

Construction Management Plan

Project Name – OTH

Date of Issue – 07/10/2021

Revision No - 5



OUR
TOWN
HALL
PROJECT





Critical Control Plan Sign-off

Position	Name	Signature	Date
Project Manager	Andrew Mackay		
Construction Manager	Dean Hart		
Sustainability Co-ordinator	Craig Dick		
Deputy Sustainability Co-ordinator	TBC		

Document Review				
Review Date	Reviewed By	Comments (if applicable)	Date	Signature
Initial Issue	T. Herrick			
29/04/2019	M.McGrinder	Update to section 2 noise/vibration in line with LBC application.		
30/07/2019	M.McGrinder	Update in line with LBC 4 application.		
07/10/2021	M.McGrinder	Update in line with LBC Artisan' Studio and Covid Welfare		

Contents

SUSTAINABILITY	4
Energy Management.....	4
Waste Management.....	4
Surface Water Management and Pollution Prevention.....	5
Noise, Vibration and Nuisance	5
Ecology	7
FSC Project Certification.....	8
Responsible Procurement of Construction Materials	8
Ethical Procurement.....	8
Environmental performance reporting	9
Considerate Constructors Scheme	9
Community Consultation	9
Complaints Procedure.....	9
SITE ESTABLISHMENT	10
Hoarding	10
Entrances.....	11
Security	13
CCTV	14
Public protection.....	14

SUSTAINABILITY

Energy Management

The project office is currently based in the Town hall building and uses existing electricity and gas supply, to provided heat and power to operational spaces.

Power is supplied by the Client MCC and consumption is to be monitored by meters.

Energy is supplied by TBC and is a **(non-renewable /renewable)** tariff.

The most significant energy demands during the enabling works programme are:

- Building heating & dehumidification;
- Project offices; and,
- Workface electrics access and task lighting.

Steps taken to minimise power consumption include:

- Lights off policy is to be enforced throughout office space.
- Building heating system is switched off from May to August.
- For intrusive survey works:
 - All lighting to be LED specification; and,
 - Battery tools are to be prioritised

Waste Management

Current Waste Management Contractor is Biffa, for office waste and confidential waste is removed by Restore. When facility management of the Townhall building is handed to Lendlease all Duty of Care documentation must be held by the project team. This includes; waste transfer notes, waste carrier licences, and environmental permits/management licences held by the waste destination.

Actions implemented to minimise waste include

- Prevention
 - Disposable utensils, plates and mugs will not be provided to the site team in canteen.
- Reuse
 - Reuse of materials on site for alternative purposes.
- Recycling
 - Segregation of waste on site to maximise the recycling value to enable waste to be incorporated into new alternative materials as recycled content.
- Recovery
 - Wastes will be sent to a specialist sorting facility to maximise material collected and bulked up for sending to specialist energy recovery facilities where all alternatives are exhausted.
- Landfill
 - Only wastes which cannot be diverted from by the actions above will be sent to landfill.
 - The project targets allowing no non-hazardous construction waste to be sent to landfill.

During the construction phase the project will follow the Resource Efficiency Plan. This will be updated with outputs of waste reviews which will evaluate:

- Material Specifications
- Design and Procurement to prevent waste
- Buildability Working Practices needed to deliver the design
- The driver within the known and proven alternatives with a lower or improved waste profile
- Options identified by this review will be presented to the Project Team for evaluation

Surface Water Management and Pollution Prevention

Water from building maintenance activities is to be discharged to combined sewer under discharge consent issued by United Utilities, reference: [tbc], dated [tbc].

- Key discharge conditions include:
 - Suspended solids [tbc] mg/l
 - pH range within [tbc] to [tbc]
- Discharge condition to be monitored.
- Independent chemical monitoring to demonstrate conformance with consent conditions undertaken by ESG.
- United Utilities may attend site to undertake samples throughout the discharge period.

Foul waste from the building is discharged to sewer under United Utilities general domestic sewerage approval.

Surface Water Management Plan with emergency response details to be displayed on site.

Water consumption for the project office is to be monitored to improve the project data set, trend analysis and investigation into unexpected consumption patterns.

The project will incorporate a number of features to reduce water consumption during the construction phase, which include:

- Accommodation
 - Percussion taps
 - Waterless Urinals
 - Dual Flush toilets
- Site Activities
 - Closed Loop vehicle wash which cleans and recycles water
 - Waterless washing options
 - Vacuum dust extraction in place of damping down
 - Hydrosphere, to reduce water for pipe flushing during commissioning by 90%

The project is investigating a number of additional features to reduce water consumption, which includes:

- Grey Water recycling from hand basins and Dehumidifier plant in the accommodation drying room
- Rain water capture from the temporary protection installed to protect the building during roof works.

Noise, Vibration and Nuisance

A baseline noise assessment is to be completed prior to the commencement of construction phase, which will inform the analysis of on-going boundary noise monitoring. Where works have the potential to cause vibration capable of causing disturbance to local receptors the supply chain partner undertaking the works shall provide Lendlease with baseline and on-going monitoring data.

A project specific assessment will be conducted on the building to ensure that the planned activities will be within a vibration range that is sensitive to both local residents and the heritage significant areas of the building. Upper limits will be set in line with BS 7385 and BS5228 with monitoring stations installed at key areas.

Where possible, methods of works will eliminate or reduce the amount of noise and vibration generated to ensure that the impact to the Town Hall building, project team and local stakeholders is kept minimal and mitigated where possible.

The key activities identified as early works in line with LBC application number 3 are:

- Hoarding installation
- Scaffold erection

- Courtyard enabling (cobble sets removal, drainage and attenuation installation and concrete slab)
- R&D Survey
- Mock-up rooms

The following mitigations have been put in place to limit noise and vibration:

Hoarding

The hoarding system will be a proprietary system that will utilise ballast. These types of hoarding systems are easy to install with few adaptations required and as a result have a low noise and vibration impact level.

Scaffold Erection

The scaffold erection will be installed during standard site hours (with exception of interface with the metro line on Princess St.). These works will have a relatively low noise and vibration impact level.

There will be 2no. scaffold lifts on Princess St. where their erection will need to take place at night to allow the overhead line to be de-energised due to the safety risk of working in close proximity. During this aspect of scaffold erection, the workforce will be extra vigilant to ensure that noise is kept low and scaffold materials will be pre-loaded during normal working hours to minimise any plant noise during these hours (01:00 – 04:30).

Courtyard Enabling

The main noise and vibration expected during this element of the works will result from the civils plant and equipment. The noise and vibration will be buffered by the building itself as the courtyard is enclosed protecting local stakeholders. The building will be protected from the selection of plant, equipment and methodology used to ensure that the levels of vibration are within a safe level as prescribed by the project consultant team. Continuous vibration monitoring will be in place to warn if vibration levels are in danger of exceeding acceptable levels.

R&D and Mock-Ups

The works associated with the above will be low impact noise and vibration with building monitoring in place throughout project works.

The site is located in the centre of Manchester, with the main entrance opening onto Albert Square and with borders onto St. Peter's Square and major transport route Princess Street. Stakeholders surrounding site include:

- Residential buildings
- Hotels
- Entertainment venues including bar & restaurants
- Commercial properties

In agreement with Manchester City Council, dated [tbc].

- Monday – Friday 7:30 to 18:00
- Saturday 08.30 to 14.00
- Sunday and Statutory Bank Holidays – site is closed and will only be open if prior agreement by Lendlease and MCC.

The site will be closed for Statutory Bank Holidays.

Any proposal for out of hours works will be submitted to the LPA at least 4 weeks in advance of such works commencing to confirm that the out-of-hours works are acceptable.

Some scaffolding work will be carried out outside of permitted construction hours to avoid Metrolink hours. Details of these works will be submitted and agreed with the LPA under a formal prior consent application at least 10 working days in advance of the proposed work taking place.

[tbc] have been appointed to undertake noise monitoring. The monitoring to take place, will provide real time data logging equipment, which alert the Project Team when threshold levels are approached or reached.

In the event that vibration levels are nearing the pre-set limit a notification will be sent to the project team so that the works can be reviewed to ensure that the correct planned methodology is adopted by the works contractor. A review of the works to be complete will be assessed to understand whether the vibration levels are likely to increase to the maximum levels or exceed them. This early warning will allow a proactive approach to managing vibration resulting from project works. In the event that the project works exceeds the vibration level set, the vibration causing works will be suspended until a revised methodology can be developed that will control vibration within the predetermined limits.

- Noise monitor / logging units are to be installed at the closest and most sensitive receptors

Dust will be controlled and managed through the following processes-

- An air quality reassurance assessment will be produced for the project works
- Maintaining hard standing and installation of finishes as early as possible
- Jet wash bowser will be utilised for cleaning any dirty vehicles and damping down the roads during period of warm weather where dust may become an issue
- A road sweeper for maintaining site haul roads and highways cleanliness
- Water suppression to isolate dust for cutting or grinding works
- Water suppressed equipment
- Limiting the use of diesel-powered generators and establishing mains power for temporary supplies as early as possible
- Damping down before sweeping or the use of vacuums to be used inside and outside the buildings
- Sheeting over stockpiles
- Waste removal and skips will be emptied regularly
- vehicles will be switched off when not in use
- All loads from muck away wagons and general waste vehicles leaving the site will be covered to reduce any dust pollution, this will be managed by security gate men.

Ecology

Record below what species may be threatened by onsite activities and outline how biodiversity will be protected and enhanced across the project. Identify any potential invasive species and actions that will be taken to deal with situations as they arise. Include phase 1 habitat survey if required from PCP process.

The project ecologist is BDP.

A Phase 1 Habitat Survey, dated October 2018, confirms there the following ecological constraints and associated controls:

- Protected Features & Species
 - **Bats** - the proposed enabling and restoration and remodelling works to the Town Hall need to be undertaken under a European Protected Species License (EPSL). Method statement:
 - Prior to the start of works on site, a 'toolbox talk' should be given to the site contractors identifying the locations where bats are likely to be encountered, their

responsibilities under UK Legislation and the EPSL method statement; plus, what they should do if any bats are encountered during works.

- Works to the roof covering, lead flashing, stonework, windows and guttering and downspouts in the northern courtyard will be overseen by the Ecological Consultant (or appropriately experienced bat workers) with the work carried out in suitable weather conditions, i.e. dry, with low wind (Beaufort scale 2).
- **Schedule 1 birds** – this impacts any enabling works to the building exterior. It is advised that works are carried outside of nesting bird season (Mar-Sep), if this is unavoidable a nesting bird survey will be required 24hr prior to work starting.
- Invasive & Pest Species Management
 - None identified.

All tree protection is to be in accordance with BS5837, being formed of a minimum of linked and ground secured heras panels set out to an appropriate size

FSC Project Certification

All paper used on site is to be FSC accredited in line with LL office procurement policy.

When required, all enabling work contractors are to use FSC certified timber; if timber is required.

Key actions to ensure timber delivered to site will be FSC Certified with a full Chain of Custody are:

- FSC requirement issued within all Contract documents
- All supply chain partners briefed on the Project FSC requirements
- Deliveries to be reviewed at point of delivery
- Offsite facilities where timber is processed will be adopted into the scope of project certification as an extension of the Our Town Hall site

Responsible Procurement of Construction Materials

The following materials should always have a responsible sourcing certification:

- Concrete
- Steel Rebar
- Brick and block
- Plasterboard

The project will define the scope of use and present a qualified business case to the project Environmental support for the use of any material identified on the Lendlease Grey List. The project shall not utilise any material identified on the Lendlease Grey List without prior written consent from the Lendlease Environmental support through formal completion of an EF5 Form.

Ethical Procurement

The OTH project will operate in accordance with SEDEX Buyer/Supplier (AB) membership

- Detailed and evidence of SEDEX Supplier membership of supply chain partners with package values above £2m retained, along with associated updates which occur during the package of works

The following non-timber materials are to be procured to recognised certification standards, for example BES6001; ISO14001:2015 for extraction / processing:

- Concrete
- Steel
- Plasterboard; plaster
- Brick / Block
- Roof Slate / Finish

All Rebar will be procured to the CARES standard

- Recycled Content

There is not a specific recycled content requirement stipulated for this project

The principles of the circular economy will be supported on the project during the construction phase. Materials selection will prioritise those materials which match specification requirements which:

Are manufactured in whole or in part from recycled / recovered materials.

Can be completely reused, recycled or recovered at the end of its intended life.

Environmental performance reporting

When construction activities start, the project will be required to report sustainability performance as follows:

- Footprint – monthly submission of environmental metrics data
- Enablon – log of all environmental incidents and observations (positive and negative). Completion of monthly checklists and close out of all open non-conformances that have been identified through the audit process
- Any other environmental monitoring requirement of the project

Considerate Constructors Scheme

The Project will register with the Considerate Constructors Scheme within one month of start on site and comply with the Code of Practice. Registration shall be maintained throughout the duration of project works and the project will target a minimum score of 44/50. Signage and posters shall be displayed in line with Considerate Constructors Scheme requirements.

The project Sustainability Coordinator is responsible for the registration and performance under CCS.

Community Consultation

The project success will depend on carrying out the works in such a manner that the impact on the neighbouring properties, the local community and surrounding roads is minimised in term of dust, noise, co2 emissions, littering etc.

This document identifies the measures we will take to operate the site. In addition we will implement the following measures to address neighbour issues:-

- Liaison with the Manchester City Council
- Initiate meetings and briefings with the client and neighbours
- Letter drops and briefings providing progress updates and notifications of any potentially noisy works
- External notice board on hoardings with contact names and numbers
- Viewing panels through hoardings
- Agreement to quiet periods, outlined within the Contract Documents Noise Constraints Matrix
- Registration with the Considerate Constructors Award Scheme
- Complaints log, with actions recorded

Complaints Procedure

The Project Manager and Senior Construction Manager must be informed of any complaint received within 1 hour of receipt.

The Project Manager or Senior Construction Manager will provide an initial response within 4 working hours of receipt of the complaint; this may be to advise that the complaint has been received and that further investigation is being undertaken.

All complaints, and all resolution actions, are to be recorded in the project complaints log.

- Measurement of Compliance

Measurements of compliance during PCA will include:

- Monthly Environmental Checklist
- Project Team Monthly Sustainability Performance Report.

- Any other specific requirements from the client or site specific

The project is located at the centre of the Manchester City Council Albert Square Conservation Area
Written consent is required for all works to trees not explicitly detailed in the planning permission.

Grade I Listed Buildings

Historic England Approval required for all intrusive works or which change the current finish of the building

The project is to deliver against a range of social value targets. The focus areas are:

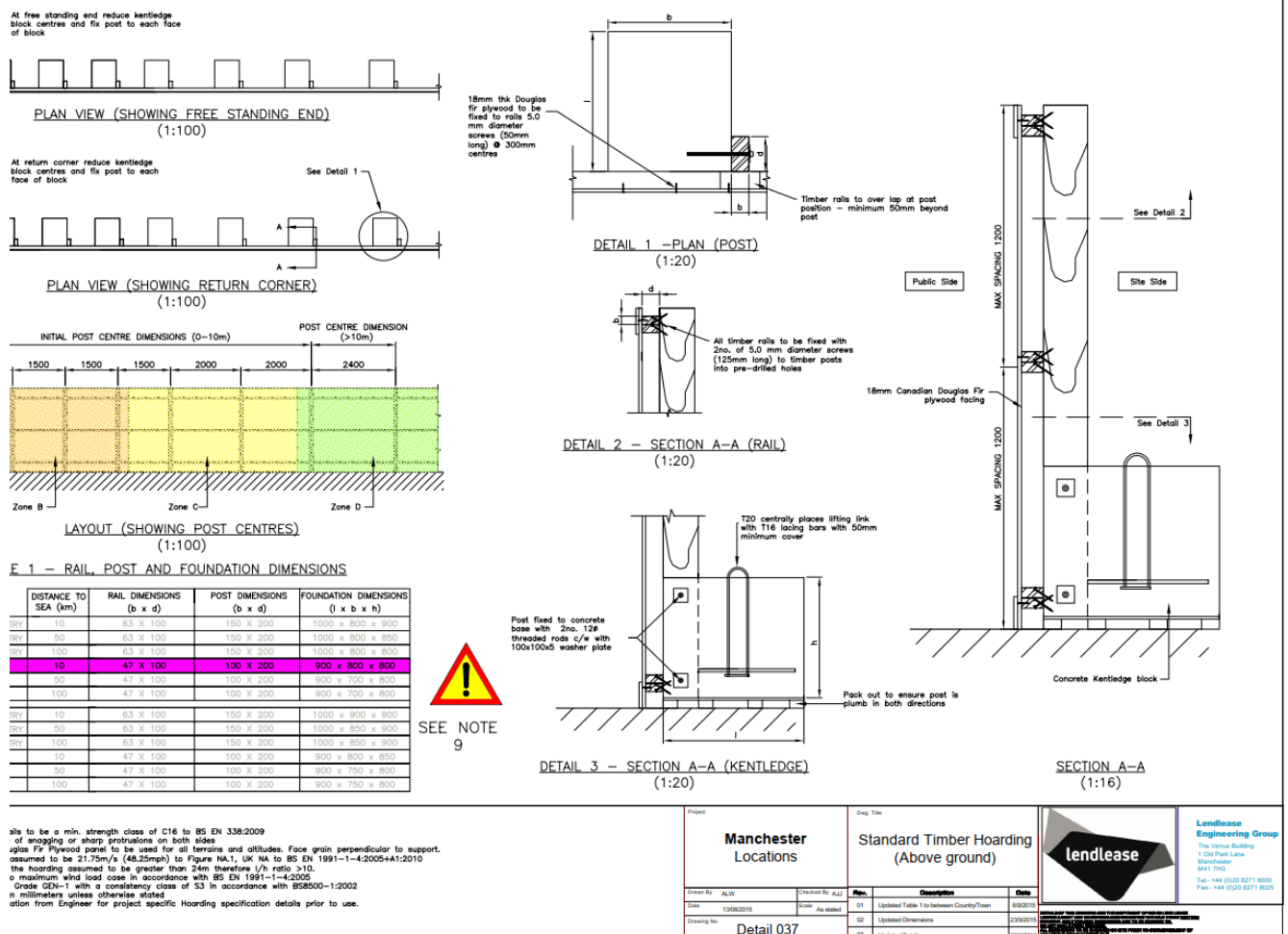
- Local Economic Benefit
- Employment
- Qualifications
- Education & Skills
- Works Placements
- Apprentices
- Volunteering

Details of targets and delivery strategy is detailed in the Social Value KPI Plan, separate to this document.

SITE ESTABLISHMENT

Hoarding

The site hoarding will be a robust timber system design by Lendlease temporary works engineering department. The design and installation will comply with Lendlease Global Minimum requirements which ensure that site activities are clearly segregated from public interfaces.



- Perimeter fencing/ hoardings should be at least 2.4m high and of anti-climb construction. All hoardings, fencing and signage must be kept clean and regularly maintained to prevent risk to the public and workers. Refer to Project Set Up Manual

http://portal.lendlease.com/workspaces/global_bll_pnp/uk_bll_pnp/RelatedDocumentLibrary/M009%20Project%20Set%20Up%20Manual.pdf

Hoarding Maintenance Strategy:

Hoarding will be inspected weekly by a member of the project team as a minimum in line with the Lendlease Project hoarding and Signage Inspection register. Additional inspections will be required after incidents, severe weather conditions and during adjacent public events such as Christmas markets. In the event that any issues are identified, an action will be raised to resolve the issue e.g. remove graffiti, replace hinges. As well as the ongoing inspections, a cleaning regime will be implemented according to the time of year and observations raised during inspections to ensure the project presentation remains of a high standard throughout the project.

Entrances

All pedestrian site access points will be physically separated from vehicle entrances. In addition to controlling entry, site access points will be designed to ensure safe access and egress for pedestrians and vehicles, with:

- adequate room for manoeuvre
- good visibility for drivers and pedestrians
- firm and level roadways and pavements
- controls to prevent members of the public being exposed to risk
- wheel washes if necessary to prevent mud being deposited on public highways
- physical separation of pedestrians and vehicles
- clear signage for all users.

Wherever practical, gates must not swing into public areas but should swing into site. If the gate is not kept shut during site operation, an additional barrier system must be installed to control vehicle access by security guards or traffic marshals.

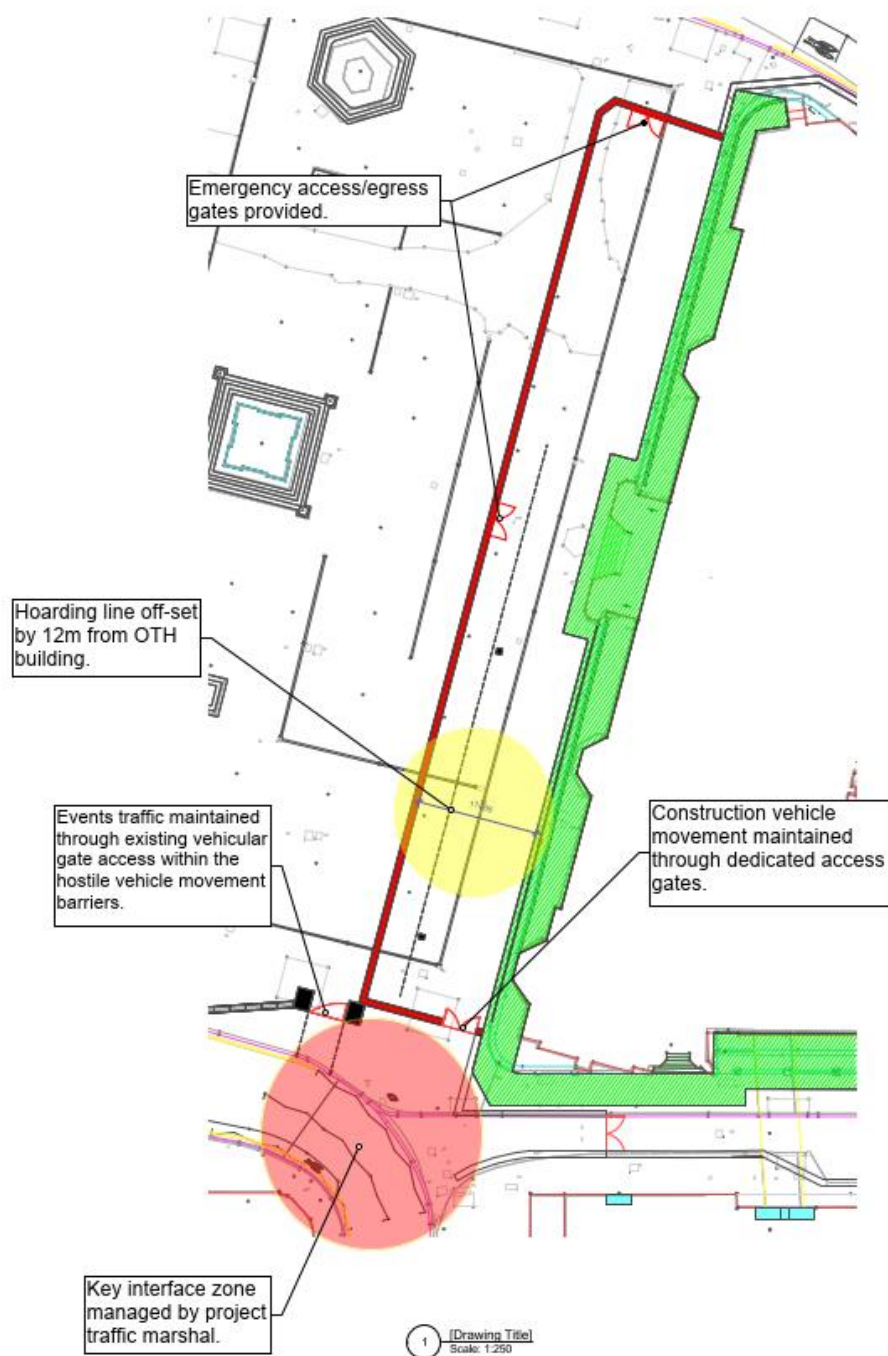
All gates have to be designed and approved by a temporary works engineer to ensure structural integrity, and components checked and tested on a regular basis.

When vehicles arrive at site, drivers and their loads should be checked to ensure they are scheduled and permitted on site. Their details will be recorded and drivers will be instructed on the site rules and where to go. Other checks – including the suitability of lifting accessories brought with loads, delivery notes that confirm FSC timber or waste tickets for departing vehicles – can usefully be done at entrances. Vehicles arriving with goods or equipment that does not meet Lendlease requirements can be turned away, and hazards kept out of the Project.

All drivers need to be made aware of the site layout and rules, including need for all persons moving around site vehicles to wear high visibility clothing. This may be a verbal instruction, but on sites with complex delivery routes, this might include giving a specific driver's induction.

Site plans must be displayed in prominent locations on site detailing the logistics arrangements at the time, including exclusion zones, safe access routes, etc.





Security

The security risks to the project and the necessary precautions will be assessed taking into account the nature of the works, the location of the site and its attractiveness to unauthorised persons

We will install security points at the site gates and will use computerised access management systems (HRS).

Security teams can greatly assist the effective running of a Project. Typical security tasks will include:

- control all access points prevent unauthorised access

- record details of all pedestrians and vehicles entering and leaving site
- monitor delivery vehicle movements outside the site
- ensure the public are not being put at risk
- control access to all pedestrian access points
- control visitors access site to prevent unauthorised access and to record all persons/visitors who enter/leave site
- emergency duties as described in the site Emergency Plan
- ensure doors are kept closed,
- control issue of keys,
- signing in/out log for the hoarding entry points, goods and pedestrian, and temporary site accommodation
- secure the site at the end of each working day

Typical security office entrance Typical automatic security gates



The OTH project will use the same security group utilised on the Town Hall Complex so that response times to incidents is low.

CCTV

CCTV will be installed along the hoarding to ensure complete visibility (positions to be confirmed by CCTV contractor ensuring full visibility). This will be monitored 24/7 by security personnel and will be recorded in line with GDPR requirements.

Public protection

No scaffolds or other structures will be constructed on public areas. All scaffold, temporary works and logistics items will be within the protected hoarding line to prevent unauthorised access. CCTV along with 24/7 security personnel will ensure trespassing does not become an issue.

Our site planning will take into account the location of the site and groups that may be at particular risk from the works including, children, those with physical or mental impairment, local schools, staff in occupied premises, etc.

We will avoid the requirement to have plant operating in public areas (with exception of materials deliveries/collections) in order to prevent mud on, and damage to, roads due to site vehicles or works or leakage of substances to drains, watercourses etc.

Any changes to vehicle traffic flows on public roads will be managed so they do not pose a risk to the public. These will be approved through formal TTRO's where required and after sufficient engagement with Highways, TfGM etc. We will ensure daily inspections of the public areas around the site perimeter and any defects/trip hazards identified and arrangements made for cleaning and rectification. Consideration of traffic routes and access points should be considered to protect vulnerable road users such as cyclists. Ref CLOCS Standard for Construction Site Logistics

Artisans' Studio

The Artisans' Studio space will be a dedicated space to support social value, education and stakeholder engagement on the project relative to Artisan trades.

Concept

Our Town Hall is an iconic refurbishment project with a workforce who are amongst the best in their field.

The Studio will utilise the knowledge and expertise of these individuals and organisations to provide and demonstrate career opportunities while enhancing engagement with the local community through planned events during the life of the project.

Design (Structure)

The Artisans' Studio space will be incorporated into the scaffolding required to repair the Albert Memorial. Due to the space constraints and agility required around the Studio space, the structure will be constructed from scaffold and wrapped, as per the Town Hall scaffold.

