

**Construction Management Plan**

Number: 6409  
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 Approver:



## Construction Management Plan

<b>Client –</b>	Welwyn Hatfield Borough Council
<b>Contractor –</b>	Bourne Parking Limited
<b>Contract Name –</b>	Campus West Single Storey Car Park, Welwyn Garden City
<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>	6409

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

## 1.0 Introduction

### 1.1 Description of the project

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.

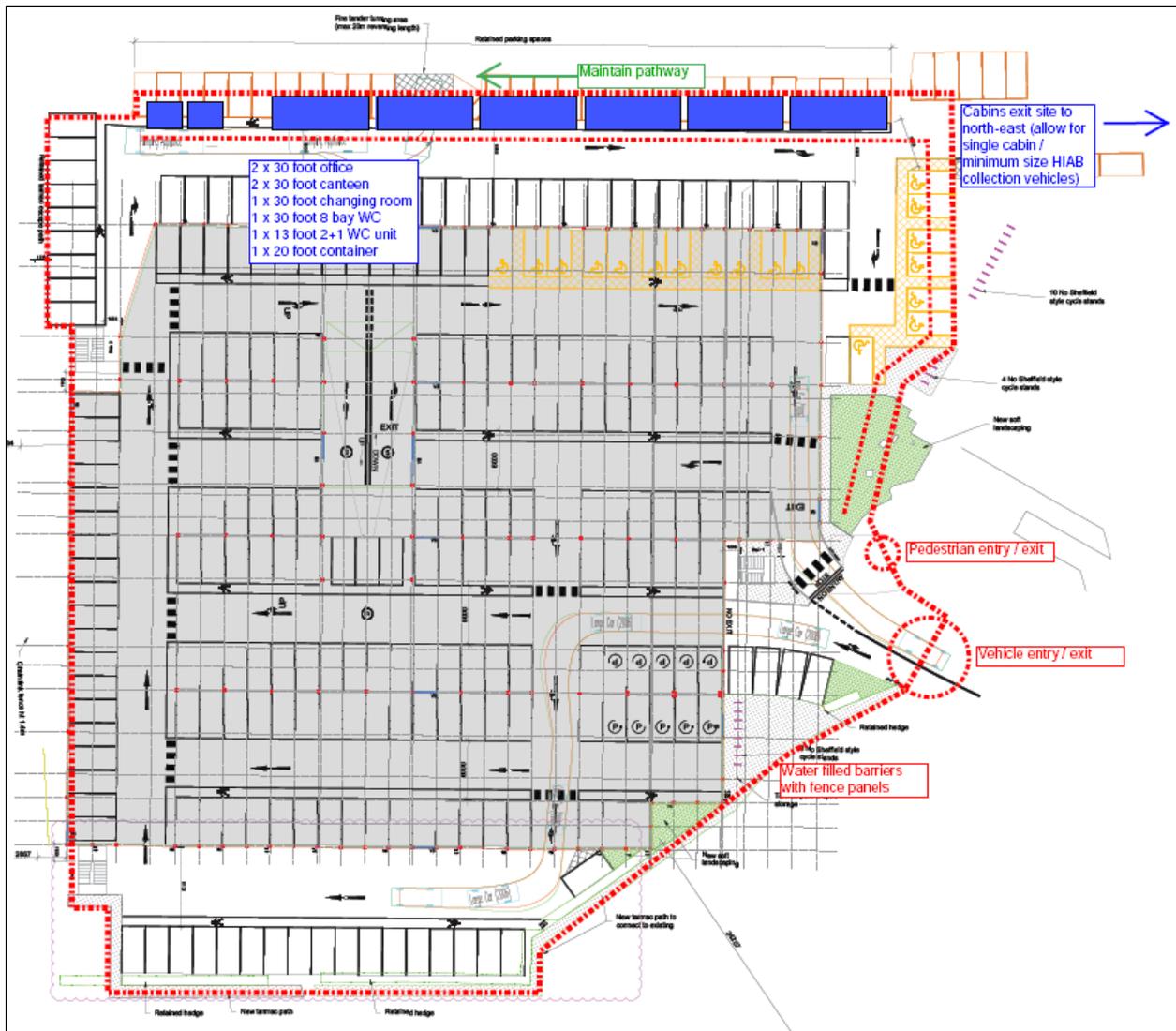
### 1.2 Site Set up

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.

