

**Change of use of ground floor from vacant
office space (Class E) to create
6 new self-contained apartments at Second Floor (Class C3)
and associated amenity.**

**Site at: Capital Court,
30 Windsor Street,
Uxbridge,
UB8 1AB**

Construction Method Plan

June 2026

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1.0 INTRODUCTION

This Construction Method Plan (CMP) incorporates the Management Systems for the project works. It sets out the Management and Method statements for the site and includes policies and environmental controls required to ensure that the environmental & logistical construction impacts are minimised. It highlights key activity specific risks & details control measures. Items specifically required by the client and by the Local Authority Planning Department are to be covered in the CMP.

1.1 SITE & CONTACT INFORMATION

PROJECT:

The works comprise the conversion and reconfiguration of existing office accommodation at second floor level to create 6 self-contained residential apartments and associated amenity.

LOCATION:

Site at: Second Floor, Capital Court, 30 Windsor Street, Uxbridge, UB8 1AB

CONTACT DETAILS (Client's Agent)

Jason Watkins

t. 01633 245020

e. info@jdwarehitects.co.uk

JDW Architects

First Floor

5 gold Tops

Newport

South Wales

N20 4PG

1.2 SCOPE OF WORKS

The works are to comprise:

- The internal clearance of the relevant spaces
- The removal of lightweight partitions to allow for the reconfiguration of the spaces.
- The Internal fit out of envelope at ground floor to subdivide into 6No. residential units.
- The addition of associated amenity to comprise of refuse and recycling and upgraded cycle storage.
- The replacement of all external window units, in line with SAP assessors' specification and the introduction of blanking panels where required. Existing louvres to carpark and fenestration to be cleaned.

Proposed Construction commencement date: mid 2026

Proposed Construction completion date: early 2027

1.3 ISSUE AND REVISION

An electronic version of this document, together with all other relevant information (including scheme specific drawings jw1234-CM01-PL_07 and jw1234-CM01_PL_08 Construction Management Plan) will be held by the Client and project management team. This plan will be maintained and updated as required and will be in accordance with the implementation of the contract, local authority approvals or after any changes to regulations and/or statutory procedures.

This CMP provides a framework to manage the environmental and logistical issues associated with the Project, to ensure compliance with relevant client Environmental Policy Statements, and contractual and legal obligations. It is a bespoke plan designed to minimise impact and ensure the best service through construction.

1.4 LOCAL AUTHORITY PLANNING

The Local Authority of London Borough of Hillingdon Council has given Prior Approval for the change of use for the scope of works under application ref:

- 45455/APP/2026/1089 dated 30th April 2026

This Prior Approval includes Condition 4 requesting a site-specific Construction Method Plan be submitted with a number of key areas identified that this strategy should cover.

This CMP document together with a Construction Management Plan drawings (jw1234-CM01-PL_07 and jw1234-CM01_PL_08), addresses this as part of its scope and covers the specifics of the items highlighted by the Local Authority as well as all other aspects deemed appropriate for the site. For ease of reference the key items highlighted are detailed below, together with key relevant Sections and documents highlighted, although some aspects of the measures will be contained within the broader CMP document:

ref	Item	CMP	Other documents
a)	Space on site where vehicles of site operatives and visitors can be parked with details of how site operatives and visitors will be required to make use of the parking area provided	Refer to Sections 3.2, 3.3 & 3.4	jw1234-CM01-PL_07 & jw1234-CM01-PL_08, Construction Management Plan
b)	Location on site for storage of plant and materials used in constructing the development	Refer to sections 2.8, 3.4 & 3.5	jw1234-CM01-PL_07 & jw1234-CM01-PL_08, Construction Management Plan
c)	The erection and maintenance (including removal of any graffiti or fly posters) of security hoarding around the site	Refer to sections 2.5 & 7.12	jw1234-CM01-PL_07 & jw1234-CM01-PL_08, Construction Management Plan

d)	Identification of any footpath closures or road closures needed during construction	Refer to sections 2.1 & 3.2	jw1234-CM01-PL_07 & jw1234-CM01-PL_08, Construction Management Plan
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ref	Item	CMP	Other documents
e)	Required wheel washing facilities on site	Refer to sections 2.8, 3.6 & 7.7	jw1234-CM01-PL_07 & jw1234-CM01-PL_08, Construction Management Plan
f)	A scheme for recycling waste resulting from the construction works	Refer to sections 3.4, 3.5, 4.2 & 7.14	jw1234-CM01-PL_07 & jw1234-CM01-PL_08, Construction Management Plan
g)	Measures for controlling the use of site lighting whether required for safe working or for security purposes;	Refer to section 7.12	jw1234-CM01-PL_07 & jw1234-CM01-PL_08, Construction Management Plan
h)	Required measures to control the emission of dust, dirt and other airborne pollutants during demolition and construction;	Refer to sections 3.5, 3.6, 3.7, 4.2, 7.8 & 7.9	jw1234-CM01-PL_07 & jw1234-CM01-PL_08, Construction Management Plan
i)	Provisions to be made for the control of noise coming from the site during demolition and construction;	Refer to sections 2.3, 2.8, 4.2, 7.38 & 7.12	jw1234-CM01-PL_07 & jw1234-CM01-PL_08, Construction Management Plan
j)	Full details of pest control measures following any demolition required. Where necessary, capping of drains/sewers and baiting arrangements.	Refer to section 7.2	jw1234-CM01-PL_07 & jw1234-CM01-PL_08, Construction Management Plan
k)	The hours during which development works will occur	Refer to section 2.3	
l)	Traffic management and access arrangements	Refer to section 2.3	jw1234-CM01-PL_07 & jw1234-CM01-PL_08, Construction Management Plan
m)	Phasing of development	Refer to section 3.1.a	

1.5 RESPONSIBILITIES

The project management team is responsible for maintaining this document and ensuring it is implemented. The project management team is responsible for ensuring it complies with legal and contractual amendments and ensures that all project personnel are aware of the contents of this CMP and understand their role in fulfilling the project's obligations. They are responsible for ensuring that the Client is informed of any amendments.

2.0 SITE MANAGEMENT FRAMEWORK

2.1 SITE SET UP

The extent of the site construction zone will be as shown on drawings jw1234-CM01-PL_07 and jw1234-CM01_PL_08 Construction Management Plan and site set up will be as per the relevant details within those drawings.

The property is to be vacant at the point of handover to the Principal Contractor.

The existing main works site perimeter is contained within the envelope of Capital Court together with the associated hardstanding, parking and servicing areas contained within the site boundary. The Site is bounded principally by Windsor Street to the west, with existing pedestrian footways surrounding the site and adjoining commercial and residential properties within Uxbridge town centre. Vehicular and pedestrian access to the Site will continue to be taken via the existing access from Windsor Street.

The ownership curtilage, as outlined on the approved site location plan, encompasses the existing building together with the associated parking, servicing and circulation areas. It is proposed that the working area immediately surrounding the building, together with the construction compound and delivery areas, will be secured using temporary hoarding and Heras fencing as indicated on the Construction Management Plan drawings. This will ensure the security of the Site and the safety of members of the public whilst works are in progress. Existing public footways on Windsor Street will remain open wherever practicable throughout the construction period. Where temporary restrictions are required to facilitate specific operations, these will be of limited duration, appropriately signed and managed by trained banksmen where necessary to ensure the safe movement of pedestrians, cyclists and vehicles. No permanent closure of the public highway is proposed as part of the development, as indicated in drawings jw1234-CM01-PL_07 and jw1234-CM01_PL_08.

As the works are principally for internal configuration, the addition of some further hoarding to increase the boundary heights front and rear, can ensure that the site can become inherently secure and can readily limit unauthorised access.

In the interest of protection of the general public, when the works involve window refurbishment, or should any cleaning or repair work to the external envelope and roof level be found to be required, the site will have a fully enclosed multi-storey specialist scaffold design to relevant areas (with full protective hoarding as designed to maintain security and prevent materials, debris, tools, or personnel falling). All parts of the façade would have the scaffold within the site curtilage; any necessary licences from the Local Authority will be sought from the outset of relevant works, should this be deemed necessary. All scaffolding towers are to be fully edge-protected and debris protected from the outset, where the design requires. Given the nature of the works, it is expected that scaffolding in the public spaces will be localised to the immediate vicinity of specific work elements and of short duration.

The Construction Method Plan arrangements will be designed to ensure that any ongoing occupation in buildings and spaces adjacent to the works will be accommodated, ensuring that workers and the public remain safe throughout.

Similarly, waste management, site office and welfare facilities, storage, parking zones and circulation routes will all be set up from the outset as will environmental controls.

2.2 METHOD OF CONSTRUCTION

Method of construction for the work is internal reconfiguration and fit out with lightweight partitions and standard domestic fittings. Additionally, cycling and refuse storage facilities are to be upgraded.

Elements of the existing envelope will be repaired/ replaced or made good where this proves necessary.

2.3 HOURS OF WORKING:

Operations on site which could result in audible noise are to be restricted to the following:

08:00 to 18:00 Mondays to Fridays

09:00 to 13:00 Saturdays

No audible operations to take place on Sundays or Statutory holidays.

There will be no construction traffic on site between the hours of:

18:00 to 07:00 Monday to Friday

From 13:00 Saturday to 07:00 Monday

Deliveries onto site will be controlled and scheduled outside times of peak traffic wherever possible to minimise queuing and only take place between permitted working hours for audible activities.

A contact board is to be displayed on the main entrance, so the general public are aware who to contact if they have a complaint or comment.

2.4 SURVEY REPORTS

As the building was completed post 2000, an Asbestos Refurbishment is not required/ however, a full Demolition Survey is to be carried out and any subsequent removal required is to be conducted at the site prior to handover to the Principal Contractor. Removal is to be undertaken by a specialist licensed removal company where Asbestos containing Materials (ACM) are found.

As the internal works are reconfiguration and fit out, these will be largely non-invasive. It is therefore not anticipated that any further asbestos will be identified on site during the course of the works. However, should asbestos be identified, all works will stop, and removal is to be dealt with accordingly in full compliance of hazardous substances regulations.

2.5 SITE SECURITY

Whilst the work is undertaken the Principal Contractor is to maintain the security of the Premises. Any temporary hoarding required to secure working areas during the progress of the work is to be erected as additional measures and as noted on jw1234-CM01-PL_07 and jw1234-CM01_PL_08 Construction Management Plan.

Appropriate signage is to be displayed to meet legislative requirements and any other safety signage to assist with operating a safe site. The site perimeter and access is to be monitored and any damage, fly posters or graffiti is to be rectified as soon as reasonably practicable.

Secure site perimeters, access mechanisms and facilities are to be provided by the Principal Contractor to safeguard against trespassers, theft, and vandalism, such as a security alarm, security personnel, anti-theft devices and other security management controls as deemed necessary. Should these planned security measures prove insufficient, additional arrangements are to be implemented.

The Principal Contractor is to ensure that all site personnel and visitors sign in and out of the site at the site office, ensuring they make their presence known to Site Management before venturing onto the construction site working areas. A visitor's site office pedestrian entrance is to be set up through the existing main south-east access point to the ground floor of the building as noted, allowing direct access to the site office from on street rather than through the works. Existing Access control is to be used, allowing any visitors to be safely escorted onto the site.

The Principal Contractor's Site Management are required to check that all appropriate security arrangements are in place at the end of working shifts and during rest breaks, which includes locking site facility doors, setting alarms, securing site boundaries, and securing all doors and windows to the building and any adjacent areas used by agreement.

The Principal Contractors' Site Management are to ensure that work areas are never left unattended unless they are adequately safeguarded and cordoned-off with hoarding, secure fencing, or barriers with appropriate safety signage etc., to prevent any unauthorised access and dangers to others. Special attention should be given to the potential of visitors and children who could venture onto site.

The Principal Contractor must ensure that potentially hazardous tools, equipment, plant, and materials etc., are kept within the site confines and be isolated and secured etc., when left unattended. Ignition keys are never to be left in vehicles or mechanical plant when they are not in operation or are unattended.

2.6 SMOKING/ FIRE

It is now prohibited to allow persons to smoke in an enclosed workplace. To ensure this requirement is fully complied with and to minimise the risk of fire, the Client requires a complete smoking ban on this project's premises. The Principal Contractor must ensure arrangements are made to prevent smoking on site.

Fire exits throughout the building are to remain unobstructed at all times and mobile fire extinguishers are to be kept in all works areas readily accessible.

In the event of fire, the Principal Contractor is to ensure that all personnel comply with the regulations set out for the building / site and follow the fire escape routes to the designated muster point.

2.7 WELFARE PROVISIONS

The Principal Contractor is to establish all appropriate welfare facilities for the site which are to be offered to the site workforce and other Trade Contractors and Sub-Contractors under shared welfare arrangements.

The site office is to be located adjacent to the main south-east pedestrian access entrance into the site from Windsor Street at ground floor. Facilities are initially to be located within spaces identified as noted on jw1234-CM01-PL_07 and jw1234-CM01_PL_08 Construction Management Plan, with facilities moved to within one of the newly created flats when the welfare facilities areas themselves need to become part of the formal works areas.

_ **Site office** for use by Site Management and Trade Contractors for administration and site meeting purposes, which must be clearly signposted and marked so that it is readily visible to any visitors and delivery drivers, etc. The access to this office must be close to the main entrance to the site to prevent the need for visitors etc., to venture into hazardous construction areas;

The welfare facilities will be located within the curtilage of the site, making use of the existing facilities located close to the main stair access point, with welfare facilities being moved to a converted unit in the final conversion phase of the works to allow the remaining unit spaces to be converted.

These facilities will include:-

_ **Washing and toilet facilities** should be provided with soap, paper towels or hand dryer, toilet paper, hot and cold water supply. A separate lockable toilet with washing facilities will be made available for female personnel;

_ **A tea point/rest room** will be located within ground floor offices on the site adjacent to the toilet facilities. The tea point/ restroom will consist of sufficient utilities and facilities suitable for the amount of personnel working on site, i.e., a microwave, fridge, kettle, power point, worktops and table, flip-top bin, basic supply of cutlery and crockery, seating to accommodate the number of persons on site who may be required to use the facilities at any one time, a safety notice board and an adequate supply of wholesome drinking water.

_ **A drying room** consisting of wall hangers, seating, and heating. NOTE: It is not anticipated that a drying room will be required due to the nature of these works, however, should this become required for any reason, a drying room is to be provided as detailed above.

All welfare facilities will be adequately ventilated, illuminated and kept hygienically clean and maintained in good order. Access to site welfare facilities must be maintained in good safe order, i.e., hard-standing pathways clear access and sufficient illumination during dark hours of working.

2.8 STORAGE/ MANAGEMENT OF PLANT & MATERIALS

The Principal Contractor must ensure that potentially hazardous tools, equipment, plant, and materials etc., are kept within the site confines within a designated storage area and be isolated and secured etc., when left unattended. Ignition keys are never to be left in vehicles or mechanical plant when they are not in operation or unattended. The site benefits from a Basement Carpark Zone which is gated with access controls. Therefore, plant and materials are to be stored within this area as required before being transported up to the storeys where they are needed. Due to the nature of the works, plant requirements are anticipated to be limited to small items to assist.

In addition, it is proposed to store some materials internally at ground floor, when deliveries cannot readily be made to the restricted headroom zone of the basement. Refer also to relevant sections of the TRAVEL MANAGEMENT part of the CMP below.

Plant management/ storage

All machinery is to be regularly serviced, kept in good working order with an up-to-date maintenance log. Appropriate, competent site engineers are to be employed to operate all plant.

Plant is to be secured in designated areas and immobilised overnight to prevent vandalism. This includes any cement mixing plant and wheel washing facilities when not in use overnight. The levels of dust and mud are anticipated to be very low, due to the nature of the works, however the wheels of vehicles are to be cleaned as needed to prevent mud/ dust being spread on roads. Refer also to section 3.6 below.

Where possible, plant is to be located away from immediate occupied areas to limit noise.

Exhaust fumes are to be directed upwards not to the ground with retractable, sheeted covers to contain dust.

Vehicles are to keep to minimum speed limits to reduce the risk of dust clouds and all vehicles used by contractors are to comply with MOT emissions at all times.

Where used, the 'drop height' into hoppers/ lorries is to be minimised to reduce on site noise and vehicle engines are to be switched off when not in use.

Storage space: Providing materials, plant and works are well managed, adequate storage space should be readily available on site. Consideration of any existing weaknesses of weatherproofing and the nature of the items being stored should be made in determining areas to be used. No flammable or in any other way hazardous materials are to be stored within the building. Storage of materials in access zones is to be avoided to maintain good access and egress routes and should not be located close to accessible boundaries so as to prevent easier access to the site or adjacent properties. A Storage Plan for materials is to be developed by the Principal Contractor in conjunction with their Trade Contractors and Sub-Contractors for the management of the site during different phases of the works.

There is a designated space for plant and materials to be stored at upper basement level and internally at ground floor as identified on jw1234-CM01-PL_07 and jw1234-CM01_PL_08 Construction Management Plan.

Unnecessary amounts of materials being on site is to be avoided.

Refer to section 3.5 below for management of waste & recyclables storage

Existing storage of hazardous materials: No hazardous materials have been identified on site at this stage in the works. It is not anticipated that any hazardous materials may be present on site however, should any such materials be discovered; works are to halt on site immediately and specialist removal services are to be contacted. Procedures are to be put in place to notify existing occupiers of other commercial units should any hazardous materials be identified which may in any way pose a risk.

2.9 SLEEPING ON SITE

No Sleeping: It is essential that no one sleeps within a building under construction or refurbishment as suitable fire precautions will not be in place and in the event of a fire, the rescue services would not assume occupancy and therefore not conduct a search and rescue.

Further guidance can be found in Fire safety risk assessments-sleeping accommodation Department for Communities and Local Government 2006 (ISBN 978 18511 2817 4).

3.0 TRAFFIC MANAGEMENT FRAMEWORK

3.1 JOURNEY PLANNING/ TRAFFIC ROUTES TO SITE

Journeys to the site are to be carefully planned and scheduled. Vehicles anticipated to be regularly used in the construction are to be:

- 1) 7.5 Tonne drop side flatbed truck (selected to ensure cab <2m)- attending intermittently as necessary
- 2) H1 Ford Transit <2m Height (or other similar sized vehicles) - attending daily
- 3) Skip lorry or Specialist waste removal company van (<2m)- as required

The indicative construction programme, along with indicative construction vehicle movements is shown below in Table 3.1a:

Table 3.1a – Indicative Construction Programme			
Phase	Indicative Duration	Typical Vehicles	Indicative Vehicle Numbers
Site Setup	3 weeks	H1 Ford Transit (<2m)	daily
Clearance	1 month	H1 Ford Transit (<2m) 7.5 Tonne flatbed truck, Skip lorry/Specialist waste removal company van (<2m)	daily 2-3 per week 1-2 per week
Reconfiguration	5 months	H1 Ford Transit (<2m) 7.5 Tonne flatbed truck, Skip lorry/Specialist waste removal company van (<2m)	daily 1-2 per week 1 per week
Fit Out and Finishes	5 months	H1 Ford Transit (<2m) 7.5 Tonne flatbed truck, Skip lorry/Specialist waste removal company van (<2m)	daily 1-2 per month 1 per fortnight
refuse & cycle storage	1 months	H1 Ford Transit (<2m) 7.5 Tonne flatbed truck, Skip lorry/Specialist waste removal company van (<2m)	daily 1-2 per month 1 per month
Final site clearance	1 month	H1 Ford Transit (<2m) 7.5 Tonne flatbed truck, Skip lorry/Specialist waste removal company van (<2m)	daily 1-2 per fortnight Final clear at end of month

Should any significant deviation from the indicative schedule of vehicle types / numbers set out in Table 3.1a be required, this will be updated and agreed with the Local Authority in advance.

Construction noise is additionally controlled by restricting the hours of work. Refer to Section 2.3 above.

As the works are broadly for fit out and internal configuration or smaller component external amendments, it is not anticipated that any HGV delivery vehicles will be required. All proposed vehicles can offload within the curtilage of the site in the designated zones avoiding any need to disrupt the (albeit limited) traffic flow along Windsor Street. Refer to section 3.3 below.

3.2 PEDESTRIAN ACCESS INTO AND AROUND SITE

Pedestrians associated with the works will approach the premises from the main South-East Pedestrian Access point directly off Windsor Street. Site operatives will be encouraged to arrive via public transport or cycles with others car sharing. For pedestrians, the existing pavement routes and pedestrian zones will be available and on site additional access routes will be designated.

The site is enclosed by the existing external walls and external landscaping with existing Access Control points. This is to be bolstered with hoarding as noted. Where vehicles currently access the basement off Chapel Street, existing vehicle gates/ roller shutters and controls will be maintained to secure the boundary. Additional hoarding with gated access is to be installed to close off the public open access onto the private curtilage on Windsor Street Elevation. Pedestrian access via the vehicle entrances will not be allowed.

Dedicated pedestrian access within the curtilage to the perimeter of the site already exists. This is to be retained for site usage. Pedestrian Access along Chapel Street and Windsor Street, which falls outside of the curtilage will remain unimpeded, and pathway access along the Northern side of Cross Street (which again, falls outside of the site curtilage) will remain open to the public for the duration, ensuring that the public will be safely able to walk on these designated pedestrian routes to travel between spaces.

Direct access to the existing stairwells, entrance doors and any external access points serving Capital Court will remain secure at all times unless they are in active use for construction purposes, preventing any unauthorised or accidental access to the works areas. The construction site will be enclosed by temporary hoarding and/or Heras fencing around the designated working areas to protect the public and maintain site security throughout the construction period.

Access to the site will be taken via the existing entrance from Windsor Street, with all other non-essential access points remaining locked when not in use. Existing public footways surrounding the site will remain open wherever practicable, with pedestrian movements safely segregated from construction activities by means of suitable barriers, signage and, where necessary, banksmen. Any temporary restrictions required to facilitate deliveries or specific construction operations will be carefully managed to minimise disruption and maintain the safety of pedestrians, neighbouring occupiers and highway users.

The site perimeter is to be set up from the outset to ensure pedestrians unrelated to the works (e.g. the general public and adjacent users of the site) remain fully separate from works traffic zones, and those who are visitors attending site must register with the site office before being escorted into the works areas.

Any additional pedestrian routes deemed necessary are to be arranged and adjusted as the works progress to ensure that safe access is maintained at all times.

The Principal Contractor should plan to minimise the effect of construction works on the general public and neighbours, etc., and should therefore ensure that appropriate safeguards are in place. A Pedestrian Plan detailing control measures and safeguards will be required to be in place prior to the execution of the works and shared with all construction duty holders.

At the end of the works any amendments to boundaries, pathway closures or other pedestrian routes are to be fully reinstated to allow the site to resume normal functional access.

3.3 WORKER TRAVEL PLAN COMMITMENT/ PARKING

The site has good levels of parking and the available zones in the upper and lower basement levels, whilst of restricted height of less than 2m at site entry are of such a nature that with carefully planning works, plant and delivery vehicles will all be accepted directly onto site. All vehicles using the basement zone (private or directly associated with the works) will be limited to less than 2m height in order to pass under the basement entry Access point. Where vehicles cannot meet this restriction arrangement will be made to ensure that these can be received at the short stay external loading and offloading zone as noted on jw1234-CM01-PL_07 and jw1234-CM01_PL_08. No private vehicles taller than 2m are to be allowed on site.

Any parking off site on nearby roads will be fully discouraged, and clearly defined arrangements for both workers and visitors are to be determined from the outset to ensure that any private vehicles are appropriately parked and kept away from the works. The Principal Contractor is to show clear arrangements in the Construction Phase Planning to minimise the impact on the local roads/ public parking areas.

All visitors to site with vehicles will be required to call ahead and on arrival use Access Control to be given access into the basement parking so that they can be guided to the identified visitor parking zone and then accompanied up to the site office to register before formally entering the works zones.

There are a good level of spaces for site related vehicles, therefore site works vans which meet the <2m restriction may be parked on site, even during busy periods of construction. Parking zones will be clearly defined and site operatives personal vehicles will be allowed to be parked within the designated operative parking zones, principally to the lower basement level.

Site operatives will be encouraged to arrive via public transport wherever possible or to car share to reduce the number of potential vehicles on a given day and to support more sustainable methods of transport. Measures to encourage the use of modes of transport other than the private motor car will include advising visitors and operatives of alternative ways to travel to site.

At this time, the worker's journey origins and modes of transport cannot be determined and therefore the travel planning is focused on setting out principles and objectives to staff.

3.4 VEHICLE SITE DELIVERIES/ LOADING OFFLOADING TRAFFIC MANAGEMENT

Consideration will be required, particularly with regard to vehicle and plant manoeuvres. Arrangements for loading and unloading vehicles are envisaged necessary for this project, with the proposed key loading/ offloading zones outlined in jw1234-CM01-PL_07 and jw1234-CM01_PL_08 Construction Management Plan drawing.

The deliveries for the site will unload directly within the curtilage of the site, either within the basement area (where vehicles can meet the <2m headroom requirement) or via the short stay loading zone on Windsor Street with materials to be stored at the ground floor. Any vehicles coming to site will be advised of the access size/ height restriction and where any supplier is found to be unable to provide materials in a small enough vehicle, the Principal Contractor will either arrange for the transference of such materials into their own vehicle off site at the supplier's source, or the vehicle will be accepted to the front of the building off Windsor Street.

Scheduling of all deliveries and collections are to be fully programmed and managed. A 'just in time' delivery system is to be adopted with all standard deliveries needing to be booked in at least one week prior to the week of the delivery. This will ensure that there will be minimal material storage on site and delivery times will not clash with one another.

Drivers of vehicles delivering to site will be given a site office number to call in advance of deliveries to advise of specific arrival times. This will allow the relevant vehicle access to be cleared in a timely way by site Management in readiness to limit any disruption from manoeuvring off Chapel Street / Windsor Street into the site. The driver will be instructed to proceed to the designated point for loading or off-loading. However, in the event that any driver arrives at the access gated point in front of the basement without the gates being opened there the existing access control system can be used to communicate through to the reception area and the site office. The recess to the entrance, before the gates, allows for vehicles to await assistance off the public highway.

It is anticipated that vehicles attending site will need to manoeuvre with assistance from the Site Management to enter and leave the designated loading/ off-loading area. Site management will have appropriately trained Banksman available for all such manoeuvres.

Due to the existing access arrangements, circulation and turning capability, vehicles will exit in a forward gear directly from Windsor Street onto Cross Street.

The larger of the three passenger lifts in the main stair core (as noted on drawings jw1234-CM01-PL_07 and jw1234-CM01_PL_08 Construction Management Plan drawing,) is to be designated as a loading/ materials lift for the duration of the works, with site being made aware of the load restrictions and to package materials transport weights and sizes appropriately to ensure that

the restrictions are met. This is to be used for general loading of materials up to the upper floor areas (and lowering of waste for segregated collection).

A method statement is to be created to ensure that the design and delivery of materials/ waste up to upper levels and back down is done safely without any risk to site personnel or others.

A Lifting plan will be completed for all lifting operations involved. Lifting equipment will be of sufficient capacity, have current test and exam certificates and be inspected weekly where retained on site. Access to the area below any lifting operations will be prohibited and access to the area within the vicinity of the off load spaces will be carefully controlled during any lifting operations. Communication between any vehicle operative and banksman hand signals, ensuring there is a good line of vision. All heavy loads are to be lifted by mechanical aids to limit manual handling.

Kings Road serves a mixed area with typically no on-road parking and double red lines restrictions; however despite restrictions signage may need to be erected to discourage parking of vehicles by others in the immediate vicinity of the site area access off the adjacent Duncan Place should this become a problem.

Deliveries onto site will be controlled and scheduled outside times of peak traffic wherever possible to minimise queuing and only take place between permitted working hours for audible activities.

3.5 WASTE COLLECTIONS

Materials are to be re-used/ recycled where possible.

