Conversion and internal reconfiguration of existing Ground, first and second floor office accommodation to create 51No self-contained apartments:

4 Waterside House
Cowley Business Park,
High Street,
Cowley,
Uxbridge,
UB8 2AD

Demolition and Construction Management Plan

February 2023

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1.0 INTRODUCTION

This Demolition & Construction Management 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 Ground, first and second floor level in the existing Otter House to create 51No self-contained residential apartments and associated amenity.

The site benefits from existing planning Development permission for 51No residential units to be created within the existing building at Ground, first, and second floors under the Granting of Approval reference 53180/APP/2021/1325

LOCATION:

4 Waterside House,
Cowley Business Park,
High Street,
Cowley,
Uxbridge,
UB8 2AD.

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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 to subdivide into 51No residential units at 1No Commercial unit at 4 Waterside House, Cowley Business Park, High Street, Cowley, Uxbridge, UB8 2AD.

The reconfiguration and upgrade of external landscaping areas and car parking allocations is also proposed as well as the creation of additional cycle storage and refuse and recycling to create associated amenity.

Proposed Construction commencement date: TBC
Proposed Construction completion date: TBC

1.3 ISSUE AND REVISION

An electronic version of this document, together with all other relevant information (including scheme specific drawings jw1147-C-01 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 The London Borough of Hillingdon has granted Approval for the scope of works under application ref 53180/APP/2021/1325

Condition 8 of the above Approval requested that a Construction Management Plan be submitted to the Local Planning authority for consideration and outlines key areas that this plan should cover.

This CMP plan addresses this condition as part of its scope & 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 items within the condition 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:

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 drawing jw1147-C-01 Construction Management Plan.

The site perimeter sits between Cowley Business Park (road), Otter House - 5 Cowley Business Park, Blake House – 3 Cowley Business Park and Grand Union Canal. Waterside House sits within the site boundary with the main carpark area to the rear and side of the building. The site is inherently secure and can readily limit unauthorised access.

The construction management plan will be fully mindful of the neighbouring buildings. Fire exits will be kept unobstructed at all times. Similarly arrangements will be designed to ensure that any works taking place in adjacent buildings as well as any other adjacent occupiers will be accommodated, ensuring that workers and the public remain safe throughout.

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 such as wheel washing.

2.2 METHOD OF CONSTRUCTION

Method of construction for the work is internal reconfiguration and fit out with lightweight partitions and standard domestic fittings.

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
08:00 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 08:00 Monday to Friday
From 13:00 Saturday to 08.00 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 site perimeter, so the general public are aware who to contact if they have a complaint or comment.

2.4 SURVEY REPORTS

A full statutory Asbestos risk assessment and any subsequent removal required is to be conducted at the site prior to handover to the main contractor and be undertaken by a licensed removal company.

As the 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.

Appropriate signage is to be displayed to meet legislative requirements and any other safety signage to assist with operating a safe site.

Secure site 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 Site office is to be created at ground floor along the east side of the building.

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 may 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 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. This includes protecting the Fire Exits for the Public House to ensure that all rear exits are accessible when the area is open to the Public.

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.

Site working areas are to remain securely closed off when not in specific use to prevent unnecessary dust travel or unauthorised site access by occupiers of the building.

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 welfare facilities will be located within the ground floor, near the site office. Facilities are to be as noted on jw1147-C-01 Construction Management Plan.

These facilities will include:-

_ **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;

_ **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.

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.

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 a designated area and immobilised overnight to prevent vandalism. This includes cement mixing plant and wheel washing facilities when not in use overnight. The wheels of vehicles are to be cleaned as needed to prevent mud/ dust being spread on roads. Refer also the section 3.6 below.

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

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

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 in the building. Storage of material in the access zone should be avoided to maintain good access and egress routes and should not be located close to the 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.

Unnecessary amounts of materials being on site should be avoided.

Refer to section 3.5 below for management of waste & recyclables storage and drawing jw1147-C-01 Construction Management Plan for the location of material and plant 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.

In limited circumstances, purpose built sleeping accommodation may be provided on site with adequate separation distances from the works. These will require a specific fire risk assessment to identify the fire precautions that will be required. Purpose built sleeping accommodation should include a flushing toilet, a sink and shower both with hot and cold (or warm) running water. There should be a nearby separate area where meals can be prepared & eaten including a means to boil water.

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 dropside flatbed truck - attending intermittently as necessary
2) L2 Wheelbase Ford Transit (or other similar sized vehicles) - attending daily
3) Skip lorries – 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	8 weeks	L2 Wheelbase Ford Transit	daily
Clearance	12 weeks	L2 Wheelbase Ford Transit 7.5 Tonne flatbed truck, Skip Lorries	daily 4-5 per week 1-2 per week
Reconfiguration	12 months	L2 Wheelbase Ford Transit 7.5 Tonne flatbed truck, Skip Lorries	daily 4-5 per week 1 per week
Fit Out and Finishes	8 months	L2 Wheelbase Ford Transit 7.5 Tonne flatbed truck,	daily 3-4 per month

		Skip Lorries	1 per fortnight
Final site clearance	2 month	L2 Wheelbase Ford Transit 7.5 Tonne flatbed truck, Skip Lorries	daily 2-3 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 in advance.

