

Construction Management Plan

Airport City Plot E2





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1.0 Introduction

1.1 Purpose of the Management Plan

The purpose of this document is to assist the contract team to realise the requirements placed upon it. In particular it aims to:

- Support communication of the business' mission, vision, values, policies, objectives, strategies and processes
- Act as the construction phase plan under the CDM Regulations 2015
- Overview the roles, responsibilities and arrangements in place to deliver customer, regulatory and internal requirements
- Inform internal and external stakeholders of the resources and processes employed
- Act as a gateway to the contract's processes, information and data
- Constitute an integrated quality, safety and environmental management plan
- Support senior staff inductions and day to day contract management

1.2 Common Abbreviations

BIM	Building Information Modelling
CDM	Construction Design and Management
CIP	Contract Improvement Plan
CMP	Contract Management Plan
COSHH	Control of Substances Hazardous to Health
CPCS	Construction Plant Certificate Scheme CPCS Construction Skills Certificate Scheme
EA	Environment Agency
FM	Facilities Management
GSL	Government Soft Landings
HSE	Health and Safety Executive
HSSQ	Health, Safety, Sustainability and Quality
IMS	Integrated Management system
ITP	Inspection and Test Plan
KPI	Key Performance Indicator
PPE	Personal Protective Equipment
PTW	Permit to Work
SLP	Sustainability Leadership Plan
SLA	Service Level Agreement
SMT	Senior Management Team
TMTTO	Traffic Management Technical Officer
TSCO	Traffic Safety and Control Officer TWC Temporary Works Coordinator
TWD	Temporary Works Designer
UKAS	United Kingdom Accreditation Service

1.3 CMP Review

This Management Plan will be reviewed at least quarterly and as required if the working environment changes sufficiently to warrant a review. Additionally, the Construction Director will ensure a review is undertaken in advance of all key milestones / partial and complete handovers / demobilisation. This will depend on the intensity and rate of change on the contract

1.4 User Feedback

Feedback and improvement suggestions on the CMP template and any of the BCEGI procedures or processes should be forwarded to the project team for consideration

2.0 Requirements

2.1 The Contract

2.1.1 Contract Details

Contract Details	
Project Name:	Plot E2, Airport City North
The Client:	Airport City Limited Partnership
Client's Representative(s):	Duncan Seward (MAG DM)
The Principal Designer:	5Plus Architects
The Designer(s):	5Plus Architects RoC Consulting (S+C Engineer) Arup (MEP Engineer)
The Principal Contractor:	BCEGI
Contract Notification (F10):	
Contract Type:	Design and Build
Form of Contract:	JCT DB 2011 with amendments
Specification(s):	See contract
Environmental Regulator:	N/A
Contract Value:	TBC
Contract Award Date:	TBC
Contract Start Date:	TBC
Contract completion date:	TBC
Milestone Dates:	TBC
Defects Liability Period:	12 months



Contract Details	
Building Information Modelling (BIM)	N/A

2.2 Client and Regulatory Requirements

2.2.1 Schedule of Contract Deliverables

A detailed Schedule of Contract Deliverables will be prepared during contract mobilisation and derived from the Contract documents. The Construction Director is responsible for regularly monitoring compliance with contracted requirements.

As well as documenting the Client / Employer's Requirements this tool is also used to record any BCEGI (Contractor's) Proposals in relation to the Contract. Completing the schedule helps to crystallise the requirements, assign responsibilities for their delivery and identify if contract specific procedures are necessary.

2.2.2 Legal and Other Requirements

General arrangements in respect of legislative updates are set out in the BCEGI management procedure.

BCEGI legislation registers for BCEGI are maintained internally and updated as required. The legislation registers reflect the legal requirements applicable to the work generally being undertaken.

'Other requirements' made known through Client objectives, industry standards and Local Authority requirements or initiatives, etc. are detailed below:

Statutes, British Standards and Approved Codes of Practice etc. relevant to the contract are available to read and download.

2.2.3 Collaborative Working

An open and no surprises approach to a collaborative working relationship with the client will be upheld and maintained by the BCEGI project team with the ultimate aim to achieve the project goals. A BIM Execution Plan and Protocol will also be established to support collaborative delivery practices.

2.3 Variation Control

The way in which variations are dealt with and managed depends on Contract type and will be defined in the Contract itself.

A Contract Variations Register is maintained and agreed contract variations are communicated by the Construction Director to relevant personnel. Detailed background data relating to each variation is collated and kept.

In circumstances where a verbal variation instruction is received from a client representative it is confirmed back to the client via a 'Confirmation of Verbal Instruction' form.

Variation works are assessed for impact on the Contract, this management plan and associated resource structure. Where necessary the contract roles and responsibilities are amended.

The new work is also incorporated into the financial accounting, accrual, WIP and reporting processes.

The person responsible for maintaining the variation control records is the Snr Project QS.



2.3.1 Change Control

Changes identified by any means i.e. client instructions; revised documents; technical queries clarifying design or specification issues; verbal instructions; changes due to site circumstances; that affect quality are registered, reviewed, agreed and communicated to relevant persons to ensure that the agreed changes are incorporated into the works.

Controlled documents will be marked up to reflect the change or in the case of obsolete documents will be removed from active files.

2.4 **Overall Contract Risk Assessment**

Analysis of all of the information referenced in Section 2.3 facilitates a thorough understanding of what the Contract demands and allows an assessment of overall contract risk to be made.

The specific contract hazards are identified via a number of sources:

- The Client and / or Principal Designer, via:
 - Contract documentation
 - Pre-construction information
- The Principal Contractor (when not BCEGI)
- Residual risk identified by designers
- Internal assessment of the proposed work activities by BCEGI staff
- Completion of Environmental Management Plan

The risks associated with each identified hazard and their specific management controls are recorded on the Overall Contract Risk Assessment form.

Control measures are generally; activity risk assessments, point of work risk assessments, method statements, inspection and test plans, permits and activity / access authorisations. Information from the assessment is issued to subcontractors to identify the particular control documents required before starting the work.

Records of the preparation, approval, receipt, issue and communication of all risk assessments, method statements, permits and authorisations are maintained on file.

3.0 **Subcontractors**

3.0.1 Procurement

Subcontractors are assessed, selected and procured in accordance with BCEGI Supply Chain procedures which include the requirement for each subcontractor to have successfully completed a health and safety competence assessment. The competency assessment and registration schemes used include industry acknowledged competence schemes and bodies for core disciplines including health and safety, environment and quality.

Details of proposed subcontractors are submitted to the Client / Client Representative. A register of accepted subcontractors is maintained on the contract by Senior Project QS

BCEGI expects the Client to take reasonable steps to ensure that contractors procured directly by them are competent. Only those contractors deemed competent by BCEGI are allowed to work on the project.

3.0.2 Management of Subcontractors

BCEGI ensures that all subcontractors are provided with the information that they need to enable



them to carry out their work safely and without risks to health. Requests for information are met promptly.

Personnel are not permitted to undertake specialist tasks unless they or their employers can demonstrate that they have received adequate training to carry out the work properly, without risk to health and safety, the environment or quality of workmanship / service delivery.

All subcontractors, including Statutory Undertakers and maintenance contractors are subject to appropriate operational controls to ensure their activities are carried out safely, without damage to the

environment and without affecting the quality of the works. This includes client appointed subcontractors.

Control of subcontractors includes an appropriate combination of the following:

- Review and acceptance of documentation prior to commencement
- Regular progress review meetings where, among other topics aspects of necessary cooperation and coordination are discussed and agreed.
- Suitable and sufficient levels of supervision
- Agreement of a submission frequency for records and checking them for acceptance on receipt
- Interim witnessing of subcontractors' inspection and test activities
- Routine surveillance of work to check they are working to accepted methods and that work is being completed in accordance with the drawings and specification
- Final inspection of completed work.

3.0.3 Coordination and Cooperation of Subcontractors

The general coordination of subcontractors' activities is planned and agreed and demonstrated via the works programme, method statements and risk assessments. In addition, the method statements and risk assessments are reviewed by the BCEGI contract team and comments communicated to the contractor. When submitted documents are reviewed and given a category A or C. Work can proceed when the method statement and risk assessments have been accepted as category A Category C re- submission could reasonably be processed.

A daily site coordination meeting will be held and chaired by a BCEGI representative. The meeting will be attended by a representative from each contractor on the project acting in a supervisory role. The aim of the meeting is to ensure communication runs smoothly through the project, by establishing constructive engagement through the key workforce members and BCEGI management the daily meeting can help eliminate clashes in work areas on site, health and safety concerns, delivery congestion and any other day to day issues that could potentially occur.

3.1 **Labour**

3.1.1 Recruitment

Direct Labour is assessed and recruited in accordance with HR policies and procedures and the Training and Competence procedure.

