

Construction Site Management Plan

Project	MSU redevelopment, Uxbridge Pavilions
Client	Mars Pension Trustees Ltd
Date	21 st October 2015
Revision	E

1.0 Description of application proposals

The scheme proposals are for the strip out and demolition of existing retail units within the Pavilions shopping complex, Uxbridge. Design, construction and completion of the works to create one retail unit for a multi space user.

The project duration will be 39 weeks, with commencement planned subject from confirmation of all parties for November 2015 giving a completion in August 2016.

The works to be carried out are within basement, ground, first and roof levels within the designated area of the Pavilions.

In summary the proposals provide a number of associated work process's to achieve the final retail space to include:

- Enabling works to ensure centre operations remain unrestricted throughout the works.
- Removal of the existing canopy and erection of new canopy to architects details
- Removal of atrium roof and provision for new supporting structure and sales floor area.
- Demolition to existing plant roof and provision for encompassing roof above the unit and mall area.
- Associated service diversions enabling works.
- Basement area separation
- Piling for new columns, lift shafts, stair wells and escalators.
- Construction of 4 nr lift shafts, lift and escalator pits.
- Structural floor infills.
- Floor slab removal for new storage space within proposed back of house areas.
- Construction of new stair wells.

2.0 Site and environment

2.1 Site location

The site is located within the Pavilions shopping complex Uxbridge. The centre is a live environment, with the works areas being segregated from the public to ensure protection.

Site access is achieved via High Street over the existing footway (details have been agreed in principal with Hillingdon council). Alternative basement access is gained from Osborne Street via Oxford Street.

2.2 Scope of this CSMP

This plan describes the proposed construction works and any key activities that require to be undertaken on the project in relation to the development. Its aim is to identify potential effects associated with construction activities and outlines proposals for their mitigation. Detailed consideration of construction related environmental effects upon various technical topics are assessed and are provided together with mitigation measures.

2.3 Site layout and utilities

A site set up meeting was held with Gilbert Ash, Stace and Pavilions centre management to establish requirements and agree welfare location etc. The following topics were discussed and agreed:

- Site hoarding layout, site entrance access and egress, signage requirements
- Licenses.
- Basement delivery and egress routes.

2.4 Security and delivery check in systems

All personnel and deliveries will be directed to the site logistics manager and the site office area.

2.5 Site welfare accommodation

Site accommodation is provided within the Pavilions centre, 1st floor above vision express, 58 High Street. Site accommodation including the following:

- GA site management offices
- Sub-contractor offices
- Toilets
- Changing / drying rooms
- Canteen

Site access will be via High street. Site vehicles will always be operating on hard standings so no muck will be carried on wheels on transferred onto carriageways therefore no wheel wash stations will be required or road sweeping.

If for any reason that the highways are getting soiled we will immediately utilize a road sweeper to keep Highways clean from any site waste.

2.6 Utilities

Temporary site services for welfare accommodation will be supplied by the Pavilions Uxbridge.

2.7 Temporary electrics

Temporary electrics again will be supplied from the Pavilions.

2.8 Site requirements during construction

Fire and emergency provisions will be put in place to operate in conjunction with the site and Pavilions centre safety requirements. Power and task lights for the project will be suitable for all works carried out within the scheme.

2.5 Receiving environments / Traffic management

The majority of material deliveries will be via the basement service yard. The scheme involves the amalgamation of 15 existing retail units to form 1 large Multi Purpose Unit. It is not envisaged that the material deliveries to the site via the basement services yard during the project would exceed the normal deliveries of the 15 units when they were trading; consequently it is not anticipated that there will not be an increase in the overall traffic volume within the town centre as a result of the scheme.

However, there are some elements of the scheme that do have the potential to cause traffic disruption and impact on other traders and members of the public. These include the deconstruction of the existing Canopy at the front of the Pavillions adjacent to KFC, the demolition of the existing Roof Slab which runs parallel to the multi-storey Car Park and also the erection of a new structural steel frame with composite floor slabs. These packages will require careful management and risk assessments to ensure they can be completed without adversely impacting on traffic flow within the town centre, Gilbert-Ash will implement the following procedures to manage this element of the project:

1. Construction of the heavy duty cross-over and secure hoarding and gates. Once in place the external canopy can be removed. KFC will have unobstructed access at all times by the means of a corridor formed through the hoarding, through the site. A crash deck will be formed over the tunnel to ensure the safety of customers accessing the restaurant.

Vehicles will collect the materials between 9:30am and 12.00pm or 2.00pm and 3.30pm. 2 Traffic Marshals will be utilised to oversee the collection of the materials from the secure hoarded zone to ensure members of the public are segregated from the vehicles at all times.

2. On completion of the canopy removal the hoarding line shall be pushed back to 2m off the line of the front entrance to the centre. This will now facilitate site access from High Street into the front of the building for larger deliveries such as Structural Steel, Metal Decking, Roof Decks, Concrete and also for the waste removal vehicles collecting the demolition waste. The crossing strategy has been agreed in principle with Hillingdon Council representatives. 2 Traffic Marshals will be utilised to oversee the delivery of the materials and the safe movement of vehicles across the footway and into the secure hoarded zone, all marshals will hold current safety cards in line with new roads and street works qualifications (Details will be forwarded to Wayne Greenshields). We have carried out a swept path analysis to show that the vehicles can safely access and egress the site (Please see attached drawings 4796-C101-T1 and 4796-C102-T1). A weekly delivery schedule will be developed every week to ensure the number of deliveries for each day is coordinated. This is to ensure that there are no vehicles waiting on High Street at any time or causing any disruption to traffic including the bus stops and disabled parking zones on High Street.

The 2 marked up drawings on the next 2 sections of this document show how the above phases will be managed.

2.4M HIGH SOLID WHITE HOARDING
WITH GATES FOR SITE TRAFFIC

The first stage is to create the heavy duty cross over, this is to be done in 2 phases to ensure the public can still use the footway. On completion of the crossover a solid 2.4m high hoarding will be erected to create a safe access into the site for large material deliveries and removal of demolition waste. The first demolition operation will be to remove the canopy, once the canopy has been removed we can commence the main building demolition. Deliveries will be between 9:30am and 12:00pm and 2:00pm to 3:30pm. Traffic Marshals will be utilized to safely guide vehicles across the pedestrian zone, all traffic marshals will hold current street works tickets in line with new roads and street works regulations.

KFC

ACCESS MAINTAINED
INTO KFC

ACCESS INTO MALL DURING
CONSTRUCTION PROCESS

APPROXIMATE EXTENT OF HEAVY DUTY
CROSSING FOR CONSTRUCTION TRAFFIC

THE PAVILLIONS - NEW MSU
STAGE 1 - HOARDED ACCESS ROUTE AND
HEAVY DUTY CROSSING OVER FOOTWAY

marshals will hold current street works tickets in line with new roads and street works regulations. As demolition progresses into the the centre this will then allow vehicles to reverse into the site.

KFC

ACCESS MAINTAINED INTO KFC

ACCESS INTO MALL DURING CONSTRUCTION PROCESS

APPROXIMATE EXTENT OF HEAVY DUTY CROSSING FOR CONSTRUCTION TRAFFIC

THE PAVILLIONS - NEW MSU
STAGE 2 - HOARDED ACCESS ROUTE AND
HEAVY DUTY CROSSING OVER FOOTWAY

THE PAVILLIONS - NEW MSU
STAGE 2 - HOARDED ACCESS ROUTE AND
HEAVY DUTY CROSSING OVER FOOTWAY

As stated above most material deliveries will be done through the rear entrance and into the basement area.

However it would be unreasonable to expect the building to be demolished and materials passed through a lift shaft and into the basement to be removed off site. This would have major health and safety complications with high labour intensive work during manual handling operations. Therefore it is more effective to utilize the front entrance to the Pavilions.

It would be impossible to bring structural steel through the basement area and try to erect at the mall level of the centre. Steel must be brought in at ground level on a flat surface where mobile cranes and steel erectors will safely place the steel into position.

2.5.1 Vehicle movements at High street

The following hours for deliveries and removals have been agreed for vehicle movement's access from High street.

- Monday – Friday 9.30am to 12.00pm, 2.00pm to 15.30pm and 18.30pm to 22.00pm
- Saturday 9.00am to 11.30am
- No deliveries on Sundays or bank holidays.
- No deliveries before 7.30am or after 10.00pm (As requested by EHO)

It is noted that any deliveries outside the hours of 08.00am to 18.00pm Mon – Fri and 08.00am and 13.00pm Sat will require consent from Hillingdon EHO by a section 61.

Approval from TFL will be required for accessing the site through their bus stop, this will be done by Highways on behalf of Gilbert Ash. It is currently proposed for the bus stop to be temporarily relocated for the duration of the project.

Demolition phase, week 5 – week 25 (November 15 to May 15)

During the demolition phase we envisage having 6 vehicle movements throughout the day. These movements will form a combination of tipper lorries and roll on / roll off lorries. The roll on lorries will drop empty bins off in the morning and these will be filled throughout the course of the day, in turn these will be picked up late afternoon and empty bins left off.

Super-structure phase, steel erection and decking, week 15 - week 21 (March 16 to April 16)

During the construction of the super-structure we will have one steel delivery every 2 days, 1 articulated lorry will drop off a load of steel in the morning and leave the site in the evening. Steel will not be unloaded until 9.30am. Lorries will exit the site during the afternoon period.

Super-structure phase, concrete operations, week 20 – week 22 (April 16 to May 16)

Concreting of floor slabs will be done in controlled pours to maximize vehicle movements in a short space of time but reducing the overall duration of disruption. Special permission will be sought from Hillingdon council within 10 weeks of starting on site for out of hours working i.e. for the finish time for the concrete pour. It is anticipated that over 4 days there will be no more than 20 – 25 vehicle movements per day.

Details to be agreed on programme for the concrete pours.

Scaffold delivery lorries will require use of the High street entrance, we would only envisage 4 – 6 movements per month.

For all other deliveries and works we will utilize the basement rear entrance.

2.6 Tower cranes, mobile cranes and hoists

No tower crane will be used on the project.

Mobile cranes will be used for various processes throughout the project ranging from demolition to construction of new structural floor and roofs. Crane size and type will vary depending upon activity, all craneage will be covered by site specific RAMS and lifting plans during the project.

No over sailing of adjoining residential properties will be carried out or required.

2.7 Staff travel

There will be no car parking spaces available within the site. Car parking is available within the multi storey car parks, however, due to the availability of public transport services within the immediate area of the site it is the intention that we will introduce a no car policy for staff and contractors unless specific permission is given from site management.

3.0 Pollution risks and Controls

3.1 Potential environmental impacts and mitigation measures

There are likely potential environmental impacts and aspects associated with the construction project. These arise from daily construction operations, accidents, near misses or poor management. These issues can be controlled as laid out in the following table of management controls.

Issue	Potential impacts	Mitigation measures
Traffic and site access	Congestion and delays in rush hour due to site operations i.e. construction vehicle movements. Temporary footway closures. Disruption for pedestrians around the perimeter of the site at High street	Control of site vehicles through a traffic management plan. Use of approved routes to site, delivery at off peak times where possible. Footway upgrade works for site entrance to be phased to ensure pedestrian access.
Dust	Windblown dust from construction activities and demolitions.	Dust suppression to be carried out during demo works i.e. damping down.
Noise	Increased noise levels from construction activities and vehicle movements	Working hours in accordance with planning conditions. Use of silenced plant where available. Noise monitoring and setting of noise action limits.
Vibration	Piling and heavy vehicle movements	Using CFA piles to minimise vibration, control of site vehicle movements
Hazardous	Asbestos present in existing retail	Removal of asbestos by licensed contractors

materials	units. Possible soil contamination under basement slabs.	carried out in accordance with approved code of practice. Appropriate storage of materials
Waste	Use of natural resources and disposal of materials to landfill.	Use of SWMP and SMART waste. Segregation and recycling will be carried out.

3.2 Pollution controls

Procedures will be put in place to deal with both hazardous and non-hazardous waste. All non-hazardous waste will be segregated and placed into separate skips for recycling. Hazardous and non-hazardous waste will be removed by a licensed contractor. The SWM area will be located within the basement of the Pavilions. All demolition waste will be segregated at source and loaded directly into Lorries for removal off site.

3.3 Environmental liaison

The site manager will act as the environmental liaison that will deal with LBH, the greater London authority, centre management and other stakeholders on environmental matters. Details of the site manager will be displayed on site notice boards and site entrances.

The site manager will deal with any queries from the general public including complaints, all details will be logged and held on site in the environmental file.

3.4 Hours of works

Mon to Fri: 8.00am – 6.00pm

Sat: 8.00am - 1.00pm

Sun and bank holidays: No working

Some loads / deliveries may need to be done out of hours, if required prior agreement will be sought and advance notice given to the council and all other relevant parties.

Other than specified above and in 2.5.1 we do not envisage carrying out noisy activities outside of the permitted working hours.

3.5 Site management and housekeeping

Hoardings will be erected around the site perimeter to provide a demarcation between the works and other areas. High Street and Chequers square will have the highest volumes of pedestrian foot traffic, so particular attention will be paid to these areas.

The site manager will ensure that the site is clean and tidy, all hoarding will be clean with no graffiti and at all times keep Streets and thorough fares clear. We do not envisage the requirement of a road sweeper at the entrances to the site, this will be monitored and if required Street sweeping will be implemented.

3.5.1 Pavilions centre means of escape

Within the contract a protected corridor had to be constructed to ensure a suitable means of escape is obtainable within the centre. Attached is an email confirming from WSP that the corridor is suitable for this purpose.

3.6 Materials storage and handling

Materials will be stored in designated areas within the basements of the Pavilions centre to ensure no damage by vehicles, weather or theft Please see attached drawing 3906-L1-154#. We will implement a just in time policy for all deliveries as the site is so restricted.

Where possible we will arrange for the pre-fabrication of certain elements that can be lifted directly into position, this will reduce site storage and labor intensive duties.

3.7 Waste management, Recycling and disposal

Waste will be generated from demolition works, new construction activities and materials packaging. A SWMP will be developed to detail how waste is dealt with on site and disposed of. In line with the waste framework directive 2008, we have implemented measures to prevent or reduce the adverse effects of the generation and management of waste. We have joined the WRAP 'Halving waste to landfill'.

We will also use the SMARTWaste system to help manage waste on site.

3.8 Noise, vibration and dust

Gilbert Ash will implement best practice techniques to minimize impacts from noise, vibration and dust to the local residents.

Careful consideration will be taken for implementing a plan of works for the demolition activities. A site specific risk assessment and method statement will be written to cover the works.

The following is a list of some key items to reducing environmental disturbances

- Selection of appropriate plant for the works.
- Silenced plant and tools were applicable.
- Using banksmen to reverse lorries without beacon sounders.
- Key construction methods to minimise impacts.
- Damping down of surfaces.
- Switch off plant when not in use.
- Comply with working hour restrictions set out within the planning document. (8.00am – 6.00pm)
- Regular maintenance of plant and machinery to ensure optimum performance

If required a section 61 will be applied for to enable construction works to be carried out, out of hours only in agreement with the council.

3.9 Hazardous materials, contamination and pollution control

Asbestos is present on site, as identified within the refurbishment and demolition survey. A licensed contractor will be used to remove and dispose as per approved code of practice.

All construction staff will be provided with appropriate personal protective equipment (PPE), training on the risks at the site from hazardous materials, and suitable welfare facilities will be provided.

If any further suspected contamination should be encountered during the works activity within the area will cease until the contamination has been assessed and identified and the appropriate strategy for its treatment agreed with relevant parties.

An emergency spill procedures plan will be in place to deal with potential spillages or pollution incidents. This will include and not limited to spill kits, booms, spill granules and chemicals to soak up spillages.

Any pollution incidents will be reported immediately to LBH, environment agency and any other statutory body.

The Management of all Environmental aspects will be managed on a daily basis through the implementation of the Gilbert-Ash Integrated Management System. This system is accredited to ISO14001 Standard and regular audits will be carried out on site to ensure it is being fully implemented by the site team. Some of the most significant procedures from this system have been appended to this document to demonstrate how potential environmental issues will be managed.