_Dry waste collection: Dry materials should be covered to minimise the generation of dust to the environment when being transported from the site.

_Wet waste collection and site deliveries and collection during wet conditions:

Due to the nature of the works, wet waste materials are anticipated to be very limited, however any wet materials or waste materials stored externally pending collection should be covered to minimise the generation of material to the environment when being transported from the site.

There will be a designated location for waste and recyclable material to be sited on the premises for the removal of the material from the contract. Skips are to be located externally to the rear of the site, and alternative designated location for waste and recyclable material sorting containers to be sited in the basement as per jw1234-CM01-PL_07 and jw1234-CM01_PL_08 Construction Management Plan drawing. for the removal of the material from the contract.

Containers are to be fully covered when not in use to limit any dust and waste is to be segregated on site where possible pending collection by either skip lorries or appropriately sized waste collection vans by fully licensed waste removal contractors and its removal to a licensed tip or waste station.

If asbestos or other hazardous contaminants are found, work will stop immediately, and a specialist contractor will be contacted to arrange removal. Special arrangements for the

removal of any materials containing asbestos will need to be in place should asbestos be discovered.

3.6 WHEEL WASHING FACILITIES

Whilst the nature of the works is not likely to generate much in the way of mud, wheel washing facilities shall be available on site should dust tracking from material stores or delivery areas become an issue. Each wheel washing facility is to consist of a portable high-powered pressure washer. Washer is to be secured in a nearby designated storage area overnight and any other times when not in use.

3.7 DUST SUPPRESSION

Dust suppression will be by way of damping down with water where appropriate together with screens. Should dust become a bigger issue additional methods will be employed. Refer also to section 7.8.

4.0 DISMANTLING/ CLEARANCE MANAGEMENT FRAMEWORK

4.1 PLANNING THE DISMANTLING/ CLEARANCE WORK

A Contractor with appropriate specialist training and experience will be engaged as Clearance Contractor to carry out the dismantling/clearance phase of the project. The appointed Clearance Contractor will be required to resource a sufficient Management Team to manage the clearance phase of the project in such a manner as to prevent danger, specifically including from collapse, falling of materials, falling of people, hazardous contact with existing services and contact with hazardous substances.

Details of the proposed safe demolition and dismantling practices are to be published in the Construction Phase Plan and will adhere fully with all requirements of this CMP and the Local authority approvals/ compliance requirements.

4.2 DISMANTLING/CLEARANCE WORKS CONSIDERATIONS & CONTROLS

The selected Clearance Contractor is to create a robust plan to minimise the risks associated with all dismantling/ clearance and waste removal/ movement. A method statement for dismantling work and site specific risk assessments are to be created as part of this plan together with other key relevant documents. All documentation is to be kept on file as part of the Construction Phase Plan and should be readily available for inspection.

Dismantling works planning and implementation are to be carried out by experienced specialists however may include (but are not limited to) the following activities/ advisements where relevant:

- Safe working zones are to be set up on site from the outset.
- Covered fencing to be provided to the boundaries of the site areas to reduce dust, noise, and ensure the demolitions site is kept secure.
- The location of all live services on site are to be determined and marked clearly both on the ground and on an appropriate site plan.
- Services are to be disconnected/ made safe before any demolitions works take place.
- An asbestos survey is to be carried out prior to dismantling/ clearance and any recommendations therein fully adhered to.
- Should hazardous materials be discovered on site, all works will stop immediately, and a specialist contractor will be contacted to arrange removal. Existing occupiers will be immediately informed, and all hazardous materials will be removed via a licensed contractor and disposed in accordance with applicable legislation, codes of practice and hazardous waste regulations.
- Correct PPE & RPE is to be worn as required.
- Safety procedures/ control measures are to be adhered to.
- Any clearance/ demolition works are to be supervised by a competent person.
- No demolition/ dismantling works are to be carried out next to and/ or/ above other workers.
- Noise is to be reduced as much as is practically possible.
- Safe demolition equipment, in good order, must be utilised to minimise the potential for injury on site.
- Signallers and/or banksmen are to be used when working with plant and machinery

- Buildings structures (where relevant) are typically to be 'crunched' up using hydraulic shears or similar rather than a drop hammer or other impact breakers to reduce noise.
- Light water spray is to be used on structures and buildings during demolitions/ clearing works to reduce dust levels/ dust exposure as required.
- Materials are to be re-used/ recycled where possible.
- Removing of waste is to be done by licensed contractors and to be removed to licensed tip or waste station.
- During carting out from the site, keep any dust to a minimum by dampening the surface. Removal of any contaminated soil to be via covered lorries.
- Works are not to be started before the hours of working set out in section 2.3 above.

5.0 CONSTRUCTION MANAGEMENT/ SAFETY FRAMEWORK

5.1 MANAGING THE CONSTRUCTION WORK

The client will engage a Professional Team to assist with the development of this project as required. The client will ensure that the works are sufficiently monitored for compliance with Legislation and safe systems of work by a qualified Safety Professional, Architect, Project Management Team, and the Principal Contractors Management Team.

A competent Principal Contractor will be appointed to carry out the construction phase of the project. The appointed Principal Contractor will be required to resource a sufficient Management Team to manage the construction phase of the project, details of which will be published in the Construction Phase Plan and will adhere fully with all requirements of this CMP and the Local Authority approvals/ compliance requirements.

5.2 MANAGING HEALTH & SAFETY FOR THIS PROJECT

The appointed Safety Professional & Professional Team will sufficiently manage the project to ensure that Health and Safety is maintained to standards exceeding the minimum requirements of Legislation. The works are to be sufficiently monitored for compliance with Legislation and safe systems of work by a qualified Safety Professional, Architect, Project Management Team, and the Principal Contractors Management Team.

The Principal Contractor will be required to engage their own Safety Professionals to meet their own Legal duties and responsibilities for this project.

Any Trade or Sub-Contractor engaged on this project, either directly by The Client or by the Principal Contractor is required to nominate a member of their on-site workforce who has appropriate experience in their line of work and related Health & Safety matters, as their Safety Representative.

5.3 SAFETY GOALS

The project management team safety goals for this project are to complete the works efficiently without accidents or incidents that could cause injury or ill health to persons, damage to the property or the environment.

5.4 WORKING AT HEIGHT

Although the works are largely internal, other than some potential fenestration works, repairs and cleaning, the Principal Contractor will plan to minimise the need to work at height wherever possible on this project. Any scaffold zones are to have full compliant edge protection to fully prevent falling of both people and debris. Where limiting work at height or providing platforms and robust edge protection is not viable, safe access equipment, in good order, will be utilised to aid access and minimise the potential for someone or materials, etc., to fall. A Working at Height Plan will be required to be in place prior to the execution of the works.

Weather conditions may need to be assessed on a regular basis, particularly with the work likely to encompass winter months. Adverse weather of rain, snow, ice, and strong winds will need to be considered as the risk of slips and falls will be increased and work may need to be delayed. Gritting of access ways may assist with keeping routes clear so that work can begin sooner when conditions allow.