3.1.2 Competence

All personnel, including subcontractors and Client engaged direct subcontractors, are competent to carry out their allocated tasks without risk to their health and safety, the environment or others who may be affected.



BCEGI checks the evidence of competence before personnel start work. Competence is demonstrated in many ways, but a sound base requirement is taken as the possession of the appropriate Construction Skills Certificate Scheme (CSCS) card. Where there is no appropriate CSCS card, then competence is confirmed by other means e.g. in-house or manufacturer's training. Where there is an appropriate CSCS card, but the operative does not hold it, they are required to demonstrate a commitment to that achievement.

Mobile plant operators hold a Construction Plant Competence Scheme (CPCS) card, or affiliated scheme card, relevant to the item of plant they are operating.

Subcontractors carry out their own labour training and provide evidence of such training to BCEGI before starting work.

3.2 Plant and Work Equipment

3.2.1 Procurement

Plant and Work Equipment is assessed, selected, procured in accordance with BCEGI Supply Chain procedures, the Control and Inspection of Plant Procedure and Work Equipment Procedure. All plant brought onto site arrives with a full-service history, compliant with BCEGI's Plant Safety Assessment System.

3.2.2 Operational Control of Plant and Work Equipment

Suppliers of plant and equipment are required to produce adequate health, safety, sustainability and quality information to support their products. This includes, where appropriate, proof of statutory test and examination and / or inclusion in a planned preventative maintenance scheme. Where operated plant is provided, operators are required to meet defined competency levels. Mobile plant operators hold a Construction Plant Competence Scheme (CPCS) card, or affiliated scheme card, relevant to the item of plant they are operating.

Work equipment requiring calibration is managed in accordance with the Calibrated Equipment procedure.

3.3 Materials

3.3.1 Procurement

Material suppliers are assessed, selected and procured in accordance with BCEGI Supply Chain procedures. Details of proposed materials and suppliers are submitted to the Client / Client Representative for acceptance. A Register of accepted materials is maintained on the Contract by the BCEGI Project Team.

Where it is appropriate the benefits of procuring materials from abroad through BCEGI Direct Sourcing are investigated and assessed.

3.3.2 Management of Materials

Materials, including those that are hazardous, supplied by BCEGI or its subcontractors are managed in accordance with the manufacturer's / supplier's instructions. Suppliers provide adequate health, safety, sustainability and quality information to support their products.

Every opportunity is taken to substitute hazardous materials with less harmful ones. Location specific COSHH assessments for all hazardous materials / substances are prepared, reviewed and communicated in accordance with the COSHH Procedure to ensure adequate control measures



are in place to minimise the potential risk to people or the environment.

Purchaser supplied materials are managed in accordance with the Purchaser Supplied Materials Procedure.

3.3.3 Storage and Distribution of Materials

All materials are handled, stored and distributed in accordance with the manufacturers' / suppliers' recommendations and/or the Material Storage and Control Procedure. High value and hazardous materials are stored in designated areas and are suitably marked and protected to avoid misuse or deterioration. Materials removed from storage and not used during are returned at the end of the shift / working day to the secure storage facilities.

3.3.4 Testing of Materials

Materials are tested in accordance with the requirements of the Contract and or Specification. Details of the required testing regimes are included in Inspection and Test Plans.

3.4 **Design**

3.4.1 Permanent Works Design

Procurement of Design Consultants

When BCEGI is required to engage Designers they are assessed, selected and procured in accordance with the Contract Specific Design Management Plan.

Designers include any external organisation carrying out design work directly for BCEGI or its subcontractors. All are required to comply with the CDM Regulations. Designers are assessed for competence and resources. Records of competency assessments are kept on file by the Design Manager.

In line with BCEGI standards all design information is posted to Asite, BCEGI's internet collaboration tool for review by the design manager and design team. Regular meetings are held to review design and coordination workshops are held where necessary.

BCEGI, as Principal Contractor, has a responsibility to notify the Principal Designer of any design change during the project.

3.4.2 Temporary Works

Temporary works are defined as any temporary arrangement required to construct the permanent works or used to support the permanent works during its construction and / or until it becomes self- supporting. Temporary works are managed in accordance with the Temporary Works Procedure.

Temporary Works Schedule

The nominated temporary works coordinator (TWC) and with advice from the nominated internal temporary works designer (TWD), records all temporary works on the Temporary Works Schedule. The Schedule is regularly reviewed to reflect changes on the contract but is reviewed as a minimum during the contract management review.