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

As the works are for fit out and internal configuration, is not anticipated that any larger delivery vehicles will be required. All proposed vehicles can offload within the curtilage of the sites in designated zones avoiding any need to disrupt the traffic flow along Cowley Business Park (Road). Within the site vicinity, vehicle loading and offloading zones are to be clearly delineated and will utilise existing hard standing and vehicle circulation areas off Cowley Business Park within the carparking areas and yard zones.

3.2 PEDESTRIAN ACCESS INTO SITE

Pedestrians approach the premises from Cowley Business Park (Road). It is anticipated that the majority of individuals will arrive to the site by vehicle and park up before entering the specific works area. Should individuals arrive on foot, the existing pavement routes will be available and on site additional access routes will be designated.

The site will be fully enclosed by Security Hoardings with Vehicles access and Pedestrian Access points to be clearly highlighted. Dedicated pedestrian access within the site perimeter already exist with the main access into the existing stare core and new dedicated pedestrian routes are to be maintained as noted on drawing jw1147-C-01 Construction Management Plan to ensure pedestrians remain fully separate from works traffic zones wherever possible. Works along any routes are to have a designated alternate safe access during periods when they are inaccessible for safety reasons.

Pedestrian routes are to be arranged and adjusted as required as the works progress to ensure that this 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 is required to be in place prior to the execution of the works.

When façade works are not taking place at ground floor level, the scaffold design and security measures over are to allow pedestrians to safely pass along the pavement below the works areas along Burrell Row.

At the end of the works any amendments to boundaries or routes are to be reinstated to allow the site to resume normal functional access.

3.3 WORKER TRAVEL PLAN COMMITMENT

The site has good levels of parking and curtilage therefore works plant & delivery vehicles will be accepted directly onto 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 vehicles and personnel are kept away from the works. The Principal Contactor is to show clear arrangements in the Construction Phase Planning to minimise the impact on the local roads/ public parking area.

All visitors and site personnel's private vehicles will be parked on site at the ground floor. Visitors/ site workers will be directed to park in the designated areas allocated as outlined on jw1147-C-01 Construction Management Plan.

Measures to encourage the use of modes of transport other than the private motor car will include promoting car sharing and advising visitors 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 MANAGMENT

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 arrangement outlined in jw1147-C-01 Construction Management Plan drawing.

All deliveries will unload directly within the site area. It is very unlikely that these vehicle deliveries cannot take place within the curtilage of the site, however should it become necessary, the Principal Contractor is to make provisions for Local Authority Licences and the utilisation of agreed and approved traffic and pedestrian control measures.

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 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 gates to the site to be opened in a timely way by site Management in readiness to limit any disruption from manoeuvring off Cowley Business Park (road) onto site. The driver will be instructed to proceed to the designated point for loading or off-loading.

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

It is anticipated that all vehicle deliveries and collections will take place within the designated areas away from public areas.

A lifting zone consisting of appropriate scaffold tower and associated hoist is to be provided for general loading of materials up to the upper floor areas (and lowering of waste) as noted on drawing jw1147-C-01 Construction Management Plan where this is deemed to be necessary. A method statement will be created to ensure that the design and delivery of materials/ waste up to the 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 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 hi-ab 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.

Cowley Business Park (road) serves a commercial area with typically no on-road parking, however signage may need to be erected to discourage parking of vehicles by others in the immediate vicinity of the site area 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 materials will be limited, however any wet materials should be covered to minimise the generation of material to the environment when being transported from the site.

There is a designated location for waste and recyclable material skips to be sited as per jw1147-C-01 Construction Management Plan for the removal of the material from the contract. Skips are to be fully covered when not in use and all waste collection areas are to be under cover as noted with waste segregated on site where possible pending collection by licensed 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 yard material store or delivery areas become an issue. The facilities are to consist of a portable high-powered pressure washer. Washer is to be secured in the 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 DEMOLITION / CLEARANCE MANAGEMENT FRAMEWORK

4.1 PLANNING THE DEMOLITION/ CLEARANCE WORK

A Contractor with appropriate specialist training and experience will be engaged as Clearance Contractor to carry out the demolition/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 DEMOLITION/ CLEARANCE WORKS CONSIDERATIONS & CONTROLS

The selected Clearance Contractor is to create a robust plan to minimise the risks associated with all demolition/ 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.

Demolition works planning and implementation are to be carried out by experienced specialists however should include the following activities/ advisements:

- 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 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 repairs, the Principal Contractor will plan to minimise the need to work at height wherever possible on this project. Where this 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 register 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 occupier's 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

Welfare facilities will be provided by the project. These will be 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. 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.

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, bowsers shall be double skinned and shall be stored in a bund capable of holding 110% of the volume of the bowser.
- 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 bowsers 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 bitumous 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 bowsers 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 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

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 the Site Plan 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 register the site to the Considerate Constructor Scheme and manage it in accordance with their guidelines. 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 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. Where works are likely to cause noise and vibration nuisance, other measures will be implemented, however given the location of the site 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 reports and assessments 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 of 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

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 little material impact on visual during the construction works. Where lighting is needed overnight for security purposes, this will be low level lighting, directed away from sensitive areas.

- In sensitive areas, temporary boundary 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 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/ government flood map for planning indicates that the Site is located in Flood Zone 1, an area described as “low probability” of flooding. It is not anticipated that the works will increase flooding from surface water run-off from the development.

During construction works there are therefore anticipated to be no impacts and therefore no mitigation measures are deemed necessary.

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 wastes 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.