6.0 ENVIRONMENTAL MANAGEMENT FRAMEWORK

6.1 EMPLOYER'S ENVIRONMENTAL POLICY

The project shall ensure that policies and their requirements are made known to all relevant personnel. This will be undertaken through a number of methods including site inductions, method statements and risk assessment briefings and toolbox talks.

6.2 ENVIRONMENTAL RISK ASSESSMENT

An Environmental Risk Assessment identifying significant Aspects and Impacts identified for the construction phase will be produced and will form part of the project risk register which will be reviewed and revised as required. Any new environmental aspects and their impacts will be updated accordingly.

The document considers the various likely environmental impacts from activities being carried out on the project through both normal construction activities and emergency incidents or accidents.

6.3 LEGISLATION, REGULATION AND OTHER REQUIREMENTS

The Project will comply with all relevant legislation, regulations, and Client Standards and additionally, obtain and comply with all necessary consents to ensure legal construction works.

The project management team is responsible for ensuring that the project complies with all applicable environmental legislation, regulations, and other requirements. The project specific procedures will also provide guidance to activity specific legislation. Other requirements and regulations from Local Authorities, Highways Agencies or other Statutory Bodies will be reviewed by the project management team and applied where applicable. All work carried out on the project will be conducted with due diligence to client Standards, obligations, and best practice.

6.4 ENVIRONMENTAL OBJECTIVES AND TARGETS

Project specific Objectives and Targets are to be formulated. These reflect the issues and requirements of the project, together with the client and other relevant targets. Objectives and Targets are to be communicated through a variety of media on a regular basis, this includes, though is not limited to, Project Review Meetings and regular reporting and discussion.

6.5 TRAINING, AWARENESS AND COMPETENCE

All personnel, whose work may cause a significant impact on the environment, will receive relevant environmental training.

The project management team will document the training provided and will maintain records of the quantity and type of training received so that progress against training targets can be measured.

6.6 INTERNAL COMMUNICATION

Communication of environmental issues within the Project will be maintained through combined project review meetings. It is recognised that benefits can be gained from close co-operation with the project management team, and other contractors in achieving best practice. Access shall be given to the client Representatives for carrying out audits and/or site inspections to monitor compliance with this CMP. The project management team will ensure that meetings and discussions are carried out in a spirit of openness and co-operation to determine lessons learnt from any incident and, wherever practicable, to take action to mitigate similar risks.

6.7 EXTERNAL COMMUNICATION

The project management team will agree with the Client a process for external communication. The agreed process will be documented either in a Community Liaison Procedure or this CMP. The project consultation and liaison arrangements will be maintained throughout the Contract period and will include but not be limited to:

- Consultation with the relevant statutory bodies (e.g. Local Authority, Environment Agency, Natural England) in conjunction with the Client
- Presentations to adjacent occupiers' representatives and any other interested parties regarding the future programme of works, (if this becomes required)

The project management team will, in partnership with the client, consult with third parties where it is considered the works will cause any impact or where access or storage may be required. In addition, third parties may be contacted in order to gain permission to carry out certain protected species surveys that may be required. These are likely to be immediate neighbours to the worksites.

6.8 RECORDS

This document is the principal operating document for environmental management of the Project. The CMP defines policies and arrangements for the main environmental issues. The other documents: environmental code schedules, work package plans and records will all be developed from the CMP and together form the Environmental Management System for the Project.

6.9 MANAGEMENT REVIEW

The project management team will undertake a review of the project and include the following for input into the management reviews:

- Results of internal audits and evaluations of compliance with legal and other requirements
- Communication(s) from external interested parties, including complaints
- The extent to which objectives and targets have been met
- KPI data
- Status of corrective actions
- Follow-up actions from previous management reviews

- Changing circumstances, including developments in legal and other requirements related to the environmental aspects
- Recommendations for improvement

7.0 SITE SPECIFIC ENVIRONMENTAL CONTROLS

7.1 EMISSIONS, MONITORING AND MEASUREMENT

The project recognises that a distinction needs to be made between the different types of monitoring.

For the purposes of this Project, a clear distinction has been made between active and reactive monitoring as follows:

Active Reactive Site Management Incident reporting, Boundary and watercourse inspection, Complaint recording and investigation, HSE Inspection, Dust Environmental Duty Holders Site Inspection, Noise and vibration monitoring, Senior Managers Tours (Water sampling where necessary,) Internal audits, Emissions.

The emissions that the project produces will form a significant proportion of the potential for environmental impact during the works.

The following describes the type and level of these emissions from the site. Monitoring regimes and control measures are also detailed:

- Emissions Potential Receptor Monitoring and control measures
- Level of emissions Oil / fuel Land & Water Monitor - the amount coming onto site to ensure it is kept to a minimum.
- Materials to be stored in line with the oil storage regulations.
- Low Paints Land & Water based paints to be used and when not in use stored in a locked container.
- Low Other chemicals Land & Water Control of Substances Hazardous to Health (COSHH) assessment to be undertaken for all chemicals and control measures applied.
- Specific monitoring regimes to be implemented as required
- Water/ Air/ Access to be put in place early and site strip to be kept to a minimum.
- Damping down to take place as appropriate.
- Dust to be monitored as required.
- Low Wheel born mud and soils Roads
- Road condition to be monitored on ongoing basis by site management.
- Tarmac / concrete haul roads to be put in place early.
- Wheel wash to be used.
- Road brush to be used as required.
- Concrete wash water Land & Water Designated area to be established for the washing out of concrete Low Plant & vehicles Air Maintenance regime in place and monitored for all plant and vehicles.
- All to be turned off when not in use

7.2 VERMIN AND PEST CONTROL

Prior to any work commencing all sewers are to be located by tracing manhole covers and confirming sewer runs. Adequate ventilation to be provided for works in close proximity to sewers in compliance with Health and Safety requirements. Contractor to stopper off the sewer at the upstream manhole (subject to formal authorisation where required) and then loosen stopper once a new connection is made until pressure is reduced enough to remove safely. Where the limited demolition on the site, results in the use of a foul water or other drainage pipes being terminated (temporarily or pending other connection or permanently), this is to be immediately

capped off in line with best practice and all statutory regulatory and risk assessed safety procedures, to prevent any opportunity for rodents to enter the premises.

Welfare facilities will be provided by the project and can be a source of unwanted pests if not properly managed. These facilities will be located within the sealed office zones (rather than basement level), cleaned daily and maintained in a good condition. It is expected that the users behave properly towards the facilities provided. Anyone found to be abusing welfare facilities will be dismissed from the site. Designated toilets will be located on the site. Anyone found urinating or defecating elsewhere will be dismissed from the site immediately. All food and drink is to be consumed within the allocated areas or else off the construction site. Consumption of food outside of welfare facilities encourages the spread of vermin causing further potential occupational health risks, e.g. leptospirosis (Weil's disease). All food and drink will be disposed of in a lidded container and emptied on a weekly basis.

With these good housekeeping controls in place, it is not expected that there will be a rodent problem. However, this will be monitored as the works progress. If required, additional rodent control measures will be put in place, such as baiting.