Under no circumstances is any variation allowed to temporary works drawings or specifications previously issued, without reference to the TWC. Under such circumstances the TWC obtains



confirmation in writing from the TWD that the proposed variation is acceptable.

4.0 Methodology

4.1 The BCEGI Management System

The BCEGI management system is an integrated set of documents covering the principal disciplines current in BCEGI and particularly those for health, safety, sustainability and quality as applied to operational activities. It is comprised principally of policies, procedures and forms structured to enable customer, regulatory and internal satisfaction and is mandatory for all staff.

The management system will be independently audited and is in line with OHSAS 18001 – Occupational Health and Safety Management. BCEGI are currently working towards receiving accreditation.

The Management System structure is illustrated below and described in detail in the Organisation and Arrangements.

This Contract will be carried out in accordance with the system as identified in this Plan.

4.1.1 Contract Specific Procedures

Contract specific procedures become necessary for two reasons:

If the activity is not covered in the management system and a lack of formal, systematic control could put the Contract at risk. Alternatively, the Client may mandate the use of procedures that are different to those normally employed by BCEGI.

Where such requirements are adopted a review against management system requirements is undertaken and recorded. Where the requirement meets or exceeds the system controls our arrangements are supplemented as necessary to fully comply with all requirements. In cases where customer requirements fall short of BCEGI system controls then action is taken in order to comply with both sets of requirements.

During contract preparations, an analysis of the contract documents is undertaken to identify contract deliverable processes and special requirements for which no corporate procedures are in place as well as mandated Client arrangements. The analysis is recorded in the Schedule of Contract Deliverables.

The Construction Director is responsible for the accuracy and completeness of this supplementary documentation which is reviewed at least annually, but more frequently if there is useful feedback from the end users or performance problems dictate a review. As new or revised contract specific procedures are introduced the change is communicated to the contract team during Team Talks.

4.2 Delivery of Contract Requirements

The basic management tools for delivering the Contract requirements are:

- A Design Management Plan
- Planning / Programming
- Activity Risk Assessment and Point of Work Risk Assessments
- Control Measures / Method Statements
- Inspection of the Work and Workplace
- Review and report
- Specialist services installation requirements



4.2.1 Design Management Plan

The Principal Designer is responsible for providing details about how the health and safety file is to be collated and managed. This should be prepared as a contract specific procedure as it will be bespoke for the contract and should include information about each of the following where they are relevant to the health and safety of any future construction work:

- A brief description of the work carried out;
- Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc.)
- Key structural principles (for example, bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
- Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc.);
- Information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc.);
- Health and safety information about equipment provided for cleaning or maintaining the structure;
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.;
- Information and as built drawings of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc.).

4.2.2 Planning / Programming

The Project will be managed using an integrated design, procurement and delivery programme. This will be produced in Power Projects. The Project head is responsible for the overall production and administration of the programme by the Project Planning Manager. The development of the programmes will be a result of collaboration between BCEGI, designers and supply chain members and will utilise lean techniques to establish and monitor for effectiveness.

Types of Programme include: -

Stage or section programmes – produced for managing section or elements of the works
Subcontract programmes – produced by subcontractors at their tender stage, agreed at award with the Project Team and used to monitor subcontractor programme compliance. Short term programmes by subcontractors for reports and forecasting at a detailed level

Package Interface Programmes

Subcontractors are required to build in programme security measures and to describe those measures in their method statement. Subcontractors will progress their programmes and report to BCEGI on a weekly basis including a text to describe the key issues and any necessary to maintain or improve compliance.

Short Term or Weekly

Short-term programmes are BCEGI internal documents used for breaking down and targeting set time periods or operations and these are related back to the Master Programme Weekly



programmes will be produced by the site management and be used to schedule and target the following week's works in close detail using a "Last Planner" approach. They will be set out day by day plans to facilitate close production management and control.

Progress Control/ Reporting

The Project Planner will produce and manage the Master Programme. The Master Design and the Procurement Programmes will be used for project time monitoring, assessing the effects of possible delays and identifying corrective actions.

4.2.3 Activity Risk Assessment and Point of Work Risk Assessments

The contract team ensure that health, safety, sustainability and quality risk assessments and point of work risk assessments for all work activities are:

- Prepared in accordance with agreed the Risk Assessment Procedure;
- Reviewed by a competent person;
- Communicated to the workforce;
- Retained on file.

A library of contract specific risk assessments is available in the site filing management system.

4.2.4 Control Measures / Method Statements

When the risk assessment highlights the need for a method statement it is:

- Prepared in accordance with the Work Plan procedure and Method Statement procedure
- Reviewed by a competent person;
- Communicated to the workforce;
- Retained on file.

A library of contract specific method statements is available in the site filing management system.

4.2.5 Demonstrating Compliance of the Work

Inspection checklists and inspection and test plans (ITPs) are:

- Prepared in accordance with the Inspection and Monitoring of Work procedure;
- Contract specific and identify acceptance criteria;
- Prepared, reviewed and undertaken by competent persons;
- Recorded;
- Retained on file.

A library of contract specific inspection checklists and ITPs is available in the site filing management system.

Workplace Statutory Inspections are:

- Undertaken in accordance with the Workplace Statutory Inspections procedure;
- Planned and undertaken by competent persons;
- Recorded;
- Retained on file.

Records of workplace statutory inspections are available in the site filing management system and Asite.



Workplace Inspections are:

- Undertaken in accordance with the Workplace Inspections procedure;
- Planned and undertaken by competent persons;
- Recorded;
- Retained on file.

Records of workplace statutory inspections are available in the site filing management system.

Inspection types and frequencies relevant to the Contract works are set out in an inspection of work schedule which will be developed during the early stages of the contract.

4.3 Communications

4.3.1 Community, Local Business and Manchester Airport Consultation Strategy

Local Community and Businesses

Given the location and nature of the works, it is not anticipated that the construction works will have a notable adverse impact on the local community. Works are planned to take place during the week and only within permitted 'noisy' working hours, as well as majority of works being contained within the hoarded boundary. The closest property to the site is over 60m from the site boundary, and the nearest residential area is shielded from the works by a thick band of trees and vegetation.

Irrespective of the above, and prior to works starting, a leaflet drop will be made to properties and businesses within the immediate vicinity of the works. This includes Kingsley Hall, Etrop grange as well as 2 further properties along Bailey Lane with direct line of sight to the works (see Figure 1). The leaflet will contain high level information on the project, as well as key contact information should they have any queries. Should works be required outside normal working hours, or are likely to affect the local road network (e.g. traffic management requirements), notification will be sent to these key stakeholders informing them of any potential disruption and key mitigation measures.

Manchester Airport

Another key stakeholder for the works will be Manchester Airport. Prior to works starting, this Method Statement along with key plans contained in Appendix 1, will be send to Manchester Airport Wildlife Team for comment. Any comments or mitigation measures required my Manchester Airport will be incorporated into the construction phase plan where necessary. Manchester Airport will also be consulted on potential disruption to the local road network. Whilst disruption will be minimal, it is likely that traffic management will be required on the T2 roundabout when constructing the retaining wall, as well as along Lane 1 of the M56 Spur slip road. All required permissions will also be sought from Manchester City Council in the form of GMRAPS permits.



Figure 1 - Sensitive Receptors / Leaflet Drop

4.3.2 SHEQ Communication and Engagement

Communication of risk assessments, method statements, other control measures and toolbox talks are used as an opportunity for the workforce to be consulted and to be involved in decisions regarding operational issues. Those present are asked to speak up about any issues that are of concern. Communications are:

- Prepared in accordance with the SHEQ Communication and Consultation Procedure
- Prepared and delivered by a competent person;
- Retained on file along with evidence of attendance.

The Construction Director holds progress meetings with subcontractors, and where appropriate key suppliers, at least monthly. This ensures that health, safety, sustainability and quality issues concerning the Contract are suitably addressed, monitored and maintained to the required standards.

Monthly Health and Safety meetings will be held with the on-site H&S Advisor and selected operatives from each trade / Discipline. Findings from these meetings will be fed back to the project lead.

The Hazard Observation Scheme is operated on site and controlled by the on-site H&S advisor. This is an incentivised scheme to encourage regular feedback from all on site.