Indicative Site Plan



1.3 Contractor Parking

The off-site manufacturing methodology for the frame and floors results in a smaller resource level than with traditional construction. 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)
- Promote use of buses (0.3 miles from bus station)
- Promoting walking and cycling options for local workers

Limited parking will be available on site to a small number of operatives during construction. During peak periods of construction, alternative public parking is available within 0.3 miles of the site in Welwyn Garden City centre.

**1.4 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.

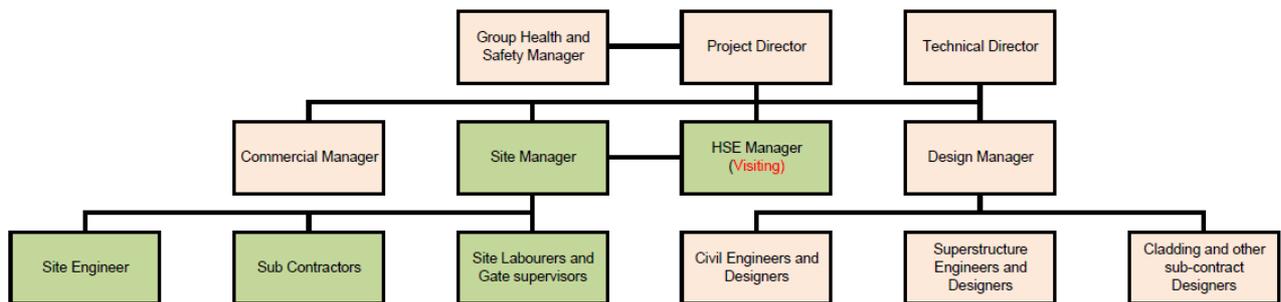
Daily checks of the sufficiency of the securing arrangements shall be made by site management.

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

**2.0 Project Team**

**2.1 Management structure and key responsibilities**

**Project Structure**



- Non Site based personnel  
 - Site Based Personnel

**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.

	<p>Produce audit report and follow up closure of items requiring action.</p> <p>Review site paperwork for compliance with BPL Procedures and Policies.</p> <p>Undertake thorough investigation and report following any reported incident or accident.</p>
Temporary Works Co-Ordinator	<p>To ensure all temporary works have been designed and planned.</p> <p>Liaise with all TWS's to ensure temporary works are carried out in accordance with the temporary works designs.</p> <p>Ensure that the Temporary works register is maintained by the On site TWS.</p> <p>Issue necessary permits to load and strike.</p>
Temporary Works Supervisor	<p>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 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.</p> <p>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.</p>
Fire Safety	<p>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.</p>
First Aider	<p>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.</p>
Lifting Co-ordinator	<p>Responsible for the organisation, planning and control of lifting operations within the BPL site.</p>

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

### **Project Director**

- 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.
- 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.

**2.2 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
- 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.

**2.3 Consultation with public and local stakeholders**

In order to minimise disruption to the neighbouring residents and businesses, it will be important to properly consult with other stakeholders in a timely manner.

This process will commence with client representatives discussing the scheme with neighbours, including at public consultation meetings.

The next steps will be to consult with neighbouring businesses and schools to establish their delivery schedules and peak drop off/collection times necessary to maintain their normal operation. The deliveries to the site shall then be coordinated with these requirements to ensure minimal disruption to them.

These consultations shall be by email or in person, on a nominally monthly basis unless conditions dictate more or less frequent meetings.

Campus West shall not be blocked during construction by static plant or hoardings etc. and emergency access shall be maintained at all times.

Notices shall also be displayed on the site hoardings for public information purposes. This shall be undertaken in conjunction with WHBC's Project team. This shall include emergency contact information for out of hour problems, and an email address for making any comment or complaints.

Further signage shall be displayed 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. No vehicles shall reverse onto of from the highway without a traffic marshal or banksman.

## 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.

## 2.4 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/Banksmen	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.

## 2.5 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.

## 2.6 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.

## 2.7 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).*

## **2.8 Site performance monitoring arrangements**

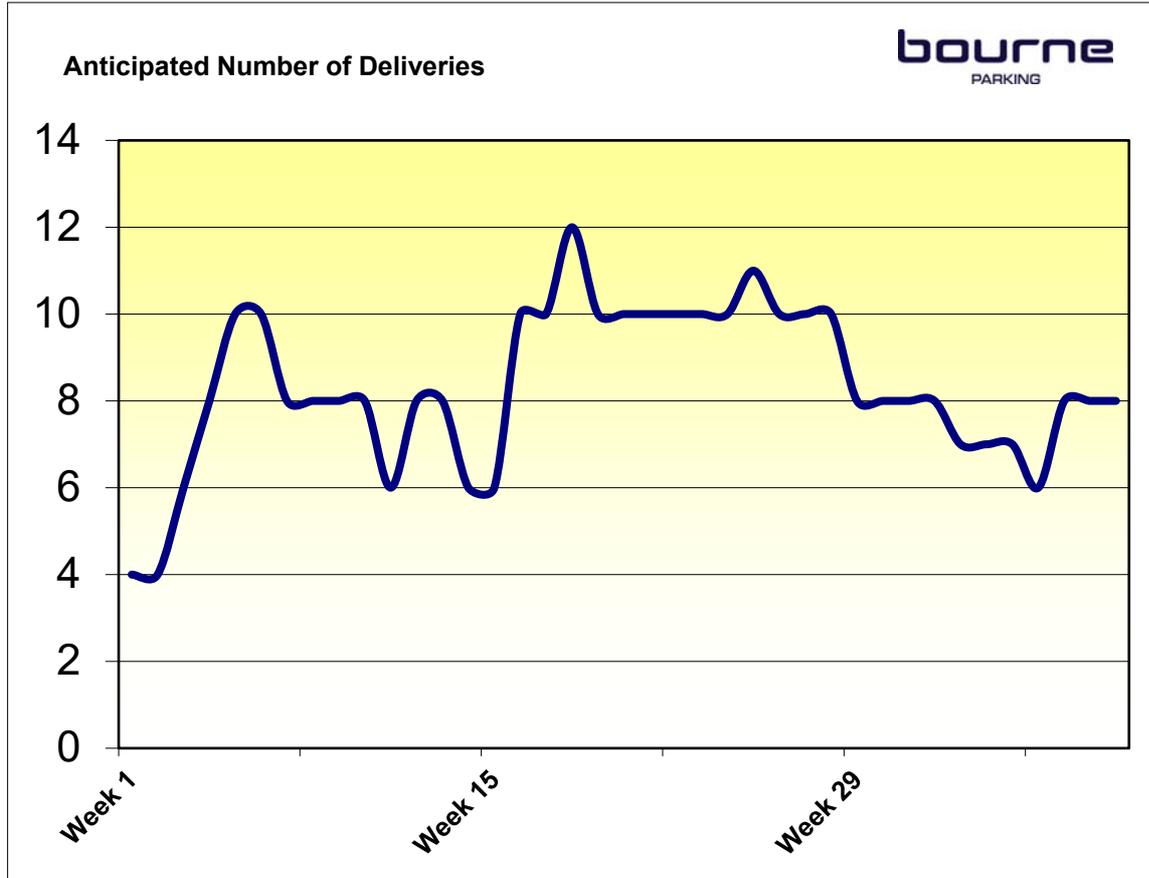
Site SHE audits are undertaken fortnightly by Bourne SHE Advisor/H&S Manager. A target KPI of 94% is established by Bourne Group. The KPI scores are identified in Internal Progress Review Meetings and included in Monthly Board reports.

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.

## **2.9 Logistics and Traffic Management**

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.



For routes to site, and arrangements for dealing with vehicles a **Traffic Management Plan** will be produced as part of our pre-construction planning. This document will put in place measures to ensure the safest possible construction vehicle journeys in accordance with the Construction Logistics and Community Safety (CLOCS) Standards.



	<p>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>

### 5.0 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.