7.3 PREVENTION, CONTAINMENT AND CLEANING UP SPILLAGES

- All oils and fuels will be stored in compliance with the Control of Pollution (Oil Storage) Regulations 2001.
- Where required, fuel shall be stored in dedicated bunded, impervious storage areas, away from drains and watercourses.
- Any Drums over two hundred litres shall be stored on drip trays capable of holding 25% of the drum's maximum capacity.
- Where required, fuel tanks shall be stored within a bund capable of holding 110% of their capacity. All pipes and gauges shall be within the wall of the bund.
- Where required, bowsters shall be double skinned and shall be stored in a bund capable of holding 110% of the volume of the bowster.
- Small mobile plant shall be placed on drip trays.
- Spill kits will be available at various points around the site and located next to any bowsters and drums. Consideration will be given to any required surface coatings which contain bitumen or related materials as being delivered in a hot and ready to lay format. This will avoid the bituminous materials being heated on site.
- Solids Spillages of dry and dusty materials will be avoided by good housekeeping methods including storing under cover and on hard standing.
- Skips will be covered where there is a risk of material becoming airborne.
- Wheels of site vehicles will be cleaned before they leave site. This will be supplemented by a road brush to clean roads as required; this will prevent tracking of dust and debris onto surrounding routes
- Spill kits will be available at various points around the site and located next to bowsters and drums.

Should a spill occur, the following will be implemented:

- Work will be stopped immediately
- All possible ignitions will be extinguished if the spilt material is flammable
- The spill will be contained using spill kits
- The source will be identified and sealed as practical
- Granules / pads will be used to mop up as much spill as possible

- The granular material and pads and any containment items will be treated as hazardous waste and disposed of accordingly

7.4 FIRE CONTROL

The project will ensure that operations are carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 "Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation". This will be based on the requirements set out in the "Code of Practice on Fire Prevention on Construction Sites."

An initial fire risk assessment of each area will be undertaken and updated as the risks change. In addition, inspections of all areas will be carried out and the findings recorded on inspection reports. All areas will be kept clean and tidy and stored materials will be properly coordinated and controlled.

During construction works the buildings will be kept free from the build-up of combustible materials. Pedestrian routes through the building will be kept clear of stored materials. Offending contractors will be issued with Clean up and obstruction notices.

The site will be required to operate a 'just in time' delivery system with all deliveries needing to be booked in one week prior to the week of the delivery. These will ensure that there will be minimal storage on site.

Fire Station Points will be located throughout the site at key strategic positions. Each Fire Station will consist of:

- Water extinguisher
- Powder extinguisher
- You Are Here plan
- Alarm sounder / Rotary bell

As some of the commercial areas are to remain occupied, the Principal Contractor is to initiate full liaison with all relevant occupiers prior to works starting on to ensure that in the event of a Fire in either the works area or the commercial units all parties have a protocol in place to ensure that everyone within the property curtilage remains safe and receives early warning. Principal contractor is to ensure that these protocols are clear and all contact information for commercial units is fully up to date.

Temporary Howler type alarms should be placed around the site, as assessed necessary to sufficiently cover all areas at different stages of the works, to ensure that all areas are forewarned of potential issues elsewhere on the site.

Periodic toolbox talks will be issued to contractor's managers in order that their personnel are aware of the evacuation procedure. Signed acceptances of these briefings will be returned to the project.

In the case of a fire being attended by the Fire service, significant volumes of water, foam and burnt matter may be washed onto the ground.

7.5 TREATMENT OF EFFLUENTS

Any connections or discharges to drains and/or controlled waters will not be undertaken without approval and, where required, the necessary consent being issued. In order to protect drainage systems, they will be drawn up on a Proposed Site Plan produced by a drainage specialist showing the nature and course of the drainage on site. Measures will also be taken to prevent silting of such waters and pollution spill kits made available on site in case of emergency or accidental spillage. Discharges will only be made to drains and sewers with appropriate consents providers and regulators.

7.6 NUISANCE TO NEIGHBOURS AND POLLUTION TO THE LOCAL ENVIRONMENT

The Principal Contractor will be required to manage the site in accordance with the guidelines for the Considerate Constructor Scheme. The Environmental Risk Assessment will highlight the potential environment impacts and how they will be effectively mitigated. All complaints will be forwarded to the project management team to address. Any complaints will be entered on a register and once these have been investigated and addressed, the details, dates and actions will be recorded.

7.7 TRAFFIC AND TRANSPORTATION

Traffic both on and off site will be managed in order to minimise the impact to site operations and the local community. Traffic Management Planning will include:

- Switching off vehicle engines when not required
- Parking provided on site
- Use of a form of wheel washing processes as appropriate
- Preparation of access routes
- Preparation and damping down of hard-standing
- Scheduling of deliveries
- Site speed limits on access areas
- Removing mud from public roads carried on by construction vehicles

Works should avoid tracking / spillage of mud; soil etc by construction vehicles onto public roads. Where this does occur, measures are to be taken to clear up excessive spillage/tracking.

7.8 DUST, NOISE AND ODOURS

There is the potential for fugitive dust emissions to arise during the dismantling and construction phases.

With appropriate dust control procedures, this will ensure that works dust does not pose a nuisance threat to nearby residential and commercial properties. Construction dust may be generated as a consequence of dismantling works and if the weather is dry during the construction period, then dust may be generated by the movement of vehicles on the site, remediation works, site clearance, cut and fill operations and any landscaping works.

The potential for unacceptable impacts resulting from the deposition of construction dust is primarily dependent on the duration of exposure (i.e. construction duration) and separation distance from the source to receptor.

Principles of the industry best practice will ensure that the potential for fugitive dust emissions is minimised and is not a cause for nuisance complaints from neighbouring properties. To prevent unacceptable impact from dust re-suspended by construction vehicles, mitigation measures could be employed if necessary (on the road network, for example). These would be selected with regard to best practice guidance, and may include as appropriate:

- damping down dusty surfaces;
- controlling the speed of mobile plant crossing un-surfaced areas;
- mechanical road sweeper on public road;
- covering HGVs/ flat-bed trucks carrying dusty materials.

The residual impact at the nearest residential properties is expected to be negligible.

Should any activity associated with the construction phase cause or appear likely to cause visible dust to be carried towards any sensitive boundary, particularly any nearby residential properties, the activity giving rise to the emissions will be modified or suspended until the conditions giving rise to the emissions have been resolved.

Similar procedures already apply to windblown litter that may arise on site. These practices are already undertaken at the site and there have been no dust complaints from existing site usage. The following specific mitigation measures may be appropriate for the control of fugitive dust emissions during the construction.

- In order to prevent dust nuisance to adjoining premises during dry weather, there should be adequate screening and damping down during any demolition works, dismantling, clearance works and other site preparations;
- Haulage routes to and from the development site should be watered as necessary to minimise dust nuisance, and should be stabilised/compacted to reduce off-site transfer of soil and other materials;
- Paved roads near to exits should be kept clean and vehicles transporting dusty materials onto, and off site should be covered;
- All vehicles leaving the site should be inspected and cleaned as necessary, and suitable wheel wash equipment should be provided at site entrances and exits;
- Storage locations for potentially dusty materials must be located away from the site boundary;
- As far as possible, site vehicles should have vertically mounted exhausts to avoid re-entrainment of surface dust;
- All site traffic should keep to designated haul routes to reduce the break down and subsequent entrainment of fine material into the atmosphere.