4.3.3 Key Meetings and Reporting Schedules

Health, safety, sustainability and customer satisfaction are standard agenda items on all BCEGI led meetings. All key meetings and reports are planned and scheduled through the year using Project Meeting Schedule and/or Microsoft Outlook



Key reporting requirements are:

Report	Purpose	Prepared by	Freq. / Date
Client Meeting	Full Project Review	BCEGI Site Team	Monthly
Project Review Meeting	Internal – Full Project Review	BCEGI Site Team	Monthly
H&S Meeting	Review H&S Risk	BCEGI H&S Manager	Monthly
Site Coordination Meeting	Coordination of all site activities	BCEGI Site Operations Management	Daily
Contractor Progress Meeting	Review all aspects of individual trade package contracts	BCEGI Package Managers	Weekly

Contract meetings and reports are:

- Prepared, reviewed and / or undertaken by competent persons;
- Recorded;
- Monitored for closure of actions arising
- Retained on file

4.3.4 Communication with Third Parties

Liaison with third parties is carried out through designated contacts and each third party is advised of their personal BCEGI contact. Designated contacts:

- Ensure the third party has all information needed to carry out any tasks;
- Arrange and chair regular meetings to discuss requirements and programme;
- Report back to meetings on site progress or other relevant items;
- Ensure minutes and actions are recorded and distributed;
- Arrange site inductions for visitors;
- Maintain general and emergency contact details in the contract directory;
- Notify the third party of any change of circumstances.

Third Party	Designated Contact
Client	BCEGI Project Lead
Local Authorities	BCEGI Project Lead
Enforcing Authorities	BCEGI Project Lead
Local Residents	BCEGI CSR Advisor



4.4 Operational Arrangements

4.4.1 Business Continuity / Emergency / Fire / Escalation Planning

The Construction Director develops and maintains documented arrangements to cover foreseeable emergencies and events that may lead to disruption of the Contracted works in accordance with the procedures for Emergency Preparedness and Response, Fire Arrangements and Business Continuity Planning.

The Business Continuity Plan is maintained up to date and any alternative arrangements clearly described (e.g. arrangements for client premises). The plan describes the arrangements for effectively managing fire safety so as to prevent fire occurring and, in the event of fire, to protect people and property.

The workforce is briefed on applicable fire safety, environmental incidents and emergency evacuation plan and regular trials are undertaken and recorded to ensure the effectiveness and practicality.

4.4.2 Security Arrangements

Site Hoardings

The Site will be secured by way of a fully close boarded 2.4 m high hoarding to the perimeter of the site as per the site hoarding layout shown in Appendix A.

It is intended that the hoarding will be made suitable for advertising purposes, the location of this advertising it to be agreed with the various stakeholders prior to commencing work on site.

Where appropriate on pedestrian elevations, viewing points will be inserted within the hoarding giving the public a chance to engage with the construction of the building.

Site Security

Security of the works will be managed in accordance with the Site Security Procedure.

BCEGI will ensure that all existing fences will be maintained around the perimeter of the Site to exclude members of the public. (On building construction contracts (and if appropriate on other types of contract) where fencing does not exist or does not meet the necessary standards BCEGI erects and maintains additional fencing. In addition, any individual areas which present a danger i.e. drainage runs, excavations etc. will also be individually fenced off using "Heras" type fencing, before the end of the shift / working day).

BCEGI will ensure as far as possible that no unauthorised persons are allowed to enter any part of the work site.

Access / egress to the office compound and site is via the designated security-controlled access point as marked on the Site Logistics plan. The site compound will be located in a position agreed with the Client which allows the construction and delivery of the project.

All operatives, visitors, delivery drivers etc. needing access are required to report to the site security office and to sign / swipe in and out of Site.

4.4.3 Accident/Incident Reporting

All accidents and incidents are to be reported and managed in accordance with the Accident and Incident Reporting Procedure and associated documents. In particular, all accidents and near misses or dangerous occurrences shall be reported to BCEGI site management who will advise the business H&S Manager, the Clients appointed Employers Agent and the Client.



4.4.4 Induction

Everyone intending to work on the contract first attends a BCEGI site induction in accordance with the HSSQ Induction Procedure to be familiar with the scope of work, principal hazards, organisational arrangements, emergency and evacuation procedures etc. At the induction, attendees are required to provide evidence of appropriate competence; CSCS / CPCS cards etc. Attendance is recorded, and details are available in secure site filing system.

4.4.5 Visitors

All visitors sign in at entry, follow a visitor's induction and are accompanied by a fully Inducted person; otherwise they must attend the full Contract Induction. It is the host's responsibility to ensure that the visitor is accompanied at all times and complies with the site rules.

4.4.6 Management of Welfare

Suitable welfare facilities are provided for all personnel at all times whilst they are on site in accordance with the Welfare Arrangements Procedure. The facilities are:

- Sufficient in capacity for the maximum number of people expected to use them at one time;
- Available for use at all times whilst people are likely to need them;
- Maintained in good condition at all times;
- Cleared of all waste daily;
- Non-smoking.