3.10 Reinstatement of the footway

On completion of the project Gilbert Ash will reinstate the foot way back to its original condition. We will carry out a photographic survey of the present condition before any works commence, this will be distributed to all parties involved with the cross over.

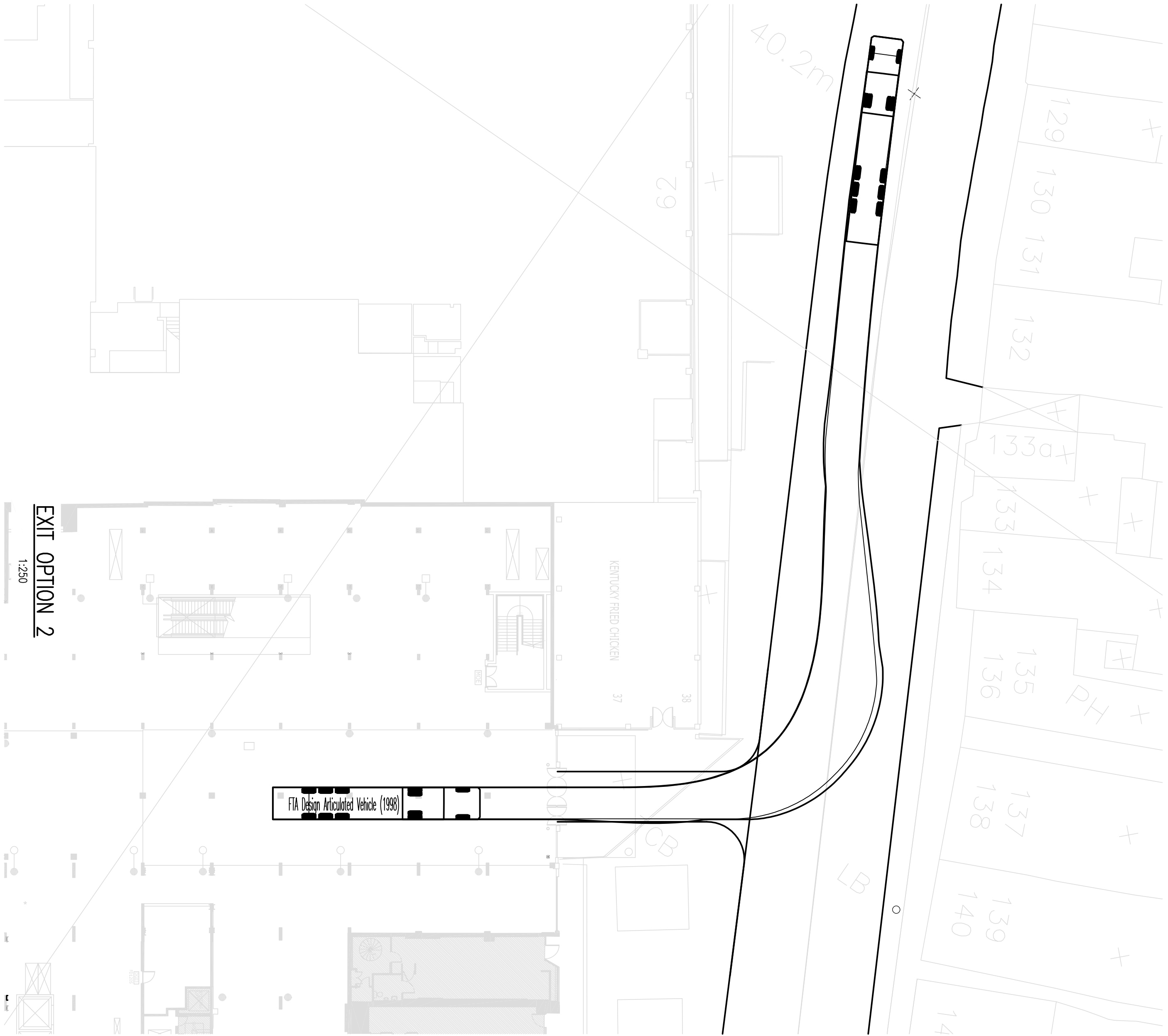
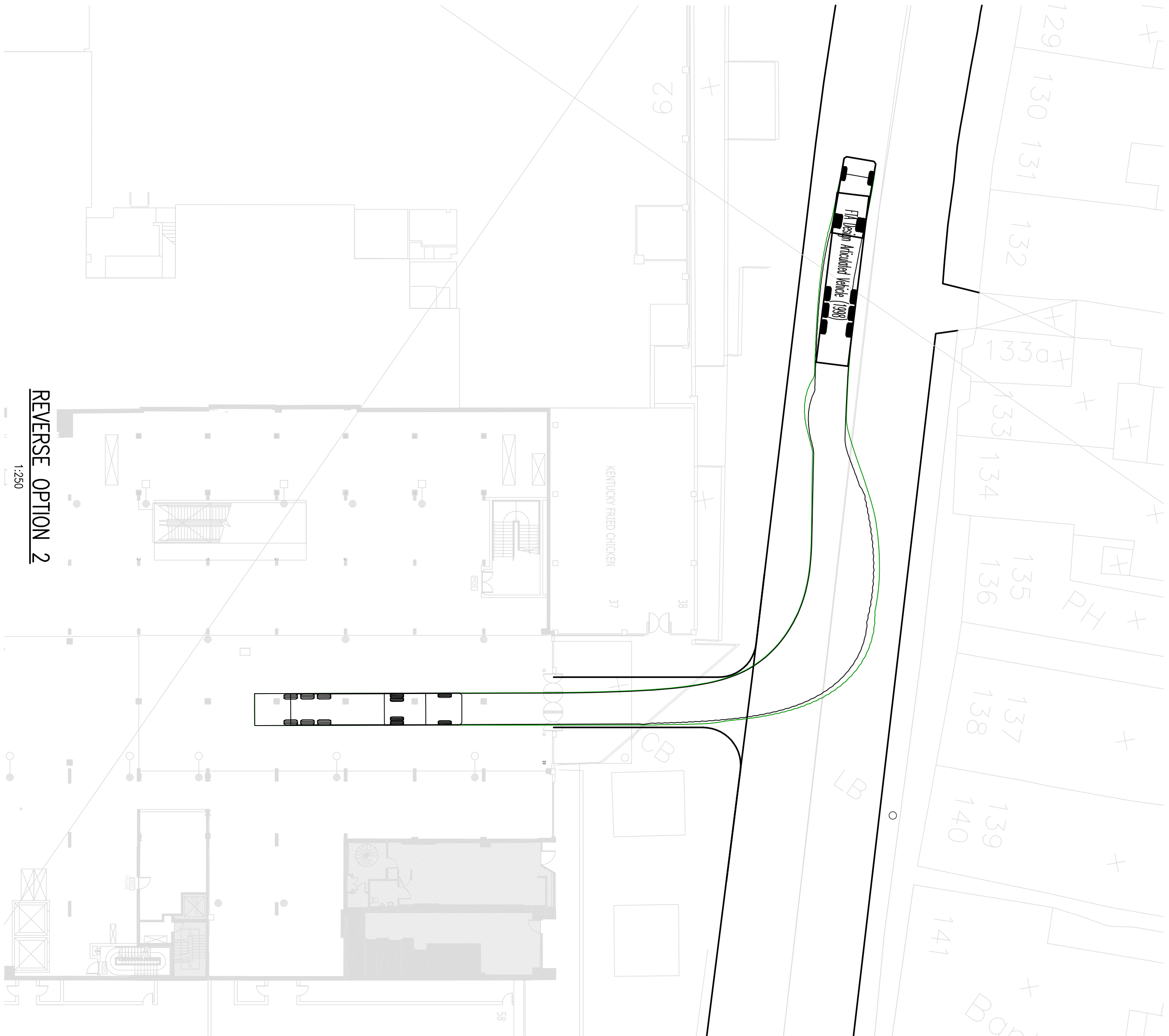
The concrete cross over will be broken out and disposed off site. Drop kerbs will be removed with road kerbs and existing flagging reinstated to the original levels of the footway.

3.11 Christmas embargo

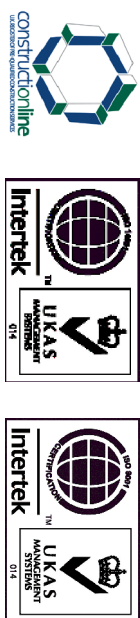
The Christmas embargo period commences on 7th Dec for 4 weeks. Gilbert Ash acknowledges that this is an extremely busy period for the area and will ensure that works are carried out in such a way that any vehicles entering and leaving the site will cause minimal disruption.

DRAWING NOTES

1. Drawing remains at all times the property of Brian W Murray Ltd.
2. Drawing to be read in conjunction with all relevant architects, services and structural engineers drawings and the project specifications.
3. Do not scale from this drawing. Work to figured dimensions only.
4. Contractor is responsible for verifying all dimensions on site and ensuring that all dimensions and levels shown on this drawing are consistent with all other relevant drawings. Any discrepancies are to be reported to the engineer immediately.
5. These drawings have been based on project drawings received from Lead Consultant and, as such, their drawings take priority for all items apart from engineering details specified on Brian W. Murray Ltd drawings.
6. It is the Main Contractors responsibility to ensure that all construction products used are to have the appropriate CE accreditation, including marking and or paperwork confirming same.



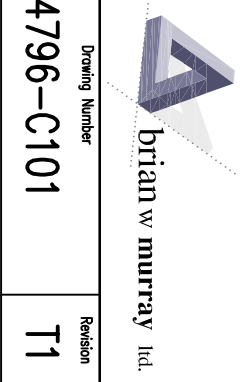
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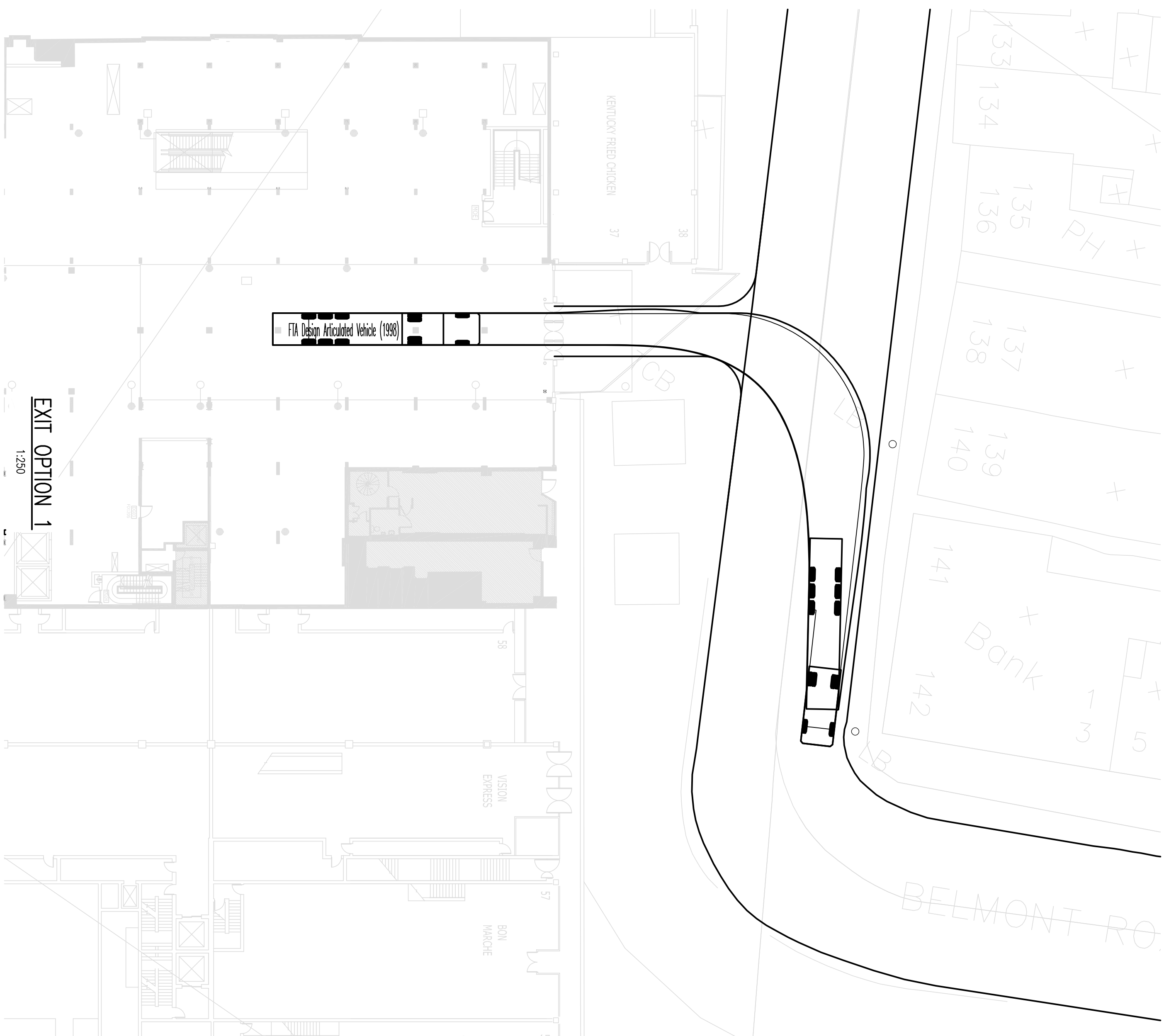
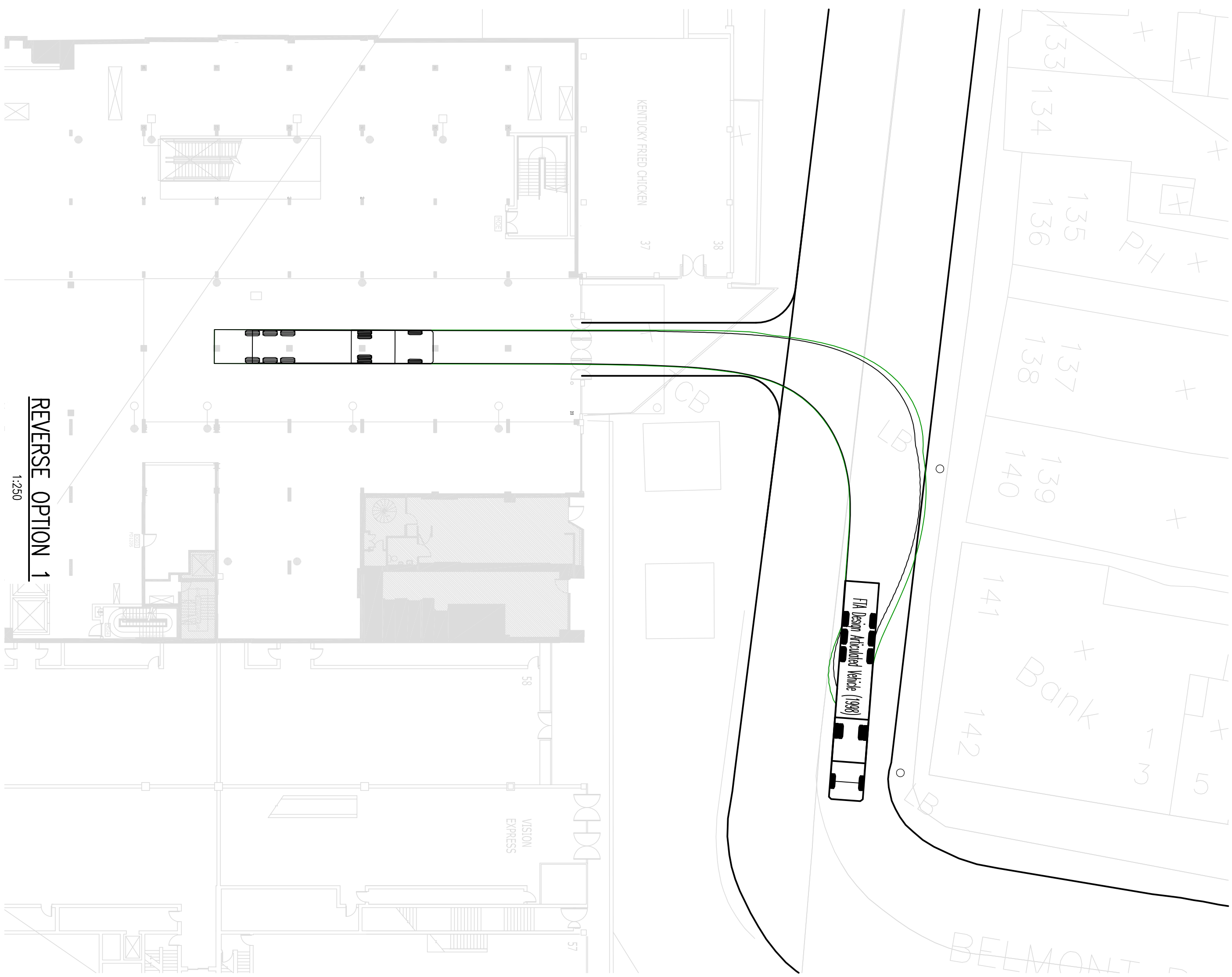
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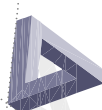
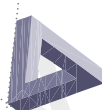
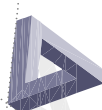
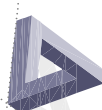
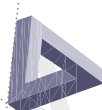
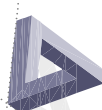
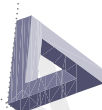
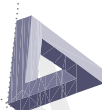
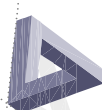
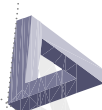
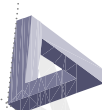
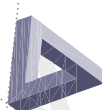
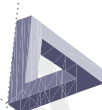
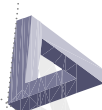
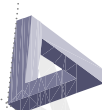
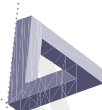
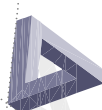
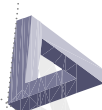
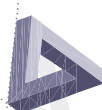
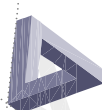
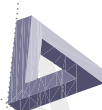
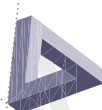
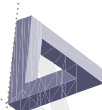
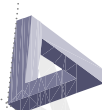
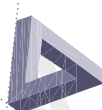
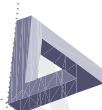
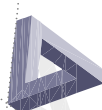
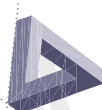
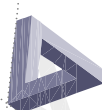
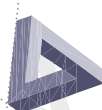
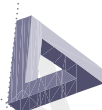
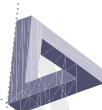
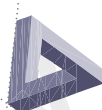
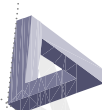
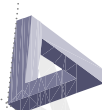
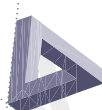
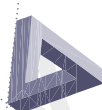
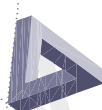
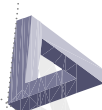
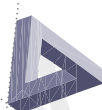
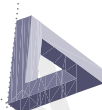
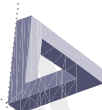
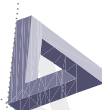
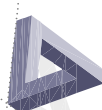
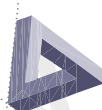
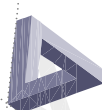
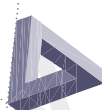
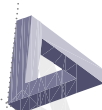
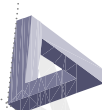
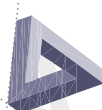
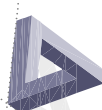
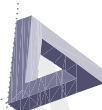
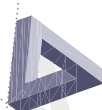
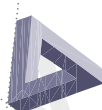
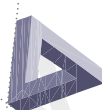
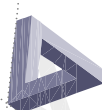
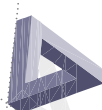
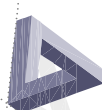
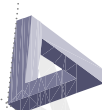
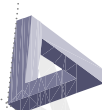
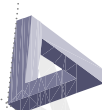
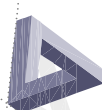
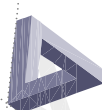
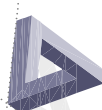
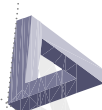
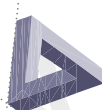
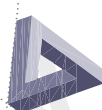
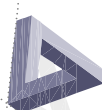
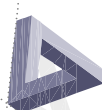
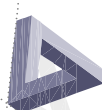
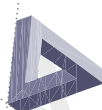
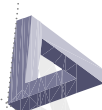
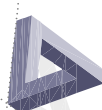


DRAWING NOTES

1. Drowning remains at all times the property of Brian W Murray Ltd.
2. Drawings to be read in conjunction with all relevant certificates, services and structural engineers drawings and project specifications.
3. Do not scale from this drawing. Work to figured dimensions only.
4. Contractor is responsible for verifying all dimensions on site and ensuring that all dimensions and axes shown on this drawing are consistent with all other relevant drawings. Any discrepancies are to be reported to the engineer immediately.
5. These drawings have been based on project drawings received from lead consultant and, as such, their drawings take priority over any other drawings. All engineering details specified on Brian W. Murray Ltd drawings.
6. It is the Main Contractors responsibility to ensure that all construction products used are to have the appropriate CE accreditation, including marking and or paperwork confirming same.



driving reduction	
►	
trial	T1
adaptation	ISSUED FOR INFORMATION
by : checked :	GL MM
date	07/07/15

From: [Ed Bucknall](#)
To: [Emmett Teggart](#)
Cc: [Fraser Rumble](#)
Subject: FW: Uxbridge - MSU - MoE
Date: 07 October 2015 14:40:42
Attachments: [image006.png](#)
[image001.png](#)
[image002.png](#)

Dear Emmett,

Confirmation from WSP below to try and close out item e:

e. It is proposed to close the existing access to the Pavilion adjacent to KFC and open a temporary but significantly narrow access to the Mall. No information has been provided to demonstrate the this arrangement would be acceptable in the event of an emergency requiring rapid evacuation of large number of people. Emergency Services should be consulted.

Note WSP's response does not include construction site egress.

Do you know when the swept path information will be available and please let me know if you want me to respond to Ed's email (6 points) dated

1st October in the interim?

Kind Regards

Ed

Ed Bucknall
Associate Director



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DLG Architects LLP

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From: Smith-Sandhu, Shami [mailto:Shami.Smith-Sandhu@WSPGroup.com]
Sent: 07 October 2015 14:00
To: Fraser Rumble <F.Rumble@stace.co.uk>
Cc: Ed Bucknall <E.Bucknall@dlgarchitects.com>
Subject: RE: Uxbridge - MSU - MoE

Hi Fraser, Ed,

As per the fire strategy, the additional 2.7m clear width would be required to maintain sufficient exit width in the mall (to make up for the loss of the Chequers Square mall).

The proposed exit would therefore be suitable for escape from the centre.

Care should also be taken if the adjacent spaces are to be treated as construction sites, and hence if this proposed escape is to be used for these occupants also. In terms of construction site means of egress, this does not fall under our scope, and therefore it is advised that this also be reviewed by the appropriate and responsible persons in this case.

Regards,

Shami Smith-Sandhu
Fire Engineer

Tel: +44 (0)207 314 5845
Mobile: +44 (0)778 830 3722



WSP House, 70 Chancery Lane, London, WC2A 1AF
Tel: +44 (0)207 314 5000

www.wspgroup.co.uk
www.pbworld.com

From: Fraser Rumble [<mailto:F.Rumble@stace.co.uk>]
Sent: 06 October 2015 16:04
To: Smith-Sandhu, Shami
Cc: Ed Bucknall (E.Bucknall@dlgarchitects.com)
Subject: Uxbridge - MSU - MoE
Importance: High

Shami,

Sam Bennett who previously worked on the scheme before leaving had previously reviewed the attached drawing for a MoE corridor until the completion of Stair 6. Could you please provide confirmation you are happy with the design of this for confirmation with the planners.

The idea was to create a MoE corridor that provided the 2.7m width that will be provided by the new MoE Stair 6 which will be in operation until the stair is complete and thus an alternative escape route is created.

Kind Regards,

Fraser Rumble

Project Manager

DL: +44 (0)207 426 5780
M: +44 (0)7748 044 736
E: f.rumble@stace.co.uk

Stace LLP Eldon House, 2-3 Eldon Street, London, EC2M 7LS

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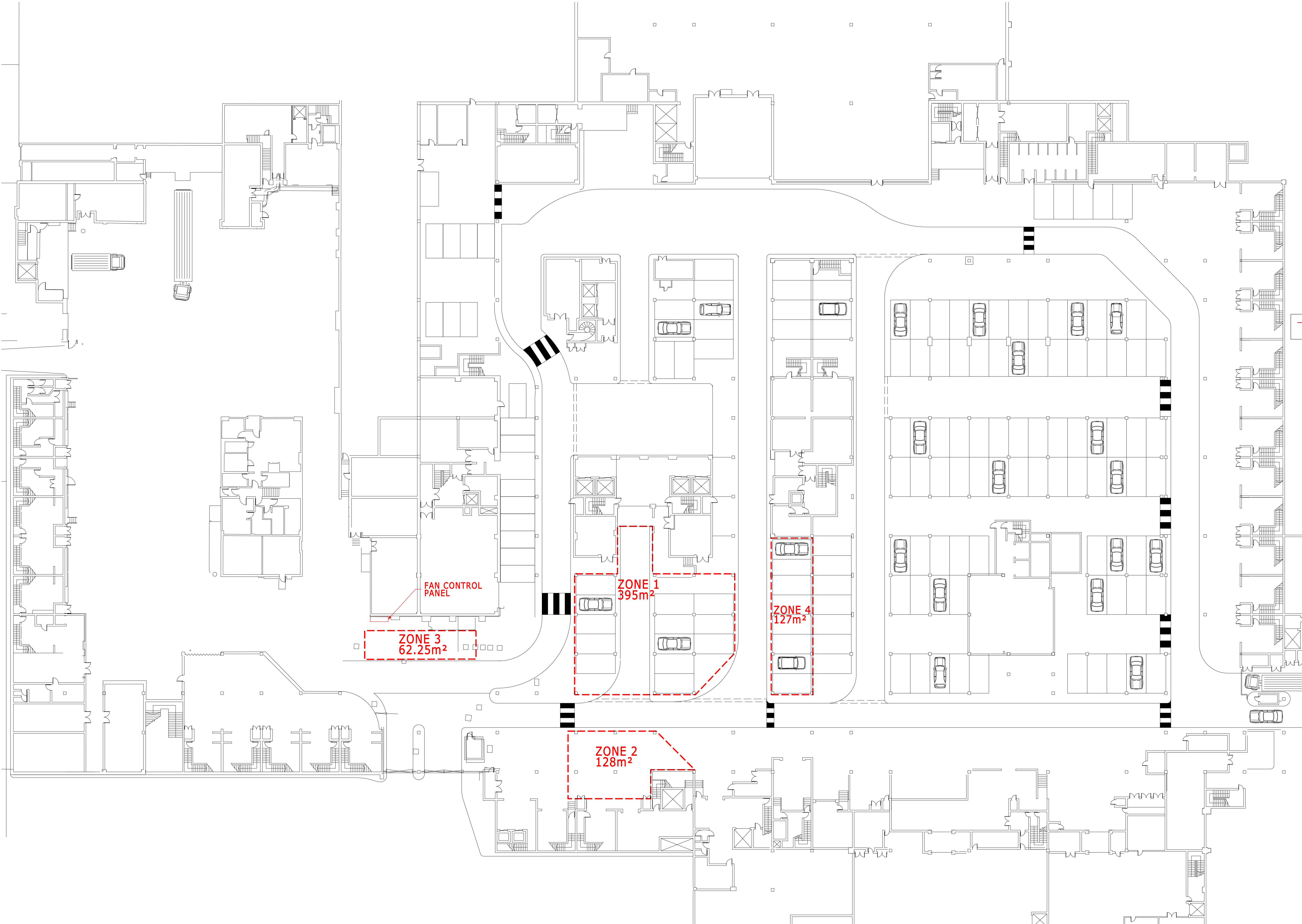
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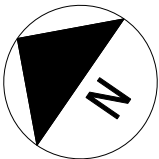
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THESE PROPOSALS ARE SUBJECT TO ALL NECESSARY LOCAL
AUTHORITY APPROVALS, STATUTORY CONSENTS AND
VERIFICATION OF ALL LEGAL OWNERSHIPS AND ASSOCIATED
TENANT AGREEMENTS.

THESE PROPOSALS ARE SUBJECT TO FURTHER STRUCTURAL
AND BUILDING SERVICES INVESTIGATIONS AND RELATED
STRUCTURAL AND MAE DESIGN, INCLUDING COORDINATION OF
MEANS OF ESCAPE, FIRE FIGHTING PROVISIONS AND
WHERE APPROPRIATE AGREEMENT OF A FIRE STRATEGY.

EXISTING LANDLORD & TENANT SERVICES FROM UNITS ABOVE
AND ADJACENT TO THE NEW STORE WILL PASS THROUGH
THE NEW STORE. THESE WILL BE IDENTIFIED AND
RECORDED AS WORKS PROCEED.

THESE PROPOSALS HAVE BEEN CREATED FROM LIMITED
AS-BUILT DATA AND SURVEY DRAWINGS AND ARE THEREFORE
SUBJECT TO FURTHER SITE MEASUREMENTS AND
APPROPRIATE SITE INVESTIGATIONS.



--- EXTENT OF TENANTS SITE
ESTABLISHMENT AREA

NOTE: LAYOUT BASED ON
CAD DRAWING (LR) 0501
& GLANVILLE SURVEY
DRAWING 8130873-200
(06.11.2013)

NO.	DESCRIPTION	INITIALS	DATE
1	Job Name LASALLE IM THE PAVILIONS UXBRIDGE		

Drawing Title
MSU REDEVELOPMENT
BASEMENT PLAN - TENANT
SITE ESTABLISHMENT AREA
SHEET 2

Status
LEASE

Date	Sheet By	Scale @ Size
JULY 15	AH	1:250@A1

Job Number	Code	Drawing Number	Rev
3906	L1	154	#

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dlgarchitects.com



TENANTS SITE ESTABLISHMENT
AREA

ENVIRONMENTAL & WASTE MANAGEMENT SITE SET-UP CHECKLIST

	Actions to be completed	Date	Completed by
1.0	Pre-start Set-up		
1.1	Obtain environmental templates from Gateway (Section 11)		
1.2	Set up file for site waste management file/ print dividers from Gateway		
1.3	Set up the SMARTWaste online / ensuring access to website		
1.4	Complete pre construction site waste management plan		
1.5	Complete advice from waste management contractor		
1.6	Order signs for waste management area and skips (signage order form over page)		
1.7	Order wheelie bins for canteen waste management - are they available from the plant yard?		
1.8	Assign WASTE CHAMPION and deputy		
1.9	Send relevant subcontractors (this will have to be repeated as more contracts are assigned) - Material & waste identification - Waste minimisation forms		
1.10	Establish 'Subcontractors Waste Management returns Register' to ensure return of documentation		
2.0	On site set up		
2.1	Ensure waste and environmental induction slides are in induction		
2.2	Set up waste management area, erecting signage (to include ASDA waste target and the GA '4Rs' recycling sign). IF APPLICABLE		
2.3	Set up canteen waste area, erecting signage		
2.4	Set up waste management board displaying in office all of the below:		
	All client document requirements (e.g. ASDA way of working 4 th edition & ASDA waste pledge) IF APPLICABLE		
	GA waste mitigation		
	Approved GA sustainable materials		
	GA Environmental policies (6nr)		
	Waste Champion poster		
2.5	Set up paper recycling in office		
2.6	Display waste poster in canteen and security hut		
2.7	Waste contractor to provide:		
	Registered carrier licence (ROC)		
	Waste facility management licence		
	Waste contractor public liability insurance		
2.8	Is your site BREEAM? Have all waste management measures been put in place?		
3.0	Other		
3.1	Traffic management plan to be detailed on site layout and displayed in security hut and office (to include Fire Points & First Aid Stations)		
3.2	Set up the random search file and brief security. (this is to happen for live stores and new builds) IF APPLICABLE		

MONTHLY ENVIRONMENTAL CHECKLIST

Site Name/Location:			Project Type:
Completed By:			Date:
	Yes	No	Details
Are there any obvious environmental risks since the last inspection?			
Is there waste present on the site?			
Is there any special waste present on site?			
Is a registered waste carrier used to dispose of any waste?			
Has a copy of the waste carriers licence been obtained if applicable?			
Has someone checked that the landfill used to dispose of the waste is licensed to accept that type of waste?			
Is there evidence of burning on the site since the last inspection?			
Is oil stored on site?			
If yes, is the bunding suitable and sound			
Are chemicals stored on site?			
If yes are they contained?			
If booms/spill kits are present on site, have any been used since the last inspection?			
Are booms /spill kits needing replaced?			
Have any measures recommended since the last inspection been put in place?			
Are any new mitigation measures required to be put in place?			