Accordingly, fugitive dust emissions during the construction phase are expected to be minimal.

Temporary boundary hoarding fences will be used instead of Heras fencing. These, assist in noise attenuation, and ensure public safety (including uninvited intruder entrance to the site). Where works are likely to cause noise and vibration nuisance, other measures will be implemented, however given the location of the site and the nature of the internal works being limited to light wall demolition and reconfiguration this is deemed to be unlikely to be needed.

7.9 AIR POLLUTION

Air pollution, arising from odour, fumes, and smoke, may arise from the following activities:

- Use of heavy plant and machinery
- Road vehicles, particularly HGVs Pollution to air will be managed in order to reduce impacts to a minimum, and to eliminate where practicable.

Management will be achieved through:

- No fires permitted on site
- All fuels, oils, and other Volatile Organic Compounds (VOC's) will be stored in secure, sealed, labelled containers
- Consideration will be made to using prefabricated materials where possible so that localised air pollution is minimised
- Vehicles and plant will be switched off when not in use
- Ensure vehicles and plant are not overloaded to prevent labouring
- Modern, well-maintained plant and equipment is used
- Mains electricity supply will be used in preference to generators where practicable

All work will be carried out in accordance with relevant Legislation and statutorily issued guidance.

7.10 ARCHAEOLOGY AND BUILT HERITAGE

Prior documents for the site make no reference to any known Archaeology. However, if in the unlikely event that any archaeological remains are found during the course of the works, the project management team shall cease works and contact the County Local Archaeologist as soon as practicable to ascertain how work will continue.

7.11 ECOLOGY

No known protected species, sites or invasive or injurious species have been identified as being affected by the works.

Works traffic and works activities will be confined to the site and therefore kept well away from green spaces to be protected.

Any disturbance or unexpected discovery of protected or invasive species will be reported in line with the relevant procedures.

7.12 LANDSCAPE AND VISUAL/ LIGHTING

The Project will take measures to control the visual impact of the works, where reasonably practicable. However given the location of the site and the existing arrangements it is envisaged that there will be more limited material impact on visual during the construction works other than the potential for covered scaffolding where needed which is to be kept neat and hoarding to the front and rear to ensure that the site is kept secure.

Due to the internal nature of the works and the internal nature of the vehicle and material storage principally in the basement levels, it is projected that the existing lighting will allow the works to progress. It is also not anticipated that security lighting other than that which is already existing on site is likely to be needed as the building envelope and access is already tightly controlled by existing systems, wall and gates. Nevertheless, where lighting is deemed to be needed overnight for security purposes, this will be low level lighting, directed away from sensitive areas.

- In sensitive areas, temporary boundary hoarding fences will be used instead of Heras fencing. These reduce visual intrusion, assist in noise attenuation, and ensure public safety (including uninvited intruder entrance to the site).
- Site information and contact details will be displayed in compliance with the project management teams guidance, any damage, fly posters or graffiti will be rectified as soon as reasonably practicable.
- The boundary fence will be maintained to an acceptable standard.

Where reasonably practicable, temporary structures will be positioned to reduce the impact to the local areas or will be finished in a manner in keeping with the surrounding area to minimise impact.

The project management team will endeavour to prevent significant environmental impacts beyond the boundaries of the work sites. All reasonably practicable measures to control the visual impact of the works and to preserve and reinstate any damage to landscape will be taken, including:

- Considerate positioning of new structures
- Selection of most appropriate materials and sympathetic construction practices
- Avoidance of unnecessary tree and vegetation removal
- Additional planting and landscaping
- Good housekeeping arrangements, keeping all sites in a tidy manner and prevent release of litter and mud accumulation on public roads
- Use of hoardings or seeded bunding where appropriate
- Restrictions on lighting to prevent intrusion
- On site temporary parking

On completion, all construction materials will be removed, and the site left in a tidy manner, to the satisfaction of the Client and in accordance with any Local Authority imposed requirements.

7.13 FLOOD RISK AND DRAINAGE

The Environment Agency Flood Map for Planning confirms that Capital Court, Windsor Street, Uxbridge (UB8 1AB) is located entirely within Flood Zone 1, defined as land with a low probability of flooding from rivers and the sea. The site occupies a previously developed urban plot within Uxbridge town centre, bounded principally by Windsor Street to the west, with High Street, Oxford Road (A4020) and Rockingham Road located in the immediate vicinity. The proposed development comprises the conversion of the existing office building to residential use, with no significant increase in the building footprint or alteration to the site's drainage characteristics. Consequently, the works are not expected to increase flood risk either within the site or elsewhere.

Construction activities will be undertaken in a manner that maintains the operation of the existing surface water drainage network at all times. Existing gullies and drainage inlets serving

Windsor Street and the surrounding hardstanding areas will be kept free from obstruction through regular inspection and housekeeping. Construction materials, waste and loose debris will be stored appropriately to prevent migration into the drainage system, whilst silt control measures will be implemented where necessary to avoid contamination of surface water infrastructure.

The proposed works are predominantly internal, with only limited external alterations. No significant excavation works, changes to finished ground levels or alterations to the existing drainage strategy are proposed. Existing finished floor levels will be retained, and the development will not create additional impermeable surfacing that could adversely affect surface water runoff.

Although the site is situated within Flood Zone 1, the Principal Contractor will monitor weather forecasts throughout the construction programme, particularly during periods of prolonged or intense rainfall. Temporary materials, plant and equipment will be stored securely, and pedestrian and vehicle access from Windsor Street will be maintained wherever practicable. Should localised surface water ponding occur on surrounding highways or within the site, construction activities will be reviewed, affected areas made safe, and operations adjusted until safe working conditions are restored.

Given the site's location within Flood Zone 1, the nature of the proposed office-to-residential conversion, and the absence of significant groundworks or changes to the site's drainage regime, no site-specific flood mitigation measures are considered necessary beyond the implementation of standard construction best practice, effective site management and good housekeeping procedures throughout the construction period.

In the event of a flood, the lower section basement is anticipated to be the area affected and would not be in any way habitable. Any water ingress to this area would be spotted early due to the comings and goings of staff, and vehicles parked there could be moved away in a timely way. During construction works there are therefore anticipated to be no likely material impacts and therefore no mitigation measures are deemed necessary, beyond vigilance and communication in the event of a flood event.

7.14 WASTE

The project management team will ensure that waste registers are kept up to date and ensure these include any changes to methods of handling waste and ensure original and amendments to destination recycling or landfill sites are legal and audited. Copies of waste transfer notes shall be collated for the duration of the works and shall be stored within the Site Waste Management Plan, at a suitable location, for the statutory required period. All waste will be handled and disposed of in line with current "Duty of Care" Regulations.

It is the responsibility of all persons on site to dispose of waste in the correct receptacles and to report any waste being stored incorrectly or escaping from the site area.

It is the project management teams' policy to minimise the amount of waste generated and sent to landfill. Waste elimination (through design) and minimisation shall be an integral part of the process.