



Hexagon Tower

Construction Management Plan

Description of development

March 2022

Issue 1

Construction Management Plan

Project name	Hexagon Tower	Project no	333
Project address	Hexagon Tower, Manchester M9 8GQ		
Client name	Simon Stuart		
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Client contact no	T: 0161 721 1697		

Authorised by	Date	Signature
Pete Hillyard		

Revision	Date	Purpose	Amendment	Updated by	Initial
-	16/03/22	Initial Statement	n/a	Kosta Baker	KB

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Circulation

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1. Project Details

Hexagon Tower, Manchester M9 8GQ
Over-Cladding & Window Replacement to Hexagon Tower

1.2 Project programme dates

Planned Commencement Date	May 2021
Planned Completion date	Aug 2022
Other key project dates – sectional handover	n/a

2. Targets

2.1 Brief description of project

To complete the project works:

- on time
- to specification
- within budget
- without reportable accidents or environmental incidents
- to ensure that no persons, or the environment, is put at significant risk
- to ensure that all relevant legislation is complied with
- Target Zero accidents, incidents, defects, environmental incidents.

2.2.1 Project Specific targets (including health, safety, quality and environment)

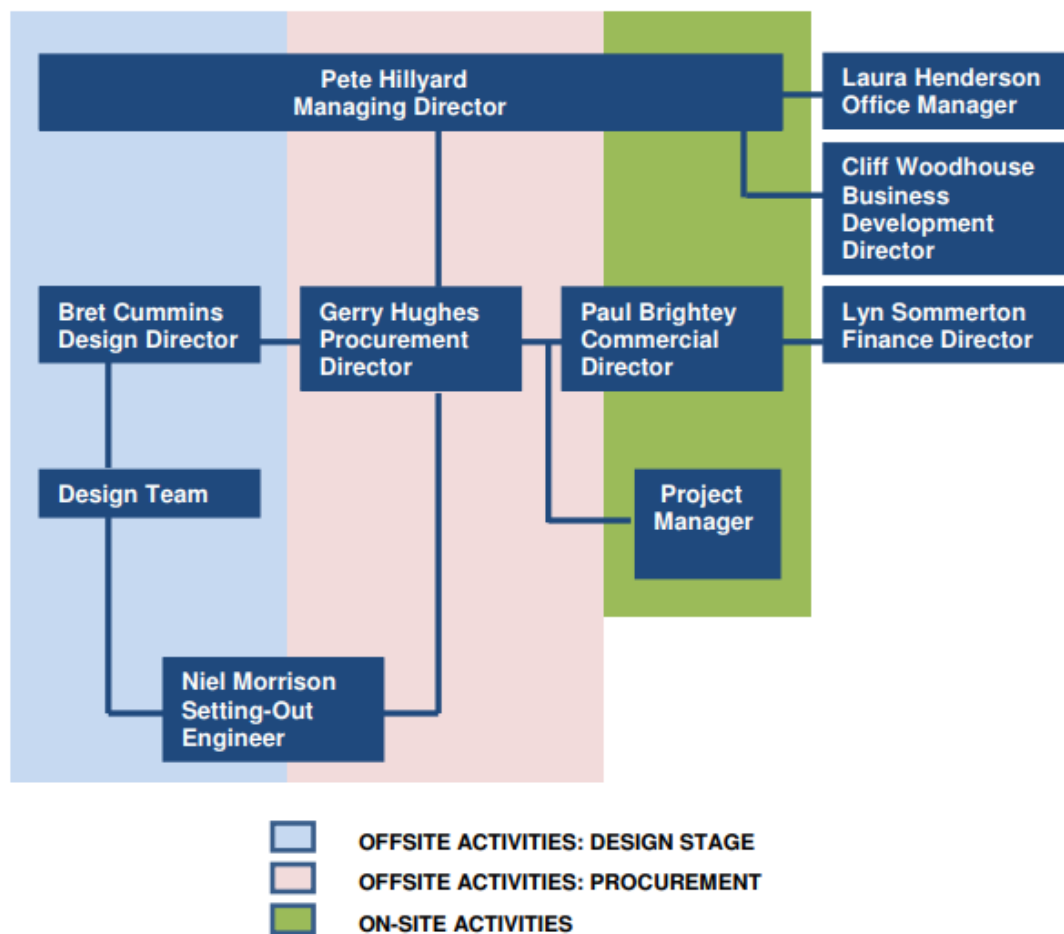
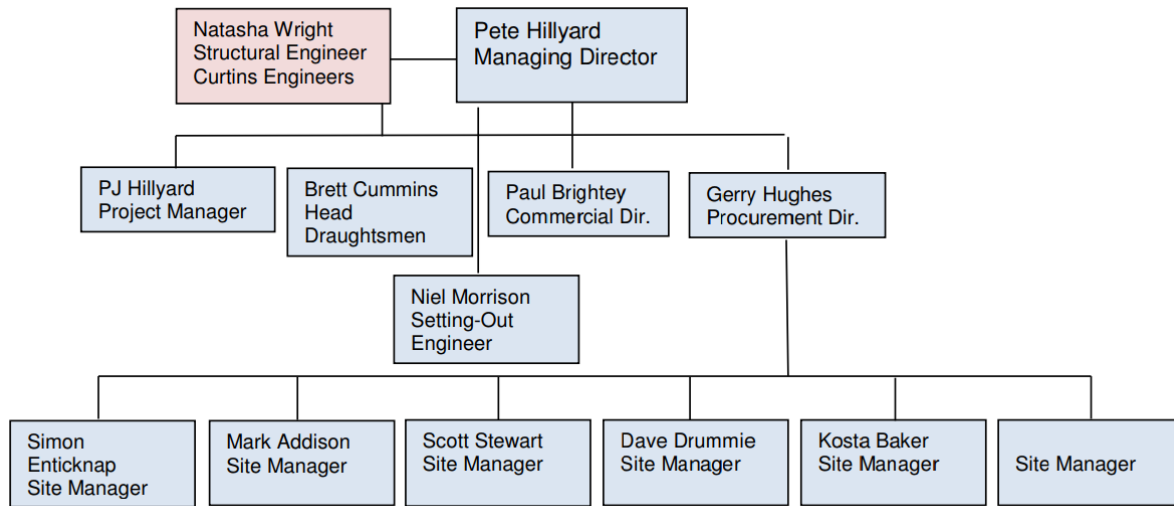
- Robust in-house QA system
- Top marks on external H&S audits

3. Project team details and organisation

3.1 Professional Team

Title, Address and Tel.	Contact Name(s)	Tel.	Email
Director of Hexagon Tower	Simon Hoad		
Project Manager Hexagon Tower	Simon Stuart		
Estates & Maintenance Manager Hexagon Tower	Simon Stuart		
Finance Hexagon Tower	TBC		
Employers Agent	RLB		
Architect	Corstorphine & Wright		
Managing Director d+b facades	Pete Hillyard		
Project Manager d+b facades	PJ Hillyard		
Design Consultant d+b facades	Dan King		
Site Manager d+b facades	Kosta Baker		

4. Project Structure



4.1 Roles and Responsibilities

This must be used as a check list throughout the various stages of the project.

Responsibilities – General	Role
Read and comply with the Health and Safety policy and Company management system.	All members of the project team

Actions / responsibilities – Pre construction	Role
Organise / chair project start up meeting	Consultant PM
Obtain any tender Health & Safety information such as pre-construction information pack. Prepare and maintain the Construction phase plan.	d+b Site Manager
Identify significant hazards and read the relevant sections within the Company management system. Obtain from the HSQ&E advisor guidance and advice as required.	d+b Site Manager
Once complete, issue the Construction phase plan to project team and all contractors.	d+b Site Manager
Prepare a site logistics plan and transport and traffic management plan	d+b Site Manager
Obtain and display a copy of the F10 addition notification from the CDM Coordinator / PD notify other authorities as required	d+b Site Manager
Hazardous waste notification to Environmental Agency	n/a
Obtain and display a copy of the contractor Health and Safety policy statement	d+b Site Manager
Obtain and display the current contractor insurance certificate	d+b Site Manager
Contact the service authorities and establish the location of existing services	d+b Site Manager
Prepare a project directory.	Consultant PM
Notify third parties e.g. adjacent projects, neighbouring houses, schools, businesses, etc. where necessary.	Hexagon Tower
Plan and arrange site welfare facilities	d+b Site Manager
Plan and arrange temporary services and electrics	d+b Site Manager
Check that the temporary site building(s) comply with the requirements of the code of practice for fire prevention on construction sites.	d+b Site Manager
Ensure a comprehensive fire risk assessment is carried out.	d+b Site Manager
Ensure a fire detection system is installed within the project offices	d+b Site Manager
Review and complete project environmental aspects and impacts form	d+b Site Manager
Complete environmental checklist	d+b Site Manager
Complete a site waste management plan	d+b Site Manager

Actions / responsibilities – Procurement	Role
Ensure that all subcontractors that are put onto the tender list are competent, they have a good Health and Safety record and have passed the pre-qualification procedure and that they have carried out similar work to this project	d+b commercial director
Review subcontractors Health and Safety questionnaire that was issued with the tender enquiry	d+b commercial director
Arrange post-tender meetings with all potential subcontractors to discuss Health and Safety considerations	d+b commercial director
Ensure Health and Safety compliance forms part of the successful subcontractors contract	d+b commercial director
Conduct all subcontract pre-start meetings	d+b Site Manager
Supply the appointed subcontractors with a copy of the project Construction phase plan, site rules, meeting agenda's and schedule of meeting dates	d+b Site Manager

Actions / responsibilities – Health & safety planning	Role
Obtain Designers risk assessments were appropriate and issue to the subcontractors	d+b Site Manager
Display emergency telephone numbers on the site notice boards.	d+b Site Manager
Ensure subcontractors have produced method statements and risk assessments prior to any work starting	d+b Site Manager
Ensure all subcontractor method statements and risk assessments are reviewed before work starts and any lifting requirements are passed onto the Appointed Person for review.	d+b Site Manager
Ensure all operatives, staff and members of the professional team attend the project inductions	d+b Site Manager
Ensure all subcontractors have identified hazardous substances and issued the associated COSHH assessment and material data sheets	d+b Site Manager
Review all COSHH assessments	d+b Site Manager
Ensure areas have been allocated for material storage and that precautions and measures are in place for the storage of any hazardous materials	d+b Site Manager
Ensure adequate PPE is available for visitors	d+b Site Manager
Ensure major incident plan has been communicated to staff and preventive actions implemented	d+b Site Manager
Ensure transport and traffic management plan implemented and communicated to staff	d+b Site Manager
Ensure lifting operations are planned, controlled & supervised at all times. That a project lifting procedure is compiled maintained and reviewed.	d+b Site Manager
Ensure that daily co-ordination and weekly review lifting team meetings are held and recorded.	d+b Site Manager
Maintain construction programme and ensure subcontractors are working to the latest programme	d+b Site Manager

Actions / responsibilities – supervision and co-ordination	Role
Ensure all risk assessments, method statements and COSHH assessments are communicated by the subcontractors to their operatives.	d+b Site Manager

Issue requirements for weekly tool box talks to subcontractors	d+b Site Manager
Implement red, yellow and green card system	d+b Site Manager
Organise, attend and manage the following meetings as detailed in Section 9.2 of this Construction	d+b Site Manager

Actions / responsibilities – supervision and co-ordination	Role
phase plan.	d+b Site Manager
Carry out daily inspections and review subcontract compliance with method statements and risk assessments	d+b Site Manager
Where necessary, issue improvement / prohibition notices to subcontractors.	d+b Site Manager

Actions / responsibilities – inspections / records / audits	Role
Ensure welfare facilities are maintained to the required standard.	d+b Site Manager
Obtain and maintain up to date plant registers from all subcontractors	d+b Site Manager
Maintain an up-to-date register of operative training certificates	d+b Site Manager
Maintain and keep up-to-date the construction phase plan, transport plan, traffic management and major incident plan	d+b Site Manager
Maintain an up-to-date accident book	d+b Site Manager
Complete the company accident report form(s) in the event of a reportable incident.	d+b Site Manager
Investigate reportable accidents/incidents.	d+b Site Manager
Ensure an F2508 is completed and submitted to the HSE for all reportable accidents/incidents.	d+b Site Manager
Notify the HSQ&E department of all reportable accidents/incidents and near misses	d+b Site Manager
Carry out daily inspections of the site boundary and hoardings	d+b Site Manager
Carry out daily inspections of all work areas	d+b Site Manager
Carry out weekly fire safety checks and inspections	d+b Site Manager
Ensure inspections are carried out on scaffolding: - every 7 days - before use - after any modification / alteration - after any event that could have affected its stability	Specialist Sub-Contractor

Actions / responsibilities – Inspections / records / audits (cont)	Role
Ensure all mobile towers have a 'Scaff Tag', recorded on a plant register and that they are inspected: - every 7 days - before use, including after and adjustment. - after any event that could have affected stability	d+b Site Manager

Ensure all hoists and lifts are recorded on a plant register and inspected: • before first use and visual daily check • weekly by operator • every 6 months by manufacturer / installer • in accordance with manufacturers recommendations	d+b Site Manager
Ensure that all lifting equipment is identified and recorded onto the project lifting plan and that inspections are carried out on all lifting equipment and accessories i.e. cranes, slings, chains, eye bolts etc • in line with the lifting procedure and project lifting plan	d+b Site Manager
Carry out and record weekly site safety inspections	d+b Site Manager
Carry out inspections on excavations daily prior to work, and after any event that could have affected stability	d+b Site Manager
Inspect confined spaces prior to any works*	d+b Site Manager
• ensure all plant is recorded onto a plant register and that it is inspected before use and: • in accordance with manufacturers recommendations and planned maintenance schedule	d+b Site Manager
Ensure all electrical equipment is PAT tested and inspected before use and: • every 3 months	d+b Site Manager
Carry out safety inspections/system checks on the site conditions	d+b Site Manager
Carry out Health and Safety system audits on the implementation of the Company management system	d+b Site Manager / Peligro H&S Management
Report Health & Safety performance to the client within the project reports and client meetings	d+b Site Manager / Peligro H&S Management
Provide the CDM Coordinator with the relevant documentation required for the H&S file.	d+b Site Manager
Chair the project four weekly Health, Safety & Environmental review meeting	d+b Site Manager
Attend the project four weekly Health, Safety & Environment review meeting	d+b Site Manager

Roles and Responsibilities of the Principal Contractor

- Convene regular site meetings to discuss health and safety issues and to discuss any changes to the work.
- Provide Client & Principal Designer with copies of all Safety consultants' reports pertaining to the contract.
- Advise the Client & Principal Designer of any visit from the Health and Safety Executive.
- Assess health and safety issues, implications of any contract instructions and advise those affected prior to correction of significant risks.
- Accept that the development of the Health and Safety Plan may be audited randomly by the Client & Principal Designer and reported to any relevant authority/party for consideration
- Ensure that a Principal Contractor's report of each site meeting is kept and must include a statement giving details of all relevant incidents that have occurred since previous meeting.
- Update the Health and Safety Plan as work progresses.
- Be required to provide the updated Health and Safety Plan to the Principal Designer upon completion to form the basic information for the Health and Safety File if one is available.
- Maintenance/updating of the Health and Safety file will be the responsibility of the Site Manager through liaison with the Client & Principal Designer.

5. Project Establishment – project offices, welfare and storage

The following project office, welfare and storage arrangements will be provided. A purpose built 2 storey arrangement of open plan portacabins will be erected inside the boundary fence along Mill brow Road. The overall layout of the accommodation will measure approximately 26ft x 8ft and will have offices installed at 1st floor level with the welfare and canteen facilities at ground level. The 1st floor offices will be accessed by a single stair at one side of the office. As the units are installed within the site and will be partially hidden with our external hoardings and existing walls.

Access to the project will be via secured gates with combination locks to prevent pedestrian access.

Project office(s)	d+b facades Site office & TBC location Hexagon Tower
Meeting room	d+b facades Site office & TBC location Hexagon Tower
Canteen	d+b facades welfare in contractors' compound
Drying room	d+b facades welfare in contractors' compound
Toilets / washing	d+b facades welfare in contractors' compound
Heating food	d+b facades welfare in contractors' compound
Electric supplies	d+b facades welfare in contractors' compound
Water supplies	d+b facades welfare in contractors' compound

Note: All temporary electrical supplies to project accommodation are to be checked on a three-monthly basis.

Project Layout (access roads, walkways & traffic management plan) *Appendices 4.*

A Site Logistics plan marked up with traffic routes and key installations is produced and displayed. *Appendices 4.*

It is regularly reviewed and forms part of the induction process. The layout will be well presented and easily understood by any person. If necessary, the information may be depicted on more than one layout.

Arrangements that have been considered

1. Separate pedestrians and construction vehicle traffic at or before the project entrance
2. Provide “pedestrians only” areas
3. Provide “construction vehicles only” area where only designated personnel can enter
4. Provide where necessary a trained ‘banksman’
5. Provide safe pedestrian routes to and from work locations
6. Provide safe construction vehicle routes around the project
7. Project address and date
8. Location of cabins, welfare etc
9. Provide a plan / drawing of access and egress to the project
10. Show local routes/road systems including one-way schemes, car parking etc.
11. Specify areas where the project will need to provide traffic control
12. Detail speed limits / height and width restrictions
13. Parking restrictions
14. Other local traffic characteristics: rail crossing, trams, vehicular and pedestrian flow
15. Mobilising / demobilising of plant
16. Deliveries to project / loading / storage areas.
17. Vehicle route / area / turning / reversing.
18. Signage.
19. Overhead / underground services identified and marked
20. Temporary lighting.
21. Vehicle maintenance / refueling areas (with appropriate emergency / environmental considerations)
Installation of tower crane including associated road closure.

6. Project Security

Security assessment and arrangements;

The security needs are considered for the project at the planning stage and reviewed throughout the contract. Special attention is made to deter access by children and to protect the members of the public. All visitors are directed to the project office from where access into the construction area is controlled.

