either bags of or mixed cement

Locate screed pump on firm, level ground and use stabilisers if fitted

Set up a safety exclusion zone

Ensure pump is fully guarded and guards are in place during operation

Ensure delivery hoses are in good condition and purpose designed securing pins in place on all hose couplings

Protect electrical leads and use an RCD / circuit breaker



If hiring a concrete pump, additional controls will be required due to the high risk operation, such as high pressures, blockages, vehicle / wagon movements. Workers may need additional information, instruction, training or supervision

# Section 5: About This Plan

This plan contains information on controls that can help keep you and others healthy and safe.

If you are the principal contractor, you are responsible for this plan. Other contractors may use the CDM Wizard app to generate a CDM Action Plan for their own work.

It's important that everyone knows what is expected of each other, especially as things can change quickly from day to day. You may have to amend the report as the job changes or new trades / contractors start.

Speak to each other about what's to be done, when and how it can be done safely.

It is also vital that those carrying out the work have the right combination of skills, knowledge, training and experience and are provided with the right tools, plant and equipment, information, instruction and supervision.

## Further Information

If you are unsure about how you can make your site safer or about the health risks, more information can be found at [www.hse.gov.uk/construction](http://www.hse.gov.uk/construction). You can download Busy Builder sheets for activities such as loft conversions and small building work, and for advice on hazards such as dust and lead, and the Client leaflet.

Six CDM industry guides based on sound industry practice can be found at [www.citb.co.uk/cdmregs](http://www.citb.co.uk/cdmregs) and will help small businesses deliver building and construction projects in a way that secures health and safety. It includes guidance for clients, designers, contractors, and workers.

For information about training, apprenticeships or advice on running your business go to [www.citb.co.uk](http://www.citb.co.uk)

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## Signed off by:

Name and Position: Jamie Milne, Development Director

Company: Regis

Date: 25/06/2024

Signature: