



REDEVELOPMENT
of BARTON BUILDINGS
ARUNDEL ROAD
UXBRIDGE INDUSTRIAL
ESTATE
UB8 2SN

**Construction Environmental
Management Plan**

CONTENTS

- 1.0 Introduction**
- 2.0 Applicable Codes, Standards and Acts of Parliament**
- 3.0 Traffic, Transport, Roads, Footpaths and Hoardings**
- 4.0 Protection of the Water Environment**
- 5.0 Noise and Vibration**
- 6.0 Dust and Air Quality**
- 7.0 Disposal of Waste and Contaminated Materials**
- 8.0 Construction Site and Activity**
- 9.0 Safety**
- Appendix 1 – Site Logistics Plan**
- Appendix 2 – Construction Programme**

1.0 Introduction

1.1 General

This Construction Environmental Management Plan (CEMP) sets out principal standards and procedures for managing the environmental impact of the construction activities relevant to the proposed demolition of the existing site buildings and redevelopment of the site to provide two industrial units (Use Class B1, B2 and B8) with associated car parking, public space and service areas. The site is located on Arundel Road, immediately opposite then junction with Salisbury Road on Uxbridge Industrial Estate.

Planning has been granted under application number: 74891/APP/2020/1614, and this construction environment management plan is required as a condition (number 12) to that approval.

This document covers the environmental, public health and safety aspects of the project that may affect the interests of local residents, businesses, the general public and the surroundings in the vicinity of the proposed construction site.

This document sets out:

- The principal obligations on contractors and suppliers when undertaking work;
- The general measures to be used during construction, and how they will be applied and enforced by Mitchell Design and Construction Limited;
- The details of the measures for each relevant environmental topic;

The CEMP identifies the main legal responsibilities and requirements of subcontractors and suppliers whom are undertaking activities on the site. It also aims to assure residents and other affected parties that impacts to the environment are being taken into account according to best practice. Overall, it aims to mitigate nuisance to the public and to safeguard the environment.

1.2 Compliance with the CEMP

Mitchell Design and Construction Limited will aim to impose the CEMP on suppliers and subcontractors as a condition of working on the project. The CEMP should be read in conjunction with other key documents relevant to delivery of the project including, but not limited to:

- Site Logistics Plan
- Construction Phase Health and Safety Plan
- Risk Assessments and Method Statements

The development of the Retail Units is a moderate scale construction exercise for the area. It has the potential to result in some impacts on the locality unless the construction works are closely coordinated, monitored and controlled. The purpose of this CEMP is to set minimum standards of construction practice to ensure that such impacts are minimised.

Suppliers and subcontractors are required, as responsible employers, to meet the standards set out in this CEMP. The standards relate to construction works that have the potential to affect the environment, amenity and safety of local residents, businesses, the general public and the surroundings in the vicinity of the proposed works.

1.3 About this report

The CEMP covers all aspects of construction work that could reasonably be anticipated to impact on the local community and the environment throughout the construction process.

The CEMP sets out:

- The general principles to be applied during construction and the context within which mitigation measures will operate and be developed;
- The general provisions for construction site operations;
- The particular environmental issues that need to be considered throughout the period of construction works;

The specific environmental issues that need to be considered relating to the construction site are:

- Traffic and transport, roads and footpaths;
- Protection of the water environment;
- Noise and vibration;
- Dust and air quality;
- Disposal of waste and contaminated materials;
- The construction site (logistics, access, security, operations etc.)
- Safety.

1.4 Indicative programme (included in appendix B)

Key programme items are: Site setup and Demolition -12 weeks

- Site Preparation works - 2 weeks
- Foundations – 3 weeks
- Steel frame – 3 weeks
- Roofs – 2 weeks
- Walls – 4 weeks
- Ground floor – 2 weeks
- Doors and windows – 2 weeks
- M&E- 5 weeks
- Drainage and externals – 13 weeks
- Landscaping – 2 weeks

These works are programmed commencing mid-February 2021. The overall project duration is expected to be 12 weeks for the Demolition works and 26 weeks for the Construction activities.

2.0 Applicable Codes, Standards and Acts of Parliament

A large body of environmental and safety requirements relevant to construction projects exists, in the form of primary legislation (Acts of Parliament), secondary legislation (Statutory Instruments, including Regulations and Orders) and statutory guidance and Codes of Practice.

Each section of this document sets out the main statutory provisions, regulations, codes of practice and standards relevant to each environmental topic. However, the legislative requirements, standards etc. in this document are not exhaustive, and will be subject to legislative changes that come about from time to time. The suppliers and subcontractors must comply with all prevailing legislation at the time of construction, including any requirements under Health and Safety.

Environmental and safety legislation places responsibilities on a site operator in three principal ways. The site operator:

- has a duty to obtain a permit (e.g. licence, consent, authorisation) to undertake a certain activity;
- is prohibited from causing harm to the environment or human health - this approach runs through all UK pollution control legislation, and places an onus on a site operator to manage activities in such a way as to protect both the environment and human health;
- has a duty to comply with specified requirements (e.g. complete duty of care for waste transfer);

The specific requirements of the legislation relevant to construction work are discussed within the following sections of this document.

It should also be noted that in addition to statute law, common law also places requirements on suppliers and subcontractors to apply a duty of care to others. Subcontractors are liable for any personal injuries or property damage that may arise from a breach of that duty.

Certain aspects of construction such as working hours will be controlled by conditions contained in the planning permission imposed under the Town and Country Planning Act 1990 (as amended by the Planning and Compensation Act 1991). It is the responsibility of Mitchell Design and Construction Limited to demonstrate via this CEMP how and over what timeframe they will conform to these conditions.

In addition to the environmental permits mentioned above, other aspects of construction are also subject to licences.

3.0 Traffic, Transport, Roads, Footpaths and Hoardings

3.1 Objectives

All subcontractors and suppliers will work in such a way as to maintain, as far as reasonably practicable, existing public access routes and rights-of-way during construction. Where this cannot be achieved, a suitable alternative route will be provided where practicable and will be sign-posted accordingly.

All subcontractors and suppliers will be required to carry out the works in such a way that avoids undue inconvenience to the public arising from increases in traffic flows. Disruptive effects of construction traffic on designated routes to site will be minimised as far as reasonably practicable.

3.2 Regulatory Overview

The Highways Act 1980 (particularly Part IX) sets out requirements relating to construction work on or near the highway. The meaning of 'highway' for the purposes of the 1980 Act is defined as the whole or part of a highway, other than a ferry or waterway. The actual definition of a highway is set in common law, to be a way over which the public have the right to pass and re-pass. In practice, highways are classified as Special Roads, Trunk Roads, Classified Roads, Unclassified Roads, Public Footpaths and Bridleways.

Key requirements of the 1980 Act include:

- Permission by formal agreement from the Highway Authority is required for any works to highways;
- Licences are required for permission to place temporary obstructions on the highway (e.g. hoardings, fenced storage areas, temporary crossovers, scaffolding, gantries and skips);
- Prior notification to the Highway Authority is required for construction of a vehicle crossover on a highway;
- Deposition of mud or other such materials on the highway is prohibited. Measures to prevent this (e.g. wheel washing) can be required by order;
- Surface drainage from a construction site must not be allowed to run across the footway part of a public highway;

The New Roads and Street Works Act 1991 amends earlier legislation and contains updated provisions for carrying out works to highways and construction of new roads. In conjunction with the Highways Act 1980, the 1991 Act also contains requirements for prior notification to the Highway Authority before commencing construction of a new highway crossing. A Street Works licence issued by the local authority is required for excavation of the highway (New Roads and Street Works Act 1991 (s.50)) only for accessing installation, repair, or removal of apparatus, e.g. not for trial pits, which is under the provision of the Highway Act 1980.

TRAFFIC, TRANSPORT, ROADS, FOOTPATHS AND HOARDINGS

3.0

The Town and Country Planning Act 1990 (Part X) requires that a Public Right of Way may not be obstructed or diverted without an Order permitting it. In addition, the Highways Act 1980 also makes it an offence to obstruct a highway (including a Public Right of Way) e.g. with builders materials which results in a public danger/nuisance. The 1990 Act also provides for traffic management conditions to be set in a Planning Permission.

In addition to the above statute law, common law requires that subcontractors working on or over a highway owe a duty of care to other users of the highway. Subcontractors are liable for any personal injuries or property damage that may arise from a breach of that duty. Construction professionals, (e.g. engineers, surveyors), owe a duty of care to the employer when preparing design work and offering advice related to it. The professional has a duty 'to act diligently'.

The Highways Act 1980 (ss.148-151) makes it an offence to deposit on a highway anything that is a nuisance (s.148). There is a statutory duty on the Highway Authority to clear soil which is washed onto, or falls onto, the highway (s.150) and the Highway Authority has powers to serve a notice on the occupier of a site to instigate works to prevent soil being deposited on the highway (s.151). In addition, the Environmental Protection Act 1990 (ss.79-82) provides for the control of 'statutory nuisance'. Where a situation arises that is considered to be a nuisance or injurious or dangerous to health, a local authority can serve a notice requiring the nuisance to be stopped.

3.3 Works to Roads and Footpaths

Before commencing works that will involve interference with a carriageway or footway, the Local Authority will be consulted on the proposed commencement date of these works, the area of the carriageway or footway to be occupied and duration, and the proposed methods of construction in order to minimise inconvenience to the public (Highways Act 1980). All necessary consents and licences will be obtained in advance.

The safety of the public will be ensured. In the case of temporary footways, reasonable access will be provided for people, including those with disabilities, wheelchairs and pushchairs, in accordance with the following requirements:

- Any temporary footways and carriageways will be constructed to the reasonable requirements of the Local Authority and will have uniform surfaces. There will be no steps and any gradient falls will be preferably 1 in 20 and no greater than 1 in 12. In the event where steps are unavoidable, an alternative route will be identified for people with mobility impairments or disabilities;
- Pavement ramps will be provided at all junctions of footways with carriageways. Gradient falls will not exceed 1 in 12 and the base of the ramp will be flush with the carriageway;
- All temporary footways and ramps will be surfaced in non-slip materials to the satisfaction of the Local Authority;
- Existing footway widths around the construction site will be maintained except where this exceeds 2 metres when the Local Authority may accept a reduction to a clear width of not less than 2 metres or to a minimum clearance between street furniture,

TRAFFIC, TRANSPORT, ROADS, FOOTPATHS AND HOARDINGS

3.0

obstructions and temporary measures of 1.8 metres;

- Heavily used footways may have to be maintained at their existing width, although the Local Authority and the Police will normally accept a reduction to a clear width of 3.0 metres;
- Clear signing will be provided at all times for pedestrian routes with the minimum number of changes to all temporary layouts in order to reduce confusion. Advance warning will, if possible, indicate alternative existing wheelchair-accessible routes;
- Where it is necessary to excavate the highway for the purposes of accessing, installing, servicing or removing any form of apparatus, a Streetworks Licence is required under the New Roads and Streetworks Act 1991. The signing and guarding of the site is covered under Chapter 8 of the Traffic Signs Manual;
- All pedestrian routes diverted onto the carriageway will be clearly defined by continuous barriers, constructed to the reasonable requirements of the Local Authority, which will include a build-out and ramping parallel to the kerb line;
- So far as is reasonably practicable, all footways and carriageways will be kept free from mud and other loose materials arising from the works;
- Lorries entering or leaving the site will only be allowed to traverse crossovers under the control of a competent Banksman;
- After completion of the works all materials arising from the works will be cleared from the highway leaving the same in a clean and tidy condition to the reasonable requirements of Local Authority;

3.4 Maintenance and Repair of the Highway

Mitchell Design and Construction Ltd will be responsible for any damage caused by their activities to the Highway in the vicinity of the worksite (Highways Act 1980 (ss.148-151)). Any defects caused by the Mitchell Design and Construction Ltd or its sub-contractors will be rectified immediately if dangerous (i.e. trip or depression of 25 mm or more) or otherwise within 24 hours.

3.5 Mud on Roads

Mitchell Design and Construction Ltd will take strict measures to minimise what is considered to be one of the main environmental nuisance problems arising from construction sites (Highways Act 1980 ss.148-151 and the Environmental Protection Act 1990). These will include, but not necessarily be limited to:

- The provision of easily cleaned hardstandings for vehicles entering, parking and leaving the site;
- The provision of wheel washing facilities
- The use of an approved mechanical road sweeper to clean the site of hardstanding and any mud or debris deposited by the site vehicles on roads or footpaths in the vicinity of the site. The road sweeper will be readily available whenever the need for cleaning arises and will be properly used and maintained;
- The adequate sheeting of each lorry load of spoil removed, to prevent spoil falling off during its journey;

TRAFFIC, TRANSPORT, ROADS, FOOTPATHS AND HOARDINGS

3.0

- Measures will be taken to ensure that mud and detritus is not swept into gullies;

3.5.1 Site Specific Wheel Washing facilities

At the main site entrance there shall be a located a hand operated pressure jet washer (Karcher or similar) so that all vehicle wheels/bodies can be washed down if needed so that no site mud/debris is allowed onto the public highway.

3.6 Access Routes

Mitchell Design and Construction Ltd will use designated construction traffic access routes. Mitchell Design and Construction Ltd will maintain an up to date log of all drivers that will include a written undertaking from them to adhere to the designated construction traffic routes. In the case of non-compliance, the sub-contractor(s) will be in breach of contract, necessitating disciplinary action against individual drivers. Site specific access arrangements are contained in the appendices at the back of this document.

3.7 Site Access

Lorries will enter and exit the site in a forward direction except in special cases where space restriction does not permit this. In such cases, Mitchell Design and Construction Ltd will appoint a competent banksman to provide assistance.

3.8 Parking

There will be no day-time or overnight parking of lorries within the vicinity of the construction site. All deliveries shall enter site directly on arrival and not wait on any road in the vicinity of the site. This is to reduce local congestion.

3.9 Timing

Wherever possible, all construction traffic and deliveries will be received outside peak hours.

3.10 Emission control

On arrival, once on site, all engines shall be turned off and not idle, unless that engine is to drive attached machinery i.e concrete trucks. This is to reduce emissions and protect the local environment.

3.11 Vehicle Standards

All deliveries, particularly Heavy Goods Vehicles, to site shall be made using vehicles which have a Class VI mirror fitted in accordance with EU directive 2007/38/EC. This is to ensure improved fields of vision across the front of the vehicles.

TRAFFIC, TRANSPORT, ROADS, FOOTPATHS AND HOARDINGS

3.0

All Heavy Goods Vehicles (over 12 tonnes) shall comply with the Direct Vision Standard. A rating of 3 stars (or more) will be required. The Direct Vision Standard comes into force on 1st March 2021 and forms part of the Safety Permit for all HGVs entering London (an area bounded by the M25 Motorway). It is the haulier's responsibility to comply with these regulations prior to entering the Enforcement Zone. Enforcement operates 7 days a week, 24 hours a day.

Freight Operators Recognition Scheme (FORS) Silver standard is to be mandated by all freight operators delivering to this site to support this development.

3.12 Traffic Activity

Expected Vehicles Entering Site - Average Daily - Average Weekly - Project Total (26 weeks)

Bicycle	2	10	260
Cars	3	15	390
Vans <3.5T	2	10	260
Vans >3.5T	2	10	260
Lorries <7T	1	2	52
Lorries Rigid High sided	1	2	52
Lorries Flatbed	0.2	1	52
20T Tippers	0.2	1	26
Lorries Articulated	0.1	0.5	13

Average road vehicles entering site per day = 8.0

Average HGV vehicles entering site per day = 1.5

As we do not anticipate a great number of vehicular deliveries to site at any one time, there will be no reliance on the use of consolidating centres to reduce site traffic.

3.13 Site Meetings

Site meetings will be held outside of Peak Traffic Hours in order to reduce the traffic impact locally. All site visitors shall try to use public transport to visit site wherever possible. We are currently advocating that unless absolutely necessary, all meetings are held by either telephone conference, video conference or off site methods.

3.14 Site Specific security

The construction site will be completely fenced using a proprietary 'Heras' type hoarding to prevent any access from the public. The hoarding will be maintained for the duration of the project. There will be one site entrance for the control of pedestrians and vehicles entering the site

4.0 Protection of the Water Environment

4.1 Objectives

Mitchell Design and Construction Ltd will implement effective working methods to protect surface and groundwater from pollution and other adverse impacts including changes to water levels, flows and general water quality.

4.2 Regulatory Overview

4.2.1 Water Resources Act 1991

The Water Resources Act 1991 (s.85) establishes that it is an offence to knowingly discharge any poisonous, noxious or polluting matter (liquid or solid) or solid waste matter to any controlled waters (including either surface or groundwater) without a discharge consent issued by the Environment Agency (under Part III Ch. II of the Water Resources Act 1991). Polluting materials include silt, cement, concrete, oil, petroleum spirit, sewage or other debris and waste materials. 'Controlled waters' include all watercourses and water contained in underground strata. Road drains and surface water gullies generally discharge into controlled waters and should be treated as such. In addition, general good site management practice is essential to protect surface water and groundwater from accidental contamination.

Under the Water Industry Act 1991, it is an offence to discharge trade effluent to the public sewer or to a sewage treatment works without the consent of the Water Authority.

4.2.2 Petroleum Regulations

There are a range of legislative measures that control the storage, transport and use of petroleum products in order to ensure safety to both people and property and the environment.

Storage of flammable petroleum spirits (including diesel oil, petrol, benzene) is regulated by licences issued by harbour, fire and civil defence authorities, as well as County Councils and unitary authorities under provisions in the Petroleum (Consolidation) Act 1928 (as amended by Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) and Petroleum (Transfer of Licences) Act 1936. A petroleum licence is required for storage of petroleum spirits at quantities above 15 litres. In seeking a licence to store quantities of petroleum spirit the applicant must demonstrate to the relevant authority that acceptable methods of storage will be put in place. Acceptable methods of storage are regulated under a range of legislative and guidance measures.

These are summarised below:

- Petroleum (Consolidation) Act 1928
- Petroleum (Transfer of Licences) Act 1936

- Petroleum Spirit (Motor Vehicles etc.) Regulations 1929
- Petroleum Spirit (Plastic Containers) Regulations 1982
- Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1992
- Health and Safety Guidance Note HS(G)51 - Storage of Flammable Liquids in Containers
- Health and Safety Guidance Note HS(G)140 - The Safe Use and Handling of Flammable Liquids

4.2.3 Control of Pollution (Oil Storage) Regulations 2001 (SI 2001/2954)

The control of Pollution (Oil Storage) Regulations 2001 came into force in March 2003 with the objective of minimising the pollution of controlled waters that results from spillage or leaking of oil. The regulations impose a requirement on anyone storing more than 200 litres of oil based liquids outdoors to have in place storage facilities that comply with a comprehensive range of requirements, including but not limited to:

- The oil container must be of sufficient strength to ensure it is unlikely to leak.
- The container must be situated within a secondary containment system (SCS), which will prevent the release of any leaked oil.

4.3 Disposal of Seepage, Wastewater and Ground Water

Whenever possible, Mitchell Design and Construction Ltd will seek to minimise the amounts of wastewater that need to be discharged and find alternative means of disposal. Such alternatives might be discharge to foul sewer subject to trade effluent obligations or disposal through a licensed waste management contractor in accordance with duty of care obligations. On the assumption that some wastewaters will require management, the following commitments will be applied throughout the works:

- Any seepage and wastewater arising from the works will be collected and discharged via a settlement tank. The standards for wastewater treatment prior to discharge will be agreed in advance with the Local Authority and, where applicable, satisfy the Environment Agency requirements;
- Soakaway discharge will only be permitted where the effluent is proved to be of a quality that is acceptable to the Environment Agency. Contaminated water or water of an uncertain quality will be discharged into sewers by tankers or other approved means of disposal;
- Prior to any excavation below the water table, including any site de-watering, Mitchell Design and Construction Ltd will inform the Environment Agency of the works to be conducted. The de-watering and disposal measures will be agreed in advance with the Environment Agency and where required, an Abstraction Licence will be obtained;
- Mitchell Design and Construction Ltd will also comply with BS6031: 1981 Code of Practice for Earthworks, regarding the general control of site drainage;
- Mitchell Design and Construction Ltd will ensure that any water that has come into contact with contaminated materials will be disposed of in accordance with the Water Industries Act 1991 (if discharged to sewer) and the Water Resources Act (if discharged to controlled waters) and all other related regulation and to the satisfaction of the Environment Agency and South East Water.

Mitchell Design and Construction Ltd will apply for consents and approvals as follows:

- A consignment note system will be applied to all liquid wastes that are removed by a licensed waste carrier in a road tanker in accordance with all relevant waste management legislation and duty of care regulations;
- For any discharge of wastewater into a surface watercourse, a discharge consent will be sought, if required, from the Environment Agency;
- For any discharge of wastewater into a sewer, a Trade Effluent Consent will be sought, if required, from Thames Water;

Mitchell Design and Construction Ltd will make provisions to ensure that all hazardous substances including oil drums or containers on site are controlled in accordance with COSHH Regulations, are labelled appropriately and have a suitable SCS in place and that no oil or other contaminants are allowed to reach water courses or groundwater.

Foul water and sewage effluents produced by the construction workforce on-site will be contained in temporary foul drainage facilities that are to be installed and subsequently disposed of off-site by a licensed waste contractor.

We will ensure continuous compliance with all the above conditions under the monitoring of the site project management staff (in compliance with Environment Agency regulations).

4.4 Spill and Leak Protection

Suitable precautions will be taken to prevent the entry of pollutants into waterways to the satisfaction of the Environmental Inspector in liaison with British Waterways. It is noted that oil stores within 10m of a watercourse will be considered “at significant risk” under the Control of Pollution (Oil Storage) Regulations 2001. Specific measures, such as placing oil stores at a distance from the waterway and putting in place additional SCS measures, will be considered.

4.5 Drainage of Waterways

Where it is proposed that waterways be drained in connection with construction activities, Mitchell Design Construction will agree with the Local Authority and British Waterways in advance, details of the methodology to be employed, prior to commencement of the works. Particular attention will be given to regular pest control treatment (particularly rats and flies); removal of sludge and other debris after drainage; prevention of leakage and ingress of surface water to minimise risk from Legionella organisms; minimising smell nuisance from sludge and algae by measures including deodorising, hosing down etc. Safety measures will also be taken to protect both the general public and employees and to prevent fly-tipping and illegal access during the works.

4.6 Flood Management

With the demolition of hard-standings and new improved drainage systems the risk of flood is reduced from its current situation. Connection of the surface water system will be a priority and installation of surface water attenuation is one of the initial drainage items to be installed at the start of the project.

Sandbags and pumps will be available at all times should any emergency flood response be required.

5.0 Noise and Vibration

5.1 Objectives

Mitchell Design and Construction Ltd will control and limit noise and vibration levels, as far as is reasonably practicable, so that dwellings and other sensitive receptors are protected from excessive noise and vibration levels arising from construction activities. Mitchell Design and Construction Ltd will apply Best Practical Means (BPM), as defined under Section 72 of the Control of Pollution Act (COPA) 1974, to all activities.

5.2 Regulatory Overview

Noise and vibration are covered by the same legislative controls. The principal controls are contained within the COPA (Part III). In addition, statutory nuisance provisions contained within the Environmental Protection Act 1990 (ss.79-82) also apply to noise.

Key issues relating to noise from construction sites include:

- Prior permission may be sought from the planning authority relating to noise from construction activities (s.61 of COPA 1974);
- If no prior permission is sought, the authority may serve a notice on the site/works, setting conditions of permitted work (s.60 of COPA 1974);
- An action in statutory nuisance can be brought by a member of the public even if the works are being carried out in accordance with a prior approval or a notice;

British Standard 5228: Noise control on construction sites and open sites (BSI 1997) has been recognised by Statutory Order as the accepted guidance for noise control during construction work.

The Noise Act 1996 (as amended) is significant in the protection from night-time noise, giving local authorities in England, Wales and Northern Ireland the power to make it a criminal offence and confiscate any noise-making equipment.

In addition, the Planning Permission may include specific conditions relating to noise control.

5.3 Noise Control - General

Mitchell Design and Construction Ltd will comply with the recommendations set out in the Control of Noise (Codes of Practice for Construction Open Sites) (England) Order 2002 (SI 2002 No. 461).

There are no piling operations planned for the site. Should the need for any arise, in assessing the impact of any piling operations or the like, Mitchell Design and Construction Ltd will comply with the recommendations set out in BS 5228: (Noise Control on Construction and Open Sites), Part 1, 1997 and Part 4, 1992 (Code of Practice for Noise Control Applicable to Piling Operations).

5.4 Detailed Noise Control Provisions: Selection and Use of Equipment

In achieving the specific noise criteria Mitchell Design and Construction Ltd will consider the

following detailed provisions.

The site shall be totally surrounded by fencing or hoarding to the required height and density. Any damage to the fencing or hoarding surrounding the site will be immediately repaired.

Site gates will be controlled. This will have the effect of keeping to a minimum the amount of time gates are open for passage of vehicles, and thus minimise stray noise to the external surrounding area.

Depending upon constraints some fixed items of construction plant may have to be electrically powered rather than diesel-or petrol-driven. Where this is not practicable, suitable attenuation measures will be provided as described below.

Vehicle and mechanical plant used for the purpose of the works will be chosen that will have or can be fitted with effective exhaust silencers, will be maintained in good and efficient working order and operated in such a manner as to minimise noise emissions.

On surface sites, where environmental disturbance may arise, compressors may be "sound reduced". Models fitted with properly lined and sealed acoustic covers will be kept closed whenever the machines are in use. Pneumatic percussive tools will be fitted with the most effective muffler or silencer available and suitable for use with each particular item of plant. Machines in intermittent use will be shut down in the intervening periods between work or throttled down to a minimum. Noise emitting equipment that is required to run continuously may be housed in a suitable acoustic enclosure. Machines in intermittent use may also be housed in a suitable acoustic enclosure.

The installation of sheet piling with a diesel or air driven impact or drop hammer may not be acceptable. Use of hydraulically operated or vibratory hammers may be necessary in these circumstances to drive and extract sheet piling, provided the soil strata are suitable for such equipment.

Where practicable, rotary drills and bursters, actuated by hydraulic or electrical power, will be used for excavating hard material.

Noisy plant or equipment will be sited as far away as is practicable from noise sensitive buildings. The use of barriers, (e.g. soil mounds), site huts, acoustic sheds or partitions to deflect noise away from noise sensitive areas will be employed wherever practicable. Demolitions will be sequenced so as to leave structures in place that may shield sensitive buildings from noise for as long as practicable.

Care will be taken when loading or unloading vehicles or dismantling scaffolding or moving materials to reduce impact noise. Loading or unloading bays may be housed in suitable acoustic enclosures.

A method statement (in accordance with the principles described in BS 5228) will be prepared as part of the SEMP stating precisely the type of plant to be used including manufacturer's literature to advise of the sound power level of plant, and the proposed noise control methods, incorporating a programme of work.

The use of any plant or equipment required for any emergency situation which causes a departure from *the measures noted above* shall be notified to the Local Authority as soon as is practicable. Mitchell Design and Construction Ltd will, without delay, request from the Local Authority a waiver if previously agreed noise levels are likely to be exceeded due to the adoption of alternative working methods.

5.5 Vibration

Mitchell Design and Construction Ltd will ensure that measures are taken to:

- Protect the residents, users of nearby buildings and passers-by from nuisance or harm;
- Protect buildings from physical damage; The following factors will be considered:
- Human Exposure. The contractor will comply with BS 6841: 1992 (Evaluation of Human Exposure to Vibration in Buildings (1 Hz to 80 Hz)). The standards for vibration assessment are defined in this British Standard;
- Protection of Structures. Demolition and construction activities will be carried out in such a way that vibrations arising will not cause significant damage to adjacent structures;

5.6 Hours of Working

The permitted hours of work for any works that are audible at the site boundary are:

- Monday to Friday: 7.30am to 6.00pm;
- Saturday & Sunday: 7.30am to 1.00pm;

Noisy operations shall not take place outside these hours without the prior approval from the Local Authority.

In the case of work required in response to an emergency, the Local Authority and local residents will be advised as soon as is reasonably practicable that the works are taking place and their likely duration.

5.7 Site Specific Activity

1. NOISE AND VIBRATION CONTROL

Where appropriate, the following measures to minimise noise and vibration levels on this site will be adopted:

1. Employing only modern, quiet and well-maintained equipment (all equipment must comply with the EC Directives and UK Regulations set out in BS 5228-1:2009); Sixth Edition February 2011 8;
2. Using low impact techniques. On this site all noise generating low levels of vibration will not be

felt or impact the surrounding buildings. The demolition of existing structures will occur prior to Mitchell design & Construction Ltd taking occupation of the site. Any site concrete obstructions remaining will be broken up by way of excavator mounted hydraulic breaker attachments. This may create some noise but little vibration. Munchers and bored or hydraulically-jacked piling rigs will not be utilised;

3. Careful planning of the sequence of work will be necessary in order to minimise the transfer of any noise/vibration to neighbours;
4. Using electrically powered equipment run from the former mains electrical supply is not available, therefore a generator compliant with Euro Standard IV will be utilised. This shall be a silent running generator completely housed in its own soundproof container. This will not impact on the surrounding environment;
5. Use of screws and drills rather than nails for fixing hoardings etc. will be utilised whenever possible;
6. Careful handling techniques of materials and waste, such as lowering rather than dropping items will be adopted;
7. We will take steps to isolate any further deconstruction works from sensitive neighbours, in order to minimise the transfer of vibration and structure borne noise; Any construction works likely to produce vibration will be site monitored by the engaged subcontractor using Profound Vibra or Vibra+ Tri-Axial Vibration Meters.
8. Erection of acoustic screens where necessary;
9. Avoidance of unnecessary noise (such as engines idling between operations, shouting, loud radios or excessive revving of engines) by effective site management.
10. No noise emanating from this site will affect any local residential property. The nearest dwelling property is some several hundred metres from the site and generally shielded by either trees or other commercial buildings.

In order to manage the noise pollution within the site boundary a control of noise risks will be enforced and managed by the site project team.

6.0 Dust and Air Quality

6.1 Objectives

Mitchell Design and Construction Ltd will work in such a way that emissions to the air of dust and pollutants are minimised and that the Best Practicable Means (BPM) are used to avoid creating a statutory nuisance.

6.2 Regulatory Overview

The main regulatory controls over dust are the 'statutory nuisance' provisions contained in the Environmental Protection Act 1990. Dust can give rise to a statutory nuisance if it is considered to be 'prejudicial to health or a nuisance'.

Smoke, for example from burning waste on site, can also result in a statutory nuisance and is also controlled by the Clean Air Act 1993.

The Environment Act introduced the system of Local Air Quality Management (LAQM) and required the Secretary of State to formulate a national air quality strategy. The Air Quality Strategy for England, Scotland, Wales and Northern Ireland 2007 sets out the air quality objectives and policy options to further improve air quality in the UK. Ambient air quality standards and objectives are set for particulate matter (PM10) and a number of other substances in the Air Quality Standards Regulations and the Air Quality (England) Regulations and the Air Quality Limit Values Regulations. Under the LAQM system, Local Authorities have a duty to review and assess levels of the regulated pollutants, and if levels are expected to exceed the standards set out in the Air Quality Strategy, then Local Authorities must designate Air Quality Management Areas, and produce a Local Air Quality Action Plan, setting out how the standards will be achieved.

Vehicle emissions are regulated through the Road Vehicles (Construction and Use) Regulations (as amended), and the Motor Vehicles (Type Approval) (Great Britain) Regulations made under the Road Traffic Act 1988. Further amendments (in 1990, 1992, 1993, 1997 and 2000) implement the European Directives on vehicle emissions known as the EURO standards. The EURO standards set emission limits for several pollutants from different types of vehicles. Construction vehicles will be required to comply with relevant EURO standards.

Measures to be considered for limiting emissions and avoiding nuisance will include one or more of the following as appropriate and as far as reasonably practicable:

- Ensuring that the engines of all vehicles and plant on site are not left running unnecessarily to prevent exhaust emissions (and noise). An authorised person may request a driver to switch off their engine if they believe a stationary idling offence (under reg.98 of the Road Vehicles (Construction and Use) (Amended) Regulations 2003 (SI 1986/1806) is being committed. Failure to comply is an offence;
- Using low emission vehicles and plant fitted with catalysts, diesel particulate filters or similar devices;

- Using ultra low sulphur fuels in plant and vehicles;
- Requiring that plant will be well maintained, with routine servicing of plant and vehicles to be completed in accordance with the manufacturers recommendations and records maintained for the work undertaken;
- Requiring that all project vehicle, including off-road vehicles, will hold current MOT certificates, where required due to the age of the vehicle, (or to be tested to an equivalent standard) and that they will comply with exhaust emission regulations for their class;
- Siting haul routes and operate plant away from potential receptors such as houses, schools and hospitals;
- Avoiding the use of diesel or petrol powered generators and using mains electricity or battery powered equipment;
- Maximising energy efficiency (this may include using alternative modes of transport, maximising vehicle utilisation by ensuring full loading and efficient routing);
- All commercial road vehicles used in construction must meet the European Emission Standards pursuant to the EC Directive 98/69/EC (commonly known as Euro standards) of Euro 3 during any works;

In practice, emissions are controlled through the MOT. All vehicles used by contractors will comply with MOT emission standards at all times. Vehicle owners can be prosecuted if their vehicle emits substances in excess of the standards. The Vehicle Excise Duty (Reduced Pollution) (Amendment) Regulations 2003 enable HGVs meeting certain particulate emission standards to qualify for a Reduced Pollution Certificate.

6.3 Dust

Mitchell Design and Construction Ltd will take all necessary measures to avoid creating a dust nuisance. Mitchell Design and Construction Ltd will comply with the provisions of the Health and Safety at work Act 1974, the Environmental Protection Act 1990, the Environment Act 1995 and the Clean Air Act 1993 and the regulations made thereunder, including the Control of Substances Hazardous to Health Regulations (SI 2002/2677).

Mitchell Design and Construction Ltd will ensure that a dust management plan will be prepared and implemented for the site, including controls to limit dust emissions. Three levels of control for dust impacts are planned, with the standard level, Tier 1, as the minimum that will be implemented on any site. A risk-based approach will be used to identify construction activities with potential to generate significant quantities of dust near sensitive receptors and which require additional levels of control, Tier 2 or 3. Mitchell Design and Construction Ltd will employ techniques detailed as below. The techniques are cumulative, which means that for Tier 3 control, all of the techniques from Tiers 1 to 3 will be required. These techniques are in line with the Building Research Establishment's publication 'Controlling particles, vapour and noise pollution from construction sites' (2003), which will be used as references for dust control on site. The criteria take account of the following considerations:

- The area taken up by the development;
- The total value of the project;
- The potential impact of the development on sensitive receptors close to the

development, for example housing, schools, hospitals, roads and railways;

6.3.1 Standard Dust Control Procedures on Sites with a Low Risk of Dust Emissions (Tier 1)

The standard dust control procedures, Tier 1, will include, as appropriate, site controls to:

- Ensure no burning of waste materials takes place on site;
- Ensure an adequate water supply on the site;
- Ensure disposal of run-off water from dust suppression activities, in accordance with the appropriate legal requirements;
- Maintain all dust control equipment in good condition and record maintenance activities;
- Keep site fencing, barriers and scaffolding clean using wet methods;
- Provide easily cleaned hardstanding for vehicles;
- Ensure regular cleaning of hardstandings using wet sweeping methods;
- Not allow dry sweeping of large areas;
- Provide and ensure the use of wheel-wash facilities near the site exit wherever there is a potential for carrying dust or mud off the site;
- Fit wheel-washes with rumble grids to dislodge accumulated dust and mud prior to leaving the site wherever there is a potential for carrying dust or mud off the site and where reasonably practicable;
- Ensure there is an adequate area of hard surfaced road between the wheel wash facility and the site exit, wherever site size and layout permits;
- Inspect haul routes for integrity and instigate necessary repairs to the surface as soon as reasonably practicable;
- Ensure that un-surfaced haul routes and work areas are regularly damped down in dry conditions;
- Routinely clean public roads and access routes using wet sweeping methods;
- Ensure vehicles working on site have exhausts positioned such that the risk of re-suspension of ground dust is minimised (exhausts should preferably point upwards), where reasonably practicable;
- Ensure all vehicles carrying loose or potentially dusty material to or from the site are fully sheeted;
- Mix large quantities of cement, bentonite, grouts and other similar materials in designated areas which will be enclosed or shielded;
- Store materials with the potential to produce dust away from site boundaries where reasonably practicable;
- Minimise the amount of excavated material held on site;
- Avoid double handling of material wherever reasonably practicable;
- Ensure that any crushing or grinding plant used on the site, which falls within the definition in Section 3.5 Chapter 3 of the Pollution Prevention and Control (England and Wales) Regulations 2000 SI 1973, has an appropriate permit issued and is maintained according to the procedures set out in the Pollution, Prevention and Control Act 1999;
- Ensure that any plant, identified above, is operated in accordance with the conditions set out in the permit and a copy of the permit is held on site;

- Sheet or otherwise enclose loaded bins and skips;
- Carry out site inspections regularly to monitor compliance with dust control procedures set out above;
- Increase the frequency of site inspections when activities with a high potential to produce dust are being carried out and during prolonged dry or windy conditions;
- Record any exceptional incidents causing dust episodes on or off the site and the action taken to resolve the situation in the log book detailed in above;

6.3.2 Enhanced Dust Control Procedures on Sites with a Medium or High Risk of Dust Emissions (Tier 2)

Where a site has been identified as having a medium or high risk of emissions of dust due to the proximity of receptors, the type of activity on site or the duration of operations, a higher standard of dust control will be required. The dust control procedures adopted for Tier 2 will include the appropriate controls listed under Tier 1 in addition to those set out below for Tier 2. Alternatives may be proposed to suit specific circumstance providing the resulting control is at least as effective as that arrived at using the specified measures.

The enhanced dust control procedures, Tier 2, will include, as appropriate, site controls to:

- Strip insides of buildings, as far as reasonably practicable, before demolition;
- Bag and remove biological debris (such as birds nests and droppings) or damp down such material prior to demolition;
- Wherever reasonably practicable, retain walls and windows while the rest of the building is demolished to provide a screen against dust;
- Screen buildings, where dust producing activities are taking place, with debris screens or sheeting;
- Avoid carrying out earthworks during dry weather if reasonably practicable having regard to programme and contracting arrangements for the relevant works or provide and ensure appropriate use of water sprays to control dust;
- Seed or seal medium or long term excavated material and soil stockpiles;
- Ensure slopes on stockpiles are no steeper than the natural angle of repose of the material and maintain a smooth profile;
- Ensure equipment is readily available on site to clean any spillages and clean up spillages as soon as reasonably practicable after the event using wet cleaning methods;
- Ensure mixing of cement, bentonite, grout and other similar materials takes place in enclosed areas remote from site boundaries and potential receptors;
- Where appropriate use increased hoarding height to protect receptors;
- Consider full enclosure of sites or specific operations where there is a high potential for dust production and the site is active for an extensive period;

6.3.3 Advanced Dust Control Procedures on Sites with a High Risk of Dust Emissions (Tier 3)

Where a site has been identified as having a high risk of dust emissions due to the proximity of receptors, the type of activity on site or the duration of operations, the highest standard of dust control reasonably achievable will be adopted. In these cases all the techniques set out above will

be employed and will include additional measures to control the high risk. This will include having personnel on site to monitor and manage dust emissions. Techniques such as total enclosure of certain operations to protect vulnerable receptors would be implemented where appropriate. The measures will be proportionate to the risk and will be site specific.

Dust levels will be measured with appropriate equipment to compare to the relevant Occupational Exposure Limits (made under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (SI 2002/2677) and published annually in EH40) and any other relevant guidelines. It will also be measured in the case of nuisance.

Mitchell Design and Construction Ltd will ensure that where appropriate, dust monitoring will be carried out on site, during construction. A risk-based approach will be used to identify the type of dust monitoring to be used by looking at the details of the specific packages of work within the site boundaries. The assessment will look at the dust raising potential of construction activities proximity to potential receptors and the duration of construction activities at each location.

Where the risk score assigns activity to the low risk category no dust monitoring will be carried out. Where the risk score is in the medium risk category passive deposition monitoring techniques (glass slides / Frisbee gauges / sticky pads) will be adopted at appropriate locations (site boundaries/local receptors) according to specific site conditions.

In high risk situations a baseline will be established prior to the works being undertaken. By establishing a baseline Mitchell Design and Construction Ltd will ensure, as far as reasonably practicable, that:

- Monitoring data will be readily available for appropriate periods prior to construction;
- Localised unidentified sources creating a false baseline are avoided (e.g. local construction activity: local monitoring site operators should note any unusual activity in the vicinity of monitoring sites that may affect monitoring results);

During construction particulate monitoring will be undertaken using appropriate survey instruments such as Osiris, Topaz, DustScan or similar devices. Two instruments will be deployed at each high risk site and will be sited at locations such as site boundaries, potential receptors or in a transect orientated to the prevailing wind, as appropriate to specific site characteristics.

A site limit value, at which action will be taken to reduce emissions, will be established by reference to local authority and AURN PM10 monitoring data.

6.4 Special Precautions for Asbestos

Special precautions will be taken in respect of material containing asbestos. Mitchell Design and Construction Ltd will comply with The Control of Asbestos Regulations 2006 that came into force on 13 November 2006 (Asbestos Regulations -SI 2006/2739).

Mitchell Design and Construction Ltd will adhere to the exposure limits and measurement methods for asbestos, which are set out in the Health and Safety Executive (HSE) Guidance Note EH10 Asbestos Exposure Limits and Measurements of Airborne Dust Concentrations

2001. will Mitchell Design and Construction Ltd comply with:

- HSE Guideline Note MS13 Asbestos: Medical Guidance Notes 1999;
- The Health and Safety Commission Approved Codes of Practice on: Work with Asbestos Which Does Not Normally Require a License (L27), Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulating Board (L28) and The Management of Asbestos in Non-domestic Premises (L127);
- The COSHH Regulations 2002 (SI 2002/2677);

Measures for managing asbestos in alteration, demolition and excavation works will include:

- Employing competent contractors to carry out alteration and demolition works;
- Contractors implementing a procedure for dealing with potentially suspect materials exposed requiring sampling and analysis by an independent specialist consultant;
- Formal exchange of information before start of work, including relevant information from the Asbestos Register to clearly identify location of asbestos-containing materials;
- Method statements for any works in the vicinity of asbestos-containing materials to avoid any disturbance to such materials which are not to be removed;

Measures for managing work involving asbestos-containing materials will include:

- Appointment of a specialist consultant independent of the asbestos treatment contractor;
- Ensuring any work with asbestos-containing materials is notified to the Health & Safety Executive;
- Ensuring any work with asbestos-containing materials is carried out by licensed specialist asbestos treatment contractors in accordance with Asbestos (Licensing) Regulations 1983 (SI 1983/1649) as amended in 1998 (SI 1998/3233);
- Requiring method statement defining detailed control measures to be produced by the specialist asbestos treatment contractor and approved by the independent specialist consultant;
- Air sample monitoring by the independent specialist consultant of work to ensure required air quality standards are achieved;
- Disposal of asbestos-containing materials to licensed waste sites in accordance with Special Wastes Regulations 1996 (SI 1976/972);

6.5 Air Pollution

Mitchell Design and Construction Ltd will comply with the provisions of the Clean Air Act 1993, the Health and Safety at Work Act etc. 1974 and the Environmental Protection Act 1990.

Mitchell Design and Construction Ltd will comply with the COSHH Regulations 2002, as amended, and also:

will comply with HSE Guidance Note EH 40 on Occupational Exposure Limits, published annually (current version is EH40/2002).

will comply with the lead-in-air standards, which are set out in Appendix 1 of the Health and

Safety Commission Approved Code of Practice: The Control of Lead at Works Regulations 2002.

will take all necessary precautions to prevent the occurrence of smoke emissions or fumes from site plant or stored fuel oils for safety reasons and to prevent such emissions or fumes drifting into residential areas. In particular, plant will be well maintained and measures taken to ensure that it is not left running for long periods when not directly in use.

7.0 Disposal of Waste and Contaminated Materials

7.1 Objectives

Mitchell Design and Construction Ltd will carry out the works in such a way that as far as is reasonably practicable the amount of spoil and waste (including groundwater, production water and run-off) to be disposed of is minimised, and that any waste arising from the site is properly categorised and dealt with in accordance with the appropriate legislation and guidance.

7.2 Regulatory Overview

The identification and clean up of contaminated land is governed by the Environmental Protection Act 1990 (Part IIA) and statutory regulations issued under the Act. The system applies to 'controlled waste' which includes nonhazardous and hazardous waste as defined by the Controlled Waste Regulations 1992 (SI 1992/588). Hazardous waste in the UK is called 'special waste' as defined in the Special Waste Regulations 1996 (as amended) (SI 1996/ 972).

Key relevant requirements are as follows:

- Waste must be disposed of at a facility/site licensed to accept such waste;
- Waste may be transported off-site only in a vehicle with a waste carrier's registration;
- Charges are made for the transport and disposal of waste;
- Transport and disposal of special waste is subject to a rigorous procedure;

The Special Waste (Amendment) Regulations 1996 requires *producers* of hazardous/special waste to be registered. A system of scaled charges according to the amount of hazardous waste produced, and whether it is recycled or sent for final disposal has been incorporated into the regulations.

A duty of care applies to everyone who produces, imports, carries, keeps, treats or disposes of waste. Materials requiring treatment or recycling, such as scrap metal or broken out concrete, are likely to be classified as waste and will be subject to the waste management regime and the duty of care. Statutory guidance on how to meet the Waste Management, The Duty of Care, A Code of Practice was published by HMSO in 1996.

The Environmental Protection Act 1990 (Part IIA) came in to force in April 2000 by enactment of Section 57 of the Environment Act 1995. The regime provides an explicit statutory definition of contaminated land, focusing on risks arising in the context of the current use and circumstances of land. Under the Act it is the duty of the Local Authority to identify contaminated land within their area and ensure that the land is brought back to a state where a suitable use may be made of it. The regime also provides detailed rules for assigning liabilities for contaminated land, based on the "polluter pays" principle. The main objective is to provide an improved system for the identification and remediation of contaminated land, where the contamination is causing unacceptable risk to human health or the wider environment. Waste arising from activities carried out under Part IIA and meeting the criteria of contamination is defined by Section 78(A) as:

“Any land which appears to the local authority in whose area it is situated to be in such a condition, by reason of substances in, on or under the land, that:

- significant harm is being caused or there is a significant possibility of such harm being caused; or
- pollution of controlled waters is being, or is likely to be caused;”

must be handled, transported and disposed of in accordance the Controlled Waste Regulations 1992 and Special Waste Regulations 1996 (as amended).

Any plans submitted for the development of land identified as contaminated must include details of remediation that ensure the land is brought to a state suitable for the proposed use. The developer/contractor must comply with any special measures deemed necessary by the City Council in this regard.

Although regulation in respect to contaminated land and waste arising from such areas will be primarily dealt with under Part IIA, this does not remove the requirement for the contractor/developer to comply with the statutory nuisance provisions of ss.79-82.

The Contaminated Land Regulations 2006 (SI 2000 No.227) places a greater importance on the clean-up of contaminated land, by placing a duty on local authorities to inspect all land within their jurisdiction with the aim of identifying any land considered to be contaminated, and to then serve a notice on the owner of that land requiring them to remediate it.

The developer/contractor must comply with the Construction (Design and Management) Regulations 1994 (SI 1994/3140) and the Construction (Design and Management) Regulations 2007 (SI 2007/320) to ensure that the adequate measures of health, safety and welfare for those directly or indirectly associated with the works are maintained at all times.

The Waste Management Licensing Regulations 1994 (as amended) provide a definition of ‘Directive Waste’. Directive waste is the same as controlled waste and means any substance or object in the categories set out in Part II of Schedule 4 of the Regulations and which the holder discards, intends to discard or is required to discard.

Waste produced during construction falls within the definition of ‘directive waste’, and therefore controlled waste, and must be disposed of under duty of care provisions as set out in Section 34 of the Environmental Protection Act 1990. A duty of care applies to everyone who produces, imports, carries, keeps, treats or disposes of waste. Waste generators must ensure that they use best practice in managing their waste and that this should comply with the Code of Practice as issued by the Department of the Environment (now Department of the Environment (Waste Management, the Duty of Care, Code of Practice, March 1996)).

Under this legislation, it is an offence to handle or dispose of controlled waste without a waste management licence or, in contravention of a license, handle or dispose of waste in a manner likely to cause pollution or harm to health.

In addition, under the Control of Pollution (Amendment) Act 1989, it is an offence to transport controlled waste unless registered with the Environment Agency. It is part of the duty of care to ensure that waste carriers are registered.

As of April 2008, The Site Waste Management Plans Regulations 2008 come into effect. A Site Waste Management Plan (SWMP) will be required for projects with a cost greater than £300,000. The aim is to reduce the amount of waste produced on construction sites and to prevent fly-tipping.

7.3 General Arrangements for Storage and Disposal

Mitchell Design and Construction Ltd will agree arrangements for storage and disposal of refuse prior to commencement of the works, in accordance with the regulations.

7.4 Contaminated Wastes

7.4.1 General

A desk study of the site has been carried out in order to identify possible areas of contaminated land. The results of the desk study were used to determine the necessity for site investigation works and the scope of such works.

The site investigation works carried out were sufficient to determine as far as is reasonable practicable the site conditions and allowed for the proper analysis of the ground in terms of contamination and the works which are to be undertaken.

Contaminated wastes were found to be present. Handling and disposal procedures have been drawn up in relation to other planning conditions under the development consent. Mitchell Design and Construction Ltd will comply with these procedures during the site development.

7.4.2 Excavation Materials

Mitchell Design and Construction Ltd will comply with separate special procedures covering the development of contaminated sites.

Mitchell Design and Construction Ltd will comply with the provisions of the Environmental Protection Act 1990, and the Special Waste Regulations 1996 (as amended). The removal and disposal of contaminated materials will be conducted under a strict consignment note system. Disposal sites will be agreed with the Environmental Agency.

Mitchell Design and Construction Ltd will take measures to prevent the contamination of surface watercourses and groundwater during excavation works.

7.4.3 Demolition Materials

Mitchell Design and Construction Ltd will comply with the provisions of the Environmental Protection Act 1990 and, if applicable, the Special Waste Regulations 1996 (as amended).

Mitchell Design and Construction Ltd will comply with the COSHH Regulations 2002 as amended and HSE Guidance Note EH 40/99 Occupational Exposure Limits 2002 to ensure that contaminated materials are handled and disposed of safely and properly.

Mitchell Design and Construction Ltd will comply with HSE Guidance Note GS 29/1 Health and Safety in Demolition

Work: Part 1 (Preparation and Planning), Part 2 (Legislation) Part 3 (Techniques), and Part 4 (Health Hazards) and shall ensure that contaminated materials are handled and disposed of safely and properly.

- If the works involve the removal of asbestos and the demolition of premises containing asbestos, Mitchell Design and Construction Ltd will comply with the Control of Asbestos Regulations 2006 and the HSE Approved Code of Practice and Guidance Note L28 "Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulating Board".

The disposal of waste materials containing asbestos to a licensed disposal site will be arranged in advance. The specialist Asbestos contractor will obtain a licence from HSE to remove the asbestos.

If materials containing lead are encountered, Mitchell Design and Construction Ltd will comply with The Control of Lead at Work Regulations 2002 (SI 2002/2676) and the associated Health and Safety Commission (HSC) Approved Code of Practice to ensure that the health, safety and welfare of those directly and indirectly exposed to lead is not compromised and that contaminated materials are handled and disposed of safely and properly.

7.5 Re-Use of Construction Materials

Mitchell Design and Construction Ltd and its suppliers/subcontractors will endeavour to reuse and recycle construction and demolition waste from this site.

Demolition arisings and waste will provide significant opportunity to reclaim, recycle and segregate materials on site. The following measures will, where practicable, be implemented in respect of demolition activities on site:

- Concrete, brick from walls, foundations, terraces, bases etc. will be crushed (subject to the appropriate licenses) and reused for building formation, temporary site roads and/or capping of permanent roads;
- Live vegetation will be removed for composting;
- Suitable inert earth spoil will be stockpiled for reuse in landscaping or general fill;
- Bituminous road surfacing will be crushed for reuse as temporary footpaths on site;
- All metal components will be segregated for recycling;

- Existing strip-out materials should be segregated for resale/reuse off-site;

The reuse of materials will also reduce the number of vehicle movements to site.

Measures to reduce waste arising during construction will include the following, where practicable. Mitchell Design and Construction Ltd will:

- Allocate sufficient storage space for materials which can be reused to avoid disposal;
- Avoid over-ordering of materials;
- Avoid damage on delivery by using a walled laid-out storage and off-loading area;
- Use prefabrication where feasible;
- Avoid repetitive handling;
- Segregate materials for recycling, such as timber and cardboard wrapping;
- Salvage top soil for re-use;

It is important to audit waste management practices on site, and Mitchell Design and Construction Ltd will monitor waste practices throughout the construction phase as part of this CEMP.

7.6 Packaging Waste

The Producer Responsibility Obligations (Packaging Waste) 2005, states that companies who manufacture, convert, pack/fill, sell or import more than 50 tonnes of packaging or packaging material per year, and have a turnover of more than £2m per year, must register with the Environmental Regulator or a registered compliance scheme. Those registering with the Regulator must achieve targets for recycling and recovering packaging waste, and submit an annual certificate of compliance.

Packaging materials supplied to this site might include pallets, plastic wrapping, barrels and containers. Waste disposal costs will be reduced if Mitchell Design and Construction Ltd request that suppliers take back empty containers and boxes for reuse.

8.0 The Construction Site

8.1 Objectives

Mitchell Design and Construction Ltd will manage the site in accordance with the requirements of the Local Authority and will be responsible for obtaining all appropriate licences and consents in respect of site operations.

8.2 Site Working Hours

Core site working hours on this site will be from 0730 to 1800 on weekdays and 0730 to 1300 on Saturdays. Mitchell Design and Construction Ltd will adhere to these core working hours as far as reasonably practicable and where feasible, operations anticipated to cause disturbance would be limited to these hours, except in the case of an emergency. Should operational needs arise to work outside these hours these may be permitted in specific circumstances if unavoidable. Such needs can tend to occur when pouring concrete floors due to the time sensitive nature of finishing works. Any permitted work outside the core hours will be strictly monitored for impact on environment health as detailed earlier.

All construction related traffic will abide by the agreed hours of working.

8.3 Good Housekeeping

Mitchell Design and Construction Ltd will follow a 'good housekeeping' policy at all times. This will include, but not necessarily be limited to the following. Mitchell Design and Construction Ltd will:

- Ensure considerate site behaviour of all staff and operatives;
- Prohibit open fires;
- Ensure that appropriate provisions for dust control and road cleanliness are implemented;
- Remove rubbish at frequent intervals, leaving the site clean and tidy;
- Frequently inspect, repair and re-paint as necessary all site hoardings - all fly posting and graffiti will be removed as soon as reasonably practicable;
- Maintain toilet facilities and other welfare facilities for staff and operatives;
- Remove food waste;
- Frequently cleanse wheel washing facilities (see Section 3.5.1);
- Prevent vermin and other infestations;
- Undertake all loading and unloading of vehicles off the highway wherever this is practicable;

8.4 Public Information

As a minimum requirement, the site fencing will display publicity material including up-to-date information on the site programme with start and finish dates (see appendix 2), plus the telephone contacts for the Mitchell Design and Construction Ltd site representative and other key personnel of use for information or reporting purposes (See section 9.4).

8.5 Security

Mitchell Design and Construction Ltd will ensure that the site is secure and will prevent unauthorised entry to or exit from the site. Site gates will be closed and locked when there is no site activity and site security provisions will be put in place if necessary. Alarms, if fitted, will adhere to HSE requirements, and will incorporate an appropriate cut-out period.

8.6 Site Layout and Facilities

8.6.1 Fencing and Hoardings

General

The site will be completely fenced to deter public access. The standard required will be considered on a boundary by boundary basis. The range of allowable variations is described below.

Heras fencing will be installed to the perimeter of the entire site, with a single point of entry for access control. Feet, pegs and braces will be utilised to ensure the stability of the fence, and any section with signage will be additionally fenced behind to prevent any sail effect.

Special Circumstances

Where a particular appearance or acoustic rating is needed this will be specifically provided.

The provisions of the Health and Safety at Work etc. Act 1974 will be followed in all cases.

Gates in the fencing or hoarding will, as far as is practicable, be positioned and constructed to minimise the noise transmitted to nearby noise-sensitive buildings. This will take account of noise emerging directly from the construction site direct and noise from plant entering or leaving the site. Gates will not open outwards onto the highway.

8.6.2 Location of Huts, Equipment, Skips etc.

These facilities will be accommodated within the boundaries of the site.

8.6.3 Living Accommodation

No living accommodation will be permitted on site. Mess rooms, locker rooms, toilets, canteens and showers will be permitted.

8.7 Emergency Planning and Response

Emergency Procedures

Mitchell Design and Construction Ltd will ensure that emergency procedures are developed. The emergency procedure will include emergency pollution control measures that will take into account Environment Agency (EA) guidelines. The emergency procedures will be produced in consultation with the emergency services.

The emergency procedure will contain emergency phone numbers and the method of notifying statutory authorities. Contact numbers for the key staff of Mitchell Design and Construction Ltd will

also be included.

Emergency Access

Mitchell Design and Construction Ltd will ensure that the requirements of the Fire and Emergency Planning Authority or other relevant fire authority will be followed for the provision of site access points.

Fire Prevention and Control

The site and associated accommodation or welfare facilities will have in place appropriate plans and management controls to prevent fires. The site fire plan will be prepared and will have due regard to the following documents:

- Fire Prevention on Construction Sites (Joint Code of Practice on the Protection from Fire of Construction Sites & Buildings Undergoing Renovation);
- Fire Safety in Construction Work (HSG 168);

During project planning and design development, Mitchell Design and Construction Ltd will look to reduce fire risk and potential fire load during construction, operation and subsequently during maintenance or repair. The specification of non-combustible materials, products and packaging will be pursued wherever reasonably practicable.

8.8 Operation of Equipment

Mitchell Design and Construction Ltd will take all reasonable precautions to ensure that equipment is operated in a manner so as not to cause nuisance to surrounding residents and occupiers.

8.9 Use of Energy

Where practicable, electrical equipment will be used on site in preference to fuels. The use of electricity on the site will be minimised during the non-operating period by limiting the extent of lighting. Time switches will be used in temporary site buildings, where practicable. Hoarding lights if utilized will use low energy lamps. Site office equipment will be time-controlled and low energy equipment used, where practicable.

There is currently no permanent connected electrical supply on site and so a silent running acoustically housed generator shall be used on this site:

Specifications

Weight 3500kg

Height 2.59m

KVA 45

Width 2.44m

Fuel Tank Capacity 1350ltr

Generator Size [kW] 36

Length 2.29m

Sound Pressure [dBA at 7m] 61.1

Sound Pressure [dBA at 1m] 70

Fuel Consumption 50% load [L per hr at 50Hz] 5.7

Fuel Consumption 75% load [L per hr at 50Hz] 8.2

Fuel Consumption 100% load [L per hr at 50Hz] 10.7

Phase Current [Amps at 400V, 3 phase] 65

Bunded Fuel Tank Yes



8.10 Cranes

Crane arcs will be confined within the site boundary unless agreed otherwise with property owners/occupiers whose air space is affected. Mitchell Design and Construction Ltd will obtain the relevant permissions from the appropriate authority for cranes located adjacent to railways or roads. Cranes will be operated in accordance with the requirements of BS 7171, Code of Practice for Safe Use of Cranes.

8.11 Pest Control

Mitchell Design and Construction Ltd will ensure that the risk of infestation by pests or vermin is minimised. Adequate arrangements for disposing of food waste or other material attractive to pests will be implemented. If infestation occurs Mitchell Design and Construction Ltd will take such action to deal with it as required.

8.12 Clearance and Reinstatement of Site on Completion

On completion of the works the Mitchell Design and Construction Ltd will clear away and remove from the highway all plant, surplus materials, rubbish and temporary works of every kind. The site will be left clean and in a condition. Any potentially hazardous defects to the highway will be made good.

8.13 Site Health & Safety Plan

Mitchell Design and Construction Ltd will produce a Construction Phase Health and Safety plan as

required. All operatives are to adhere to the RAMS produced for their specific activity.

8.14 Communication

Mitchell Design and Construction Ltd will have the responsibility of establishing and maintaining contact with the Local Authority and local residents and keeping them informed of construction matters likely to affect them.

Mitchell Design and Construction Ltd will apply for the Considerate Constructors Scheme for the duration of the project, undertaking various public engagement schemes promoted as part of this. As a minimum this will involve writing to local residents prior to the commencement of major elements of the scheme, giving details of the site management for raising issues, and promoting the use of local merchants where feasible.

8.15 Incident Reporting Procedures

Mitchell Design and Construction Limited will respond to any reports referred by the Local Authority within 24 hours, or as soon as reasonably practicable. In the event of working practices being deemed dangerous either by the Local Authority or the Health and Safety Executive (HSE), immediate remedial action must be taken.

Mitchell Design and Construction Ltd will maintain on site, and collate in a timely manner, a system for recording any incidents and any ameliorative action taken for inspection by the Local Authority's representatives.

Any reports forwarded by the Local Authority, Police or other agencies will be dealt with by as soon Mitchell Design and Construction Ltd as practicable, preferably within one hour but always within 24 hours of receipt. Where appropriate remedial action will be agreed with the Local Authority. Procedures will be put in place to ensure, as far as is reasonably practical, that necessary action has been taken and steps to avoid recurrence have been implemented.

8.18 Construction Lighting

All deliveries to site wherever possible will be made in accordance with the construction working hours.

Works are planned to take place during daylight hours only, as such there is no plans to install any floodlighting within the construction areas for the duration of the project.

Should the need for additional lighting arise, measures to minimise the impact of site lighting during the construction process will include the installation of lighting to current best practice standard including those outlined in ILE Guidance Notes on the reduction of obtrusive light (2005), guidance provided by TVBC and other good practice guidance.

Lighting will be directed away from surrounding uses and other sensitive receptors.

Lighting is to be switched off when not required unless specifically needed for construction activities,

security and health and safety requirements.

Modern lighting equipment will be used with the necessary controls to minimise glare, light spill and sky glow (e.g. directionally shielded fixtures). Security and flood lighting will be positioned to a designated tilting angle, typically less than 70 degrees, and directed into the centre of the site (away from sensitive receptors). In accordance with the general principles of the Considerate Contractors Scheme, monitoring of the temporary lighting installations will be undertaken to ensure correct aiming angles are being achieved, and appropriate modifications are made, where necessary.

The use of lighting, location of temporary floodlights and the construction compound agreed with the Local Authority.

Temporary task lighting will be required internally for fit out works and the ground floor slabs. These will be located as to not allow light pollution to spill outside the building.

8.19 Site Specific Construction Lighting

The site is not adequately lit from the adjacent surrounding roads. Additional site lighting will be adopted and shall be off cabin floodlight within the site compound for out of hours security and safe access to the area. No light from these floodlights shall be allowed to spill onto the adjacent roads and highways or to be directed so as to inconvenience any neighbouring buildings. Of greater importance is that no light is to be spilled upwards to disrupt air traffic or to interfere with air traffic radio or communications equipment.

Proposed light

Ansell Lighting ACALED50 50W Carina 4000K Polycarbonate LED Floodlight cool white

Height

6m

Location

Mounted to front of site accommodation over staircase for safety

Direction

Mounted and angled down so as to illuminate the stairs and pedestrian areas of the site accommodation only

8.20 Air Traffic interference

The site is within the restricted air traffic space of RAF Northolt and also close to other areas of restricted airspace (Denham Aerodrome and London Heathrow Airport).

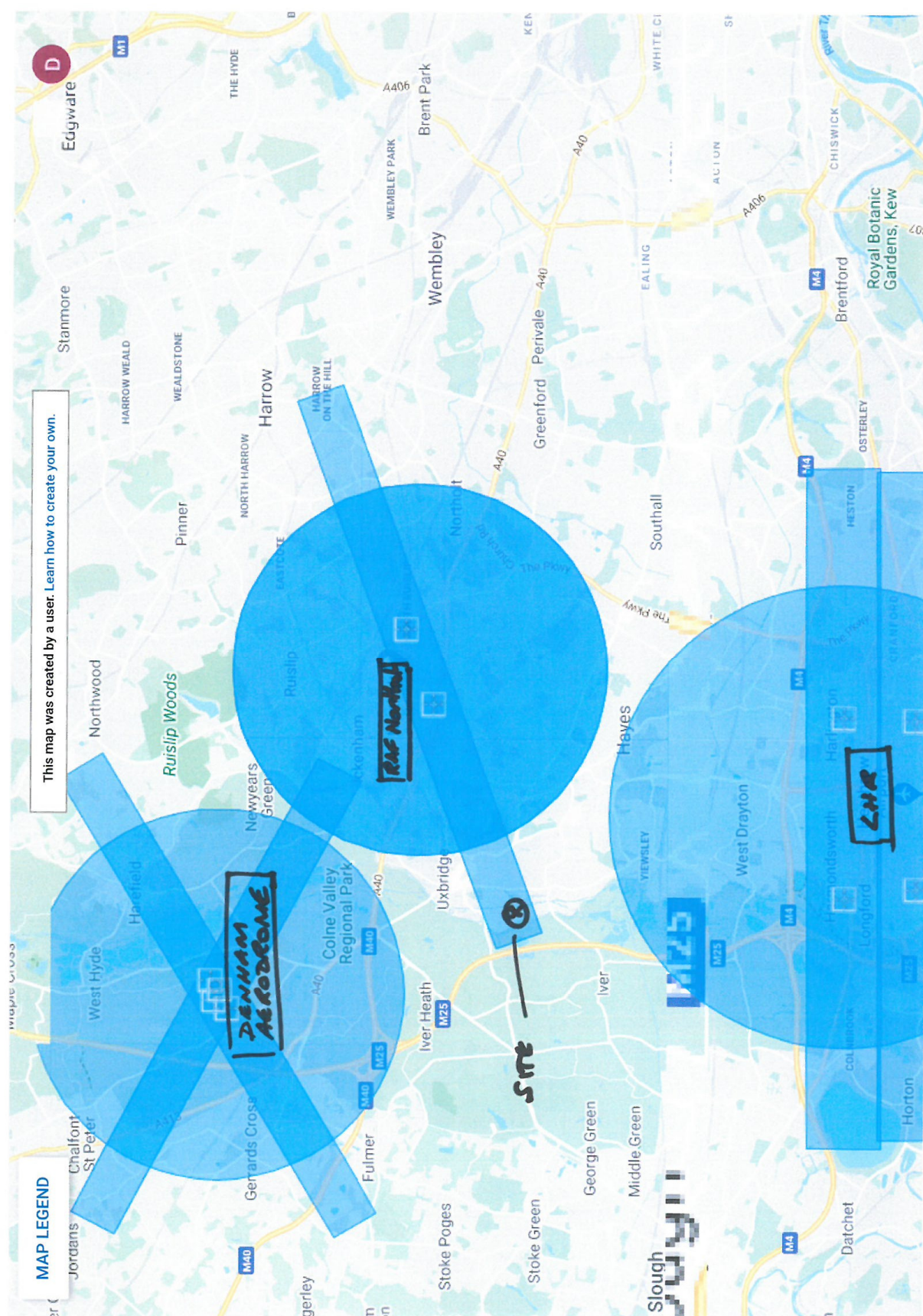
Mitchell Design and Construction Ltd will ensure that construction work and construction equipment on the site and adjoining land does not obstruct air traffic movements or otherwise impede the effective operation of air traffic navigation, surveillance and communication aids and to safeguard the amenity of surrounding areas in accordance with Policy DMT 1 of the Local Plan: Part Two Development Management Policies (2020).

8.0

CONSTRUCTION SITE AND ACTIVITY

8.0

LOCAL RESTRICTED AIRSPACES



8.21 Proximity of Overhead Power Cables

In conjunction with section 8.20, the site is crossed by overhead power cables. The use of low headroom cranes and site equipment is necessary to maintain a safe working distance from any live power line (Architects project drawings denote the safe working zones) and to comply with airspace height restrictions. However, on this project, the overhead power cables will mean that the likelihood of airspace disruption from site construction is very low.

Our method statements and risk assessments will ensure safety compliance with any hazard.

