Extension construction phase plan

The job

Your name and company	Hollins & Reed Contracting Ltd, Dan Hollins
Client name and address	Helen Tunstead, 9 Fernlea Rise, Stockport
Architect or principal designer	Marsden Lyle Architects Ltd, principal designer
What is the job?	Two-storey rear extension to a lived-in semi
Start, finish and other key dates	8 June to 11 September 2026. Roof on by 24 July
Principal contractor, if more than one contractor	Hollins & Reed Contracting Ltd

What the client has told you Services and isolation points, access limits, asbestos.

Stopcock under sink; gas meter, fuse box in porch. Side path access. Principal designer's written appointment seen, 12 May 2026. Refurbishment asbestos survey, Hazel Bank Surveys Ltd, 19 May 2026: none in the kitchen, rear wall or eaves.

Toilets, washing and rest What there is, and where.

Unit on drive from day 1: toilet, basin, hot water, soap, towels, drinking water, heated room, table, seats, kettle, microwave.

Who else is on site Names, contact details, specialist companies, labourers.

Priya Shah; Joe Penketh, labourer. Roofer from 13 July: Cheadle Heath Roofing Ltd, Neil Hazlehurst, 0161 496 0167.

Scaffolder: Hollins & Reed Scaffolding Ltd, 0161 496 0173. Electrician: Hollins & Reed Electrical Ltd, 0161 496 0174.

Keeping everyone up to date How changes reach everyone, such as a daily update.

Five-minute talk at 08:00 each day, with changes on the site board. Helen Tunstead hears the same day.

Site rules Protective equipment, parking, radios and phones, smoking, restricted areas, hot works.

Boots and hi-vis at all times, hard hat under the scaffold. Park on the road, never across a drive. No radios. No phones on the scaffold. No smoking on site or in the house. Ask Dan before going into a trench. No hot works.

The main dangers on site

Danger	Present?	The controls
Falls from height	Yes	Guardrailed scaffold: inspected first, weekly, after gales
Collapse of excavations	Yes	Trenches supported and barriered, checked each shift
Collapse of structures	Yes	Props to the engineer's drawing, set by a competent person
Exposure to building dusts	Yes	Wet cutting, extraction on tools, masks, no dry sweeping
Exposure to asbestos	No	None in the survey. Stop and ring Dan if anything looks odd
Activities or workers requiring supervision	Yes	Joe Penketh is new to us and stays with Priya Shah
Electricity	Yes	Supply off before drilling walls; buried services traced
Risks to members of the public, the client and others	Yes	Site fenced off from the garden; scaffold netted; chute to skip
Other dangers on site	Yes	Deliveries watched on the drive by a second person

Running the job safely

Person responsible for the job running safely	Dan Hollins, 0161 496 0142
How supervision will be provided	Dan Hollins daily, Priya Shah if he is away
Plan drawn up by, and date	Dan Hollins, 1 June 2026

Made with ComplyOnSite