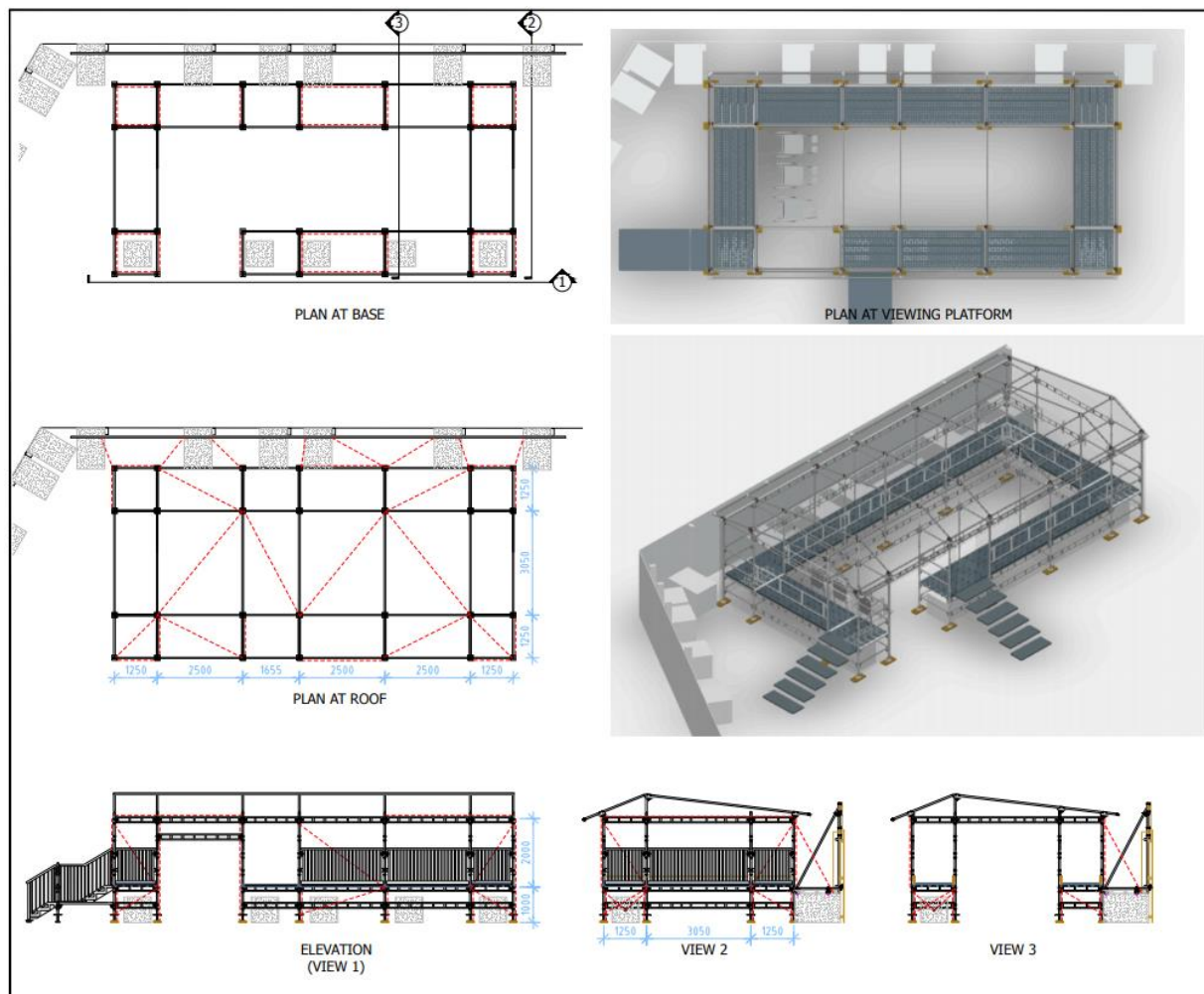
Design (Lighting)

The space will be well lit to both create a safe space as well as support the execution of detailed work and presentation of trades activities to visitors.

Design (Accessibility)

Level access will be provided from the site entrance, through the site offices and to the Studio space. Where required, ramps will be constructed in compliance with accessibility standards. Where logistical constraints exist, proprietary mobile ramps will be used to ensure that the Studio can be accessed by wheelchair users.

There will be no visual barriers within the Studio preventing observation of trade activities or presentations for wheelchair users.



Note: Above is draft design. Final design will show ramp or level access rather than steps – Further design information will be submitted once available

Covid Welfare

With the ongoing Covid Pandemic, the project has developed a management plan to comply with Public Health and Construction Council guidance around safe working practice and social distancing. Part of the management is around social distancing which enforces a reduced welfare density which has been managed to date. The project has hit a pivot point where resources are increasing in line with programme and additional welfare space is required to maintain covid compliance.

As there is no capacity within the office set up and we are unable to create a safe environment within the OTH building, we are building a temporary structure adjacent to the site office that will create an overspill from the ground floor canteen.

The space will be wrapped using the same shrink wrap as the OTH building, well lit and heated with welfare compliant furniture installed for workforce use.

The space will also be utilised for hosting CPDs and visitors and to enable the facilitation of this the space will be accessible as per the Artisans' Studio above.

This temporary structure will be maintained until such times as we can increase density in the welfare back to the original plan.

