

Base Build Services Ltd
Abbey Road
Park Royal
London NW10 7SJ



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Introduction

This document describes in detail how Base Build Services will plan, manage and deliver the construction works at the existing Sainsburys Supermarket at [York Road, Uxbridge, UB8 1QW](#) commencing in September 2021 and completing in December 2021.

Prior to preparing this document we have visited the site in order to understand the scope of works and general site logistics. The planned project period is 16 weeks.

Base Build Services Ltd have unrivalled experience working on retail construction projects nationwide in the UK Retail and Commercial Sectors.

We endeavour to adopt construction industry accepted Best Practice techniques on all of our projects in the UK.

Project Scope

The existing car park area will be used to create the new extension to the store.

The works will include:

- New concrete foundations and drainage adaptations
- Formation of ground floor concrete slab
- Erection of steel frame
- Wall and roof cladding
- Internal fit out works
- Erection of new click and collect canopy
- Alterations to the existing car park

Ahead of works commencing we will survey and record the location of any existing buried services and drainage. There are a number of service diversions within the site footprint that are planned ahead of the works on site commencing. The construction team have made contact with all of the utility providers to ensure these works are planned and co-ordinated ahead of the main works on site.

Final testing and commissioning will be undertaken and will include drainage pressure test, CCTV survey of the drainage, issue of Building Control final certificate.

The site-specific construction program will identify the detailed steps in delivering the project.

Health and Safety

The Health & Safety of our site operatives and the general public is our top priority. A Construction Phase Health and Safety Plan will be developed ahead of the works starting on site in accordance with The CDM Regulations 2015.

Further specific work method statements with specific risk assessments will be produced as the work progresses to suit the overall site progress and conditions. These specific method statements will address the individual risk, noise, COSHH and manual handling hazards necessary to comply with all current Health & Safety regulations and specific environmental risks affecting the particular element of work.

A task specific briefing on the content of all method statements and risk assessments will form part of our system of site-specific dissemination of information starting with an induction for all employees and sub-contractors that work on, or attend, the site.

Our comprehensive site induction will include details of the project and site-specific rules relating to the scheme. All operatives and visitors will be expected to attend the site induction ahead of accessing the site. During the site induction process we will assess the competence of all operatives. All operatives must have a current CITB skills card for their trade or they will not be permitted onto the project to start work. All managers will be expected to be trained to SMSTS level and hold a managers CSCS card.

Base Build Services Ltd are approved and certified to ISO 45001 Occupational Health & Safety Management System.



Welfare and Site Set up

Welfare provision will be within the existing car park area during the substructure, superstructure and fit out phases. The welfare will consist of portacabins within a hoarded access-controlled area for authorised personnel only.

Our welfare set up will be in accordance with the guidance provided by **The Construction Leadership Council Document Site Operating Procedures version 7.0 Protecting your Workforce During Coronavirus.**

Management Structure

The SSL Uxbridge Project team have been selected based upon the following criteria:

- Experience with this type of scheme;
- Technical & professional competence, ability and experience;
- Familiarity with the high standards required in the delivery of previous complex retail schemes.

Our site team will be structured as follows:

- Full time Project Manager;
- Full time Site Manager x 1;
- Full time Traffic Marshall;
- Visiting Health and Safety Advisor;
- COVID-19 cleaner

Public Engagement

Critical to the success of the project is how we are perceived by the public during the course of the works. We endeavour to minimise the amount of nuisance generated by our works at all times. This we will do by the following:

- Engagement and Communication - we will inform local effected businesses and residents using a letter drop. Key information provided will be a summary of the works and contact numbers for the project team;
- Presentation of our work - our site will always be presented impeccably with clean painted hoardings, clear and visible signage;
- Visibility of our workforce - we impose site rules on our workers to ensure that they are courteous and well presented at all times. We do not allow workers to leave the site wearing PPE and ensure a code of conduct is maintained by all stakeholders.
- Considerate Constructors. The project will be enrolled with the Considerate Constructors Scheme.

Feedback and complaints from local businesses and the general public are to be dealt with as follows:

- A single point of contact will be established, with a senior member of the project team nominated for the role. This member of the team will be selected based upon his or her skills, ability and experience in dealing with external parties;
- We will provide local businesses with a contact phone number and email address to allow them to register complaints immediately to our site team

- We will provide contact details for the general public published on our external site notice board. This will include an out of hours contact phone number;
- Complaints will be actioned without delay and feedback provided to all stakeholders involved in the scheme
- Complaints received by the project team will be reviewed internally in the weekly progress meetings and key issues monitored as the project progresses.

Managing the Environment

Prior to our works commencing we will engage the local Pollution Control Team to review our works and agree any measures to be implemented.

As a Considerate Contractor we ensure our works are not creating an environmental hazard. Examples of control measures to be used in Uxbridge are as follows:

- **Dust Mitigation Measures;** Selecting construction techniques that minimise dust and noise nuisance. For demolition we prefer to use wet saw cutting of concrete as opposed to traditional pneumatic breaking.
- We will use **wetting down with a fine spray** during demolition and groundworks phase to minimise dust pollution.
- All hand tools will be fitted with **dust collection bags**.
- Muck away vehicles will be covered to avoid **dust nuisance** in the area
- Most components for the superstructure; steel frame are prefabricated off site thus **reducing dust and noise nuisance**
- All BBS site managers are issued with a handheld **RS Pro noise meter** to measure noise levels at the boundary of the site.
- **Fuel storage** where necessary will always be bunded. Spill kits are widely available on site.
- We will ensure that there is no escape of **construction waste** into the local drainage or groundwater systems by carrying out preconstruction drainage surveys and diversions as required.
- **Noisy operations** can be isolated on site by using noise control partitions where required.
- We will erect a 2.4m timber hoarding at the site perimeter to **reduce noise levels** in the immediate vicinity of the site.
- **Excessively noisy works** such as breaking out existing concrete footings will be planned within site hours and we will use noise meters to ensure we are measuring and managing the noise hazard at the site boundary.
- **Material waste** from the site is segregated and disposed of by registered carriers;
- All **scaffolds** will be fully sheeted with mona flex to completely enclose the project;
- **Food waste** will be removed using registered waste disposal carriers;

- **Contaminated soil** from excavations will be identified following a site investigation and disposed of by registered carriers;
- An **asbestos survey** will be carried out ahead of any works commencing. No works will commence until the project has been proved clear of any asbestos by an accredited contractor.
- All plant and machinery will be fitted **catalytic convertors**.
- We will apply for a **temporary builder's electrical** supply ahead of works starting to avoid using diesel generators
- We will install **vermin control** measures from start on site.
- We will carry out daily **litter sweeps** of the immediate area around the site to avoid build up rubbish and any other detritus that may be present.
- Hard standings will be established within the site boundary to avoid contamination of the local roadways with mud from site and road sweepers will clean the carriageway if required. A **wheel wash** located at the site exit will be used to ensure excavation spoil does not contaminate the carriageway.
- All **material storage** will be located within the confines of the site boundary. The project will be managed on a "Just in time" basis to avoid unnecessary material build up on site.
- The site will be fully enclosed with a **2.4m high solid hoarding** for duration of the construction works.
- During the course of the project the site management team will deliver weekly **Environmental Toolbox talks** to the workforce reinforcing the key hazards of the project; Noise, Dust. Pollution etc
- All Base Build Services sites are **audited monthly** by an independent Health and Safety consultant to ensure full compliance with regulations. A record of the audit is sent to the Senior Management team for review and necessary follow up action.

Parking Procedures.

There will be limited allocated site parking for site operatives during the course of the project. Prior to attending site all operatives will be advised of paid parking facilities within the site vicinity. We will also encourage operatives and visitors to commute using public transport and promote car sharing. All construction plant will be restricted to movement and parking within the site boundary.

Construction Traffic Routes

The site is located within the existing car park area of the store located at Sainsburys Supermarket at [York Road, Uxbridge, UB8 1QW](#)

It is proposed that all site vehicles will enter the car park via York Rd and follow the designated routes for construction vehicles.

Within the car park vehicles will follow the established vehicle routes and enter the site gates.

There will be a trained vehicle marshals at the site gates to ensure vehicles enter and leave the site in accordance with the traffic management plan.

Clear signage will be in place to direct construction traffic into the site.

Construction vehicles will be limited to 5mph in the car park.

Construction deliveries will be scheduled to avoid busy times of the day in the local area. This is likely to be after 10am and before 4pm to avoid school and rush hour traffic congestion.

