

**Construction Management Plan**

Number: 6425

Author: Rupert Ogilvie

Issue:

6

Date:

24.05.2022

Approver:

## Construction Management Plan

<b>Client –</b>	Welwyn Hatfield Borough Council
<b>Principal contractor –</b>	Bourne Parking Limited
<b>Site Address –</b>	Campus West, The Campus, Welwyn Garden City AL8 6BX.
<b>Planning application Ref.</b>	6/2021/2207/MAJ.
<b>Contract Scope –</b>	To provide a new single storey car park, including open escape stairs, external elevation treatment and associated landscaping
<b>Contract Number –</b>	6425

Revision	Date	By whom	Reason for revision
0	26.10.20	James Sturgeon	Planning submission
1	18.02.21	James Sturgeon	Updated to single deck structure
2	07.04.21	James Sturgeon	Updated to incorporate Highways Pre-app comments
3	04.02.22	Rupert Ogilvie	Updated to incorporate HCC Highway Response from planning application.
4	30.03.22	Rupert Ogilvie	Updated to reflect HCC Highway comments 16/03/22
5	29/04/22	Rupert Ogilvie	Updated Access arrangements to site
6	24/05/22	Rupert Ogilvie	Updated to include TTRO application to suspend the 'no right turn' from Digswell Road to Campus West

Name	Role	Contact details	Address
Rupert Ogilvie	Responsible for submitting the CMP and updating the CMP/	<div></div> <div></div>	Endeavour House, Crow Arch Lane, Ringwood, Hampshire BH24 1HP

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<i>Lawrence Bradford</i>	<i>Responsible for day-to-day management of the works and dealing with any complaints from local residents, businesses &amp; community liaison</i>	<div></div> <div></div>	<i>Endeavour House, Crow Arch Lane, Ringwood, Hampshire</i>
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### 1.0 Introduction

#### 1.1 Description of the project

The existing Campus West Car Park consists of surface level only parking with a total of 334 spaces (including 8 disabled bays). The car park is located adjacent to the Campus West leisure complex and Welwyn Garden City Central Library. A drop-off area is provided outside the Campus West leisure complex, accessed via the Campus West car park entrance. The car park is owned and operated by WHBC.

Bourne Parking will be responsible for the design and construction of a new single storey car park to provide an additional 156 spaces to the existing grade level car park at the Campus West site. The new car park will provide parking on ground floor plus one suspended parking deck.

The structure will comprise of a galvanised structural steel frame with Montex precast concrete floor units. The structure will be supported by reinforced concrete strip foundations. Polymer modified asphalt and drainage will be installed to the top parking deck.

LED lighting, CCTV, fire alarm, wayfinding signage and road markings will be installed to all parking levels. Together with EVC at ground floor level and provision for cycle racks. The elevation treatment to the car park will comprise of PPC aluminium fins and a bespoke façade system to the stair towers and corners of the car park structure.

New soft and hard landscaping will be provided to the perimeter of the car park. All working areas affected by construction activity shall be reinstated, as required. A detailed construction programme shall be produced as part of our pre-construction planning. It is anticipated that construction works shall be completed within a 32-week period.

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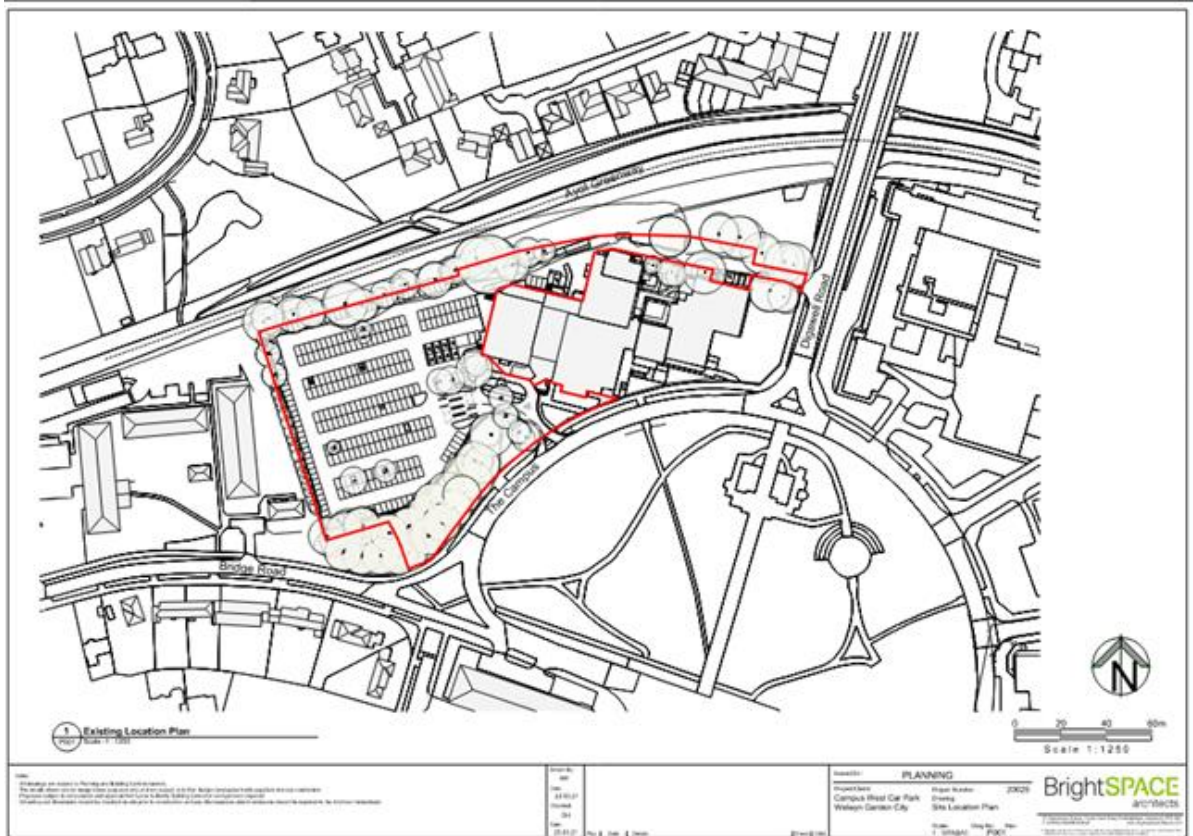
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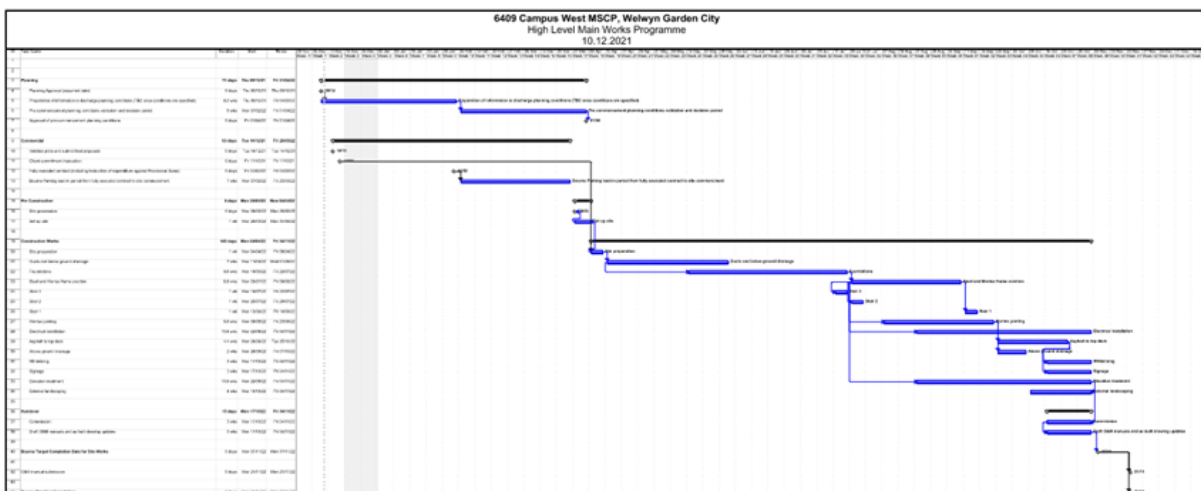
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## 1.2 Location Plan.



2025-Campus West-P001-Site Location Plan

## 2.0. Programme



Standard working hours for the site.

8.00am and 6.00pm on Monday to Friday 8.00am and 1.00pm Saturdays and at no time on Sundays and Bank Holidays.

The site period & substructure works are scheduled for a duration of 17 weeks.

The steel frame & precast slabs duration is approximately 8 weeks. This is explored in further detail in section 4 Logistics and Traffic Management.

M&E, finishes and landscaping will follow on after the frame completion.

The overall duration of the construction works is 33 weeks.

The parking spaces available at the Campus East site will not be reduced until the completion of the new campus West MSCP.

### **3.0 Consultation with public and local stakeholders**

#### **3.1 Neighbouring sites.**

A search of neighbouring sites has been carried using the Considerate Constructors Scheme Construction Map to establish local construction activity around the vicinity of the site. Which identified two live projects. BGL will contact both contractors to co-ordinate deliveries.



Site details - ID 127113

Project Name Care Home for Welbrook LLP

Address adjacent to 45 Broadwater Road, Welwyn Garden City, Hertfordshire, AL7 3EG

Client Welbrook LLP

Local Authority Welwyn Hatfield Council

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### Contractor details

Principal Contractor CField Construction Ltd

Project Period 30/8/2021 - 31/12/2022.

### Site details - ID 126712

Project Name 37 Broadwater Road

Address 37 Broadwater Road, Welwyn Garden City, Hertfordshire, AL7 3AX

Client Bishopswood Estates Ltd

Local Authority Welwyn Hatfield Council

### Contractor details

Principal Contractor Total Construction Ltd

Project Period 24/5/2021 - 23/9/2022

## 3.2. Neighbouring Residents.

Welwyn Hatfield Borough Council have requested that the local community is updated via their quarterly newsletter. The council will issue a newsletter (WC 04/04/22) to neighbours introducing the site team along with a project email address allowing residents to relay their questions directly to them (wgctowncentre@welhat.gov.uk.). As the project progresses, regular newsletters will be issued keeping the residents updated.

In addition to the newsletter, an extensive temporary signage strategy will be implemented by the local council within the vicinity of the site. This includes directional signage to other local car parks, notifications to road users of temporary disruption, notice board updates within Campus West and hoarding signage to inform residents of the development.

Further signage shall be displayed with the site managers name / contact details, warning of the dangers of the construction site and discouraging unauthorised access (especially by children).

Access onto and off site shall be controlled by gates which shall normally be closed.

# WGC 2120

## CAMPUS WEST

Bourne Parking, working in partnership with Welwyn Hatfield Borough Council, will commence construction of the new Single Deck Car park at Campus West.

Once complete in Winter 2022 this new car park will provide much-needed additional spaces for visitors and shoppers to the town centre and more provision for disabled parking and for electric car charging.

This modern car park shall provide generous parking bays. Externally there shall be new planting areas and trees, which together with some bespoke features cladings complete the look.

Bourne Parking are the leading car park design and build business in the UK. In the past decade they have constructed more single and multi-storey car parks than any other contractor.

Bourne are registered with the Considerate Constructors scheme which promotes improvement in the image of the construction industry. As such they strive for improvements in the appearance of their activities, the respect of the local community, the environment, safety and value in our workforce. But above all neighbourliness.

Bourne will consider the impact to others in all their activities and hope that their works do not cause too much disruption.

For example:

- We have no pile driven foundations or demolition activities planned, which can be noisy and associated with vibration.
- Our works are planned to be undertaken during normal working hours.
- We will monitor dust and any mud leaving our site and arrange for daily road sweeping as required.
- We shall whenever possible plan for our delivery vehicles to come outside of peak hours (e.g. school drop off and pick up).
- Our traffic marshals shall control site traffic movements to ensure the safety of the public.

We would like to take this opportunity to remind residents that building sites are dangerous place to play, so we would be grateful if you could discuss with your children the importance of staying away from the site.

If you know of any children's groups nearby which would benefit in us making a brief age-appropriate Health and Safety presentation, alerting them to the dangers of building sites, please let us know. [septoments@welhat.gov.uk](mailto:septoments@welhat.gov.uk). As we will be happy to discuss such an initiative.

Bourne Parking and Welwyn Hatfield Council look forward to a mutually successful project with all our neighbours, but do feel free to contact the team on the email address below if you have any queries or problems:

[septoments@welhat.gov.uk](mailto:septoments@welhat.gov.uk)

**THE CAR PARK WILL BE CLOSED 11TH APRIL 2022**

## ALTERNATIVE PARKING

1. CAMPUS WEST (WILSON ROAD)
2. CAMPUS EAST (WILSON ROAD ONLY) (SPECIAL USE - DISCLOSED BAY 10)
3. CAMPUS EAST (WILSON ROAD ONLY) (SPECIAL USE - DISCLOSED BAY 10)
4. CAMPUS EAST (WILSON ROAD ONLY) (SPECIAL USE - DISCLOSED BAY 10)
5. CAMPUS EAST (WILSON ROAD ONLY) (SPECIAL USE - DISCLOSED BAY 10)
6. CAMPUS EAST (WILSON ROAD ONLY) (SPECIAL USE - DISCLOSED BAY 10)
7. CAMPUS EAST (WILSON ROAD ONLY) (SPECIAL USE - DISCLOSED BAY 10)
8. CAMPUS EAST (WILSON ROAD ONLY) (SPECIAL USE - DISCLOSED BAY 10)

[www.welhat.gov.uk/major-projects](http://www.welhat.gov.uk/major-projects)

[Twitter @WelhatCouncil](#)

[Facebook WelwynHattfield](#)

[Instagram @welhatgovuk](#)

**LIVING WITH COVID**

As staff continue their return to work, many businesses have developed wide-ranging legal queries as a result of COVID. The absence of a government mandate on vaccination poses a challenge for employers, but the wider issues facing businesses also include:

- Self-isolation
- Sick pay
- Long Covid and whether this amounts to 'disability'
- Workplace wellbeing issues and the continued need to support staff
- Returning staff to the office and flexible working/ hybrid models incl. recruitment from a wider geographic spread.

Join us in this webinar on Thursday 27th March, sponsored by Welwyn Hatfield Borough Council, to hear the latest legal advice regarding COVID and the impact on the workplace.

Use the opportunity to ask questions of our guest speakers: Richard Gwynn, Joint Senior Partner and Head of Employment Law, and Miranda Mulligan, Associate Solicitor specialising in Employment Law, from Langmans Solicitors and other participants from Welwyn Hatfield Council's Environmental Health department.

For more information, please contact [www@welwyn-hatfield.gov.uk](mailto:www@welwyn-hatfield.gov.uk)

**A Healthier Future**

Get your COVID-19 vaccine boost! Some vaccination centres are offering walk-in sessions to eligible people. No appointment needed if you are eligible. For locations please visit: [www.welwyn-hatfield.gov.uk](https://www.welwyn-hatfield.gov.uk)

**ENERGY EFFICIENCY APP**

Hatfieldshire has become one of the first regions in the UK to partner with Energy Saving Trust to provide an energy efficiency app to residents to help them make energy savings.

Unique and easy-to-use the Hatfieldshire Energy Advice Tool (HEAT) app gives a virtual tour around a typical home, asking questions and giving advice along the way. Based on the answers provided, quick, easy, low on-cost actions are suggested to help householders save money on their energy bills and reduce their carbon footprint too.

The HEAT app is free to download from your phone's App Store.

**EVENTS IN WGC**

**EASTER TRAIL**  
Thu 27th April – Thu 18th April

**WORLD FOOD FESTIVAL**  
Sat 7th May – Sun 15th May

**ORIENTEERING**  
Sun 8th May

**QUEEN'S JUBILEE**  
4th and 5th June

Visit [www.welwyn-hatfield.gov.uk](https://www.welwyn-hatfield.gov.uk) for more info on events

**NEW ENERGY GRANTS**

Climate change budget.

Wendy Dymore from Robert PD Food & Co Ltd, pictured left, commented: "We are very grateful to the council for the LED lighting grant. Our food shop is beautifully illuminated, and it has had a positive impact on our work environment. The LED lights have cut our overheads and reduced our environmental footprint, we are really pleased with them."

If you are a local business and would like to make energy saving changes, please visit: [www.welwyn-hatfield.gov.uk](https://www.welwyn-hatfield.gov.uk)

**ENE Eastern New Energy**

New grants help businesses reduce their carbon footprint. Grants of up to £5,000 are available to help Welwyn Hatfield businesses fund the cost of energy saving measures.

Under the scheme, which is part of the Eastern New Energy (ENE) project, the council has been visiting local businesses to carry out free energy efficiency audits to identify measures to reduce their carbon footprint. Grants of up to £5,000 have been awarded to carry out a range of improvements including changing lighting to LEDs, replacing boilers and improving insulation.

21 businesses have so far registered to take part in the scheme which is funded by the council's

**WELWYN HATFIELD BUSINESS MATTERS**

**WELWYN HATFIELD**

One [welwyn-hatfield.gov.uk/major-projects](https://www.welwyn-hatfield.gov.uk/major-projects)

Twitter: @WelwynCouncil Facebook: WelwynHatfield Instagram: @welwynhatfield

### 3.3 Visitors

All visitors to the site will sign in at the Site office.

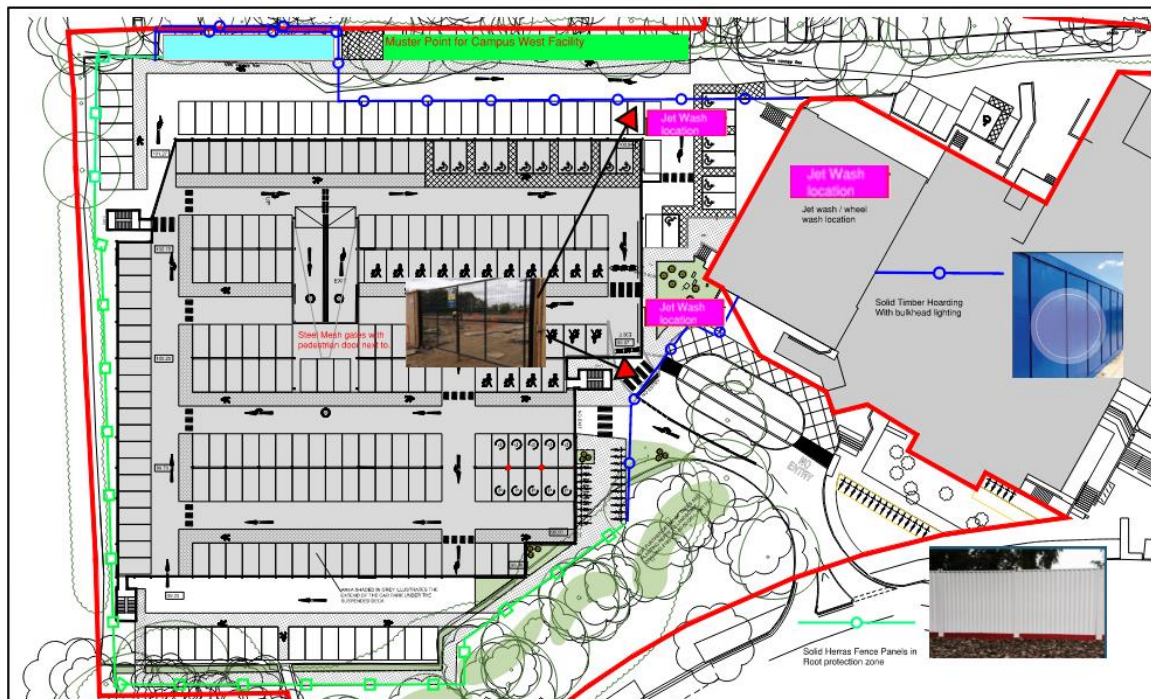
All visitors to this site shall receive a briefing that covers the activities whilst on site. They shall be accompanied at all times by a member of site staff.

## 4.0 Logistics and Traffic Management

### 4.1 Site Set up

The existing Campus West car park is bordered by mature trees to the North, South and West elevations and Campus West leisure centre to the East.

The new single storey car park occupies the majority of the existing car park, and as such results in limited opportunity for on-site facilities. Temporary welfare and office facilities will be located to the North of the site with pedestrian access from The Campus.

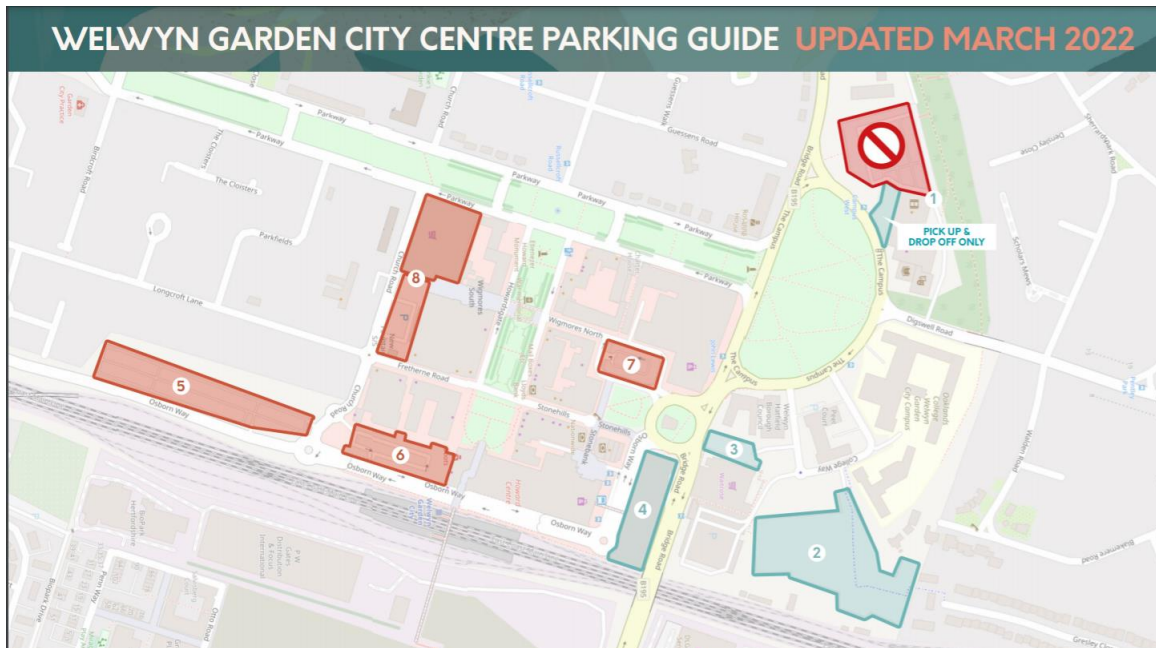


### 4.2 Contractor Parking

The off-site manufacturing methodology for the frame and floors results in a smaller resource level than with traditional construction at peak production times it is anticipated not no more than 25 operatives will be on site at any one time. However additional measures shall be made to reduce number of vehicles being driven into Welwyn Garden City, including:

- Promoting car sharing wherever possible.
- Promote use of train (0.3 miles from train station), by posting timetables on the site notice boards and during the site induction.
- Promote use of buses (0.3 miles from bus station) by posting timetables on the site notice boards and during the site induction.
- Promoting walking and cycling options for local workers. This will be promoted by installing cycle racks on site and posting cycle routes on the site notice boards and during the site induction.

No parking will be available on site during construction period. All contractors will be made aware of alternative public parking locations within 0.3 miles of the site in Welwyn Garden City center (as illustrated on the image below), Prior to arrival via the BGL on-line induction process.



The site manager will ensure no inappropriate on street car parking occurs during the full construction period.

The site manager will carry out regular patrols on the surrounding roads to identify offenders and get the vehicles removed.

#### 4.5 Access / Egress arrangements for the site.

The site entrance from The Campus, will be restricted to vehicles required for the below ground development stage only. All other construction traffic, for the above ground development stage will enter & exit the site via Digswell Road. See matrix below for further details.

A Temporary Traffic Regulation Order (TTRO) application to suspend the 'no right turn' from Digswell Road to Campus West will be undertaken & application be determined prior to any HGV (extended), traffic using this route.

Vehicle Type	Entrance
Van	The Campus & Digswell Road
Fire Appliance	The Campus & Digswell Road
Tipper	Digswell Road
Concrete Mixer	The Campus
Crane	The Campus & Digswell Road
HGV (extended)	Digswell Road

All Construction traffic will enter & exit the site in a forward gear.

The sweep paths of delivery lorries show the line of the tyres (Red) and the line of the cab plus overhang (Green). These sweep paths now demonstrate that the grass verge will not be overrun on the access roads ('The Campus' & 'Digswell Rd') by the HGV tyres and the sweep paths have now been provided at full A1 scaled drawings for ease of reading. These updated sweep paths also show no interaction with the tree trunks, kerbs & paving at either site entrance.

**Sweep Path Drawings –**

- 6409-BPL-090-TRK-P05
- 6409-BPL-091-TRK-P04
- 6409-BPL-092-TRK-P04
- 6409-BPL-093-TRK-P04
- 6409-BPL-094-TRK-P03
- 6409-BPL-095-TRK-P02
- ~~6409-BPL-096-TRK-P02~~ Discontinued
- 6409-BPL-097-TRK-P02
- 6409-BPL-098-TRK-P02
- 6409-BPL-099-TRK-P02

The tree canopies located at the Campus West site entrance have been pruned up to a height of 5.2m from ground level and this should provide sufficient access without the HGV's clashing. The pruning of these trees has been approved in application 620220237TC - Notification of Works to Trees in a Conversation Area. At present the tree canopies on the site entrance from 'Digs well Rd' are above 5.2m. However, if tree growth obscures access, Bourne Parking will submit a further Notification of Works to Trees in a Conversation Area application to prune the trees as required to create a corridor for access.

The drop-off area for the leisure complex will remain operational during the works and controlled via the existing arrangements.

Traffic marshals, or site staff acting as traffic marshals, will hold the relevant qualifications required for directing large vehicles when entering & exiting the site. Marshals will be equipped with STOP/GO signs to control traffic on the Campus west drop-off area & Marshals will have radio contact with one another.

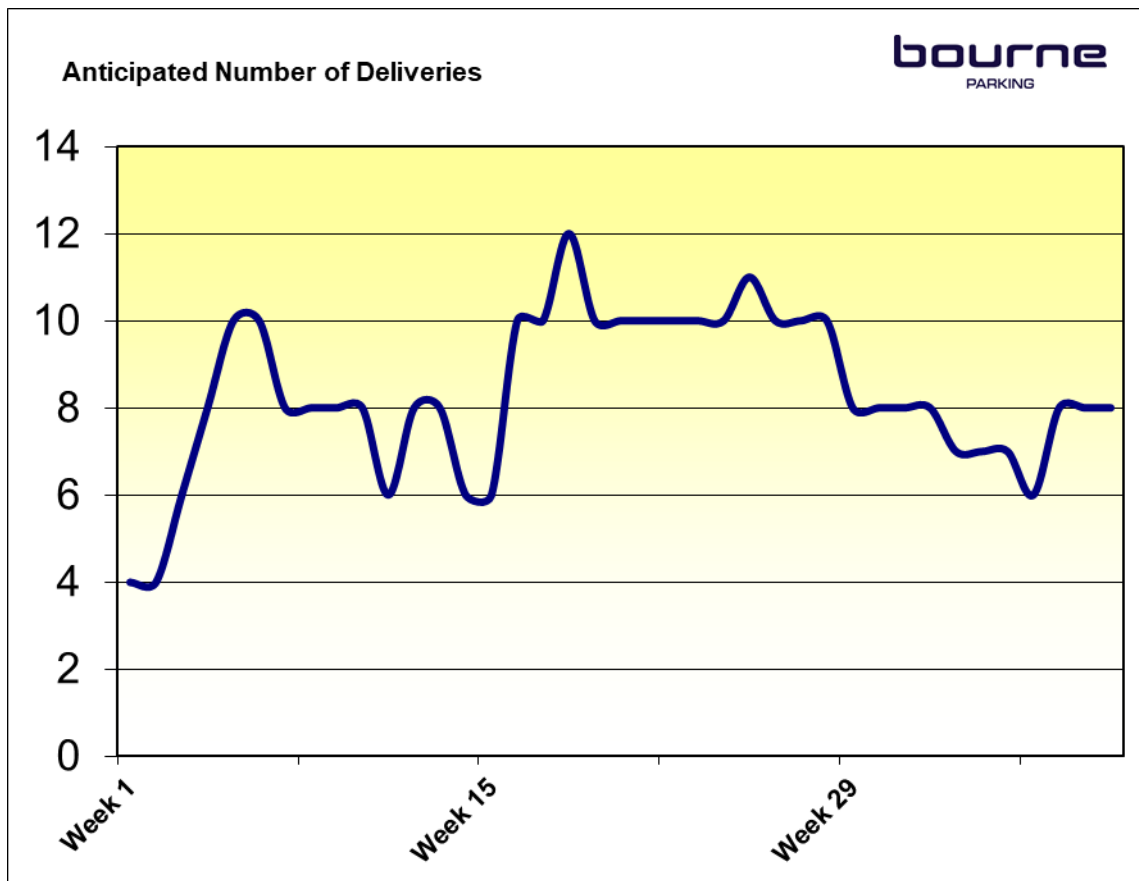
A survey has been undertaken & submitted of the immediate approach roads and site junctions to record their existing condition with photographic evidence. A similar survey will be undertaken upon completion.

Phases 6,7 & 8 - The movements of the HGV will still be restricted on site during the final stage 8 of erection. At this point we will separate tractor / trailer unit and utilise the crane to rotate the trailer. The tractor unit will then reconnect to the trailer and leave the site in forward gear. The sweep path drawings for the site access point's have been provided. All vehicle movement management details that are applicable to the Campus West entrance, will also be applied to vehicle access via Digswells Rd.

**4.4 Construction vehicle numbers, type, routing.**

The off-site construction methodology typically requires fewer deliveries than traditional construction techniques and a faster build.

The number of vehicles to site each day shall vary depending on the works being undertaken, however a maximum of 12 vehicles per day would be typical. This is shown on the histogram below.



#### 4.5 Construction Logistics and Community Safety (CLOCS)

All contracts will stipulate clocs compliance & will vetting using 2019 site validation checklist v1 5

CLOCS Vehicle checking in operation.

All HGVs\* arriving on this site must conform to the CLOCS Standard for construction logistics. To comply three checks must be completed before entry.

\*over 3.5 tonnes gvw.

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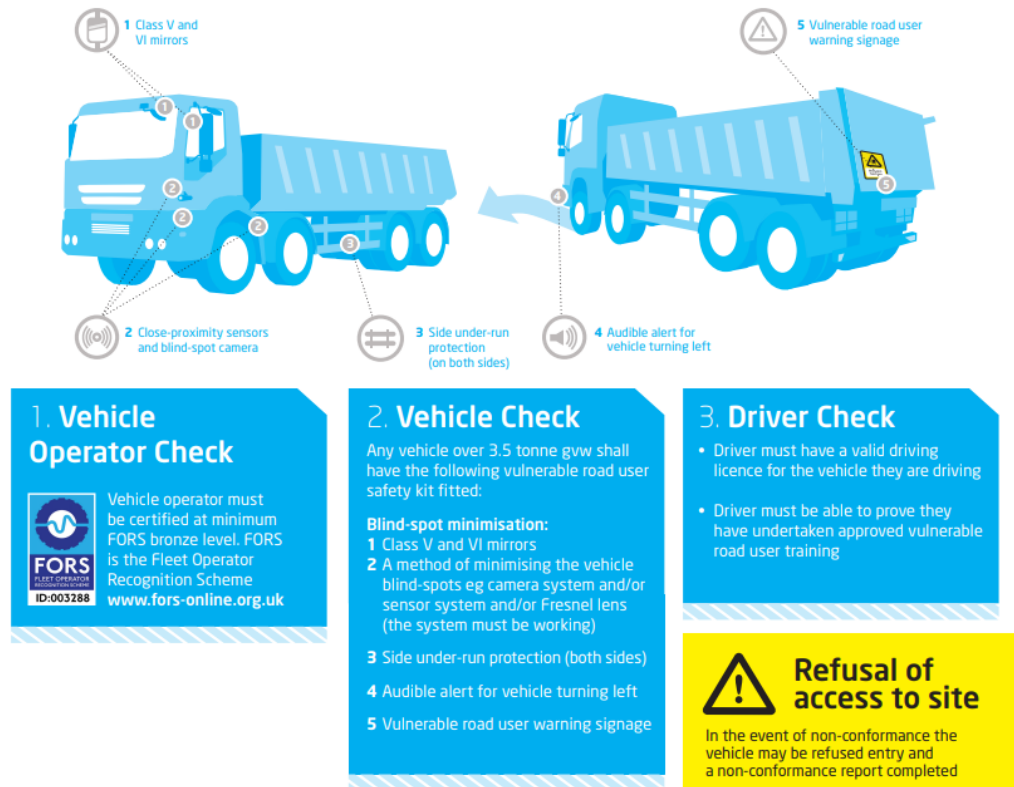
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- Vehicle operator meets the requirements described as FORS Silver.
- Vehicle, check for mirrors. Working camera and close proximity sensor system with in-cab audible alarm, Vulnerable Road user warning signage etc.
- Driver Licence status, Driver Training.
- Check driver has taken the prescribed route.

An Anti-idling toolbox talk will be held all delivery drivers and all on site plant operators. The toolbox talk will cover the items.

- Excessive idling is a waste of fuel and money, resulting in unnecessary negative environmental impact
- Stopping unnecessary vehicle idling is one relatively easy way to help improve air quality and the respiratory and cardiovascular health of people in our communities
- London's air pollution contributes to thousands of premature deaths each year
- For every 1 litre of fuel used by a diesel engine, 2.64 kg of CO<sub>2</sub> is released into the atmosphere. How can that be? During combustion, the carbon in the fuel reacts with oxygen in the air to produce carbon dioxide CO<sub>2</sub>
- Fuel can represent 35% of your running costs, maybe even more
- Depending on the nature of the operation and vehicle types, fleet operators can expect average fuel savings in the region of 1% to 5% when implementing truck anti-idling measures.

The Project has registered with the Considerate Constructors Scheme (CCS), which includes CLOCS monitoring. Once known will revise this plan with CCS registration number that is specific to the project.

#### 4.6 Minimising & controlling vehicle movements.

Good planning can help to minimise vehicle congestion to the site.

A typical delivery schedule has been provided within the construction traffic management plan and the final delivery schedule will be confirmed once the production slots for the steel manufacture are available. We have determined that the disruption to local businesses will be constrained to only those located within the Campus West complex. These are the following –

- Soft Play City
- Roller City
- Cinema
- The New Maynard Gallery
- Finesse Leisure
- Rhythm Time St
- Humphrey's Food and Drink
- Campus West Stage
- Welwyn Garden City Central Library

A prestart meeting with the Campus West center manager (Mark Woolman) took place on Monday 14 March 2022. During the meeting our proposal was discussed in depth and suitable amendments were adopted. As responsible contractors, we plan to have an ongoing dialog with the center manager and affected businesses to minimise the impact of the active construction phase.

#### Typical Example of Delivery Schedule.

DAY	DATE	TIME	Load	LOAD NO.	DESCRIPTION
Mon	21.12.20	08.00 am	Cardiff steel	Load 40	Montex slabs
Mon	21.12.20	11.00 am	Cardiff steel	Load 41	Montex slabs
Mon	21.12.20				
Mon	21.12.20				
Mon	21.12.20				
Tues	22.12.20	09.00 am	Cardiff steel	Load 42	Montex slabs
Tues	22.12.20	11.00 am	Cardiff steel	Load 43	Montex slabs Last delivery of montex slabs
Tues	22.12.20				

To Avoid potential stacking of deliveries a holding area such as Baldock Services - Extra - A1M J10, A1(M), 10, Radwell, Baldock SG7 5TR, will be utilised and lorries will be called off as & when required.

Route from A1M to site.

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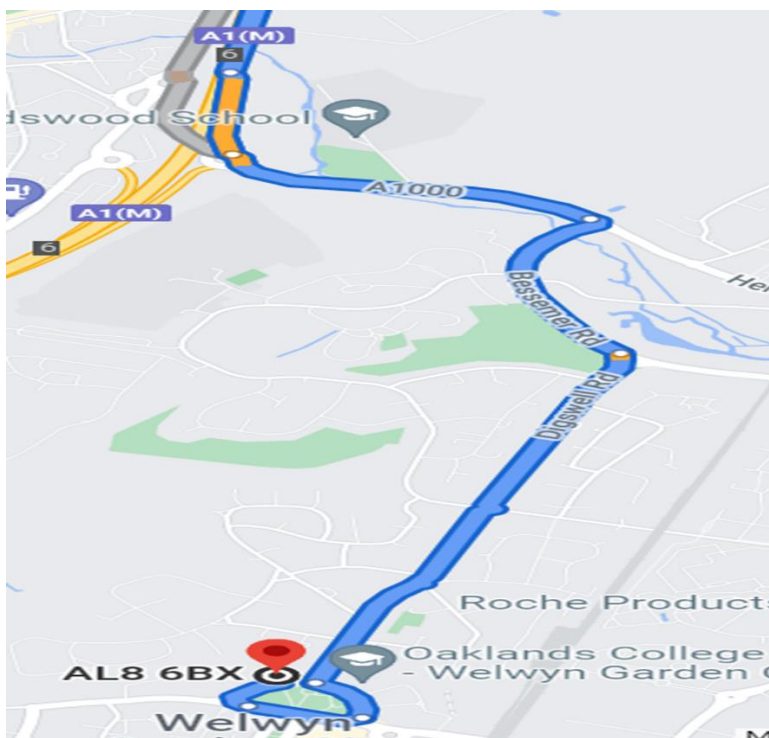
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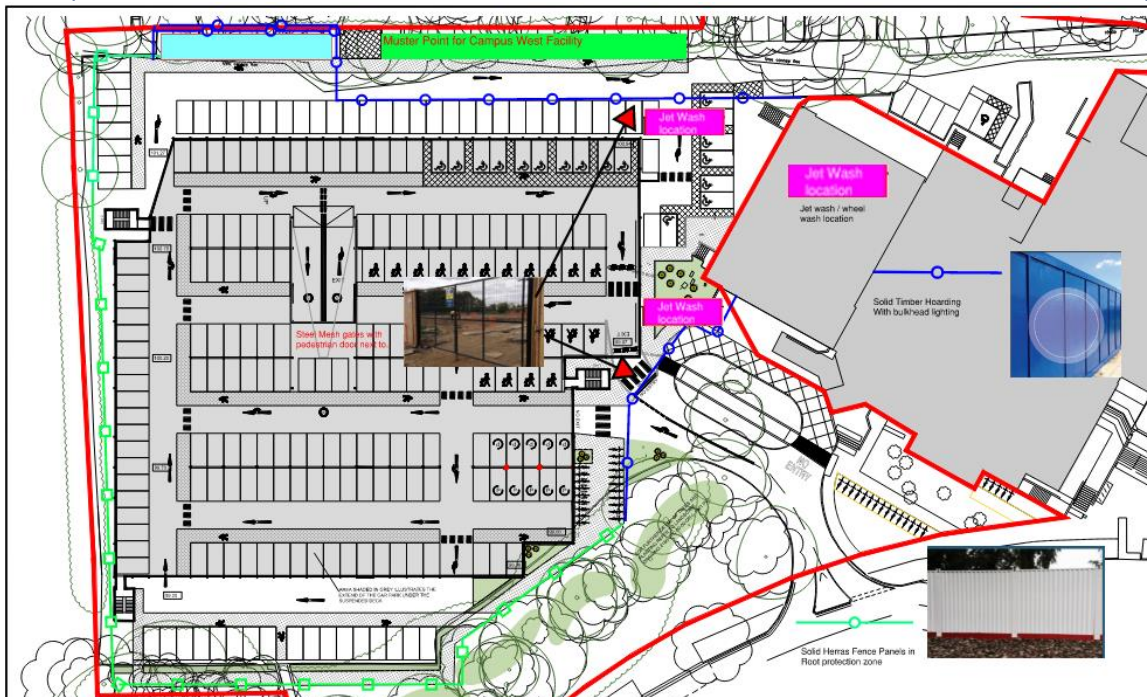


### 5.0 Provision of wheel washing facilities.

The foundations are to be excavated by cutting the existing tarmac road surface only where necessary. This provides a clean & stable surface for loading & unload construction deliveries resulting in relatively mud free from mud likely to be transferred onto the road. This is illustrated the image below.



Where vehicles are to drive off the site with muddy tyres they shall be washed with a jet wash. The jet wash facility will be located away from public interface and within the site hoarding as illustrated on the below slide. There is insufficient space on site for a wheel-wash pool, nor is it anticipated to be necessary.



To restrict the run off from the wheel washing arisings we propose installing temporary silt filters into the affected rainwater gullies.

The site team will install silt traps / filters directly below the gully lid using barley straw, due to its greater density than other straw products. The straw was wrapped in debris netting to prevent it breaking apart, the filters were placed below gully lids and held in place with a cable tie. With closed lids the straw filters completely covered the apertures and filtered both the run off and the road water. These will be monitored and the filters are changed on a regular basis.



Cleanliness of the surrounding roads will be monitored on a daily basis and will take place before, during and at the end of each working day. The site manager will be responsible for carrying out these inspections and if mud be transferred onto 'The Campus' or other sections of the public highway, a road-sweeper shall be employed to maintain the cleanliness of the highway.

## **6.0 Site security**

The main works shall be undertaken with an enclosed construction boundary. The boundary shall be formed with secure heras style fencing, gates and timber hoarding. All gates will be securely locked when the site is closed.

Materials shall be stored away from boundary fences. All light plant and materials shall be secured in the compound or a lock-up container outside working hours. Where this is not practicable and there is a requirement to store plant and materials on the site then they shall be secured in an appropriate manner e.g., palletised, chained to immovable objects or banded with steel straps to prevent unauthorised movement.

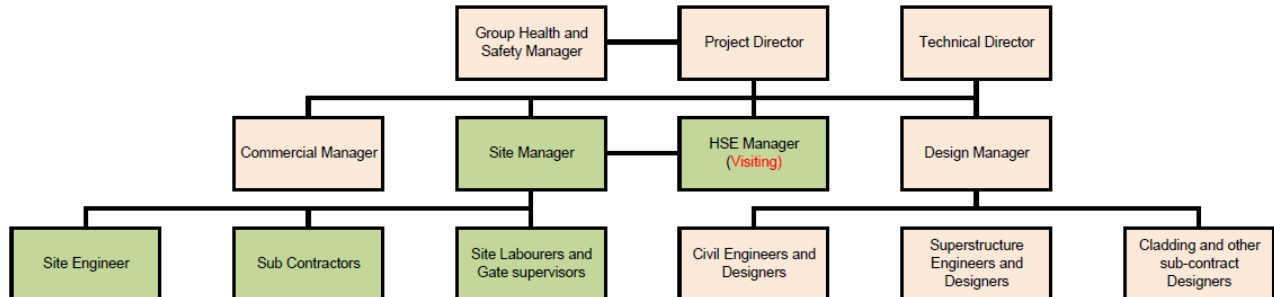
Daily checks of the sufficiency of the securing arrangements shall be made by site management.

At the end of shifts the Site Supervisors will ensure the worksite is securely left.

## 7.0 Project Team

### 7.1 Management structure and key responsibilities

#### Project Structure



#### Specific Responsibilities

Individual job titles	Key SHEQ responsibilities
BPL Site Manager	Organise and implement the provisions and maintenance of a working environment and systems that are, so far as is reasonably practicable, safe and without risk to health. Ensure that adequate supervision is maintained and that clearly defined areas of responsibility are established with sub-contractors. Ensure the site works are progressing safely, in accordance with the design and to programme.
Safety Manager (Visiting)	Carry out Health & Safety audits at a minimum of 2 weekly intervals. Produce audit report and follow up closure of items requiring action. Review site paperwork for compliance with BPL Procedures and Policies. Undertake thorough investigation and report following any reported incident or accident.
Temporary Works Co-Ordinator	To ensure all temporary works have been designed and planned. Liaise with all TWS's to ensure temporary works are carried out in accordance with the temporary works designs. Ensure that the Temporary works register is maintained by the On site TWS. Issue necessary permits to load and strike.
Temporary Works Supervisor	The BPL Structural Engineer prepares detailed 'CDM' documentation dictating the sequence and measures to be followed in the erection of the structure to maintain structural stability. There are a number of temporary props and braces (identified in yellow paint) that must

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	be installed as works progress. these can ONLY be removed under instruction from the design Engineer and the issue of a permit to strike by the TWC.  The TWS on site will ensure that the temporary works are installed in accordance with the temporary works design and not removed before a permit to strike has been issued by the TWC.
Fire Safety	Ensure that the requirements of the Fire Code are followed. Carry out regular inspections to ensure adequacy of arrangements. Carry out fire drills at least at 6 monthly intervals. Ensure that signage, fire alarms, fire points and the fire plan are updated as site conditions change.
First Aider	Ensure that adequate First Aid arrangements are in place at all times. Ensure suitable equipment is available. Ensure correct signage for First Aid is in place.
Lifting Co-ordinator	Responsible for the organisation, planning and control of lifting operations within the BPL site.

The general responsibilities of the BPL management team are further detailed as follows:

### Project Leader

- Promote a positive health & safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing the appropriate protective clothing and equipment).
- Be aware of the appropriate statutory health and safety requirements affecting the operations of the Company.
- Ensure appropriate health and safety training is given to all employees as necessary.
- Ensure health and safety factors are considered at all stages in the work process and appropriate resource is made available to maintain safe working methods and equipment.
- Ensure compliance with the company policies and procedures and reprimand any managers and employees for failure to satisfactorily discharge their responsibilities for health and safety.
- Allocate sufficient resources (including financial) to enable the Health and Safety policies and procedures to function effectively.
- Ensure that inspections and audits are carried out as required

### Site Manager

- Promote a positive health & safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing the appropriate protective clothing and equipment).
- Ensure everyone on site is aware of their responsibilities with regard to health and safety.
- Ensure compliance with the company policies and procedures and reprimand any employees for failure to satisfactorily discharge their responsibilities for health and safety.
- Co-operate with the Project Director and any health and safety managers and advisors.
- Ensure that inspections and audits are carried out as required.

### Site Engineer

- Carry out all setting out and site surveying activities.

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- Carry out as built surveys and record data.
- Regularly review onsite activities to ensure that work is being undertaken in accordance with RAMS and approved drawings.
- Carry out Quality checks and maintain quality records.
- Carry out surveys of buried services as required.
- Raise NCR's issue and enclose close out.
- Take and maintain record photographs for eventual incorporation into the Health & Safety file.

### Sub- Contractors

- The Sub-contractor shall provide adequate and timely information including works package plans and risk assessments, shall provide personnel with appropriate training, PPE and instructions, and supervise their work with adequate controls to ensure it is carried out safely, within the required time, and to the specifications provided. The Sub-contractor must advise BPL Site Manager when introducing new employees onto site to ensure that Site Inductions are carried out.
- The Sub-contractor shall carry out his works strictly in accordance with agreed Works Risk assessments and Method Statements, shall keep working areas in a clean state, keep designated fire escape routes clear, remove and properly dispose of all surplus materials, packaging, and other rubbish from their operations on a daily basis.
- The Sub-contractor shall request and control drawings and specifications from BPL, shall seek clarifications and completion of detail where required, and shall keep "as built" records. Only drawings and specifications authorised and issued "for construction" must be actioned.

### Responsibilities of the individual

- *It is the responsibility of each person to ensure they possess a current and appropriate CSCS card*
- Understands what they are required to do
- They work to prescribed works package plans and procedures
- Has appropriate PPE, tools, equipment, plant and materials for the task
- Is fully trained for their use, and he uses them properly in accordance with the training.

### **Project health, safety and environmental goals**

- Achieve zero reportable injuries, diseases or dangerous occurrences
- No prosecutions or enforcement notices from HSE or other enforcement bodies
- 100% of all operatives, supervisors and managers to hold a valid and appropriate CSCS card
- No cases of occupational dermatitis
- No cases of hand arm vibration (HAVS) or "whole body vibration"
- No cases of occupational noise induced hearing loss
- No fall from height of personnel, materials, plant or equipment
- No cases of persons inhaling solvent fumes
- No cases of occupational injury from manual handling
- No personnel injured by the movement of plant or vehicles
- No slips trips or falls
- No fires
- No unauthorised access to construction areas
- No environmental incidents

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- No cases of public nuisance
- Comply with all Health & Safety Legislation and Approved Codes of Practice
- Maintain safe and unimpeded access and egress from site, particularly for emergencies, and minimise the disruption to neighbours, (both vehicular and pedestrian);
- Police and co-ordinate the use of safe procedures, tools, plant, equipment and the appropriate use of Personal Protective Equipment (PPE)
- Safety Manager/Advisor to carry out safety audits and inspections at a minimum fortnightly frequency
- Internal H&S audits which to achieve KPI 94% compliance
- Maintain adequate levels of welfare facilities for the work force
- Health & Safety file and Operations and Maintenance manual to be developed and delivered as soon as reasonably practical after completion for acceptance by the client's team

The Project Team and workforce are to create a safe working environment with minimal disruption.

### 7.2 On-site training requirements

Those undertaking a variety of roles on site are required to hold specific competences and qualifications.

Role	Required Qualifications
Site Manager	CSCS Card at Manager Level, SMSTS (or IOSH Managing Safely), First Aid at Work
Trade Supervisors	CSCS Card at Supervisor Level, SSSTS (or SMSTS, or IOSH Managing Safely)
Plant Operators	CPCS card appropriate to the equipment being used
Trades and Labour	CSCS Card appropriate to the trade they are undertaking.
Slinger/Banksman	Slinger/Banksman (in addition to the above)
Traffic Marshalls	Traffic Marshall or banksman training (in addition to above)
Lift operations	Appointed Person training and certification with demonstrable relevant experience.
Lift Supervisor	Lift Supervisor training and certification with demonstrable relevant experience.
Temporary Works Coordinator	Temporary Works Coordinator training and certification.
Temporary Works Supervisor	Temporary Works Supervisor training and certification.

Any deviance from the above will only be permitted by written agreement from a Bourne Director.

The certification as described above shall be checked upon recruitment or at Site Induction.

#### 7.4 Welfare facilities and first aid

BPL shall provide suitable and adequate facilities to satisfy the statutory obligations and good practice expectations.

Facilities will be well lit and heated, with hot and cold running water within the toilets and canteen areas.

Facilities shall be kept clean and tidied daily.

BPL will ensure that an appropriate number of qualified First Aiders are provided on the contract to administer basic first aid. The level of First Aid provision will be determined by Risk Assessment, but a minimum of 1 trained first aider shall be on site at all times.

Where treatment beyond basic first aid is required, the injured person will be advised to attend / taken to the Accident & Emergency Department at the local hospital, details of which will be displayed on the site notice board and included in the site induction.

A suitable and appropriately sized first aid kit shall be maintained by the Site Manager and kept accessible in the Site Office.

#### 7.5 Reporting of accidents, incidents and near misses

Bourne operate a proscribed procedure for the reporting of all accidents, incidents and near misses. In the event of any incident the applicable forms are completed and issued electronically to the Bourne Incident report. This includes the H&S Personnel and Company Directors.

All accidents will be investigated to establish cause, trends and any measures to avoid repeat incidents.

In the event of a more serious accident or incident the Site shall immediately notify the BPL Operations Director, Managing Director or Group Head of Health and Safety. They shall implement any investigation and if applicable any reporting to HSE.

All accidents or incidents shall be reported to the client team as soon as practicable to do so.

#### 7.6 Emergency procedures

*The table below summarises the numbers that may need to be accessed in the event of any emergency on site. (i.e. fire, accident, environmental incidents).*

Names / organisations	Responsibility	Contact number
Emergency services	Fire and accident assistance	999
Environment Agency	Pollution incidents	0800 807060
Transco	Gas release incident	0800 111 999
Electricity Supplier	Cable strikes / OH line incidents	0800 31 63 105
Water company	Water supply incidents	0800 980 8800

*The Most Senior Bourne Manager on site (typically this shall be the Site Manager) shall be responsible for implementing the emergency actions as described here, or in associated documents (see below).*

### 7.7 Site performance monitoring arrangements

Site SHE audits are undertaken fortnightly by Bourne SHE Advisor/H&S Manager. A target KPI of 94% is established by Bourne Group. The KPI scores are identified in Internal Progress Review Meetings and included in Monthly Board reports.

Repeated failure to meet the KPI will result in special attendance measures by Bourne Directors. Both immediate and long-term resolution plans implemented with the project delivery team.

### 7.8 Environmental control measures

Several environmental aspects have been considered as summarised below:

<b>- Waste removal</b>	<p>Site limitation prevent segregated skips on site. All skips are therefore to be mixed and segregated for reuse/recycling off site.</p> <p>Also see the Site Waste Management Plan (SWMP) for further details on the management of waste for this scheme.</p>
<b>- Reducing noise and vibration</b>	<p>Low noise and vibration equipment shall be used wherever possible. HAV and noise assessments shall be included in task specific risk assessment. Where monitoring is identified as required this shall be undertaken by shift and recorded.</p> <p>1. All plant and machinery in use shall be properly silenced and maintained in accordance with the manufacturers' instructions.</p> <p>All compressors shall be sound reduced models, fitted with properly lined and sealed acoustic covers, which shall be kept closed whenever the machines are in use. All</p> <p>ancillary pneumatic percussive tools shall be fitted with mufflers or silencers of the type recommended by the manufactures.</p> <p>All machines in intermittent use shall be shut down during intervening periods between works, or throttled down to a minimum. Noise emitting equipment, which is required to operate continuously, shall be housed in suitable acoustic enclosures.</p> <p>Items of plant and equipment shall be maintained in good condition so that extraneous noise from mechanical vibration, squeaking or creaking is reduced to a minimum.</p>

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	<p>Any pile driving shall be carried out by a recognised noise reducing system.</p> <p>Where practical, rotary drills and bursters, actuated by hydraulic or electric power shall be used for excavating hard material.</p> <p>In general, equipment for breaking concrete and the like, shall be hydraulically actuated.</p> <p>'BS 5228 Noise Control on Construction Sites' should be referred to for guidance in respect of all work carried out by the developer, their main contractor and any sub contractors.</p> <p>Any emergency deviation from these conditions shall be notified to the Council without delay.</p> <p>Water sprays shall be used, as and when necessary, to reduce dust from particularly "dusty" activities or stock piles.</p>
<b>- Work with ionising radiation</b>	No applicable works are anticipated
<b>- Exposure to UV radiation (sunburn)</b>	Natural UV is anticipated. Short sleeve shirts and long trousers to be worn as a minimum. Risk of sun exposure to be presented as a toolbox talk to all operatives. Use of sun protection cream is to be promoted.
<b>- Storage of materials (hazardous)</b>	<p>Any COSHH equipment to be stored in segregated and designated area or store.</p> <p>Fuel oil to be stored in designated tanks with proprietary bund with a capacity of at least 110% of the fuel container.</p>
<b>- Removal of asbestos</b>	No applicable works are anticipated
<b>- Contaminated land</b>	No applicable works are anticipated; however arisings shall be tested for ensure correct classification and disposal. Removal of arisings will be undertaken by licensed contractor, WTN will be maintained for record purposes
<b>- Mud on Road</b>	The foundations are to be excavated by cutting the existing tarmac road surface only where necessary. As

	<p>such the general site should remain relatively free from mud likely to be transferred onto the road.</p> <p>Where vehicles are to drive off the site with muddy tyres they shall be washed with a jet wash. The jet wash facility will be located away from public interface and within the site hoarding. There is insufficient space on site for a wheel-wash pool, nor is it anticipated to be necessary.</p> <p>Should mud be transferred onto The Campus and other sections of the public highway, a road-sweeper shall be employed to maintain the cleanliness of the highway.</p>
<b>-Dust</b>	<p>The retainment of the existing car park surface as a working platform shall result in vastly less accumulation of mud. Therefore, the likelihood of problematic dust is significantly reduced. The construction methods also involve few traditional 'wet' trades and so again likelihood for dust is low. Should dust become apparent then 'dampening down' or enclosure shall be employed to prevent migration from the site.</p> <p>All efforts shall be made to reduce dust generation to a minimum.</p> <p>Stock piles of materials for use on the site or disposal that are likely to generate dust, shall be sited so as to minimise any nuisance to residents or neighbouring businesses. Materials for disposal shall be moved off site as quickly as possible.</p>

### 8.0 Complaints procedures

BPL operate an internal procedure for complaints or problems for our staff and subcontractors working on each project. This provides them with a direct route to senior management reporting to the Project Leader.

Any comments or complaints raised by others shall be facilitated by a notice displayed on the perimeter hoarding. This shall be produced in conjunction with WHBC to ensure compliance. A telephone number or email address shall be provided for anybody to contact the project team.