Heras fencing will be installed along all of the external site boundaries with secure gated access for pedestrian and materials delivery. Existing CCTV from the university can be used for security purposes and lighting will be installed if required. Security of existing site is very important and ongoing liaison with the contractor and Hexagon Tower will be crucial to ensure that the robust access / egress process is effective throughout the project's lifespan. All access is to be controlled by d + b for all persons entering the work area. All personnel entering the work area will be booked on and off the site using an attendance register maintained by d + b. All operatives will undergo a site induction course prior to starting work on site. All personnel will wear suitable numbered identification vests during the works.

7. Arrangements for controlling significant project risk

The following existing restrictions have been identified from the pre-construction information pack and supporting information, such as designers risk assessments and project visits.

Existing hazards / considerations / restrictions	Notes / controls
Hours of working throughout the project to include all access installation and construction work. Construction deliveries to and removal of plant, equipment, machinery and waste from the site will take place as stated Emergency procedures for deviation of the agreed working hours.	WORKING HOURS Working hours are between 08:00 and 17:00 hours Mondays - Fridays and between 08:00 and 15:00 hours on Saturdays & Sundays. At any point if the programme is under pressure to unforeseen circumstances, a meeting with d+b & Hexagon will be established to agree on overtime hours & extended works on a Sunday.
Adjacent buildings – residential accommodation	Suitable Safety Signage will be displayed in prominent locations on the site entrances. The site will always be left in a secure manner. To this end, the working areas will be isolated using suitable barriers and signage and where necessary entrance doors / fire exits will be protected with tunnels.
Noise restrictions	To execute the works, an element of drilling and impact noise will be experienced. Best endeavors will be executed to try and minimise this impact on the live environment within the tower buildings. Consideration will also be given to the residents during the works. In this case diamond drilling where applicable will be incorporated into the scope of works to minimise disruption to the campus / environment. All equipment used during the construction phase to be regularly maintained to ensure efficient operation; Pre-start checks and maintenance schedules to ensure equipment performance is as required; Noise-dampening equipment to be used on equipment with excessive noise generating characteristics
Access restrictions	All access is to be controlled by d + b for all persons entering the work area. All personnel entering the work area will be booked on and off the site using an attendance register maintained by d + b. All operatives will undergo a site induction course prior to starting work on site.
Present land use and ground conditions	A survey will be done, and any works required will be instructed by an engineer's specifications.

Existing hazards / considerations / restrictions	Notes / controls
Environmental considerations such as watercourses	Waters applied sufficient to address dust suppression only, and excessive runoff waters not created.
Existing services – underground and overhead	Any existing services drawings will be obtained and be kept in the site office for reference prior to any works commence. Permits will be used in conjunction with groundworks etc..
Traffic systems / management	All maneuvering of vehicles will be kept to a minimum and where this is unavoidable; a competent banksman will be in attendance. The programme of the works and scheduling of delivery of materials will ensure the minimum of disruption caused by these operations. A suitable Traffic Management Plan will be put in place, including controls for access/egress and deliveries.
Vehicular Movements	Parking of vehicles and loading/unloading materials will be in site compound or further agreed with the Client/Contract Administrator. Competent Banksman will be in place for the movement of large vehicles and plant. Existing traffic management systems in operation within the Towers boundaries will be adhered to at all times. Peak Hour congestion & deliveries will be avoided as far as practicable.

Delivery and Removal of Materials	All waste generated by the works will be removed from the work area to skips on a regular basis and disposed of in accordance with current Waste Disposal Regulations.
Existing hazards / considerations / restrictions	Notes / controls
Client restrictions especially when working in an occupied building	Induction to outline restricted areas, e.g. canteen / toilets.
Dealing with– water, electricity and gas, including overhead power lines and temporary electrical installations	Competent sub-contractors employed, safe systems of works including permits, risk assessments & method statements required. Services drawings required.
Adjacent land	Storage access required on adjacent land.
Stability of structure	Existing drawings obtained for structural engineers to confirm stability Regular checks on existing fabric Contractors proposals identifies local concrete repairs to existing fabric
Existing hazards / considerations / restrictions	Notes / controls
Preventing falls	Suitable edge protection will be installed where required Any working at height operations will be done in the manner of the specialist contractors method statements Regular TBT will be given on preventing falls
Works with or near fragile materials	Competent persons to undertake specialist works Permits to work near fragile surfaces / areas

Control of lifting of operations	All lifting and hoisting operations will be carried out in accordance with current LOLER Regulations 1998. A Lifting Plan and Appointed Person will be in place during these operations which will be associated with the cladding works. Detailed risk assessments will be provided.
Maintenance of plant and equipment	Daily / weekly checklists will be in place Manufactures thorough examination reports to be obtained Spill kits available
Excavations	n/a
Work on wells, underground earth works and tunnels	n/a
Traffic routes and segregation of vehicles and pedestrians	A suitable Traffic Management Plan will be put in place, including controls for access/egress and deliveries. Road signage will be in accordance with Chapter 8 requirements Where applicable Contract Administrator will be advised and where necessary appropriate permits obtained.
Storage of materials (particularly hazardous materials) and work equipment's	Materials to be safely secured / stored inside contractors compound
Existing hazards / considerations / restrictions	Notes / controls

7.1 Project specific health risks

Existing risks / considerations / restrictions	Notes / controls
Removal of asbestos	Asbestos report to be on show and advised in the site induction
Dealing with contaminated land	n/a
Manual handling	Detailed risk assessments and method statements will be prepared to identify the risks and most suitable measures to prevent injury. Competent / trained operatives for manual handling operations
Use of hazardous substances	Any hazardous material brought onto site must be accompanied by a hazard data sheet and COSHH assessment. Copies of these must be given to the Site Manager.
Reducing noise and vibrations	Diamond drilling operations HAVS monitoring Regular TBT for the operatives
Exposure to UV radiation (from the sun)	Regular breaks from the sun if exposed at high levels TBT to identify the dangers of the sun UV Operatives to keep hydrated
Any other significant health risk	It is the responsibility of the Principal Contractor to ensure that all contractors/self-employed persons carry out risk assessments and co-ordinate all these assessments. Risk assessment in this case includes COSHH, Manual Handling, etc.
Dust	The over-cladding & window refurbishment works do not create air borne pollutants and dusty works. Potential dust could be created with drilling operations, but Diamond drilling eliminates this situation.
Site Lighting	The over-cladding & window refurbishment works are during daylight hours, no site lighting task lighting will be required.

8. Subcontract management

8.1 Contractor control

Sub-contractors shall, through the progress of their work on the project, be required to comply with their duties under The Construction (Design & Management) Regulations 2015 and the Health and Safety at Work etc Act 1974 and any associated health and safety regulations. Where no specific legislative requirements apply, the sub-contractor shall comply with guidance given in relevant British Standards, HSE Guidance Notes and Codes of Practice as a minimum standard of safety.

8.2 Inductions

All personnel (including visitors or the client's professional team) wishing to access and work on this project must attend the project HS&E induction. On this project there will be 2 types of Induction:

- project induction – which operators shall attend
- visitors' induction – which all visitors shall attend

The full project induction will be given on the following days at 8.30am: Monday to Friday

The full project specific induction informs all operatives, staff and management of the specific risks associated with this project together with the arrangements in place for Health, Safety and Welfare.

The project visitor's induction will be given to every visitor that comes on to this project. This induction highlights specific risks to any visitor's health and safety whilst they are on this project. The visitor's project induction will be handed to each visitor as they sign in at the security / signing in point.

9. Co-ordination, communication and co-operation

9.1 Construction programme

All works will be carried out in accordance with the construction programme(s).

The construction programme sets a sequence to which all design and works are to be undertaken in a safe and logical approach.

Contractors will advise Site Management on any changes in methods of work or materials to be used and of the results of new Risk Assessments. Contractor's representatives will meet with Site Management to discuss health and Safety issues when required by the Site Management, this meeting will be held every morning and will include discussing the works for the day. If Site Management raise any health and safety issues with contractors' supervisors or employees, they will record an entry in the site diary outlining the problem and action taken. The Principle Contractor will operate an open door policy allowing all workers to come forward to offer advice with regard to health and safety matters. Any member of the site management team may be approached and informed of any concern that an individual or collective group may have.

The meeting between the contractor & site management will have an agenda consisting of:

- Discussing and coordinating all trade contractor works on the project.
- Discussing and arranging control measures associated with the works.
- Identify additional hazards and ensure we reduce potential for any unforeseen circumstances.
- Identify clashes between trade contractors works.
- Identify works that could have impact on 3rd parties and agree implement control measures.
- Inform the trades of any changes to site arrangements that may affect the works.

The work areas identified during the meeting will be clearly marked on site floor plan drawings. This will contain simple information of:

- Trade Contractor
- Number of operatives
- Type of work
- Hazard and control measure/exclusion zones

Should any changes to agreed works be decided then the contractor must be notified so that works can be managed and communicated to relevant trades and teams.

9.2 Project meetings

To assist in the smooth running of this project the following project meetings have been implemented to assist in co- ordination, communication and co-operation between all parties involved.

Meeting	Purpose	Parties Involved	Frequency
Design team meetings	Co-ordinate design Resolve design issues Monitor information release	d+b facades Architects Hexagon Tower Associates	To be agreed with lead consultant or Project leader / nominated manager
Client project meetings	Gives client an overall picture of the project, including Health and Safety	As above	Monthly
Estates Team	General day to day liaisons and communications	d+b and estates departments	Daily
M+E	M&E liaisons	To be advised	

9.3 TBT

To reinforce project Health, Safety and Environmental issues and the requirements of the Method Statements / Risk Assessments, each subcontractor will be required to carry out Tool box talks. The Project Leader / Nominated Manager will agree a programme for Tool box talks with each subcontractor and monitor their compliance.

All Tool box talk records will be maintained within the project office.

9.4 Third party and client considerations

Co-operation and communication with third parties and the Client will be maintained at all times throughout this project. The following third party and Client considerations will be taken into consideration:

10. Handling design changes during the project

The following arrangements will be implemented to ensure effective exchange of design information.

All design information to be issued and received via Dan King

This will be controlled by the Design Manager.

The spreadsheet will be issued to the Professional team.

11. Information and training

Induction Information shall be provided to everyone wishing to work and visit this project.

The following tasks have been identified as requiring specific training:

Task	Training required
Scaffolding	CISRS
Telehandler operator	CPCS

Statutory notices and health & safety awareness posters shall be displayed on the hoardings, within the canteen, on Health and Safety Notice boards and within the site Office.

A copy of this Construction phase plan, together with the project specific project safety rules shall be formally issued to each subcontractor prior to their start on the project.

12. First aid and accident reporting

12.1 First aid

- The first aiders on Project will identify themselves by signage of the first aid office and induction
- The first aid boxes are located in the project office
- A copy of all first aid certificates will be maintained within the project office.
- The following contractors first aid personnel will be deployed on this project:

Name	Certificate expiry Date
Kosta Baker	27/04/2024

12.2 Accidents, accident and near miss reporting

Accidents, incidents and near misses shall be reported to / by the Project manager. Subcontractors are required to comply with the requirements of company procedure / induction and inform project management of any accident / incident. The project accident book is located in the project manager's office. All the contractors reportable accidents will be reported to the HSE by the HQSE Director/Manager.

12.3 Project emergency references

Contact	Name	Contact number
Health & Safety Executive	Health and Safety Executive Redgrave Court Merton Road Bootle Merseyside L20 7HS	
Environment Agency	Overman Way, Agecroft Commerce Park, Salford M27 8UJ	0370 850 6506
Police	551 Cheetham Hill Rd, Manchester M8 9HZ	0161 872 5050
Fire	1058-1060 Rochdale Rd, Manchester M9 7E	0161 908 9503
Hospital	North Manchester General Hospital. Delaunays Road, Manchester M8 5RB	0300 330 9444

13. Project rules

The Project manager will ensure the project rules are drawn up and displayed in the project office and the canteen. All project staff and operatives will receive a copy of the rules as part of their induction.

14. Fire management

Fire extinguishers shall be located at fire points and marked on a fire management plan. Fire points will be located within 30 metres of any point in the building, ideally near fire exits and in corridors. Each fire point shall contain water and a carbon dioxide fire extinguisher.

A fire extinguisher trolley with a rotary alarm will house the fire extinguishers and shall be placed at each fire point, so if necessary project operatives can raise the alarm

All extinguishers shall be maintained and inspected in accordance with current regulations.

All fire point locations and fire exits will be clearly identified on laminated project layout plans and displayed on each floor's information board and at the project entrance. The location of the muster point will also be clearly displayed.

Fire point locations, fire exits, and the muster location shall be given to all operatives at the project induction.

Where there is a canteen and hot food is prepared a dry powder extinguisher shall be provided and kept within the kitchen area, together with a fire blanket. Canteen and cooking areas must always have a fire detection system.

Heaters in project offices and welfare facilities must be fixed above floor level have enclosed elements and be fitted with metal guards. Drying racks and coat hooks will be located safely away from heaters.

A project Fire Plan & Risk assessment will be developed as the project progresses and this will be updated on a regular basis to suit the sequence of the works and ever-changing site conditions.

15. Monitoring and audit (health, safety, quality and environment)

15.1 On-site monitoring

The Site Manager shall ensure that performance is monitored on site on an on-going basis, through regular inspections of the site and works in progress, commensurate with the nature of the works and associated risks.

Quality inspections will be undertaken in accordance with the Inspections which will be developed in collaboration with our Sub Contractors & Building Control.

15.2 2nd party monitoring

Safety / Environmental and Quality inspections will be undertaken on a monthly by the company's external auditors Peligro Management and scored inspection sheets prepared. Non-confirming activities will be addressed in a timely fashion.

The HSQ&E Manager's will visit and inspect the works at any time, either of their own volition or by request.

15.3 Audit

Periodic audits to confirm the implementation of Health Safety, Quality and Environmental systems will be carried out in accordance with company procedures.

15.4 Contract review

Monthly contract review meetings will take place to review all aspects of the project.

15.5 Non-conformance

Non-conforming subcontractors or suppliers will be managed via the company's non-conformance processes.

15.6 Health and safety file

The Health and Safety File will be compiled by the Site Manager.

16. Environmental management

16.1 Environmental aspects and impacts

The identification and control process relating to the project aspects and impacts are outlined in our project Environmental Risk Assessment. *Appendices 1 & 3*

16.2 Project waste management plan *Appendices 2.*

Refer to detail in Site Waste Management Plan in Project H&S file

16.3 Groundwater control - The following groundwater control arrangements are required:

N/A

16.4 Contaminated ground - The following groundwater control arrangements are required:

N/A

16.5 Water discharge agreements - The following groundwater control arrangements are required

N/A

16.6 Wildlife / habitat / archaeological protection - The following groundwater control arrangements are required

N/A

16.7 Management of fuel (oil & diesel) - The following arrangements will be implemented for managing the oil and fuel stored on site – See environmental risk assessment

17. Community / Public engagement

The following process will be adopted as part of the project community engagement approach

17. Community engagement		
The following process will be adopted as part of the project community engagement approach		
Activity	Yes	No
Newsletters	√	☐
Regular review meetings with Client team for feedback	√	☐
	√	☐

18. Appendices 1

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ENVIRONMENTAL POLICY

Aware of its environmental impacts, d+b facades UK Ltd establishes this policy to identify general goals and strategies for a commitment to environmental responsibility.

In this respect the company is committed to:

- Reducing the environmental impacts, the organisation has through a programme of continual improvement.
- Comply with all applicable environmental legislation, regulations and industry codes of practice.
- Prevention of pollution, minimisation of waste and resource consumption throughout all levels of the organisation.
- Communicate with local communities to minimise any environmental disturbances caused by our work.
- Require employees to address environmental responsibilities within the framework of standard operational procedures.

This statement will be prominently displayed at all offices, sites and work places.



Peter Hillyard
Managing Director

February 2022

ENVIRONMENTAL MANAGEMENT SYSTEM (PROPOSAL FOR INTEGRATION WITH CLIENT EMS):

Waste and Recycling

- Segregation of waste identifies reusable materials and reduces the amount going to landfill; alleviates pressure on capacity and reduces costs such as land-fill tax.
- Use of pre-fabricated components reduces waste on site.
- Recycling of materials reduces waste and costs.
- Many parts of buildings can be designed to be “de-constructable” to make future repair and refurbishment easier, quicker and cheaper.

Materials

- We use materials, particularly wood, from verifiably sustainable sources, and encourage our key suppliers to adopt the same approach.
- The use of recycled materials such as MDF and aluminium reduces costs.
- By purchasing materials and sub-contract services locally we minimise pollution from transport.
- Offsite fabrication allows for better optimisation of loads and ‘just in time’ deliveries therefore reducing delivery congestion etc.

Economic and Social Sustainability

- Maximise use of local supply chain to minimise transport cost and environmental impact.
- Greater local employment enhances and sustains local skills-base.
- Health and Safety – fewer accidents means lower costs.

D & B Facades UK Ltd is using these initiatives on a number of current projects. For example, materials are sorted and pre-assembled and then delivered on a “just in time basis” to individual sites. This approach reduces the hazard and nuisance of large vehicles making deliveries to the site.

Wrappings

We have few options for the disposal of plastic products, other than landfill. This is expensive and has a detrimental effect on the environment. We will seek to procure materials that do not have wrappings: it is cost-effective to pay a little extra for these materials because it removes the cost of the disposal. We seek to work collaboratively with our suppliers to achieve maximum efficiency.

We try to prevent waste occurring at the outset but, where this is not possible the next options are re-using on site or re-cycling. These strategies will be used on all our projects.

Wood

We aim to purchase timber, sheet materials and timber products from well managed sustainable.

We will always promote “Clean and Green” issues, for instance we will:

- Minimise the impact of the work on the local neighbourhood by reducing deliveries, vehicle movements, noise and dust.
- Plan to minimise the amount of waste produced.
- Use energy-saving innovations such as increasing levels of insulation above normal requirements.

Long-term Sustainability

There are numerous measures that can be discussed at the design stage that can have significant impact on long-term costs and environmental sustainability.

- Energy saving implications for whole structures.
- Solar power to augment normal mains power, particularly when re-roofing is required because panels can be installed in one operation.
- Suitable insulation behind cladding panels.

Stage 1 - Assess Waste Generated:

	Type			Treatment		
	Inert	Organic	Toxic	Re-use	Re-cycle	Landfill
Material						
Surplus/off cuts of insulation	✓				✓	
Plastic wrappings	✓				✓	
Timber	✓	✓		✓	✓	
Aluminium panels/trims	✓				✓	
Polystyrene blocks	✓				✓	
General builders waste (plaster board/MDF etc)	✓					

Stage 2 – Develop Methodology

From the matrix above, we are able to assess the most appropriate method of disposal. We always follow the hierarchy of avoidance, re-use, recycle, recovery or disposal to landfill. Each site will have a fully developed Site Waste Management Plan.

Example Methodologies:

Brick and Blocks, Plaster Board, Particle Boards, MDF off Cuts etc.

Where possible, good quality material will be reused for repair and replacement within the works.

Waste Management

d+b facades UK Ltd is committed to acting responsibly on issues affecting the sustainability of the environment.

18. Appendices 2

d+b facades

Site Waste Management Plan

Tick as appropriate:

Principle Contractor ☒

Sub Contractor ☐

1.1 This plan has been prepared for: Hexagon Tower

1.2 Prepared by: *Kosta Baker*

1.3 Date: March 2022

1.4 Introduction

This document has been prepared in accordance with DEFRA guidelines.

It is our responsibility to obtain waste transfer notes (WTN's) from our appointed waste management contractor and state on order that each skip to be weighed and weight included on ticket.

It is our responsibility to check that the appointed company has a waste management license (get copy before placing order).

It is our responsibility to inform and educate our site management and operatives. This is easily done by including on site rules and during site inductions and tool box talks.

1.5 Responsibilities

1.5.1 Day to day implementation of the plan is the responsibility of: **Kosta Baker**

1.5.2 Production and issue and ongoing monitoring of the plan are the responsibility of: **Kosta Baker**

1.5.3 Monitoring and continual improvement of the plan is the responsibility of: **Pete Hillyard / Site Managers.** *To include discussions with suppliers to reduce waste packaging etc.*

1.6 Identified Waste (waste table) - see below

- Waste table Identifies waste types
- Waste table Identifies for each type of waste and how it will be managed i.e. Reduction, Re use and re-cycle.
- Waste table Identifies the company(s) appointed to handle and transport waste.

1.7 Other parties involved in management of SWMP:

1.7.1 CDM Co-ordinator

1.7.2 Client Representative

1.7.3 Appointed Waste Handling Company...TBC..

1.8 Waste Table

Note	Waste type: (Waste Stream)	Reduce (Landfill)	Re Use (Return)	Re-cycle (By others)	COSHH	Provision made
A	Broken glass			√		General waste skip
B	Insulation off cuts			√		Insulation pick up by Rockwool
C	Aluminium off cuts			√		Metal skip
D	Old window frames			√		Metal skip
E	Polythene packaging	√				General waste skip
F	Cardboard packaging	√				General waste skip
G	Timber/MDF		√			Provide space/racking for timber
H	Polystyrene blocks		√			Return bags to MSP
I	Pallets		√			Stack and get collected when economic load
J	Sealant cartridges (used)				√	Check for special COSHH requirements & dispose as regulated

K	Resin tins				√	Check for special COSHH requirements & dispose as regulated
L	Paint tins				√	Check for special COSHH requirements & dispose as regulated
M	EPDM off cuts	√	√			General waste skip

1.9 Waste table notes

a) Broken glass will fall into two categories: - Plain uncontaminated - Contaminated i.e. mixed with cling film b) Insulation cut offs c) Aluminium cut offs d) Old window frames e) Polythene packaging f) Cardboard packaging g) Timber/MDF off cuts h) Polystyrene blocks (used to separate aluminium panels) i) Pallets j) Sealant cartridges k) Resin tins l) Paint tins m) EPDM	Contact local contact skip company Obtain waste transfer note (WTN) Contact Knauf for free delivery cage (Craig O' Donnell: 01739 446412/07739 446412). Arrange local skip company to provide metal skip. Request weigh in ticket with every load (WTN). If possible separate from (3) above. Local skip company to provide metal skip. Request weigh in with every load (WTN). General waste skip (can it be compacted)? Obtain WTN. General waste skip (can it be compacted)? Obtain WTN. Provide area in compound to stack timber/MDF off cuts. Undercover area for MDF Return to MSP Ltd in bags. Delivery lorry will collect when economic load. (MSP: E.Osborne 01236 729591). Ditto (h) above. Check for special COSHH requirements & dispose as regulated Check for special COSHH requirements & dispose as regulated Check for special COSHH requirements & dispose as regulated Re use where viable/general waste skip.
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2.0 Performance Monitoring

The principle components that will be monitored are:

1. Aluminium waste (recycle)
2. Metal waste (old window) (recycle)
3. Insulation (recycle)
4. General waste (landfill)

The table below has been produced in order to monitor the above waste streams.

Item	Item coverage	How to calculate
Aluminium	Panels, rails and trimmers	The drawings define exactly what materials are required. Multiply area of panels by 10 kg/m ² Multiply length of rail by 3 kg/Ln.m
Metal	Old window frames	Generally all old windows are removed. Normally there are only a few different window types. Weigh each type on site. Multiply quantity of windows (for each type) by number removed).
Insulation	RS45 insulation RW45 insulation	Count number of bails delivered and multiply by weight of bail. Keep record of cages returned to Knauf / Rockwool
General waste	See P2 waste table	Ensure as each skip is taken away that waste management company provide WTN with weight on each ticket.

Performance Monitoring continued

	Material	Total Tonnage for contract	Total Tonnage Recycled	Total Tonnage To landfill	Total Tonnage returned
1	Aluminium				
2	Metal (Old windows)				
3	Insulation				
4	General waste				

18. Appendices 3

Project	Hexagon Tower			
Client	Hexagon Tower	Ref No.	Environmental Risk Assessment	
Assessor	Kosta Baker	Date	Review Date: 28/01/2022	

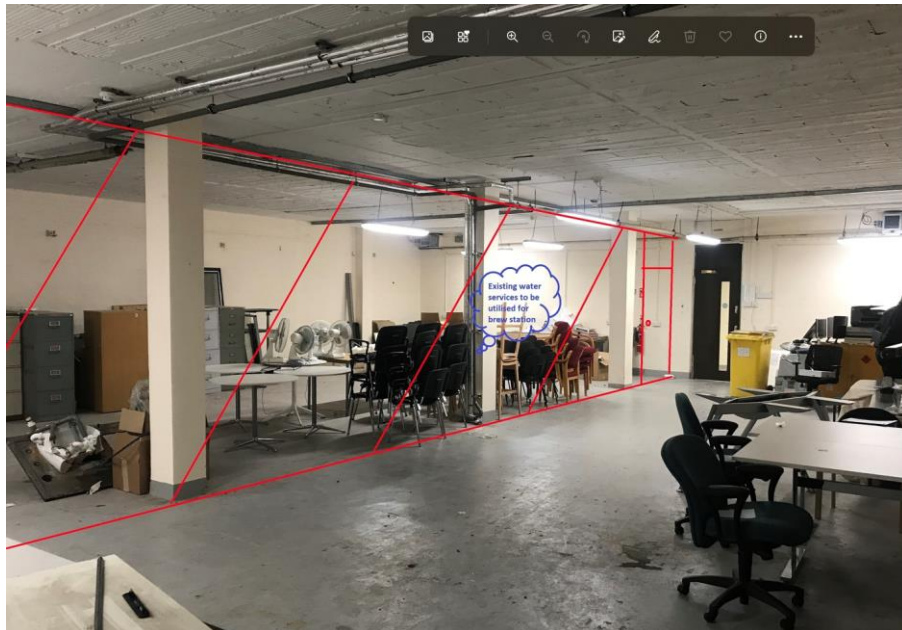
Activity	Hazards & Risk	Those at Risk				Pre Mitigation Risk			Risk Level	Control Measures to be Adopted	Residual Risk Level
		E	S	V	P	L	S	R			
fuel storage /refuelling	Diesel Spillage	*	*	*	*	2	3	S	6	Diesel to be stored in bunded bowser. Spill kit to be at hand during all fuelling operations	2
Environmental contamination	Damage to surroundings. Destruction of aquatic life and habitat Fire Poisoning from fume, consumption and skin contact	*	*	*	*	2	3	S	6	The manufactures recommendations will be followed with respect to temperature, humidity and stacking requirements. For Hazardous materials COSHH Assessments accompanied with MSDS will be required before delivery to site. COSHH Assessment and MSDS MUST be followed at all times. Toolbox talks to be conducted. PPE to be worn. Supervision.	2

Those at Risk	Pre Mitigation Risk	Likelihood	Severity	Residual Risk Level
E = Employees S/C = Sub Contractors V = Visitors P = Public/ Others	L = Likelihood S = Severity R = Risk (Severity x Likelihood)	4 = likely 3 = Probable 2 = Possible 1 = Impossible	4 = Fatal 3 = Major injury (over 3 day) 2 = Minor injury (under 3 day) 1 = No Injury	10 to 16 - High 6 to 9 - Medium 1 to 5 - Low

19. Appendices 4



MHT_Floor 1 -
Welfare & Office Space



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Timber boarding to separate the room in half. Half of the room will be given as access for operatives welfare facilities

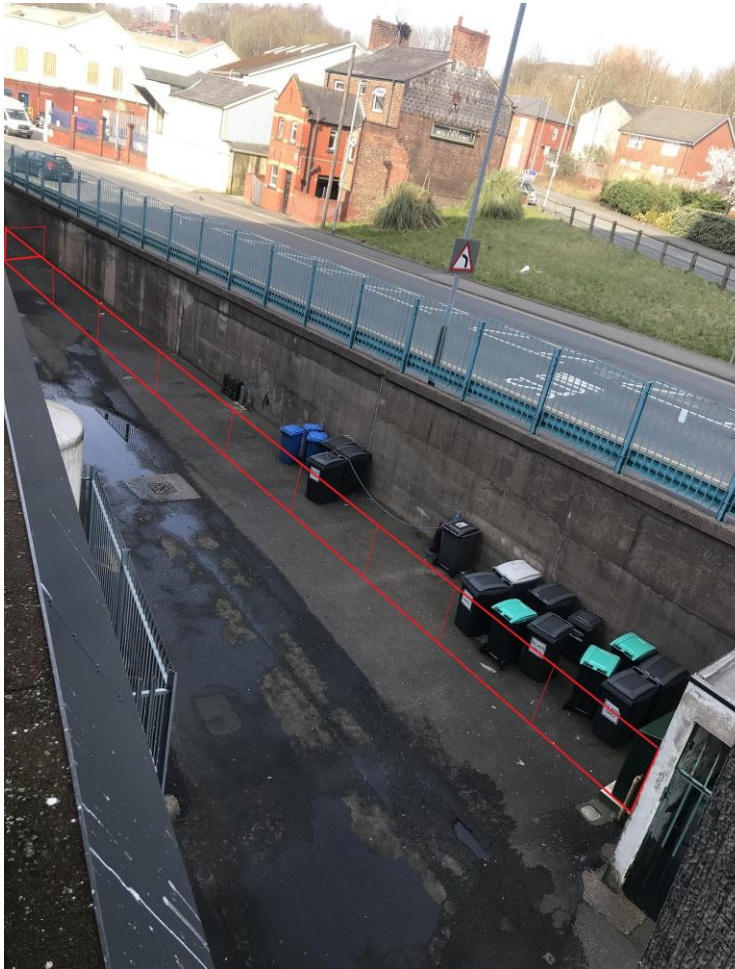


Existing water services to be utilised for brew station

Room 106 Old Library Archive 1st Floor



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Close on site secure storage for daily materials required, all herras fenced off and leaving suitable room for BOC gas exchanges



Bins to be relocated/moved down



On site secure storage for materials required daily, d+b to herras fence off and leave enough space for BOC gas vehicles

→ Artic Vehicle Route for deliveries to off site storage

→ Telehandler route to and from site

- Whole car park to be shut off and d+b control access/storage

Skips and portaloos under bridge