The construction programme has been developed to ensure construction activities are not overlapped putting pressure on the local traffic routes and on-site storage. We anticipate vehicle movements of up to **10nr** per day during the course of the works. The majority of deliveries will be between 10am and 4pm to avoid traffic congestion in the local area. Anticipated vehicle movements for a 19-week project of this nature are as follows;

Site set up x 1 week; delivery of site cabins, hoarding and ancillaries on 42 ft Hiab operated artic @ 2 per day arriving on site at approximately 10am. Site set up supplies delivered in transit vans from 8am. Daily skip exchanges after 10am

Demolition & site Clearance x 2 weeks; Plant deliveries on low loaders after 10am and muck away vehicles from 10am. Daily skip exchanges after 10am

Groundworks x 5 weeks; deliveries of rebar and drainage from 10am on flatbed 32-foot trailers. Concrete lorries from midday onwards.

Frame erection x 1 week arrival of mobile crane from 10am followed by 1 x 42ft artic lorry per day.

Roof and wall cladding x 3 weeks; delivery after 10am of 42 ft artic for offloading by mobile crane. Daily skip exchanges after 10am

Internal Fit out x 4 weeks; plant deliveries and drylining materials on 32 ft trailers, smaller materials using transit vans. Daily skip exchanges after 10am

External works x 2 weeks muck away lorries after 10am, with tarmac lorries for car park works at 8am. Daily skip exchanges after 10am

Decamp site x 1 week; removal of site set up by 42ft Hiab mounted trailers.

There is no provision for waiting vehicles on the site. This will be clearly communicated to all suppliers.

Working Hours

Our standard working hours for the project will be 8am – 6pm Monday to Friday and 8am – 1pm on Saturday. There may be occasion where it will be necessary to work outside of these hours, at which point we will provide notice to key parties in advance. There will be no working on Sundays or Bank Holidays.

Managing the Carriageway during excavation

There are a number of measures we will instigate to ensure that our works do not result in construction spoil on the carriageway:

- We will incorporate the use hard standings for waiting vehicles to avoid tracking over broken ground;
- We will use mobile wheel washes to ensure vehicles do not leave site with muddy tyres during the piling phase;
- We will use road cleaners should the need arise.

Pedestrian & cyclist protection

Our traffic management and logistic plan is particularly focused on the need to protect both pedestrian and cyclist movements within the vicinity of the site. This we will do as follows:

- Traffic routes will be clearly defined with clear signage and all deliveries to site managed by a banksman on the road;
- All vehicles to site will be selected to afford maximum protection to cyclists. Best Practice measures for vehicle safety will be adopted for the project;
- Pedestrian routes will be kept clear at all times and marshalled by the Traffic Management Team;

- All vehicle deliveries will be scheduled. We do not encourage unscheduled deliveries to site

Delivery Arrangements

All deliveries to the site will be in accordance with the site delivery schedule which will allocate a date and time for all arrivals on site. Vehicles will be selected to suit the site conditions and generally be self-offloading using a Hiab crane.

The internal fit out of the retail unit relies on materials from nationwide suppliers.

To manage this process, we will use our North London and Sheffield Consolidation Centres for collation of selected elements which will allow us to manage and control how materials are delivered to the site. Our 30,000sqft storage area located in Park Royal NW10 uses the latest warehousing management systems which enables us to provide just in time deliveries to sites with little or no storage. Our fleet of vehicles can be controlled by the site team to arrive exactly when requested to maximise efficiency and minimise disruption on the project.

Arrangements for turning vehicles

To avoid the need for turning vehicles we will direct vehicles to arrive on site heading to the loading area within the site boundary.

Vehicles leaving the site will be directed to follow the established routes within the car park area.

All vehicles in the service yard will be marshalled by a trained Vehicle Banksman. Vehicles will not turn outside the confines of the delivery area.

Procedures for out of hours working

Should the need arise for working outside the agreed hours we will notify in writing the relevant parties immediately. We will provide a reason for the extension of hours and a key contact from the site team will be provided.

Site Security

Security of the Site will be controlled as follows:

- Controlled access through turnstile to access and egress the site with fingerprint recognition control;
- Perimeter hoardings 2.4m high to full boundary of site.

- All site operatives will be inducted and required to sign in and out at all times.
- We will also have an out of hours security presence on the site in the evenings and at weekends.
- CCTV also operates within the car park area.

Site Contact details

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APPENDIX A: Site Layout & Traffic management plan

