



CDM Action plan Charrington Way Playground

Section 1a: Project details

Overview:

Job name:	Charrington Way Playground
Your name / company:	ESP Play Ltd
Email address:	james.bullock@espplay.co.uk
Client name:	Broadbridge Heath Parish Council
Client address:	Parish Office Sargent Way Broadbridge Heath West Sussex RH12 3TS United Kingdom
Job address:	Charrington Way, Broadbridge Heath, Horsham, RH12 3TL
Start date:	Unknown date
End date:	Unknown date

This job includes the following tasks:

- Ground works
- Installation work

Section 1b: Additional job details

Client has made us aware of:

- cutting, drilling, manual handling, excavation

Working on the job with us:

- Work colleagues

Person responsible for job safety: Miles Day

Everyone on site updated via:

- Daily briefing before work starts

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

- Using temporary facilities

Section 2: Trades and tasks

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

- Ground works / drainage / foundations / screeding
- Carpentry work (internal and external)

Section 3a: Activities and risks

Activities:

Client advised: Other hazards or issues – cutting, drilling, manual handling, excavation

Risks:

Client advised risk: The level of risk and controls will be different for each job

You will need to:

The client advised you of something else. Please discuss this with your client in order to plan and manage your work. Record any significant risks and controls required manually.

Section 3c: Organise - health risks

Activities:

Cutting, sawing, drilling, breaking out, chasing, sanding/rubbing down or sweeping up which creates harmful dust or working in a dusty workplace

Risks:

Health risk: Breathing in harmful construction dust leading to lung diseases such as silicosis

You will need to:

Avoid creating dust

Maintain good ventilation

Use on-tool extraction systems

Dampen down or use wet cutting techniques

Use a vacuum rather than sweeping with a brush if possible

Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3). Workers should be 'face fit' tested before you issue them with respiratory protective equipment. For further information visit the HSE website: www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm



Avoid 'nuisance' or 'general' dust masks as they have no 'protection rating' and offer you little or no protection

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 hand held vibratory tools and equipment such as drills, breakers, grinders, cut-off saws, sanders, chasers

Risks:

Health risk: Permanent damage to nerves and blood supply to fingers, wrists and hands known as vibration white finger a form of hand arm vibration syndrome HAVS

You will need to:

Reduce the amount of time on the tools. There are legal limits for vibration exposure

Rotate the work with others

Keep your hands warm and dry

Keep drill bits, points and chisels sharp

When purchasing or hiring tools and equipment select those with low vibration ratings

TIP: Don't grip too tightly - let the tool do the work



If your hands tingle after using equipment it's an early warning sign. Repeated exposure can lead to permanent damage

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:

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 3d: Organise - safety risks

Activities:

Using or storing flammable materials or substances such as LPG, petrol or solvents

Risks:

Safety risk: Fire or explosion

You will need to:

Make sure petrol and other flammable substances are stored in correct containers and used away from sources of ignition

Never refuel petrol or diesel-powered equipment and plant whilst it is still hot

Store all gas cylinders so that they cannot fall or roll and transport cylinders in vehicles with good ventilation

Ensure flashback arrestors are fitted when using mixed gases (such as when welding)

Maintain good ventilation



If gas cylinders are being heated in a fire, call the fire brigade and immediately evacuate the area

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

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:

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:

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:

Using epoxy resins, additives, or other chemicals

Risks:

Health risk: Breathing in harmful fumes, damage skin, eyes and respiratory tract

You will need to:

Check labels and data sheets for the necessary controls to follow when using hazardous substances including personal protective equipment (PPE) such as gloves, clothing and eye protection

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

Activities:

Cutting, chasing or drilling screeds, concrete, bricks or blocks

Risks:

Health risk: Breathing in harmful construction dust leading to lung diseases

Safety risk: Eye injuries

You will need to:

Stop using dry cutting methods

Where possible, replace angle grinders and cut-off saws with a block splitter (removing the risk of significant dust exposure)

Use wet cutting techniques such as using a water feed while cutting

Use a wall chaser with on-tool dust extraction

Wear eye protection when cutting, chasing or drilling, cutting brick bands, using chisels or bolsters

Wear respiratory protection such as a disposable face mask, making sure it has a CE mark and is FFP rated (preferably FFP3)



Avoid 'nuisance' or 'general' dust masks as they have no 'protection rating' and offer you little or no protection

Section 4f: Carpentry work (internal and external) risks

Activities:

Stacking and storing materials, creating rubbish

Risks:

Safety risk: Slips and trips, materials falling, injury to other people

You will need to:

Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish

Activities:

Kneeling for prolonged periods on hard or uneven surfaces

Risks:

Health risk: Chronic knee pain leading to permanent damage

You will need to:

Use kneeling pads, kneeling mats or cushions and padded trousers

Activities:

Using hand tools and power tools

Risks:

Safety risk: Contact with moving parts

You will need to:

Where possible, use 110v tools or battery operated portable tools to reduce the risk

Ensure an RCD / circuit breaker is used if using 240v equipment and that plugs and sockets are protected from damage and weather

Ensure power tools are in good condition and well maintained

Always use the correct guard and ensure it is adjusted correctly and working correctly

Keep loose clothing and trailing cables away from moving parts

If fitted, regularly test emergency stops and other cut-out or breaker switches

Ensure hand tools are properly maintained and stored safely when not in use

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. 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 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

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Signed off by:

Name and Position: James Bullock, Group Health & Safety Officer

Company: ESP Play Ltd

Date: 06/01/2026

Signature:

