

Construction Management Plan

70 Great Bridgewater Street, Manchester



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Author – Emmett Holmes	Approved – Subject to revision	Tick as Appropriate		
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Date	Revision No.	Details of Revision
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Sign Off	Print Name	Signature	Date
Gilbert-Ash	Emmett Holmes		04/03/22

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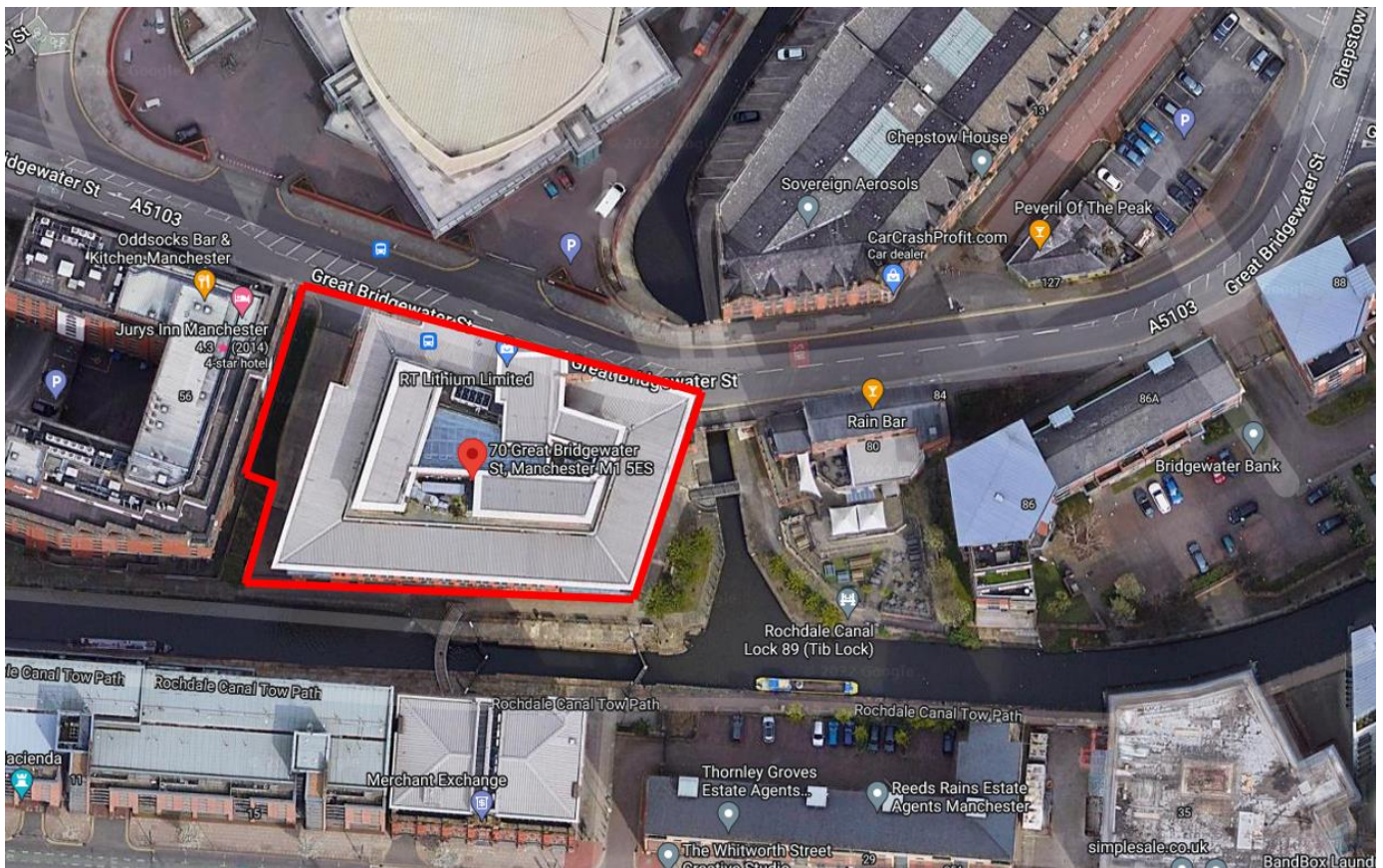
Section 1 – Introduction

This **Construction & Environmental Management Plan (GA-CEMP)** sets out our proposed principles and requirements to minimise the impacts of the construction process on the amenity of neighbouring occupiers and the environment and how these will be managed and mitigated.

This plan has been developed in accordance with the principles set out in the Council's Environmental Code of Construction Practice (as amended from time to time), and the guidance contained in "Manchester Council Transport Strategy"

Details include how the impact of on-site activities will be managed during the demolition and construction phase including traffic management, dust, noise and vibration management.

The Site & Surrounding Areas



Section 2 – Key Personnel

CLIENT:	Bridgewater Manchester (Luxembourg) Holding Sarl Address: 16 Boulevard F.W R aiffeisen L-2411 Luxembourg Email: Projects@kings.cam.ac.uk
PRINCIPLE CONTRACTOR:	Gilbert-Ash Address: 60 Boucher Place Belfast BT12 6HT Contact: Emmett Holmes Tel: 02890 664 334 Email: Emmett.Holmes@gilbert-ash.co.uk
EMPLOYER'S AGENT:	Savills (UK) Limited Address: 12 Booth Street Manchester M2 4AW Contact: Mark Burns Telephone: 0161 277 7216 E-mail: mark.burns@savills.com
PRINCIPAL DESIGNER:	Watts Group Address: St James Tower 7 Charlotte Street Manchester M1 4DZ Contact: Rebecca Fairclough Telephone: 0161 831 6180 E-mail: Rebecca.fairclough@watts.co.uk
STRUCTURAL ENGINEER:	DP Squared Address: 2 nd floor 4 Albert Street Hebden Bridge HX7 8AH Contact: Darren Paine Telephone: 07870 272830 E-mail: darren@dpsquared.co.uk

BREEAM ASSESSOR:	Element Sustainability Address: Nurse's Cottage 75A High Street Tarvin Cheshire Contact: Laurie Wills Telephone: 01829 733 444 E-mail: laurie@elementsustainability.com
MECHANICAL & ELECTRICAL ENGINEER	Marketaylor Limited Address: 37 Market Street Hollingworth Hyde Greater Manchester Contact: Jason Nuttall Telephone: 07791 791 968 E-mail: Jason.nuttall@marketaylor.co.uk
PLANNING CONSULTANT:	Savills (UK) Limited Address: 12 Booth Street Manchester M2 4AW Contact: Jay Patel Telephone: 07585 889283 E-mail: jay.patel@savills.com
QUANTITY SURVEYOR	Gardiner & Theobald LLP Address: Merchant Exchange 17-19 Whitworth Street West Manchester M1 5WG Contact: Martin Molloy Telephone: 0161 817 4040 E-mail: M.Molloy@gardiner.com
BUILDING CONTROL/APPROVED INSPECTOR:	Assent Building Control Address: Unit 2B/C Beehive Mill Jersey Street Manchester M4 6JG Contact: David Millington Telephone: 07944 095 976 E-mail: davidmillington@assentbc.co.uk

ARCHITECT:

OMI Architects

Address:

31 Blackfriars Road

Salford

Manchester

M3 7AQ

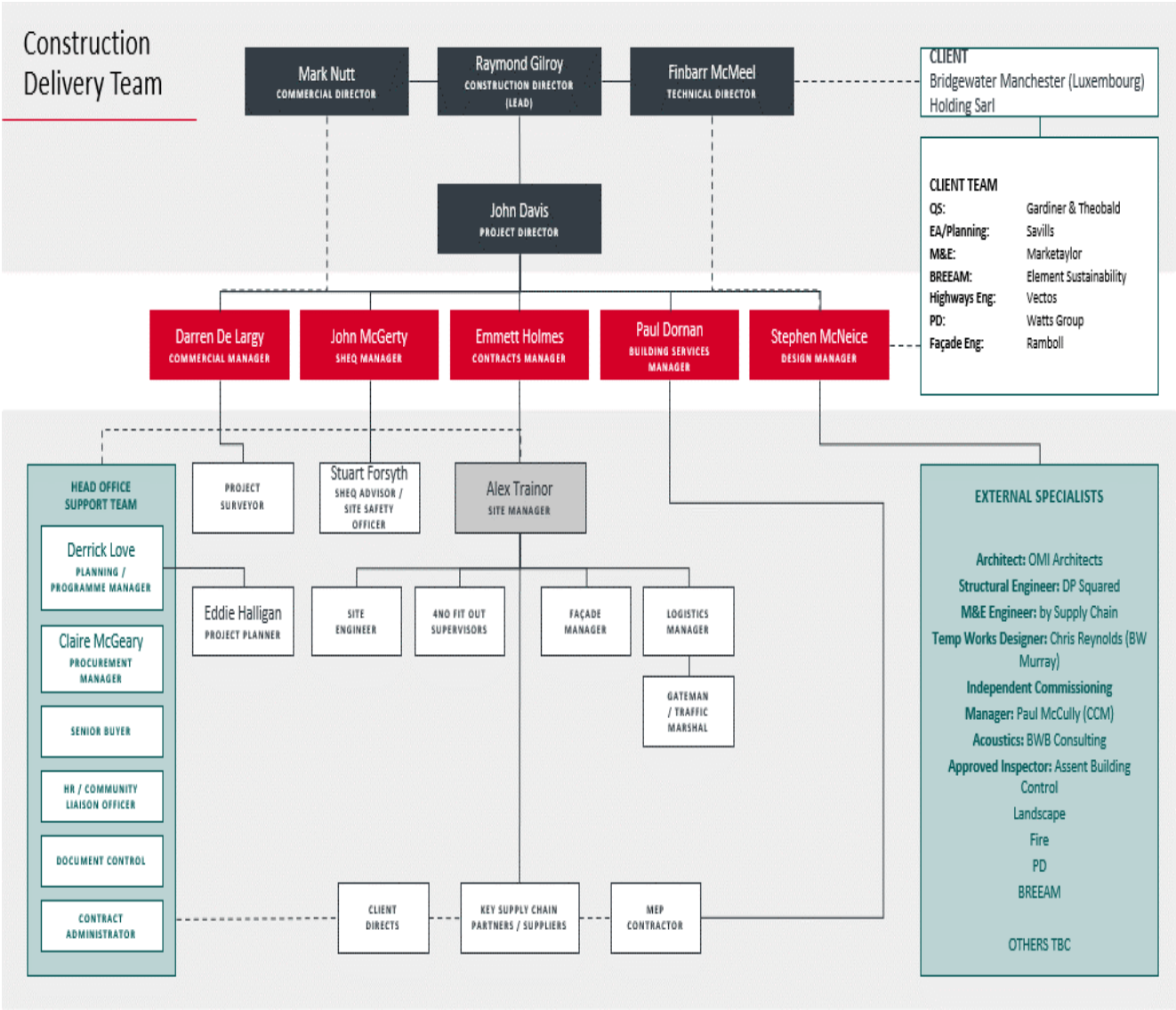
Contact: Andrew James/Phil Etchells

Telephone: 0161 832 3242

E-mail: andy.james@omiarchitects.com

philip.etchells@omiarchitects.com

Gilbert-Ash Management chart



Section 3 – Site Contacts

1. Full postal address of the site and the planning reference relating to the Construction works.

Site Address: 70 Great Bridgewater Street, Manchester, M1 5ES

2. Contact details for the person responsible for submitting CEMP

Name: Emmett Holmes (Contract Manager)
Address: 60 Boucher Road, Place, BT12 6HT
Tel: 028 9066 4334
Mob: +44(0)79 6890 4728
Email: Emmett.Holmes@gilbert-ash.co.uk

3. Registered contact address details for the main contractor responsible for undertaking the works.

Name: Gilbert-Ash Ltd
Address: 47 Boucher Place, Belfast, BT12 6HT (Head Office)
Tel: 02890664334
Email: belfast@gilbert-ash.co.uk

4. Contact details of the site and project manager responsible for day-to-day management of the works.

Name: Alex Trainor (Site Manager)
Address: 47 Boucher Place, Belfast, BT12 6HT (Head Office)
Tel: 07968904718
Email: Alex.Trainor@gilbert-ash.co.uk

5. Contact details of the person responsible for dealing with any complaint from local residents and businesses, etc.

Name: Alex Trainor (Site Manager)
Address: 47 Boucher Place, Belfast, BT12 6HT (Head Office)
Tel: 07968904718
Email: Alex.Trainor@gilbert-ash.co.uk

6. Contact details including the address where the main contractor accepts receipt of legal documents for the person responsible for the implementation of the CEMP.

Name: Gilbert-Ash Ltd

Address: 47 Boucher Place, Belfast, BT12 6HT (Belfast Office)

Tel: 02890664334

Email: Emmett.Holmes@gilbert-ash.co.uk

Section 4 – About the Site

1. Site location plan and a brief description of the site, surrounding area and development proposals for which the CEMP applies.



The site is situated within a commercial area on Great Bridgewater Street, Manchester. There are commercial properties on the east and west boundaries of the site. Jurys Inn on the east and Rain Bar on the west boundary. Rochdale Canal runs along the south boundary of the site and the north boundary of the site is adjacent Great Bridgewater Street.

2. Description of the construction works including the size and nature of the development.

The refurbishment works to 70 Great Bridgewater Street consists of the removal of the existing building envelope and internal finishes to bring the building back to the existing concrete frame. The design consists of infilling of the existing atrium area to increase the net internal floor area of the existing floor plate. The relocation of the core/toilets on each floor to be more centralised. A two storey, steel frame extension to be added to the 6th and 7th floor which is to be the same footprint as the floors below. A new uniform façade consisting of glazing and aluminium to the building envelope.

The existing carpark provision will be reduced by 75% to accommodate new cycle storage and washing facilities. There will be 15no available car parking spaces on completion of the project. The internal fitout will be an open plan CAT A fitout consisting of raised access floors, exposed concrete soffits, and exposed MEP services. The MEP installations are VRF heating and cooling system, LED lighting and emergency lighting, fire alarm, building management system, intruder alarm and full access control.

3. Nearest potential dwellings, business, etc. likely to be affected by the activities on site (i.e. noise, vibration, dust, fumes, lighting, etc.).

The site is situated between Jury's Inn Hotel and Rain Bar. Please refer to plan below for neighbouring buildings.



4. Plan detailing the local highway network layout in the vicinity of the site. This includes details of main proposed site access locations, storage, site accommodation, etc.

Figure 1: Highway network and proposed route for site deliveries coming from Manchester Ring Road. A57(M)

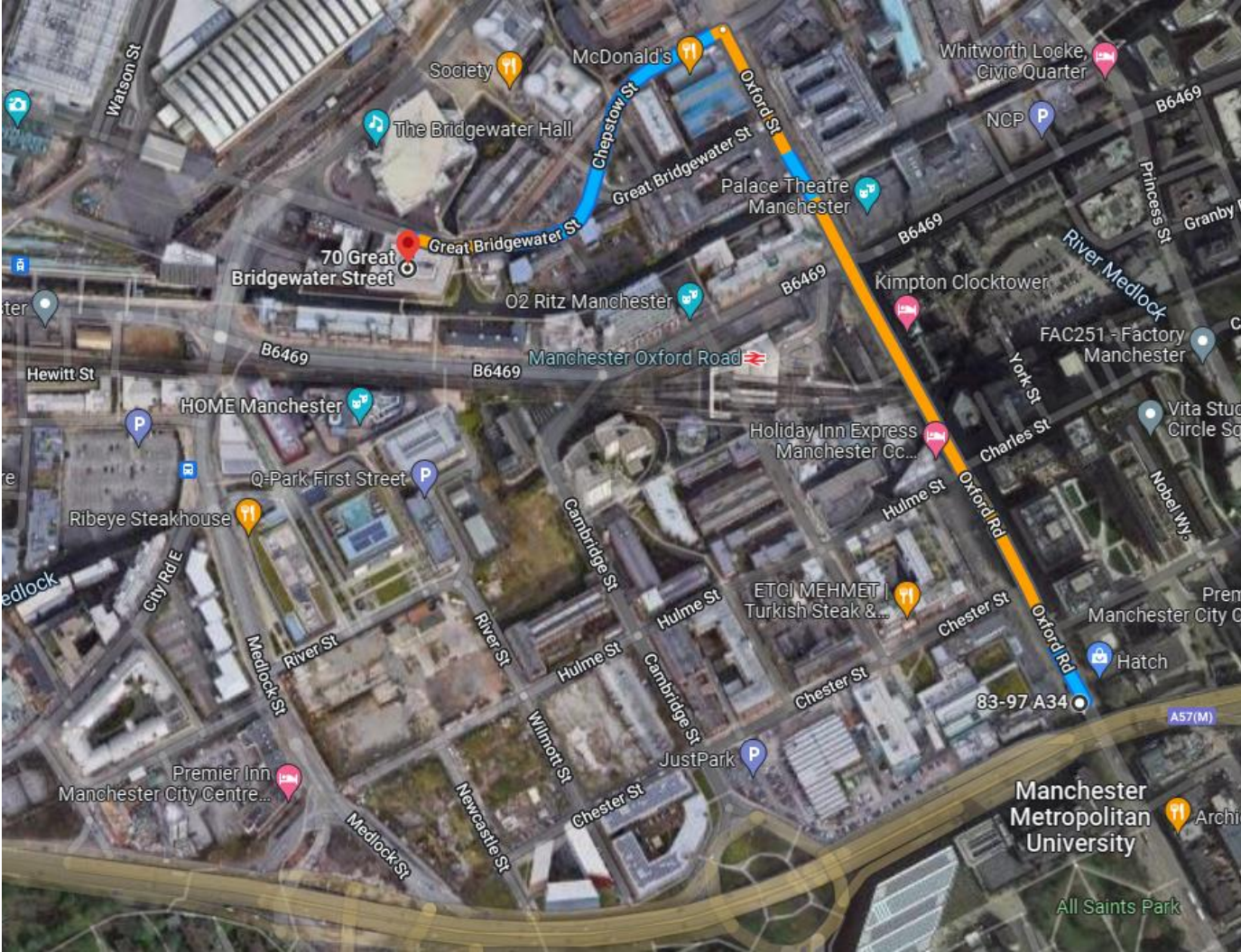


Figure 2: Proposed site access locations, storage, site accommodation



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Site Setup – Level 00
Methodology



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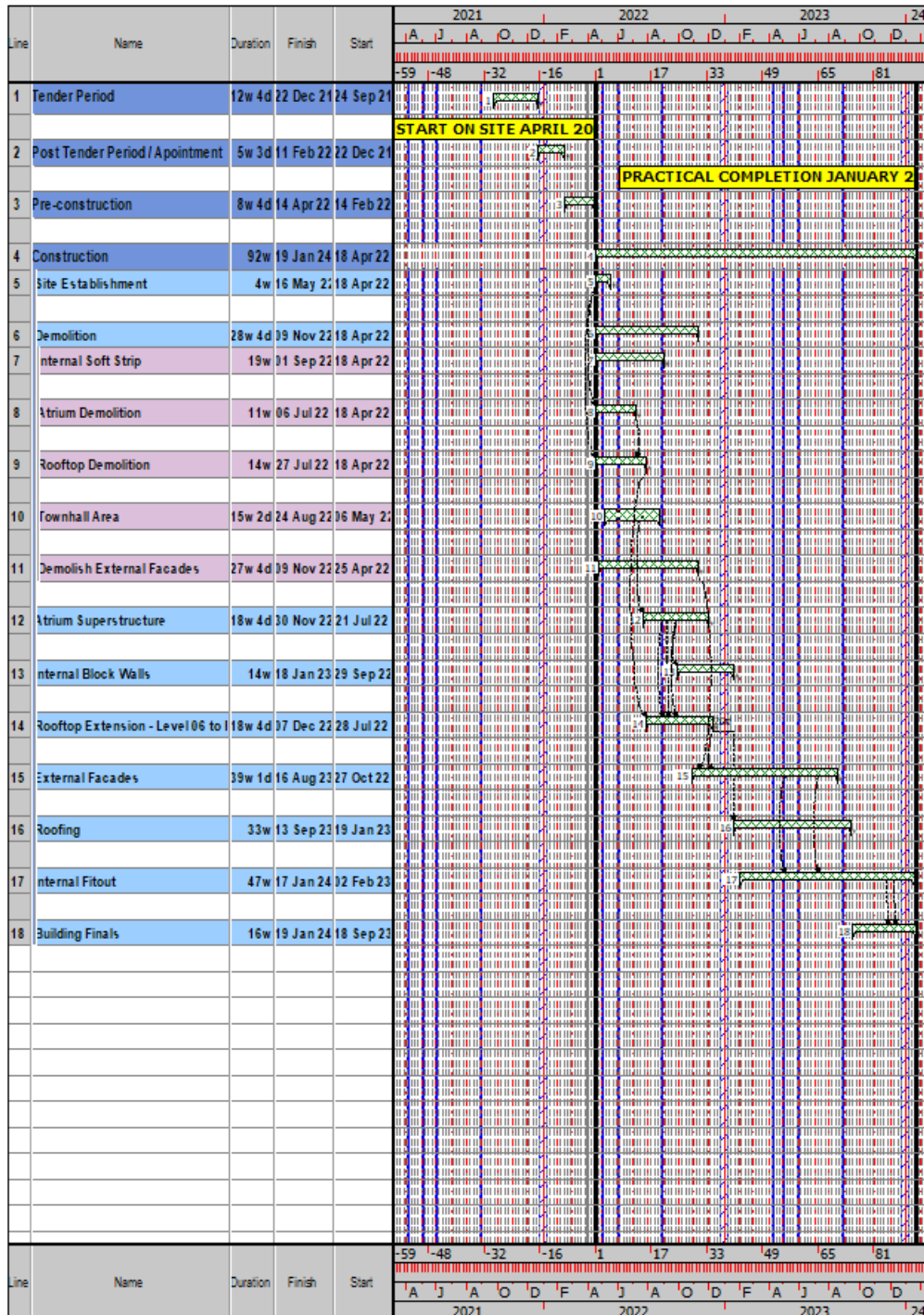
Site Access / Egress
Methodology

5. Proposed start and end dates for each phase of demolition and construction as well as an overall programme timescale. (Summary of Programme with key tasks, durations and milestones).

Please find attached Appendix B containing Construction Programme

Project Duration: 93 Weeks

Phasing or works:



6. Standard working hours for this site, noting that the standard working hours for GA construction sites are:

Working hours are 08.00 to 18.00 hours Monday to Friday and 08.00 to 13.00 on Saturday. No working on Sunday's or Bank Holidays.

Noisy works are restricted to these hours. Noisy operation will always be monitored to avoid unnecessary disturbance.

7. Changes to services are proposed to be carried out that would be linked to the site during the works (i.e. connections to public utilities and/or statutory undertakers' plant).

New building will utilise the existing power, water, and drainage system within the site boundary.

These works are currently being coordinated by the construction team.

Section 5 – Community Liaison

Significant time savings can be made by running an effective neighbourhood consultation process. This should be undertaken in the spirit of cooperation rather than one that is dictatorial and unsympathetic to the wellbeing of local residents and businesses.

These are most effective when initiated as early as possible and conducted in a manner that involves the local community. Involving locals in the discussion and decision-making process helps with their understanding of what is being proposed in terms of the development process. Ideally this consultation and discussion process should have already started with the results incorporated into the CEMP first draft submitted to the Council for discussion and sign-off. This communication should then be ongoing during the build, with neighbours and any community liaison groups being regularly updated with programmed works and any changes that may occur due to unforeseen circumstances through newsletters, emails and meetings.

1. Consultation process

Gilbert-Ash will meet the local business and residents so far as reasonably practical. The second phase of consultation will be by information flyers detailing the future works ahead and any major deliveries or possible disruption that may occur.

The site Manager will be available to meet face to face and the site will be registered to the Considerate Constructors Scheme (CCS scheme) and will have all contact details displayed on the external hoardings.

2. Construction Working Groups, addressing the concerns of the community affected by the works, the way in which the contact details of the person responsible for community liaison will be advertised to the local community, and how the community will be updated on the upcoming works i.e. in the form of a newsletter / letter drop, or weekly drop in sessions for residents.

Gilbert-Ash will contact any working groups in the vicinity of the site and continue the community liaison work already commenced, previously mentioned.

Gilbert-Ash will also register the project with CCS prior to works commencing on site.

Gilbert-Ash has monthly letter drops issued to local residents which detail up and coming construction sequences and also has clearly displayed contact information located upon the hoarding to the site.

3. Schemes – such as ‘Considerate Constructors Scheme’ should form part of the consultation and be notified to the Council.

As noted above, Gilbert-Ash will register the site with the Considerate Constructors Scheme prior to works commencing.

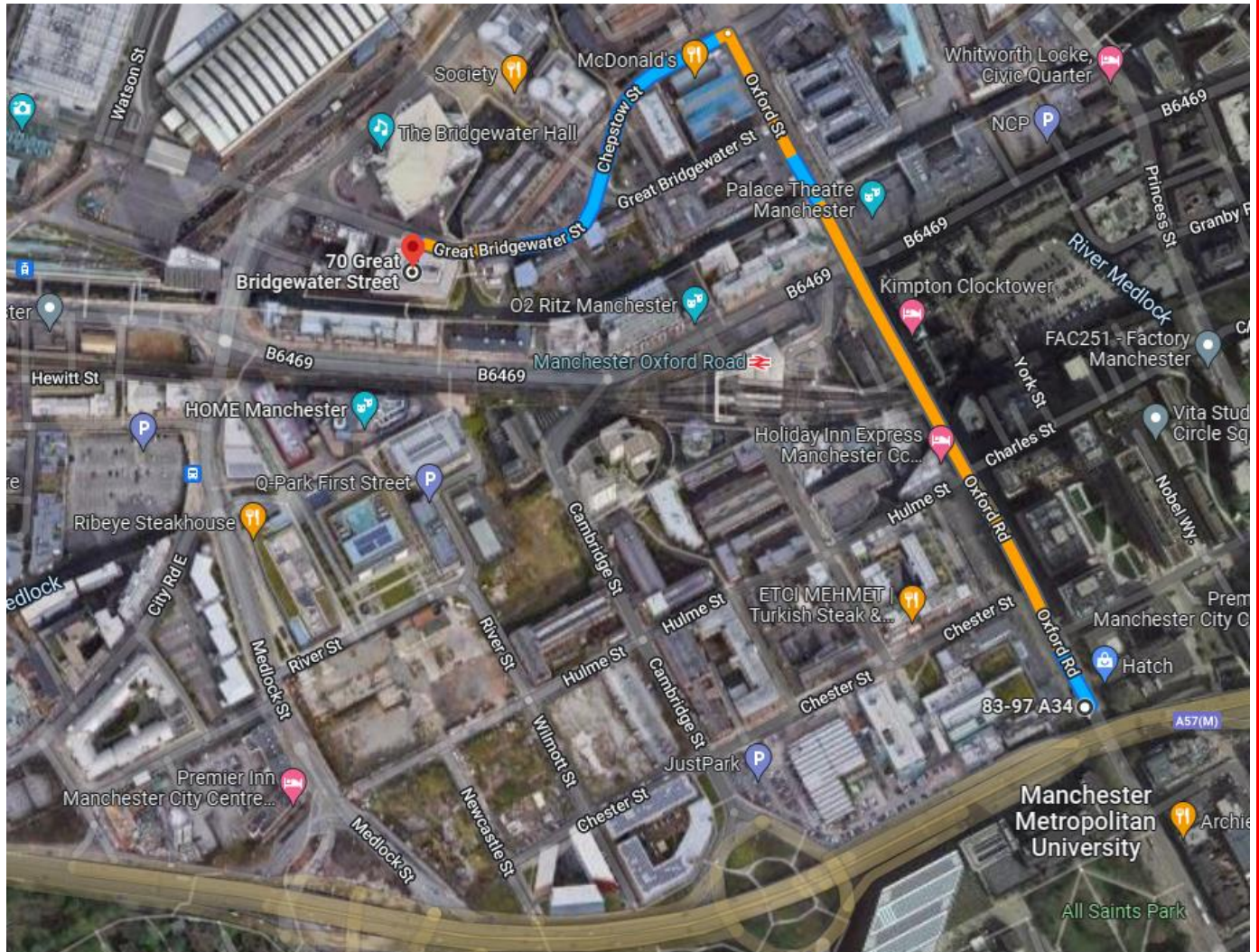
4. Works to Neighbouring Construction Sites

Gilbert-Ash are aware that other construction sites in the near vicinity of this site, however we do not expect these works to impact on our project. We will make contact with these contractors and ensure good lines of communication are upheld.

Section 6 – Transportation Issue associated with the Site

1. Brief description of the proposed working hours within which vehicles will service the site during the construction period.

Construction vehicle movements for deliveries to site will be restricted to site working hours between 08.00 to 18.00 Monday to Friday and 08.00 to 13.00 on Saturdays unless otherwise advised.



Site management will control deliveries of material to site through a booking system, on a just in time basis, requiring 48 hours notice of any delivery. No unauthorised deliveries will be accepted. The site entry point from Great Bridgewater Street will be permanent lockable gates and manned by a banksman. In the event of a delivery vehicle missing a time slot the vehicle will not be allowed to wait in the neighbouring roads. Any deliveries that cannot be accommodated will have to be rebooked.

2. Details of the typical sizes of all vehicles and the approximate frequency and times of day when they will need access to the site, for each phase of construction. An average daily number of vehicles during each major phase of the work, including their dwell time at the site. High numbers of vehicles per day and/or long dwell times may require vehicle holding procedures.

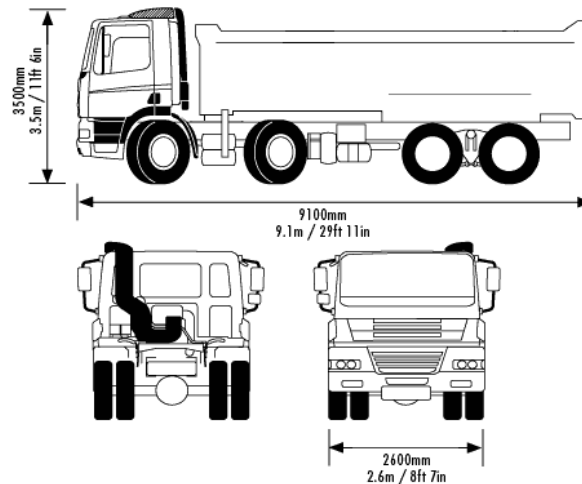
Various sized vehicles will visit site for deliveries and collections:

Small light-waste vehicles e.g. 3.5 ton tippers

Heavy skip wagons e.g. 20 ton Ro-Ro for rubbish and removal of arising

Heavy rigid flat-bed 10 to 20 ton i.e. plant / material deliveries, scaffold and salvage collection

The typical size of vehicle as shown below and will have a maximum of 32 tonne gross weight when loaded.



The type and frequency of the vehicles arriving at site will vary as work progresses.

For all vehicles over 3.5 tonnes must meet all the following conditions:

- All drivers must have undertaken cycle awareness training such as the Safe Urban Driver module through FORS or similar.

All vehicles associated with the construction of the Development must:

- Have Side Guards fitted, unless it can be demonstrated to the reasonable satisfaction of the Employer, that the Lorry will not perform the function, for which it was built, if Side Guards are fitted.
- Have a close proximity warning system fitted comprising of front mounted, rear facing CCTV camera (or Fresnel Lens where this provides reliable alternative), a Close Proximity Sensor, an in-cab warning device (visual or audible) and an external warning device to make the road user in close proximity aware of the driver's planned manoeuvre.
- Have a Class VI mirror
- Bear prominent signage on the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.

Need to consider whether the roads on the route(s) to and from the site are suitable for the size of vehicles to be used.

All deliveries will be kept within the site working hours with the frequency varying depending on the works as dictated by construction programme. The maximum vehicles will be 20 with the average being 2 to 5 major deliveries per day on average, all adequately spaced throughout the day to prevent any potential bottlenecks.

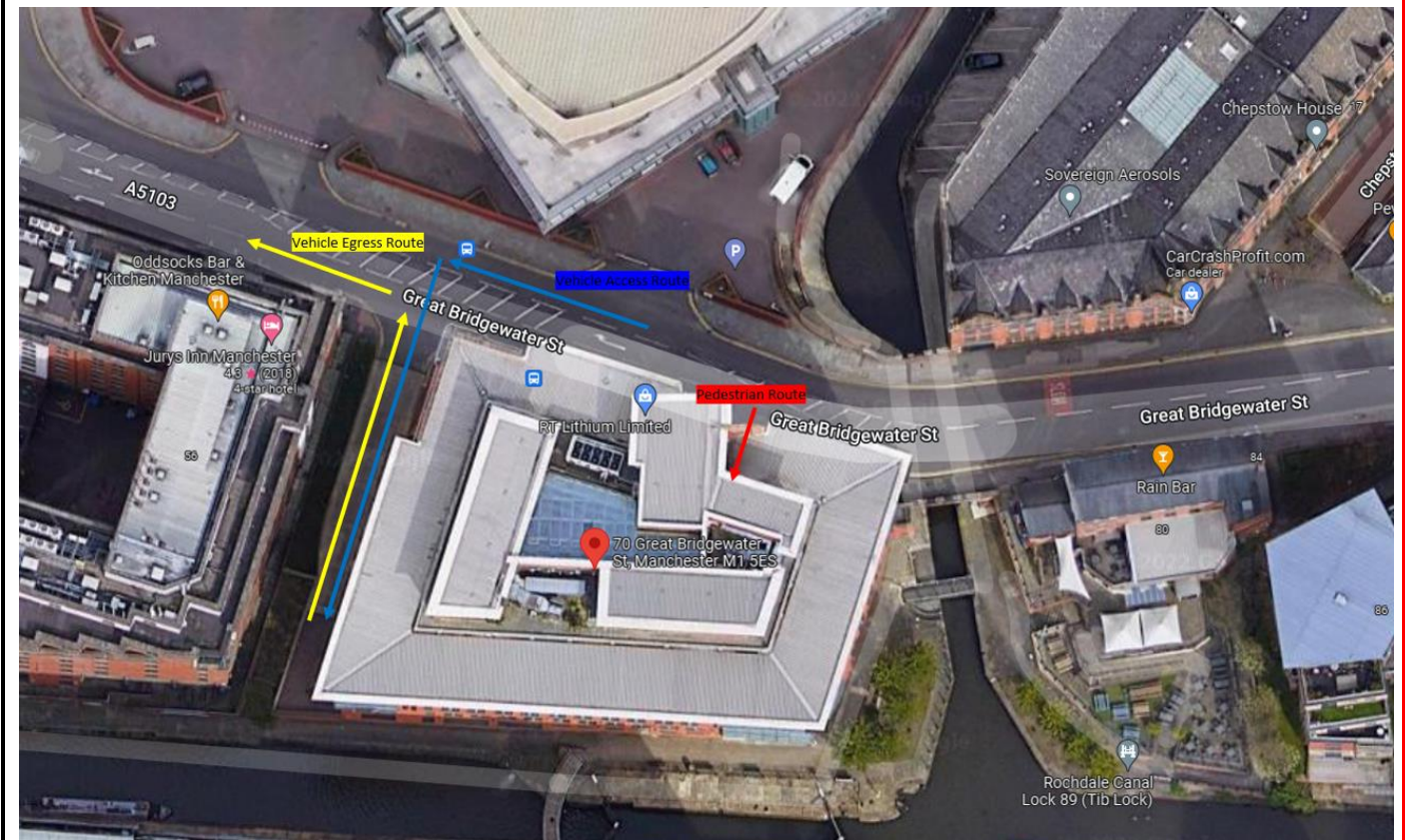
Please refer to site logistics plan below.



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Site Access / Egress Methodology

- Vehicle Access / Egress to Site
- Pedestrian Access to Site



- Details of any temporary structures which would overhang the public highway (e.g. scaffolding, gantries, cranes etc.)

The demolition contractor Total Demolition Services will submit a full demolition method statement and risk assessment including full scaffold design located on any public footpaths.

4. Details of hoarding requirements or any other occupation of the public highway.

A hoarding will be erected around the perimeter of the site. Gilbert-Ash will maintain hoarding for the duration of the project. Gilbert-Ash will ensure that the design is recorded on the temporary works register and inspected daily/weekly by the site manager (temporary works appointed coordinator). The demolition contractor Total Demolition Services are responsible for applying for the hoarding licence. There application will be submitted to MCC including a detailed design.

5. Details of proposed parking bay suspensions and temporary traffic management orders which would be required to facilitate construction. If construction vehicles cannot access the site, details are required on where they will wait to load/unload.

N/A

6. Details describing how pedestrian and cyclist safety will be maintained, including any proposed alternative routes, and Banksman and/or Traffic Marshall Arrangements.

The site entrance gates will be controlled to avoid any obstruction to the public footpath and kept shut when not in use to prevent any unauthorised persons entering the site.

All vehicles either accessing or egressing the site will be supervised by a banksman ensure full consideration and safety of pedestrian and cyclists within the immediate vicinity of the site are maintained.

Details of the Site Management will be displayed on the site hoarding to enable any member of the public to make contact should an incident occur. Such incidents and / or complaints will be acted upon promptly, depending on the nature, with a review of our working procedures and traffic plan made if deemed necessary.

The adjoining public highway will be kept clean and free from obstructions. Any lighting and signage requirements outside the site boundaries will only be erected once full approval is granted from the local council.

A secure hoarding will be in place with lockable access points to prevent unauthorised access.

7. Details describing how Gilbert-Ash construction signage displayed on site and adjacent public highways.

Corporate Signage

GA implement a standardised system of corporate signage across all sites, this is to ensure all sites are compliant with Gilbert-Ash principles and legal compliance. Before a project starts, a site setup checklist is completed by the Site Management and Safety, Health and Environmental Advisors to identify what signage is required for the safe and effective management of the project. Please refer to appendix G. Some of the signage is compulsory, to maintain the standardisation across the sites, and others are site specific depending on the environment and conditions of the site. Below are some examples of the typical signage requirements we install on every site:

Traffic Management

Depending on the traffic management and site setup requirements, we may need to install signage for safely re-directing traffic or pedestrians. A separate traffic management and site logistics plan will be developed, and any signage will comply with the New Roads and Street Works Act.



Site Setup

There are a range of site setup signage which will be installed on the site at the beginning of the project. Externally there will be signage communicating the awareness and risks of a construction site and direction notices to find the site entrance for goods vehicles and pedestrians. Once in the site there will be directional signs to all the facilities such as the Site Office and Welfare. Other standard H&S signs such as fire exit routes, muster points will also be arranged and installed.



Considerate Constructors

As standard we install Community Notice Boards on the external hoarding of the site, which are situated in prominent view of passing pedestrians and neighbours. The board will provide details of the project, regular newsletter providing updates, provide any information and advance notice of disruptive works, summarise our Health, Safety and Environmental statistics, and also provide details of any CSR activities or initiatives the project has undertaken. This is updated regularly.



Standard H&S Boards

We have a H&S information board which is located at the site entrance. The board allows us to install statutory documentation such as the F10 and insurance certificate. This is where the details of the sites first aiders, fire marshall and emergency arrangements such as spill response are communicated. We also include in the site entrance a daily hazard board, which communicates to all operatives and visitors what the current hazards are on the site and what controls have been implemented. These daily hazard board is reviewed and updated daily where required. Safety management zones are installed throughout the site to complement the hazards utilising a traffic light system of green, amber and red. These colours signify what level of hazards to expect, for example the welfare and compound will be green zones where there are no hazards and no PPE is required.

Health & Safety Information Board						GA GilbertAsh
Visitors & New Starters - Please report to site office						
Traffic Plan	First Aid	Site Rules	Don't Walk By	Site Management	Route To Hospital	
Fire Plan	F10 or K10 Forms	Site Rules	Environmental	Spill Response	Current Site Hazards	

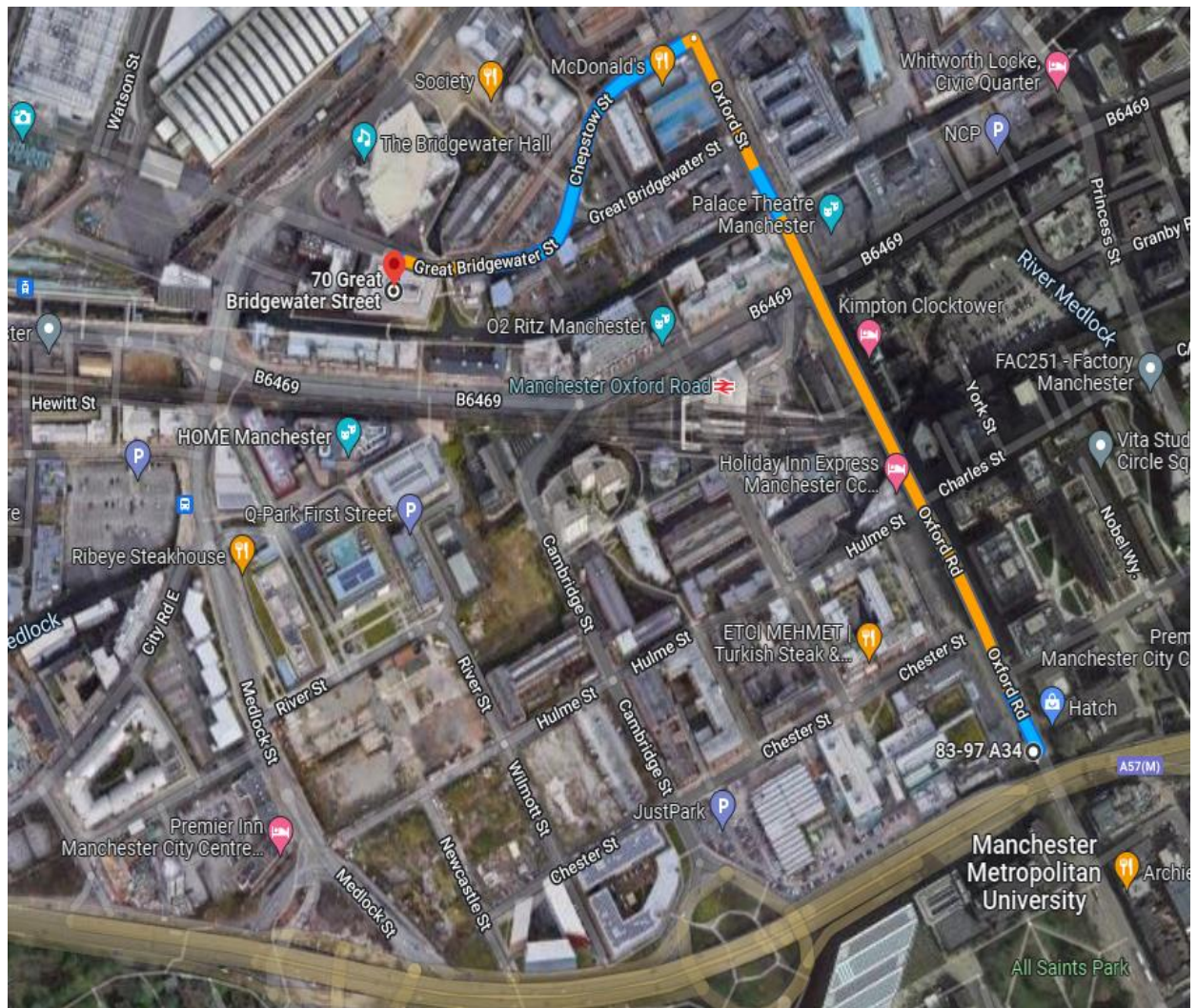
Section 7 – Traffic Management for the Site

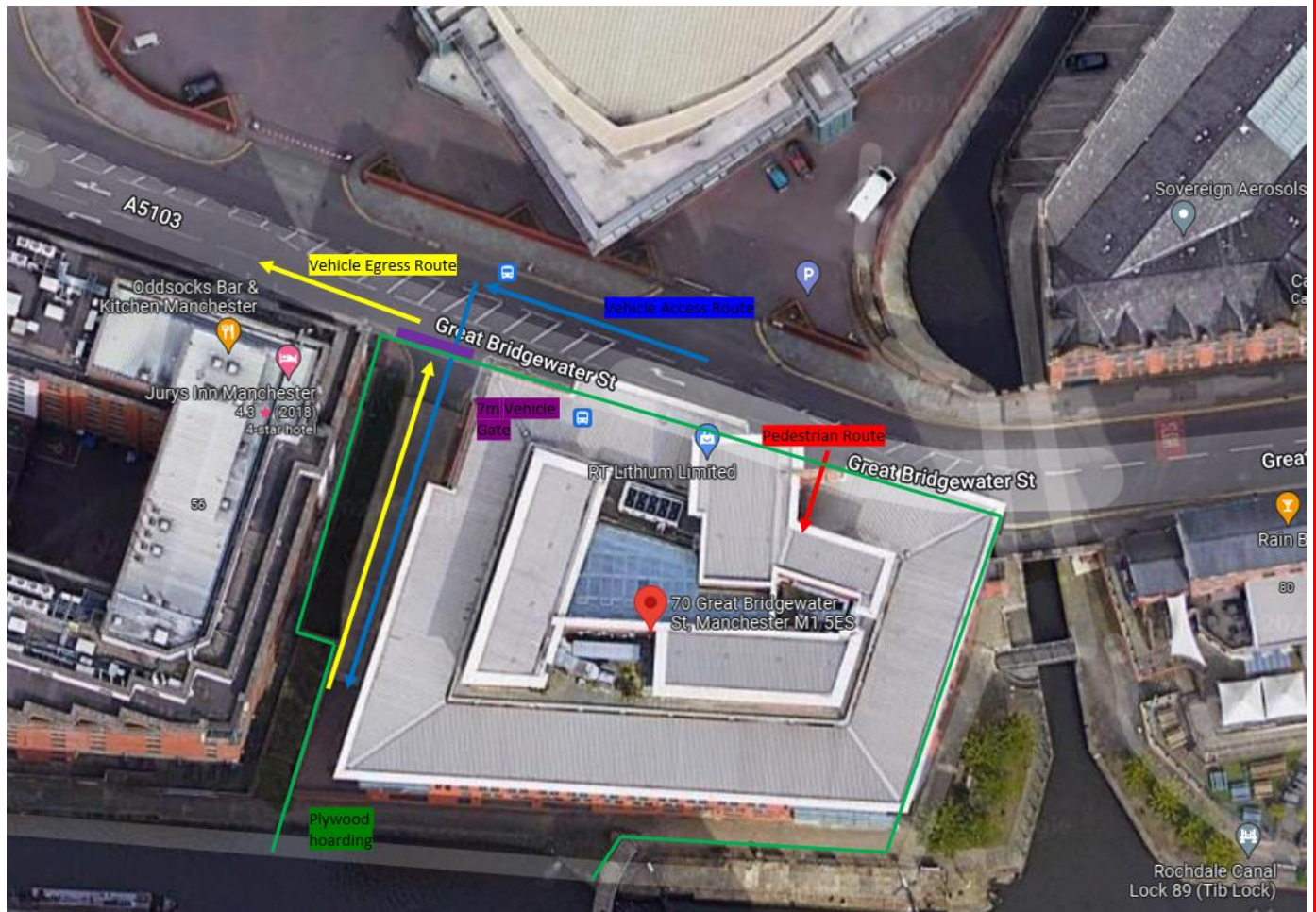
1. Details of how the access and egress arrangements for construction vehicles will be managed. To the contractors, delivery companies and visitors will be made aware of the route (to and from the site) and of any on-site restrictions, prior to undertaking journeys.

All vehicle movements will be supervised by Logistic Manager / Traffic Marshalls/banksman with no vehicles waiting on the public highway.

Logistic Manager will control deliveries of material to site through a booking system, on a just in time basis, Requiring 48hours notice of any delivery. No unauthorised deliveries will be accepted. In the event of a Delivery Vehicle missing a time slot the vehicle will not be allowed to wait in the neighbouring roads. Any deliveries that cannot be accommodated will have to be rebooked. These details will also be appended to the subcontractor official order.

All delivery drivers will be notified of the delivery arrangements / rules during our Site Inductions, and these will be policed by our Site Logistics Manager during the programme of the project.





2. **Details of the parking and loading arrangements for construction vehicles with regard to servicing and deliveries associated with the site (e.g. delivery of materials and plant, removal of excavated material). Scaled site plan attached, showing all points of access and where materials, skips and plant will be stored, and how vehicles will access and egress the site.**

All staff, visitors and workforce will be encouraged to use public transport. There will be a separate pedestrian gate providing pedestrian only access.

Vehicles will drive into the site from Great Bridgewater Street, they will be unloaded / loaded. The dedicated Banksman will control these operations.

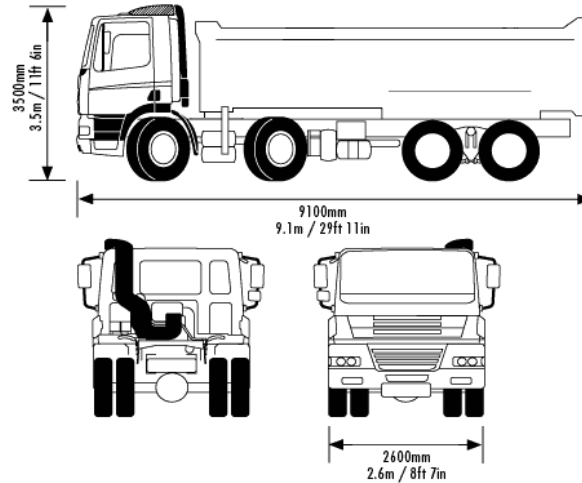
Various sized vehicles will visit site for deliveries and collections:

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The type and frequency of the vehicles arriving at site will vary as work progresses.

For all vehicles over 3.5 tonnes must meet all the following conditions:

- All drivers must have undertaken cycle awareness training such as the Safe Urban Driver module through FORS or similar.

All vehicles associated with the construction of the Development must:

- Have Side Guards fitted, unless it can be demonstrated to the reasonable satisfaction of the Employer, that the Lorry will not perform the function, for which it was built, if Side Guards are fitted.
- Have a close proximity warning system fitted comprising of front mounted, rear facing CCTV camera (or Fresnel Lens where this provides reliable alternative), a Close Proximity Sensor, an in-cab warning device (visual or audible) and an external warning device to make the road user in close proximity aware of the driver's planned manoeuvre.
- Have a Class VI mirror
- Bear prominent signage on the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.

Need to consider whether the roads on the route(s) to and from the site are suitable for the size of vehicles to be used.

All deliveries will be kept within the site working hours with the frequency varying depending on the works as dictated by construction programme. The maximum vehicles will be 10 with the average being 2 to 5 major deliveries per day on average, all adequately spaced throughout the day to prevent any potential bottlenecking.

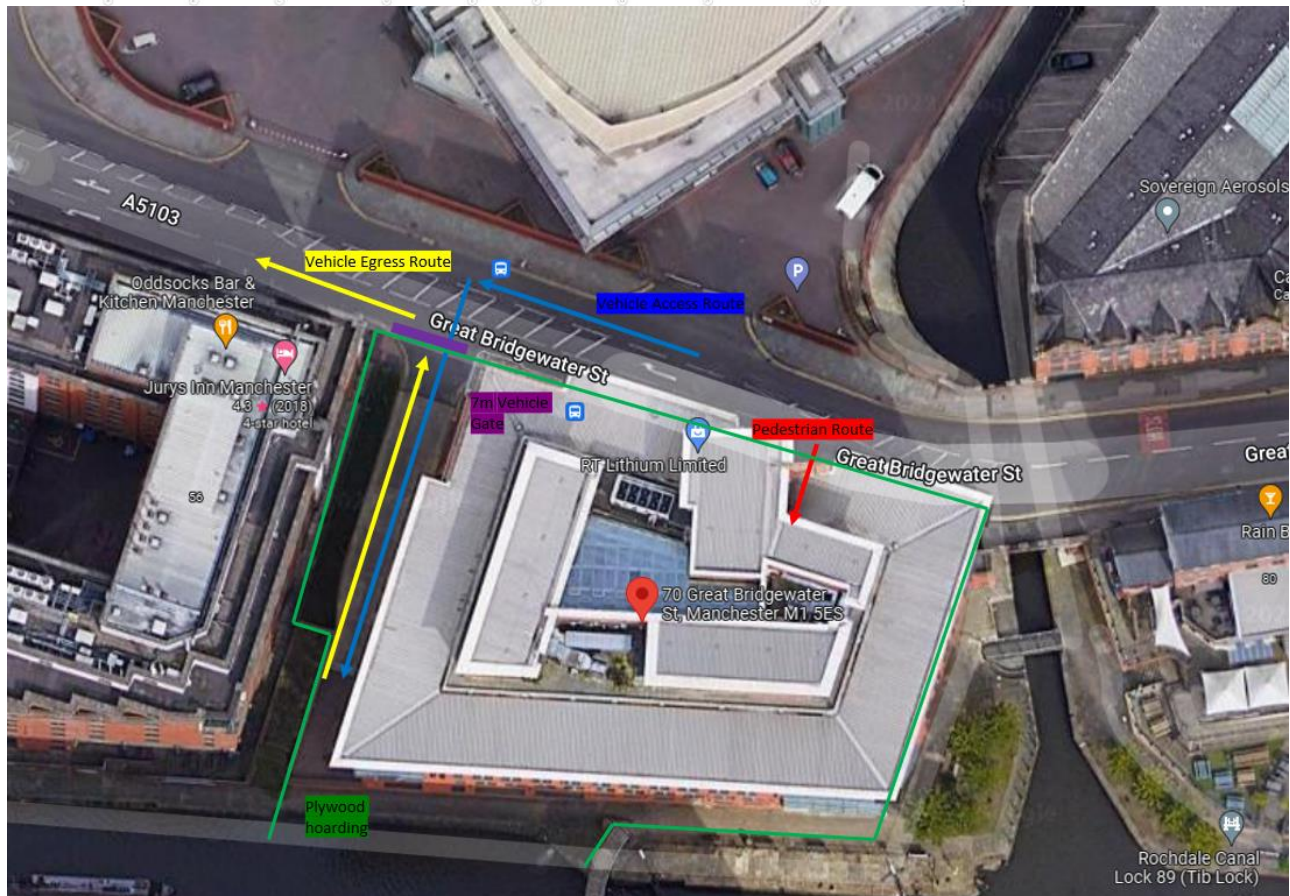
The dwell time will be a maximum of 20 minutes. All vehicles will be revised into the site and loaded / unloaded within the deliveries / unloading zone detailed on 'Site Logistics Plan'.

Any vehicle arriving at site before or after the agreed time of delivery will be turned away.

The majority of deliveries will be scheduled for weekdays to avoid Saturdays.

3. Detail swept path drawings for tight manoeuvres on vehicle routes to and from the site including proposed access and egress arrangements at the site boundary.

Gilbert-Ash have discussed vehicle deliveries with MCC. The vehicles will enter the site via the main entrance gates positioned at the top of the ramp on Great Bridgewater Street. The vehicles will reverse down the ramp and unloaded. The traffic marshal will be in attendance for all deliveries and vehicle movement on Great Bridgewater Street to maintain public safety.



Section 8 – Environmental Issues

1. Details of the times of noisy operations, outlining how the construction works are to be carried out.

Noisy operations include:

- Demolition of façade and roof structure.
- Construction of new steel frame at roof level.
- Installation of new façade.

These works will take place between the hours of 08.00 to 18.00 hours, Monday to Friday and 08.00 to 13.00 hours on Saturday.

In some circumstances it may however be necessary for noisy construction works to be carried out outside of these hours. Such works may arise from emergency circumstances or the delivery of large plant and equipment where congestion and risks to safety prevent roads being used during working hours.

We also do everything reasonably possible to ensure noise from works within these hours is also kept to a minimum. This includes using well-maintained and silenced plant and equipment including compressors, generators, power tools etc to be used.

The Gilbert-Ash site instruction 34 (appendix E) helps specify types of plants and machinery, permitted hours of operation, boundary noise levels and the use of 'best practicable means' to keep all noise to a minimum - like plant and machinery used on the site shall be properly silenced and radios or other amplified music shall not be played.

We will install noise monitoring stations around the site to records noise levels ensuring levels are kept at acceptable levels agreed with the surrounding residents.

2. Details of the Noise, Dust & Vibration Monitoring Equipment.

Details to be submitted under demolition method statement and risk assessment. Total Demolition Services Ltd to issue.

3. Predictions for noise and vibration levels throughout the proposed works.

Details to be provided within demolition method statement and risk assessment.

Noise Impact

The following table lists indicative equipment representative of the more significant types anticipated. The sound level for each item of equipment has generally been taken from library data in British Standard BS 5228-1:2009. The equipment and calculations are to be confirmed by the contractor prior to construction, and during initial site noise monitoring the validity of this data will be confirmed and adjusted where necessary for the major items of equipment.

Equipment	Model	Type	Estimated LAeq at 10 m	Data reference
Excavator	Contractor to confirm	40 tonne	80 dB	BS 5228
Scraper	Contractor to confirm	30 tonne	80 dB	BS 5228
Haul truck	Contractor to confirm	40 tonne	88 dB	BS 5228
Water truck	Contractor to confirm		76 dB	BS 5228
Generator	Contractor to confirm		59 dB	BS 5228
Fuel tanker	Contractor to confirm		76 dB	BS 5228
Waste truck	Contractor to confirm		78 dB	BS 5228
Crushing plant	Contractor to confirm	NA	88 dB	estimate

The following activities are the most likely to cause noise:

4. Details describing mitigation measures to be incorporated during the construction works to prevent noise and vibration disturbances from the activities on the site, including the actions to be taken in cases where these exceed the predicted levels.

All vehicles and mechanical plant used for the purpose of the works will be fitted with effective exhaust silencers, will be maintained in good and efficient working order and operated in such a manner as to minimise emissions.

The Best Practicable Means (BPM), as defined in Section 72 of the Control of Pollution Act 1974, will be employed at all times to reduce noise (including vibration) to a minimum, with reference to the general principles contained in British Standard BS5228:2009 'Noise and Vibration Control on Construction and Open Site'.

All noisy plant and machinery will be shut down during period of non-use and will be fitted with noise bafflers where possible.

Acoustic screens will be erected around works carried out in close proximity to areas of increased public use where practicable. Any mobile screens will have sufficient mass so as to be able to resist the passage of sound across the barrier and to be free of significant holes or gaps between or under any acoustic panels or board materials as far as reasonably practical.

Alternative types of equipment that create less noise will be considered where possible e.g. using cutting torch instead of electric grinder.

Gilbert-Ash will provide suitable ear protection for operative undertaking noisy works. Suitable noise barriers will be used at the working face where possible.

Gilbert-Ash will also provide general ear protection in the form of free issue disposable ear plugs for all site staff.

If noise levels exceed 3dB(A) of the predicated level, or there is a complaint, the works causing the elevated noise levels will cease and an investigation carried out to determine the causes and remedial measures.

Similarly, if vibration levels are exceeded, or there is a complaint, the works causing the elevated vibration levels will cease and an investigation carried out to determine the causes and remedial measures.

To avoid problems concerning noise from the construction works we will take consideration and neighbourly approach to relations with local residents. Works will not be undertaken outside of the hours agreed with the local authority.

If complaints are received, Gilbert-Ash and the planning consultants will review measures and agree strategy for resolving the complaint including the need for additional noise & vibration monitoring.

5. Evidence that staff have been trained on BS 5228:2009

Noise and Vibration will be covered in Site Inductions and weekly toolbox talks to all employees, subcontractors and people employed on the site.

We will make sure that all subcontractors and other people employed in connection with the work must be aware of and, where practical, to keep to the guidelines.

All the subcontractors appointed by GA will produce site specific Risk Assessments and Method Statements which will be reviewed by our site manager and safety advisor.

They will be encouraged to not cause unnecessary noise from the activities; for example, 'revving' vehicle engines, music from radios and shouting.

Please refer to Appendix E for GA Site Instruction S1 34 which shows how we deal with Noise and Vibration that all employees receive this training as part of our Integrated Management System.

6. Details on how dust nuisance arising from dusty activities, on site, will be prevented.

Dust operations will be:

- Demolition of façade and roof structure.

Suitable wetting of soil surfaces shall be carried out during the earth moving activities to minimise soil loss through airborne dust, this may be done through the use of a water bowser, or static sprinklers;

Regular inspection and, if necessary, cleaning of local highways and along the Site boundaries to check for dust deposits (and removal where necessary).

Building works will only be carried out between the hours of 08:00 and 18:00 Monday to Friday and 08:00 and 13:00 Saturday

Where possible, work that creates dust will be avoided during periods of high-wind. Stockpiles of rubble will be dampened down. Dust screens will be provided if deemed necessary.

When working in a dusty environment all operatives must wear suitable dust-masks (minimum FFP3), protective eyewear gloves.

When loading away or moving materials using mechanical means, the material will be well soaked with water in advance of the operation. This will allow the water to soak through the material thoroughly. A fine spray of water will also be applied during the loading process.

Dust levels outside the site will be regularly monitored by Gilbert-Ash during the works.

If dust level is significant, or there is a complaint, the works causing the elevated dust levels will cease and an investigation carried out to determine the causes and remedial measures.

If complaints are received, Gilbert-Ash, planning consultants and EHO will review mitigation measures outlined above and agree strategy for resolving the complaint including the need for additional dust monitoring.

7. Details describing how any significant amounts of dirt or dust that may be spread onto the public highway will be prevented and/or cleaned.

GA will have under the supervision of the Banksman a labour positioned at the vehicle gates to ensure no dirt or dust is transferred onto the public highway. GA will ensure a water jetted road sweeper is made available should an incident occur.

8. Details describing arrangements for monitoring of noise, vibration and dust levels.

A dedicated member of the Gilbert-Ash management team will be responsible for control of noise, vibration and dust on site.

Gilbert-Ash would ensure that dust monitoring will be carried out during potential dust producing activities. The assessment will look at the dust raising potential of construction activities proximity to potential receptors and the duration of the construction activities at each location.

9. Risk Assessment has been undertaken in line with the GA's Control of Dust and Emissions Supplementary Planning Guidance (SPG), and the risk level that has been identified, with evidence.

Air Quality and dust monitoring stations will be set up as required and monitored by Gilbert-Ash to record and dust concentrations during the works. Method of mitigation for dust control are outlined on point 6 under section 8 within report.

Air Quality Risk Assessment

The construction effects of the proposed development on local air quality will primarily be from dust during the period of construction activities.

During the construction phase of the proposed development it is predicted that air quality impacts may include:

- Dust generation from the demolition phase.

- Generation of exhaust fumes by construction plant on site during the construction works and possible fugitive emissions of volatile organic compounds (VOCs) from stored fuels and chemicals.

THE DUST EMISSION MAGNITUDE FOR THIS SITE ARE VALUED AS FOLLOWS

ACTIVITY	DUST EMISSION MAGNITUDE
Demolition	Large
Earthworks	Large
Deliveries to site and use of haul routes	Low
Construction	Medium
Track out	Small

The following receptors have been identified:

- Residents living in properties across the Rockdale Canal. (southern boundary)
- Local business;
- Wider local community;
- Site Workers;
- Ecological receptors.

With the use of appropriate mitigation measures, the magnitude of dust impact upon the identified receptors (within 500m of the site) is predicted to be rated as Medium.

The emissions of combustion related pollutants from the construction phase activities and traffic are expected to be negligible in terms of the effect on local air quality due to the low vehicle numbers expected.

Medium Rating

- Locations where the people exposed are workers, and exposure is over a time period relevant to the air quality objective for PM10 (in the case of the 24- hour objectives, a relevant location would be one where individuals may be exposed for eight hours or more in a day).
- Indicative examples include office and shop workers but will generally not include workers occupationally exposed to PM10, as protection is covered by Health and Safety at Work legislation.

Legal Requirements

In addition to the legislation, we aim to comply with national standard including Guidance on the assessment of dust from the demolition and construction.

Section 79 of the Environmental Protection Act 1990 defines a number of factors relating to dust and air pollution which constitute a statutory nuisance including;

- Smoke emitted from premises as to be prejudicial to health or a nuisance;
- Fumes of gases emitted from premises as to be prejudicial to health or a nuisance;
- Dust, steam, smell or other effluvia arising on industrial, trade or business premise and being prejudicial to health or a nuisance;
- Any accumulation or deposit which is prejudicial to health or a nuisance.

During the construction phase, the following action or measures are to be implemented:

NO.	ACTION	RESPONSIBLE PERSON
1	All subcontractors will undertake best working practices to avoid dust and emissions being generated.	Construction Director / Site Manager
2	Where appropriate during groundwork phases of the project facilities for wheel washing will be installed and maintained at site exit point.	Construction Director / Site Manager
3	All loads of loose or dusty materials transported from site shall be securely sheeted.	Site Manager / SHE Advisor
4	Sufficient road sweeping equipment and personnel will be provided to keep roadways cleaned to ensure no mud, dirt, debris or other loose material is deposited outside the site	Site Manager / SHE Advisor
5	Mobile browser will be used during dry periods to dampen vehicle routes	Site Manager / SHE Advisor
6	Public roads shall be regularly inspected for cleanliness and cleaned as necessary	Site Manager / SHE Advisor
7	Stockpiles of soil / sand and hardcore will be kept moist and the minimum slope shall be gentle to avoid windblown soil dust	Site Manager / SHE Advisor
8	Speed limits shall be enforced and adhered to on site	Construction Director / Site Manager / SHE Advisor
9	Site vehicles/ machinery to be switched off when not in use	Site Manager / SHE Advisor
10	During warm and sunny weather, unpaved areas subject to traffic and wind, stockpiles and dust-generating materials shall be damped down.	Site Manager / SHE Advisor
11	Plant and equipment shall be regularly maintained to ensure emissions are kept to a minimum.	Construction Director / Site Manager / SHE Advisor
12	Localised suppression measures will be employed for any cutting or grinding operations likely to cause nuisance	Construction Director / Site Manager / SHE Advisor

13	All plant and equipment will be regularly maintained to ensure emissions are within acceptable limits	Construction Director / Site Manager / SHE Advisor
14	The storage of fuel and/or the location of re-fueling operations shall not occur in a position that could give rise to nuisance from fugitive VOC emissions.	Site Manager / SHE Advisor
15	A Dust Action / Monitoring Plan will be formulated for the construction phase. It is essential to monitor for dust generation, including TSP, PM10, PM2.5 and PM01 be determined	SES Consultant/ Construction Director / SHE Manager

RA Recommendations for this project

In addition to the measures stated above, the construction phase activities shall be conducted in accordance with the Construction Environmental Management Plan (CEMP) set around trigger conditions that may potentially cause dust nuisance to arise. These trigger conditions should take account of conditions such as prevailing meteorology (such as wind speed and direction) and local conditions such as low soil moisture due to prolonged periods of hot and dry weather.

The CEMP should provide for additional dust suppression measures beyond normal and routine dust abatement measures. Typically, these additional suppression measures may include the use of extra water browsers and sprays, the application of chemical dust suppressants (if appropriate), cessation of activities under adverse weather conditions and dust monitoring, as appropriate. Vehicles wheels should be washed or cleaned before leaving the site.

Incidents & Agreed Corrective and / or Preventative Action

All records associated with monitoring will be recorded using the Site Diary and any scheduled site inspections. Any issues reported will be recorded via the Non-Conformance procedure and associated Corrective and Preventative Action procedure.

All non-conformances (including corrective & preventative actions) will be reviewed and verified by the IMS Coordinator to ensure all action is completed within the timescale specified

10. Mitigation measures from the SPG.

We confirm adherence to the relevant mitigation measures from the supplementary planning guidance (SPG) will be delivered on site.

11. If the site is a high-risk Site, real time dust monitors will be required, as detailed in the SPG.

Gilbert-Ash will provide additional dust monitors if required.

12. Details about how rodents, including rats, will be prevented from spreading out from the site.

Gilbert-Ash will carry out visual surveys of the site to determine the presence of rodents.

If rodent droppings, dead rodents or evidence of nests / gnawing the building fabric a rodent control specialist will be employed to place rodent bait such as an indirect anticoagulant: Vitamin K1 (phytomenadione)

The bait will be place in tamperproof boxes.

The boxes are not traps and it is unlikely that rodents will die inside them.

The bait boxes will be left untouched.

During subsequent visits by rodent control specialist may place additional baits in response to activity, which will be removed once the infestation has been resolved.

The rodent control specialist will make recommendations for additional proofing and housekeeping.

13. Details on Waste management.

GA has signed up to meet WRAP's Zero waste to Landfill initiative by 2022. GA is operating Site Waste Management Plans utilising BRE's online Smart Waste model. GA continually drives to reduce site waste. Through a partnership agreement with Waste Management we hold regular CPD workshops for site staff and sub-contractors. This Sites is set a KPI of 92% of waste reuse, recycled rather than sent to landfill.

Site waste minimisation and management is now a vital and integral part of our business strategy and our current target for 2020 is to divert over 92% of waste from landfill on all our projects. We recognise that this aspect of our business has many benefits including: helps prevent unnecessary damage to the environment; prevents unnecessary use of materials and natural resources; makes economical sense to our operations; helps our business to meet our WRAP commitment and prevents unnecessary landfill.

It is company policy to set up all sites with SUSTAIN IQ waste to help us to identify our waste streams, with the objective of reducing the waste our sites produce. SUSTAIN IQ is an online site waste management plan that sets out the different stages of site waste management. Gilbert Ash have adopted this online tool and our own waste management system is referred to as 'Site Waste Minimisation and Management'. We believe the term minimisation creates a more positive title and helps our workforce to immediately identify that our primary aim is to minimise waste in all areas of our work. We hold regular workshops with our waste partners to continue to improve our supply chain. For project all sites GA will employ our in- house company waste champion, to ensure the maximum percentage of recycling can be achieved. During the procurement, all licenses will be obtained and will be in place prior to the order being placed.

In line with GA's Environmental Procurement policy and our Waste Minimisation and Management policy, all waste contractors are vetted as part of our ISO14001: 2015 to ensure that they meet the standards of operational excellence that we require from our supply chain members. As part of our supply chain procurement policy each sub contractor/supplier is required to complete waste identification and waste minimisation measures prior to their appointment. This enables us to complete our online SWM&MP in a timely manner. Our supply chain is aware from the outset of our intention to deal with our waste responsibly, respectfully and ethically.

All GA projects have aspects, impacts assessments and waste targets set and communicated to each site team. These are reviewed by our onsite waste champion and audited by the environmental manager monthly. All findings are reported to the directors and discussed by project at the managers monthly meetings.

All waste management shall be operated to ensure compliance with The Waste Management Regulations the legislation covers all aspects of waste transfers and waste management facilities.

To achieve best practice during the construction phase we set up our waste segregation area with dedicated skips provided for disposal of the various building materials. These will be monitored by the waste champion and GA audits all waste carriers for compliance and performance along with the Waste Carrier sending monthly recycling figures to our environmental manager for review. This is demonstrated on all our sites for the year 2019 an average performance was achieved of over 95% reuse, recycle diverted from landfill.

Site Waste Management Plan – each of our project operate a SWMP. This requires us to engage our supply chain in waste minimisation seminars to identify where we can prevent waste. This also includes noting design characteristics that can be implemented to reduce waste on all projects in the future.



Gilbert-Ash

Site Access / Egress
Methodology

- Vehicle Access / Egress to Site
- Pedestrian Access to Site

Appendix B – Construction Programme

[illegible]



Flyer No. 01

Gilbert-Ash Ltd

CCCU – Building 2

Project Description:

The project comprises of the construction of a 4 storey Concrete frame supported on CFA piled foundations. The top floor will be formed using structural steel and Composite metal deck. The façade of the building will be Brickwork, glazing and rain screen cladding. The roof is constructed using a selection of coverings including areas of green roof. The external works for the project will have a public realm design concept.

The building when complete will contain the following specialist accommodation:

Teaching mortuary
Specialist engineering workshops
Health and well-being simulated hospital wards
Computer suites
Staff and ancillary support accommodation
Sport sciences
Chemistry and biology labs

The project commenced on 29th October 2018 with a planned duration of 80 weeks.
Anticipant completion date May 2020



Progress to Date:

- Installed temporary site accommodation.
- Securing the site boundary with plywood hoarding.
- Installed the piling mat.

Works Scheduled including deliveries:

- Piling rig being delivered to site on 15th & 16th Nov 2018.
- Concrete lorries attending the site daily. Duration: 26th Nov to Aug 2019.
- Commence Pile foundations. Duration: 19th Dec to 14th Jan 2019.
- Commence formwork to concrete foundations. Duration: 26th Nov to 22nd Feb 2019.
- Commence below ground drainage. Duration 26th to 15th Feb 2019.

Actions taken by the Contractor to Reduce the Impact of the Construction Works on the Local Community:

- Gilbert-Ash will manage daily deliveries of plant and material to site to reduce traffic impact during peak times.
- Gilbert-Ash operatives use dust suppression methods during construction works to reduce impact on adjacent properties and neighbours.

We aim to bring as little disruption as possible to our neighbours but if you have any particular enquiry on how this project may affect you, please feel free to contact, Mr Michael Curran, our Site Manager, on his mobile phone: 07968904729, or by email: Michael.Curran@gilbert-ash.co.uk. He will do his best to answer your queries or resolve any issue.

Appendix D – Environmental Noise, Dust & Vibration Equipment

Details to be submitted under the Demolition method statement & risk assessment.

Appendix E – GA Site Instructions S1 34

GILBERT-ASH LIMITED	Site Instruction:	S.I.34
SITE INSTRUCTION	Page:	1 of 4
	Version:	2
	Date:	July 2013
	Auth. By:	Maria Bradley

Title: NOISE AND VIBRATION

1.0 What:-

In general the construction industry is one of the leading sources of noise complaints made to Local Authorities.

Something is considered 'noisy' when the sound is unwanted by the listener. Noise and vibration emissions can disturb local residents and give rise to complaints and delays. Noise can also disturb wildlife and natural heritage.

Noisy activities include: excavation, tunnelling, concrete cutting, piling, using un-silenced generators and concrete pours.

2.0 Why:-

Our onsite operations are likely to have an impact on the local community due to the location and surrounding area. As a result, best practice will be implemented on site in order to minimise the impact caused through noise and vibration to ensure compliance with the following:

To act as a good neighbour: avoid complaints and maintain good relations with the local community;

To avoid programme delay: the Local Authority has the power to stop works if noise from the site is causing a nuisance;

To avoid fines: Failing to meet noise constraints can result in fines;

To avoid structural damage: vibration can cause structural damage;

To comply with contractual requirements; BS 5228-1:2009 - Code of practice for Noise & Vibration control on construction & open sites-Part 1: Noise

To prevent harm to wildlife: noise can disturb wildlife as well as humans.

GILBERT-ASH LIMITED SITE INSTRUCTION	Site Instruction: S.I.34 Page: 2 of 3 Version: 2 Date: July 2013 Auth. By: Maria Bradley
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3.1 Control Measures (including):

Plant & Equipment

In accordance with our ISO14001 accreditation we have developed and implemented written procedures to ensure all plant and equipment operated by the company or indirectly operated through our sub-contractors are well maintained and operating efficiently. Any plant and / or equipment found to be defected must be reported immediately and if required removed from operation. Therefore the following must be adhered to at all times:

- Plant and equipment must be selected with the aim of reducing the impact from noise and vibration when possible. Only plant and equipment that comply with the relevant national standards outlined above are to be used;
- All plant and equipment will be operated as per the manufacturers specification and placed on a maintenance schedule to ensure they are inspected regularly;
- When required, plant producing less noise or has noise control equipment attached (i.e. mufflers, silencers) will be used;
- Plant and equipment will be checked daily by the Site Manager and appropriate operatives;
- Plant and equipment will be kept switched off when not in use;
- Plant and equipment with acoustic enclosures will have all panels closed when in operation;
- Plant and equipment with significant noise will be located in areas likely to minimise noise nuisance to local residents.

The hours of work for plant and equipment is specified to restrict impact through noise to specific times throughout the day. Prior agreement will be sought from the client if additional works beyond these times are required.

Sensitive Receptors

We recognise the impact our operations can have on the local community and will aim to identify those sensitive periods through our early engagement process and aim to programme works around them. Our Site Manager is responsible for ensuring our site compound is developed to consider local community impact therefore locating delivery areas, access and other areas within the site likely to generate noise away from residential properties (when practicably possible). Those works likely to generate significant noise levels will be programmed to minimise the distance from the source to the receptors.

Sound Barriers

When possible Best Practicable Means (BPM) must be complied with and we will erect screening to reduce noise levels between the source and receptor. Any holes and / or openings within the screens will be kept to a minimum.

GILBERT-ASH LIMITED SITE INSTRUCTION	Site Instruction: S.I.34 Page: 3 of 4 Version: 2 Date: July 2013 Auth. By: Maria Bradley
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4.0 Vibration Prevention:-

Vibration

Particular attention will be given to the buildings and structures surrounding the sites to ensure that suitable controls are in place at all times to avoid risk of physical damage caused from vibration.

Monitoring & Measuring

Monitoring and measuring of noise and vibration will be undertaken by a person deemed competent by the company (when required) to ensure limits are not exceeded and all necessary mitigation measures are working as required. Calibrated equipment will be used to capture quantitative measures if required.

Vibration Crack Monitoring Records, 'Crack Mark Tell Tale' for floor displacement records and vibration monitors should be used if any of the following dictates:-

- Underpinning
- Design
- Client Request
- Specific complaint
- Risk Assessment

DO's	DON'T's
If possible, restrict noisy activities to certain times of the day, and where possible keep noisy plant as far away as possible from public areas.	Don't undertake noisy works during the evening, at night time or very early in the morning if it can be avoided.
Do adhere to working hours. Some sites are only consented to work at certain times.	Don't leave doors and hoods open on plant.
Do plan deliveries. Arrange routes and times to minimise potential nuisance to the local community.	Don't leave plant running unnecessarily.
If possible, keep noisy plant away from public areas.	Don't use poorly maintained plant.
Minimise drop heights into hoppers, lorries and other plant.	Don't ignore complaints from the local community.
Use local screening where possible / necessary. Noise can be reduced if a screen is placed between plant and nearby sensitive location. Screens can be straw bales or ply board.	Don't undertake activities that could cause damage to nearby structures through vibration unless approved by your Site Manager or SHE Manager.
Do use silenced generators and tower lights where necessary.	Do not keep acoustic doors and hoods on plant open.
Arrange delivery times to suit the area – day time for residential areas, night time for inner-city areas.	

GILBERT-ASH LIMITED SITE INSTRUCTION	Site Instruction: S.I.34 Page: 4 of 4 Version: 2 Date: July 2013 Auth. By: Maria Bradley
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5.0 GOOD PRACTICE

5.1 Plant Selection:-

Appropriate plant should be provided for each job. Plant is maintained according to the plant maintenance programme. If after a visual inspection, plant is faulty, arrange for new plant to be provided. Use only plant conforming to relevant standards and directives on emissions.

Ensure any noise abatement measures on the plant are used accordingly.

5.2 Operating Time:-

Ensure that all noisy works is undertaken at a time to cause least nuisance.

Operating Hours

All plant and equipment will be operated during authorised working hours as outlined below unless the project specific contract stipulates to the contrary:

Monday – Friday	-	07:00-18:00
Saturday	-	08:00-13:00
Sunday	-	No working permitted

5.3 Location:-

If there is an area of the site less sensitive to noise carry out the noisiest operations at this location. Screening placed between the source and the receptor significantly reduces the impact. A screen placed closer to the source is more effective than one placed further away.

GILBERT-ASH LTD. CONSTRUCTION SITE RULES (BRITAIN)



SITE:

The following rules must be adopted for the works:

1. All personnel entering the site must enter their details into the signing in/out register located in the site office. Personnel leaving the site must sign out.
2. Site personnel are to park vehicles as directed by site management. **Private vehicles are not allowed on site. G-A will designate parking prior to work commencing on site this is non negotiable and failure to comply may result in exclusion from the site.**
3. All personnel must undergo a site induction training course prior to starting work on site. The aim of this is to make everyone familiar with safety and health issues specifically related to working on this project.
4. All personnel must be conversant with the action to be taken in the event of a fire or other emergencies.
5. All personnel working on site must be conversant with the requirements of their safety method statement and comply fully with the legal requirements of the Health and Safety at Work Act 1974 and other statutory requirements.
6. **No smoking policy including E cigarettes:** smoking inside buildings is strictly forbidden. A designated outside smoking area will be provided by the Site Manager with the appropriate signage displayed. Smoking outside this location is prohibited. **Personnel found smoking outside this controlled area will be disciplined and excluded from the site.**
7. Use of mobile phones is restricted to authorised areas only. Breach will result in disciplinary action.
8. Any person entering the site under the influence of **drugs or alcohol** will be immediately excluded from the site area.
9. All personnel must conduct themselves in an orderly manner whilst on site. Any person found to be interfering with or misusing fixtures, fittings or equipment provided in the interests of health, safety and welfare will be excluded from site.
10. The site is a **"HARD HAT AREA"**. As such safety helmets **must** be worn by all operatives, managers and visitors whilst they are on site.
11. Personal protective equipment (PPE), e.g. **Hi visibility vest, safety boots, gloves are mandatory** others like ear defenders, glasses etc., must be used as and when required by the activities in which operatives are engaged., i.e. as directed by the Method Statement and Risk Assessments. **No shorts are permitted on this site.**

12. Every accident, near miss or dangerous occurrence must be immediately reported to your supervisor. Operatives acting in an **unsafe manner may be disciplined by fine or removal from site**. See our staff for **don't walk by reporting** we actively encourage positive reporting.
13. Visitors must not be permitted on site without the consent of the Principal Contractor. All visitors must report to the Site Foreman /Engineer.
14. Access to and egress from the site shall be made through the designated entrance/paths only.
15. The operators of all plant and equipment must be suitably experienced, trained and competent to operate such equipment. Operators must also have the **appropriate in-date licence**. No plant operations are allowed beyond any site perimeter or fenced-off areas.
16. Any mechanical plant or equipment found to be defective is not to be used. **Daily Pre operational checks are mandatory and must be recorded**. No keys are to be left in unattended plant.
17. All deliveries of materials must be made through the designated entrance of the site and co-ordinated through the Principal Contractor.
18. Vehicle drivers must wear a safety helmet at all times when at risk. Vehicles are not to be reversed in construction areas unless under the control of an authorised banks man or have cameras fitted.
19. All deliveries taking longer than ½ an hour to unload shall be notified to the Principal Contractor's site management.
20. Ladders may only be used for low risk work of short duration, or because there are site features that mean the use of other equipment is not appropriate or practicable. If ladders are removed, operatives are to inform the Principal Contractor immediately. The Principal Contractor will ensure ladders are replaced.
21. The storage of materials and removal of waste from site will be strictly controlled. Permission must be given by the Principal Contractors site management prior to materials (new or waste) or equivalent being stored within the site compound. All licences and dockets are to be recorded on the Waste Register. **Sub Contractors will be contra charged for the removal of their waste**.
22. All debris must be removed as it arises and the site kept clean and dust controlled. Vehicles leaving the site must be free from mud, protruding debris etc., Contractors will be given a warning period to clear and remove waste. **Failure to comply will result in contra charge**.
23. All temporary electrics and power tools must be 110 volt, 240v is not permitted. All electric tools are to be PAT certified and in date.
24. Bulk storage of flammable materials (e.g. oxygen, acetylene, petrol, paints, etc.,) is not permitted. Storage of only small amounts of such materials is only permissible by prior authorisation from the Site Manager. **On completion of inspection a G-A representative will issue a tag/label and must be confined to a specified area designated by G-A**.

25. The Site Manager must be notified of activities with an associated risk of fire or explosion e.g.:-

- Welding (hot air or arc)
- Cutting with flame
- Burning
- Soldering and brazing
- Naked flames

Suitable fire extinguishers must be placed, at all times, adjacent to areas of hot work and the area checked one hour after completion of the hot work.

26. All high risk work activities must be authorised by the Site Manager and strictly controlled through a Permit to Work system, e.g. **ALL HOT WORKS** will be controlled through a Hot Works Permit.



G-A is keen to promote a good, safe image and wants to make sure everyone is aware of the dangers on this site.

Immediate notice will be served on any Employee or Contractor not complying with these site rules.

SMOKE FREE POLICY

Gilbert-Ash Limited is fully committed to achieving high standards of health, safety and welfare for its staff, visitors and contractors.

It is the policy of Gilbert-Ash that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment.

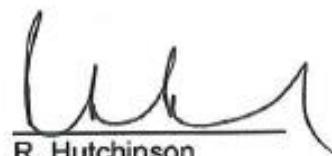
Smoking of cigarettes, Inhalators used to aid smoking cessation and E-cigarettes can only be used in designated external areas.

In line with legislation smoking inside of any company vehicles is prohibited.

Appropriate 'No Smoking' signs are clearly displayed at Gilbert-Ash Limited workplaces.

Failure to comply with the above will be dealt with under the Company's Disciplinary Procedure.

The policy applies to all employees, contractors and visitors to any of Gilbert-Ash Limited places of work. It is fully supported by senior management and is monitored and reviewed annually.



R. Hutchinson
30 March 2015

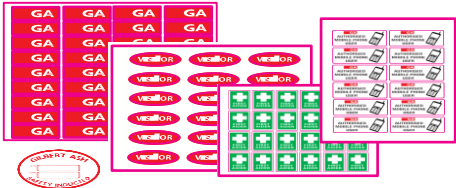
The Company continues to support those who endeavour to give up smoking - Smokers Helpline 0800 858585 providing advice and support about stopping smoking or alternatively contact your local NHS Board or GP.



The Company's decision to prohibit the use of e-cigarettes within its buildings and vehicles is based on the British Medical Association's (BMA) guidance on the subject. The BMA advises that e-cigarettes are subject to limited regulation, are not licensed and there is no peer reviewed evidence that they are safe or effective in helping smokers cut down or quit. The BMA recommends that their use should be prohibited in workplaces and public places to limit second hand exposure to the vapour exhaled by the use, and to ensure their use does not undermine smoking prevention and cessation by reinforcing the normalcy of cigarette use.

Appendix G – GA site Setup checklist

Project Name	Brunel LTC BUILDING	
Site Set Up Checklist		
Statutory Notices (to be located in common areas)	Where to obtain	On site?
HSE Health and Safety Law Poster	Michael Heron	
HSE 1 st Aid Poster	Michael Heron	
HSE Electrocution Poster	Michael Heron	
F10	Contracts Manager	
Insurances	Gateway IMS Templates	
Industry Specific Notices (to be located within induction room)	Where to obtain	On site?
Don't Walk By Poster	Michael Heron	
Site Rules A4	Gateway IMS Templates	
Site Management Team /1 st aid/fire marshall notice	Gateway IMS Templates	
A3 – CPCS/CISRS/CSCS/PASMA/IPAF posters	Gateway IMS Templates	
No shorts / gloves are mandatory poster	Gateway IMS Templates	
Company Values and Standards Board (locate documents on pin board in common area)	Where to obtain	On site?
Main Policies: Health and Safety, Environmental, Waste Minimisation, Training and Recruitment, CSR, Equality and Diversity, Modern Slavery,	Gateway IMS Templates	
ISO Certificates (9001, 14001, 45001)	Gateway IMS Templates	
Safe-T-Cert / SSIP	Gateway IMS Templates	
Company Values Poster	Gateway Library Posters	
Multi faith room invitation poster	Gateway Library Posters	
Site setup documentation (completed by SM or CM) and IMS files	Where to obtain	On site?
Folders Numbers 1-12 (should be sent with prepopulated templates and labelled dividers)	London Office	
IMS Index of Template for guidance on all documents in Folders 1-12	Gateway IMS Templates	
Additional Spine Labels	Michael Heron	
Construction Phase H&S Plan (file 1)	CM or SM	
Pre-construction info	PD or CM	
Risk and control register (file 1)	Gateway IMS Templates	
Fire Emergency Plan (file 1)	Gateway IMS Templates	
Traffic Management Plan (file 1)	Gateway IMS Templates	
Existing asbestos surveys (file 1)	PD or CM	
Any Geotech/Archaeological/Biodiversity/Unexploded Ordnance surveys (file1)	PD or CM	
Pre-construction environmental checklist (file 11)	Gateway IMS Templates	
Impact Aspect Register (file 1)	Gateway IMS Templates	
Software / Hardware and Account Setup	Where to obtain	On site?
Powerpoint Induction presentation To make the induction site specific, you will need to obtain and insert in the powerpoint photos/screenshots of: - Each member of GA management team and first aiders	Dawn Exton	

- Artist impression of finished building - Site welfare layout - Fire plan / Traffic Management Plan - Route to local A&E - One of the fire points showing method of raising alarm and location of muster point - Safety arch/entrance to the construction site and Signing in area		
TV or Projector for site induction presentations	Buying Dept	
USB stick to load and play the induction video		
Sustain IQ Account Registration (you will need to identify readings for Water/Electricity/Fuel and obtain licences from all contractors removing waste including subcontractor arrangements)	Michael Heron	
Whatsapp group	SHE Advisor	
Considerate Constructor Registration	London Office	
CSCS card reader	Buying Dept	
Snagging App	IT	
GA Books and Stickers	Where to obtain	On site?
Don't Walk By Book	Michael Heron	
Disciplinary Book (Yellow/red card system)		
Safe Action Plan		
Small Order Book		
Yellow Accident Book		
Stickers – Supervisor/1 st Aider/Authorised mobile phone/Visitor		
		
In case of Emergency (ICE Tags)		
Tags – Work at Height/Temporary Works/MEWPS/Gas Cylinders		
GA Notice Boards		
2no Whiteboards for - Delivery board in site office - General white board for site office	Buying dept	
5no pin boards in canteen/common areas - GA Management Focus Board - Health and Wellbeing Board - Environmental / Sustainability Board - CSR Board (CCS) - Company Values and Standards	Buying Dept (content of boards to be obtained from Safety Advisor)	
Tower Crane Board – to summarise main contents of lift plan - 1600x 1100 Perspex case notice board	Buying dept or make on site	



4no A4 Document Holders,
2 desktop

- To hold induction forms/permits/tags/inspection forms

2 wall mounted

- Health and wellbeing leaflets
- Quizzes



Buying dept

Community Notice Board



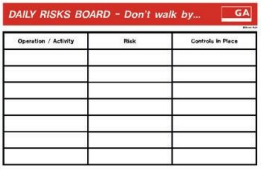
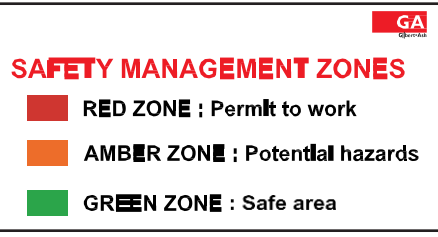
Buying Dept
Order code: COMMNB

H&S Information Board



Buying Dept
Order code: GASIB

(content of boards can be
obtained from Safety
Advisor)

GA Site Signage – these signs are compulsory for every project. Purchase from the Buying Dept Request a GA sign brochure from the buying department for more signage options							
GASS15	X1	GADRB	X1	GAHHS2	X1	GASMZR	X1
							X1
GASMZ			X1	GASMZG	X5	GASMZA	X5
							
GAIND	X1	GAVVD	X1	GAFAP	X1	GAFAR	X1
							
GAPPE1	X1	GAFP	X6	GADW	X1	GASOHC	X4
						 Provide site manager details	
GASE	X1	GADCS6	X1	GADSA	X1	GADMP	X1
							
GAREC			X1	GABS			X1

GA Cardboard & Plastics GA Mixed GA Metal GA Plasterboard GA Timber <td></td> <td> SITE OFFICE TOILETS CANTEEN MEETING ROOM FEMALE WC DRYING ROOM MALE WC Set of 7no standard pack door plates </td>		SITE OFFICE TOILETS CANTEEN MEETING ROOM FEMALE WC DRYING ROOM MALE WC Set of 7no standard pack door plates
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