POST-CONSTRUCTION ENVIRONMENTAL CHECKLIST



SITE NAME/LOCATION:	PROJECT TYPE:
COMPLETED BY:	DATE:
CLIENT NAME:	

	ACTION	YES	NO	COMMENTS
1.0	Review Environmental Pre-construction Checklist and ensure that the following information is returned together with this form to the S.H.E. Manager for archiving			
1.1	Pre-construction checklist			
1.2	Aspects and Impacts Register			
1.3	Site Waste Management Plan			
1.4	Waste Transfer Licence			
1.5	Waste Management Licence			
1.6	Exemption from Waste Management Licence			
1.7	Consent to Discharge			
1.8	Any other consents			
1.9	Dockets for all skips and bulk excavations off site (or for materials imported onto site)			

SITE:

The following rules must be adopted for the works:

1. All personnel entering the site must enter their details into the signing in/out register located in the site office. Personnel leaving the site must sign out.
2. Site personnel are to park vehicles as directed by site management. **Private vehicles are not allowed on site. G-A will designate parking prior to work commencing on site this is non negotiable and failure to comply may result in exclusion from the site.**
3. All personnel must undergo a site induction training course prior to starting work on site. The aim of this is to make everyone familiar with safety and health issues specifically related to working on this project.
4. All personnel must be conversant with the action to be taken in the event of a fire or other emergencies.
5. All personnel working on site must be conversant with the requirements of their safety method statement and comply fully with the legal requirements of the Health and Safety at Work Act 1974 and other statutory requirements.
6. **No smoking policy:** smoking inside buildings is strictly forbidden. A designated outside smoking area will be provided by the Site Manager with the appropriate signage displayed. Smoking outside this location is prohibited. **Personnel found smoking outside this controlled area will be disciplined and excluded from the site.**
7. Use of mobile phones is restricted to authorised areas only. Breach will result in disciplinary action.
8. Any person entering the site under the influence of **drugs or alcohol** will be immediately excluded from the site area. G-A conduct random drugs and alcohol testing policy on site.
9. All personnel must conduct themselves in an orderly manner whilst on site. Any person found to be interfering with or misusing fixtures, fittings or equipment provided in the interests of health, safety and welfare will be excluded from site.
10. The site is a **"HARD HAT AREA"**. As such safety helmets **must** be worn by all operatives, managers and visitors whilst they are on site.
11. Personal protective equipment (PPE), e.g. **Hi visibility vest, safety boots, gloves are mandatory** others like ear defenders, glasses etc., must be used as and when required by the activities in which operatives are engaged., i.e. as directed by the Method Statement and Risk Assessments. **No shorts are permitted on this site.**

12. Every accident, near miss or dangerous occurrence must be immediately reported to your supervisor. Operatives acting in an **unsafe manner may be disciplined by fine or removal from site. See our staff for don't walk by reporting we actively encourage positive reporting.**
13. Visitors must not be permitted on site without the consent of the Principal Contractor. All visitors must report to the Site Foreman /Engineer.
14. Access to and egress from the site shall be made through the designated entrance/paths only.
15. The operators of all plant and equipment must be suitably experienced, trained and competent to operate such equipment. Operators must also have the **appropriate in-date licence**. No plant operations are allowed beyond any site perimeter or fenced-off areas.
16. Any mechanical plant or equipment found to be defective is not to be used. **Daily Pre operational checks are mandatory and must be recorded.** No keys are to be left in unattended plant.
17. All deliveries of materials must be made through the designated entrance of the site and co-ordinated through the Principal Contractor.
18. Vehicle drivers must wear a safety helmet at all times when at risk. Vehicles are not to be reversed in construction areas unless under the control of an authorised banks man or have cameras fitted.
19. All deliveries taking longer than ½ an hour to unload shall be notified to the Principal Contractor's site management.
20. Ladders may only be used for low risk work of short duration, or because there are site features that mean the use of other equipment is not appropriate or practicable. If ladders are removed, operatives are to inform the Principal Contractor immediately. The Principal Contractor will ensure ladders are replaced.
21. The storage of materials and removal of waste from site will be strictly controlled. Permission must be given by the Principal Contractors site management prior to materials (new or waste) or equivalent being stored within the site compound. All licences and dockets are to be recorded on the Waste Register. **Sub Contractors will be contra charged for the removal of their waste.**
22. All debris must be removed as it arises and the site kept clean and dust controlled. Vehicles leaving the site must be free from mud, protruding debris etc., Contractors will be given a warning period to clear and remove waste. **Failure to comply will result in contra charge.**
23. All temporary electrics and power tools must be 110 volt, 240v is not permitted. All electric tools are to be PAT certified and in date.
24. Bulk storage of flammable materials (e.g. oxygen, acetylene, petrol, paints, etc.,) is not permitted. Storage of only small amounts of such materials is only permissible by prior authorisation from the Site Manager. **On completion of inspection a G-A representative will issue a tag/label** and must be confined to a specified area designated by G-A.

25. The Site Manager must be notified of activities with an associated risk of fire or explosion e.g.:-

- Welding (hot air or arc)
- Cutting with flame
- Burning
- Soldering and brazing
- Naked flames

Suitable fire extinguishers must be placed, at all times, adjacent to areas of hot work and the area checked one hour after completion of the hot work.

26. All high risk work activities must be authorised by the Site Manager and strictly controlled through a Permit to Work system, e.g. **ALL HOT WORKS** will be controlled through a Hot Works Permit.



G-A is keen to promote a good, safe image and wants to make sure everyone is aware of the dangers on this site.

Immediate notice will be served on any Employee or Contractor not complying with these site rules.



COMPLAINT FORM

GILBERT-ASH LTD
47 BOUCHER ROAD
BELFAST, BT12 6HR

TELEPHONE: 028 90 664334
FAX: 028 90 381584
EMAIL: belfast@gilbert-ash.co.uk

COMPLAINANT NAME & ADDRESS:

CONTRACT NAME: _____

CONTRACT NUMBER: _____

DATE: _____

RECEIVED BY: _____

NATURE OF COMPLAINT: 	
CORRECTIVE ACTION: 	
ACTION BY:	DATE:
PREVENTIVE ACTION: 	
ACTION BY:	DATE:
VERIFIED BY QUALITY MANAGER: 	
DATE:	

FURNESS HOUSE - NOISE MONITORING

Location Nr	Date	Time	dB Reading	Cause of Noise	Corrective actions
1					
2					
3					
4					
5					
6					
7					
8					

EMERGENCY PROCEDURES TO FOLLOW IN THE EVENT OF A SPILLAGE

1) GET AWAY

- Turn off any ignition source, if you can. If you see or smell a hazard, Move away to a safe distance.
- This seems obvious but it is surprising how many people spot a hazard or spill and try to take a closer look. Without proper protection they could be disabled or killed.
- Remember that any spill, large or small can be dangerous. Unless you know the nature of the material involved, **KEEP YOUR DISTANCE** and wait for someone with more training or experience.

2) IDENTIFY WHAT YOU SAW

What is it? In many cases this will be a split second observation. Don't go back to find out, just think for a second:

- Did you see a label?
- Was it foaming or fuming?
- Is there Fire?
- What did it smell like?
- What was it doing?

All these questions are important and accurate information should be passed to the Emergency Response Team.