Locations of accommodation, welfare and storage are identified on the Logistics Plan at Appendix A

4.4.7 Plant and Equipment including Lifting Equipment

Plant and equipment is managed in accordance with the Control and Inspection of Plant Procedure.

Plant and equipment is used in such a manner and is maintained in such condition that it remains safe without risks to health and the environment at all times when it is being used.

BCEGI will hold a Mobile Plant Register, all other plant and equipment will be managed by contractors applicable on the project, any certification can be accessed at any point as requested. All lifting operations will be planned by a competent person ensuring a lifting plan is in place in accordance with the Lifting Operations Standard.

4.4.8 Craneage

The proposed crane location is shown in Appendix A. It is anticipated that the project will require one saddle jib tower crane. The overall height of the crane will be agreed with Manchester Airport Group via the permit process, but the overall height is anticipated not to exceed 31m.

Our strategy anticipates that no 3rd party crane oversailing will be required and that cranes shall be sited within the site area so full coordination with Manchester Airport will not be required unless special deliveries are being made.

Any craneage activity is subject to a separate airport approval process which will be discussed on



regular basis during construction phase with airport and site management.

4.4.9 Protection from Falls / Falling Materials / Objects / Fragile Materials.

Working at height is managed in accordance with the Working at Height procedure.

Suitable provisions are implemented to prevent falls and falling materials / objects and precautions are in place when working adjacent to fragile materials. Point of Work Risk Assessments will be used to manage and control this work.

4.4.10 Manual Handling

Manual handling is managed in accordance with the Manual Handling procedure.

In cases where mechanical lifting assistance cannot be provided manual handling assessments are undertaken and the results communicated to all personnel involved in the activity and a record of that communication kept on file.

Personnel involved in medium or high-risk manual handling activities will be trained in safe lifting techniques.

Assessments and communication records are available at project office in site filing system.

4.4.11 Control of Noise

Control of noise is carried out in accordance with Site Noise Procedure.

It is not anticipated that the construction works will create a noise nuisance to nearby properties and other receptors. Works are planned to take place during permitted hours of 07:30 to 18:00.

Where noise levels are suspected to be at or above 80 dB(A) a suitable noise assessment is undertaken. Suitable hearing protection is made available by the employer of those affected.

If there is a potential for noise to impact on local neighbours, then the Local Environmental Health Officer is called to discuss controls and the need for a Section 61 consent.

Contact will be made with neighbours likely to be affected by construction works informing them about the works and providing contact details for the construction team should they have any queries or concerns. Key receptors to be contacted include Kingsley Hall and Etrop grange located to the north west of the scheme, approximately 60m away from the site boundary.

In addition to the above, ambient baseline noise survey will be carried out for comparison with noise levels during the construction period. If increases in noise are considered excessive, control measures will be adopted to include noisy operations being potentially programmed for times when the least perceived nuisance will occur

4.4.12 Control of Vibration

Vibrating tools are managed in accordance with the Vibration (Hands, Arm and Body) Procedure.

The need for vibrating tools and equipment is minimised through careful planning and design of the works. Where this cannot be achieved, suppliers will be required to provide adequate information to facilitate suitable risk assessments. Affected personnel are trained by their employer on vibration reduction techniques and, where appropriate, included in an occupational health surveillance scheme.



If there is a potential for vibration to impact on local neighbours and structures the Local Environmental Health Officer is contacted to discuss controls and the need for a Section 61 consent.

4.4.13 Control of Asbestos

Asbestos is managed in accordance with the Asbestos Procedure.

If material that is suspected to be asbestos is discovered the area will be secured and arrangements will be made with the Duty Holder to have the material sampled. If instructed to do so BCEGI will arrange for the removal of the asbestos material.

4.4.14 Control of Dust and Smoke

Smoke Prevention

It is not anticipated that significant amounts of smoke will be generated by any construction activities on the site.

Dust Suppression

The existing haul road will be used to access and exit the site. This will significantly reduce the amount of dust created by vehicle movements

The site team shall regularly inspect the perimeter of the development to ensure that it is kept clear of accumulated rubbish and cleared on a daily basis if required.

Vehicles entering and leaving the site shall be checked to ensure that the wheels are appropriately clean so not to add site debris to the highway. BCEGI shall ensure that loads are covered to minimise the risk of any spoil or debris spilling over onto the highway.

During all construction operations BCEGI will ensure the highest standards of dust suppression are maintained.