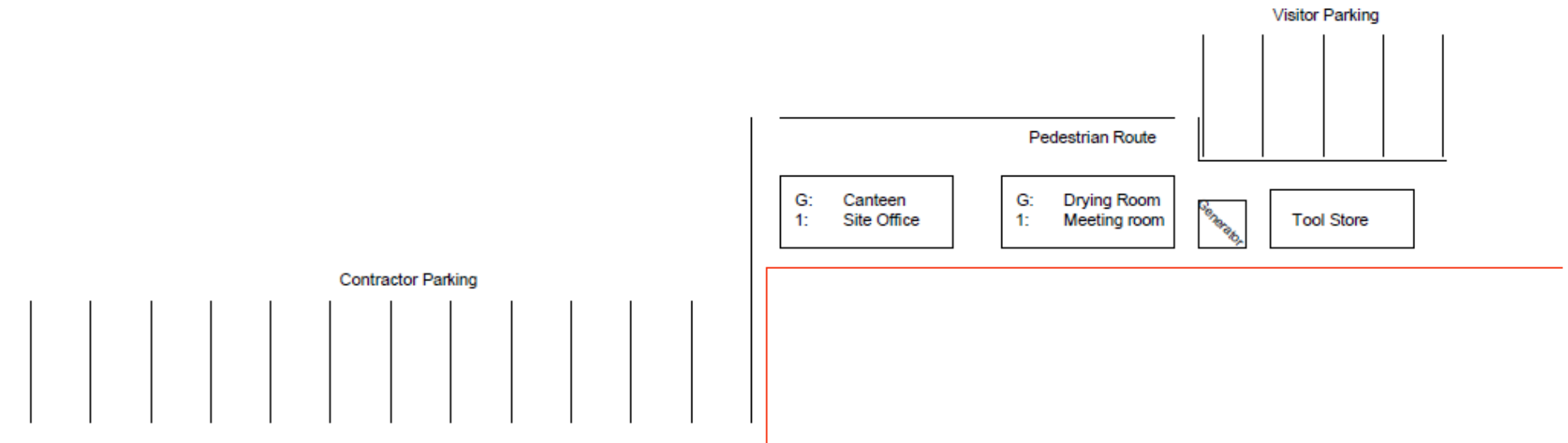
Site Boundary



Initial Site Setup Details (Demolition phase)



Site Compound/Layout Ph.2



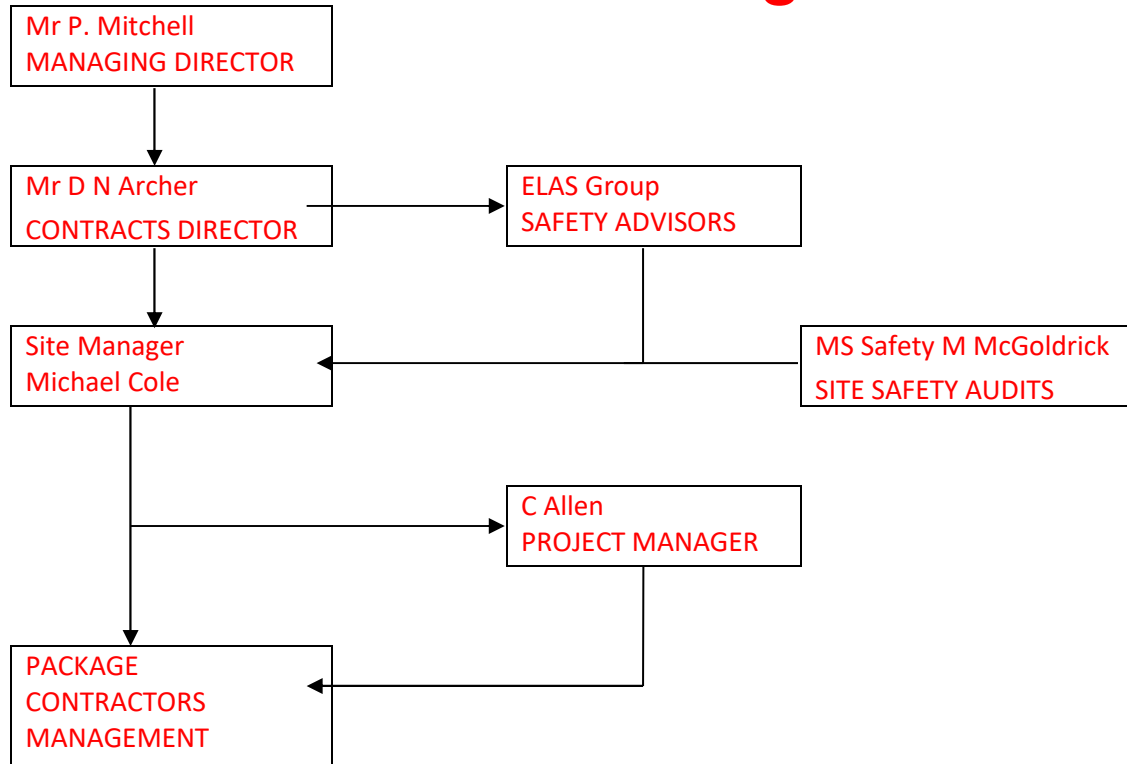
MITCHELL

Design & Construction

Traffic Movement and Deliveries

- During the construction works access to the site will be via the existing entrance located off Arundel Road as shown on the following pages
- A site operative will be positioned by the entrance to the site and will monitor all contractor traffic movements and site deliveries. They can then contact the relevant company to make them aware of deliveries and direct them to the correct location
- All traffic across the site will need to have a banksman to escort them to the compound and storage areas
- All contractors are responsible for offloading and the safe storage of their own materials
- For the purposes of the construction works access will be gained via the existing entrance located off Arundel Road, and the Contractor shall keep all access clear.
- Space will be allocated for the turning of vehicles on site
- **Wherever possible, all construction traffic and deliveries will be received outside peak hours.**
- **All deliveries shall enter site directly on arrival and not wait on any road in the vicinity of the site. This is to reduce local congestion.**
- **On arrival, once on site, all engines shall be turned off and not idle, unless that engine is to drive attached machinery i.e concrete trucks. This is to reduce emissions and protect the local environment.**
- **All deliveries, particularly Heavy Goods Vehicles, to site shall be made using vehicles which have a Class VI mirror fitted in accordance with EU directive 2007/38/EC. This is to ensure improved fields of vision across the front of the vehicles.**
- **All Heavy Goods Vehicles (over 12 tonnes) shall comply with the Direct Vision Standard. A rating of 3 stars (or more) will be required. The Direct Vision Standard comes into force on 1st March 2021 and forms part of the Safety Permit for all HGVs entering London (an area bounded by the M25 Motorway). It is the haulier's responsibility to comply with these regulations prior to entering the Enforcement Zone. Enforcement operates 7 days a week, 24 hours a day.**
- **Freight Operators Recognition Scheme (FORS) Silver standard is to be mandated by all freight operators delivering to this site to support this development.**
- **As we do not anticipate a great number of vehicular deliveries to site at any one time, there will be no reliance on the use of consolidating centres to reduce site traffic.**
- **Traffic specific routing should follow from the M25 to Denham Roundabout in Denham. Take A412, Bangors Rd N and Slough Rd/A4007 to Arundel Rd in Uxbridge**

Site Management Structure (to be confirmed)



Contact Numbers:

Mitchell Design & Construction Head Office 01277 234500

M Cole – 07968 040430

M McGoldrick, MS Safety– 07771 687682

C Allen – 01277 234500

ELAS Group – 0800 294 5954

Signing in and Induction

- As detailed previously the contractors car park will be located will be available on site adjacent to the site accommodation/compound area. At this point all personnel will sign in DAILY.
- Upon first visit there will be an induction in the Site Office located in the site compound. All contractors will be inducted and at this stage present proof of their PPE and CSCS details. Details are recorded and contractors will be given a site pass, to be displayed clearly at all times and retained for future visits to the site.

Covid-19 (Coronavirus) Protocols

Updated Guidance for Sites Continuing to Operate during the continuing Covid-19 (Coronavirus) situation

This guidance is intended to introduce consistent measures on sites of all sizes in line with the government's current recommendations for working safely on construction sites.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

These are exceptional circumstances and the industry must comply with the latest government advice on coronavirus at all times.

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Sites should remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If a site is not consistently implementing the measures set out below, it may be required to shut down.

Self-isolation

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person.
- Has been contacted on the Government Track and Trace scheme.

Procedure if someone falls ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Travel to site

Wherever possible workers should travel to site alone using their own transport and sites need to consider:

- Parking arrangements for additional cars and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
- How someone taken ill would get home.

Site access points

- Stop all non-essential visitors
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- Require all workers to sanitise, wash or clean their hands before entering or leaving the site
- Allow plenty of space 2 metres (or one metre + as an absolute minimum if this is not possible) between people waiting to enter site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times

- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

Handwashing

- Provide additional sanitising and hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

Toilet facilities

- Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and eating arrangements

With cafés and restaurants having been closed across the UK, site canteens cannot operate as normal.

Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use.

The workforce should also be required to stay on site once they have entered it and not use local shops.

- Dedicated eating areas should be identified on site to reduce food waste and contamination
- Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact
- Where catering is provided on site, it should provide pre-prepared and wrapped food only
- Payments should be taken by contactless card wherever possible
- Crockery, eating utensils, cups etc. should not be used
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

Changing facilities, showers and drying rooms

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on site if possible

- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres (if this is not possible then a minimum of 1 metre + should be observed).
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Avoiding close working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres however, in these circumstances a minimum of 1 metre + should be observed.

General principles

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts or hoists
- Where lifts or hoists must be used:
 - Lower their capacity to reduce congestion and contact at all times
 - Regularly clean touchpoints, doors, buttons etc.
 - Increase ventilation in enclosed spaces
 - Regularly clean the inside of vehicle cabs and between use by different operators.

Site Meetings

- Only absolutely necessary meeting participants should attend
- Attendees should be a minimum of two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.

Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Keyboards, photocopiers and other office equipment

Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

Appendix B – Preliminary Construction Programme (no demo)

(intended commencement mid-February 2021)