3) GET HELP

- **Call your Emergency Response Team**
- **> INSERT SITE MANAGER CONTACT DETAILS <**
- You may also need the emergency services by dialling 999.

4) SEAL OFF AREA & ALERT OTHERS.

- This will keep other people away and isolate the area.
- Warn your fellow employees about the dangers. Use barrier tape/free standing signs.

If there is danger to individuals, or you are unsure, evacuate the area and contact the emergency services.

5) LOOK FOR INJURIES

- Stand by to assist Emergency services/Emergency response team
- If there are casualties or injuries, deal with them first.
- Remember; do not put yourself at risk.
- Do not try and retrieve an injured person from a spill area unless you are completely protected yourself

6) IDENTIFY THE HAZARD

What is the chemical? What are the dangers?

- Check the Material Safety Data Sheet. These are required for all hazardous chemicals. It details the chemical name, the hazard and what to do in an emergency.
- If identification necessitates an authorised person going back into the spill area, assume the worst and be careful. Use full body protection with breathing apparatus.
- DO NOT ENTER spill area alone or without back up.
- **If you do not have the right equipment or training to deal with the hazard - GET HELP!**

7) PREPARE PLAN OF ACTION

- Once the chemical has been identified a specific procedure will be actioned.
- The Emergency Response Team Leader, or his deputy, will co-ordinate this.

8) PRESCRIBED EQUIPMENT & MATERIAL

- The correct protective clothing should be worn.
- Be certain the right equipment is utilised for the situation you are dealing with.
- **If there is no immediate danger, and the material is still leaking or spilling, take appropriate action to stop (close valve, plug leak etc). Wear PPE as per MSDS recommendations.**

9) CONTAIN THE SPILL

- Containment is vital in all spill situations. The faster the spill is contained the less damage there will be to people, to plant and environment. Always approach with caution and don't take risks.
- **Seek assistance from Site Management.**
- Containment really means TWO things;
- Firstly, stop the spill or leak. This may only mean closing a valve, or shutting off a pump to stop a flow, or applying an industrial bandage to a leaking hose.
- Secondly, build a barrier to stop the spread of the leak, or divert the flow to a controlled area. It is extremely important that the spill does not reach a watercourse, or drain, where it can contaminate the water supply, lakes, or rivers. Containment involves the use of clean up materials such as socks, booms, pillows, sheets, drain covers etc.
- Shut off ventilation and air conditioning systems to keep gases, pours and mists from spreading to the rest of the plants.
- If some material has entered the storm drain or a watercourse, contact the Production Manager who will inform the Environmental Manager and the Local Authority or the EPA.
- **This is what containment is all about – The control of hazards. Determine the material involved.**

10) CLEAN UP

- Be careful – do not touch the spill. Use the correct clean up materials.
- Do not smoke or make sparks of any kind. Always be sensible.
- By acting quickly you can minimise environmental contamination and costly clean up operations.
- Materials used should be properly stored in a suitable container.
- **Dispose of all cleanup materials as hazardous waste in correct waste container if unsure seek advice.**
- Remember that the absorbed materials have the same properties and hazards as the original spilled materials. All special waste to be recorded and disposed of via Waste Management procedure.

11) REVIEW

After the spill, review what happened, could it have been prevented, review your plan.

IN SUMMARY:

- **Close** off the source of the spill.
- **Contain** the spill.
- **Collect** the spilled material using appropriate absorbent material.
- **Communicate** with internal and external personnel as appropriate
- **Clear** the spill away with reference to the relevant MSDS.

All spills are dangerous and should be treated seriously, no matter how small. But if you act quickly and know what to do to minimise the hazard, then you will be ready when an emergency happens.

Emergency Response Contacts

Site manager:

Brendan McGaughey (spill kit collection): 028 90 386 508 / 07968 904 735

John McGerty S.H.E. Manager: 07791 413 558

Waste Identification Pre-Start Assessment



As a sustainable construction company, Gilbert-Ash asks that our supply chain is mindful of the materials they use and the waste that they produce. Please complete and return this form to your site Waste Champion.

<u>Sub-contractor:</u>	<u>Project:</u>	<u>Works Package:</u>
-------------------------------	------------------------	------------------------------

Waste materials expected from this project: (Tick if you will have as waste)

Silicone, aerosols, other consumable containers.		Electrical and electronic equipment (20 01 36)		Waste paint and varnish (non-hazardous) (08 01 12)	
Bricks (17 01 02)		Tiles and Ceramics (17 01 03)		Hazardous (17 09 03*)	
Concrete (17 01 01)		Metals (17 04 07)		Oils (13 01 13*)	
Insulation (17 06 04)		Gypsum (17 08 02)		Asphalt and tar	
Packaging (15 01 06)		Plastics (17 02 03)		Other (please state)	
Timber (17 02 01)		Floor coverings			
Inert (17 01 07)		Soils (17 05 04)			

PREVENTION: Please highlight where you believe a change in the design could minimise waste.

E.g. odd sizes of room, form works etc

REUSE: Identify where waste can be reused on site and off site.

E.g. off-cuts used up.

RECYCLE OR ENERGY RECOVER: Identify which waste can be recycled on site and off site.

DISPOSAL (as environmentally friendly as possible) Identify where you can reduce waste on site and going off site?

As a Sustainable Construction Company, Gilbert-Ash are required by our client, your employer, to identify the waste minimisations for this project.

	Waste Minimisation		
<u>Project:</u>	<u>Sub-contractor:</u>	<u>Works package:</u>	
<u>Waste minimisation decision taken</u> How can you minimise the waste that is produced from your works package?		<u>Intended result</u> What is the intended result from this change in approach?	

The aim of this form is to develop and complete the SMARTWaste site waste management plan and ultimately reduce the waste you produce. An example of this is on the following page.

Type	Waste minimisation decision taken	By whom	Intended results		
Project nature	Gilbert Ash will work with all subcontractors to identify waste reductions on site	GA	eliminate waste from operatives, diverting waste from landfill , increasing recycling and improving attitudes	Delete	Edit
Construction methods	steel palets used to move blocks about site	PM bricklayers	reusable pallets that prevent the use of timber pallets. not only reducing the demands on timber, but the pallets can be reused on other projects	Delete	Edit
Design	AAll copings and flashings ordered to specific sizes, rather than 3m lengths	hynds	prevent off cuts of ALU	Delete	Edit
Materials	glass brought to site using reusable stillages	hynds	prevent waste of timber, allows for reuse	Delete	Edit
Materials	cut offs to be kept in pipe stillages to be returned to workshop for future jobs	national sprinkler company	reuse materials keep the site tidy	Delete	Edit
Design	pipes are prefabricated off site from construction issue drawings	national sprinkler company	prevent waste on site and the waste of natural resources	Delete	Edit
Construction methods	the use of secondary support brackets for purlins to reduce the length of uni strut used	Vaughens	prevent off cuts being generated	Delete	Edit
Materials	cables to be provided on 500mtr drums (where possible)	Vaughens	avoid off-cuts of cable and reduced the number of drums disposed of	Delete	Edit
Design	work to standard sizes / length where possible.	Vaughens / Brankins	Reduction of off cuts	Delete	Edit
Construction methods	Prefabrication of spirals of site where possible	Brankins	Reduction in off cuts on site. allowing us to recycle our waste from our factory	Delete	Edit
Construction methods	all construction of panels and integration of parts occur off site under controlled conditions	Kone	Eliminate waste on site & minimise off cuts	Delete	Edit
Materials	all packaging is recyclable	Kone	eliminate waste to landfill	Delete	Edit



Sub-contractors Waste Management Plans Returns Register

[illegible]

GA
Gilbert-Ash

As part of our site operation ALL sub-contractors have to record the production of ALL their waste. Please ensure this form is completed weekly and returned to Site Management. ENSURE that copies of ALL waste transfer notes are attached with this form. GA has a legal requirement to record all waste removed from site and to record this data in the Site Waste Management Plan for inspection by the local Environment Agency. Ensure that ALL MIXED SKIPS HAVE THEIR CONTENTS RECORDED. SMARTWaste data sheets can be obtained from Site Management.

Waste Records

[illegible]