4.4.15 Traffic Management and Vehicle Routing

Construction Traffic

Construction traffic will access the site from the M56/A555 via Enterprise Way. Vehicles will enter site from the existing roundabout on Enterprise Way and onto the haul constructed as part of the E Plots Enabling Works contract. A vehicle access gate will be situated at the entrance to the haul road to prevent unauthorised access to the site. The gate will be manned during site operational time and at times where deliveries are expected outside of operational hours. The use of a gated entrance will ensure segregation of construction vehicles from both general traffic and pedestrians.

All turning of construction vehicles will be carried out within the site boundary.

The proposed routing plan is included in Appendix D.

Vehicle Loading and Unloading

Once a vehicle has been granted access to site both Loading and Unloading will take place within the site hoarding in the designated areas.

The specific methodology for Loading and Unloading will be developed on a case by case basis. In the laydown area materials will be unloaded via a forklift and moved via telehandler to the required storage / distribution location.



Where unloading materials via the tower crane designated area will be provided and lifting plans will be in place to allow the safe unloading of materials, direct from the wagon/delivery vehicle.

Appendix A shows the proposed segregated areas for loading/unloading

Pedestrian Safety

The existing pedestrian footpath and cycleway will be diverted around the site as shown in Appendix A. Note that the existing footpath connection with the bridge will not be disturbed by the works.

Pedestrian access will be provided for site personnel via turnstiles adjacent to the main entrance gates. Turnstiles will be operated via fingerprint recognition therefore preventing unauthorised access to the site. A security cabin will be sited next to the gates to allow entry for permitted visitors who are not preauthorised. Location of pedestrian access gates is shown on the plan in Appendix A.

During operational hours BCEGI will provide a gateman to ensure that the entrance gates are manned at all times and to assist with the safe access and egress of construction vehicles.

4.4.16 Surface Water Run-off/Ponding

Measures to deal with surface water run off were implemented as part of the E Plots Enabling Works contract relating to Planning Permission 124745/FO/2019. We consider that the measures detailed in section 10 of the Construction Management Plan for the Enabling Works contract (see Appendix B) outline the measures that will be adopted during the construction of plot E2.

4.4.17 Permits and Authorisations to Work / Access

Activities with a high residual health and safety risk require authorisation to start and control the activity. Permits and Authorisations are prepared and implemented in accordance with the Permit to Work Procedure. The permits, activities requiring authorisation and access arrangements requiring authorisation currently in operation on this contract are:

- Permit to Disturb
- Hot Works Permit
- Confined Space Permit

4.4.18 PPE

Suitable and sufficient Personal Protective Equipment (PPE) is provided in accordance with the PPE Standard.

The following PPE is required as a minimum:

- Hard Hat
- LEP (light eye protection) - suitable for activity
- Gloves – suitable for activity
- Boots – steel toe cap and midsole protection
- Hi-Visibility Clothing

The dress code, as a minimum, is:

- Full length trousers to be worn at all times



- Torso and shoulders to be covered at all times – i.e. minimum t shirt
- Clean well-maintained PPE
- Own company branding on PPE or BCEGI

4.4.19 Site Rules

The Construction Director may identify and introduce a set of contract specific site rules that reflect either rules mandated by the client or rules necessary due to the specific or changing nature of the contract location.

Adopted Site Rules are included in the induction process and are displayed on the contract notice boards.

A copy is also held in [*Insert appendix ref*].

4.4.20 Removal and Recycling of Waste

The management and disposal of waste generated by this contract and office is managed in accordance with the Waste Management Procedure and recorded in the Site Waste Management Plan.

The role of Waste Management Coordinator is confirmed in [*Insert appendix ref*].

4.4.21 Aspects and Impacts

Environmental risks are assessed, and mitigation measures established to reduce the impact in accordance with the Environmental Aspects and Impacts procedure. Contract information is collated in an Aspects and Impacts Register TBD.

4.4.22 Earthworks, Management of Contaminated Land and the like

Bulk earthworks and site remediation works were carried out under the previous E Plots Enabling Works contract relating to Planning Permission 124745/FO/2019. The relevant details relating to bulk earthworks are contained in the Construction Management Plan for the Enabling Works contained in Appendix B.

As the E2 plot has already been prepared for construction, there will not be significant volumes of excavated material generated by the project.

4.4.23 Parking of Vehicles

The proposed site car parking location is shown on the site layout plan in Appendix A. Only limited car parking will be available on site and this will be prioritised for those with mobility issues.

Should additional car parking be required, the existing Bailey Lane site compound can be utilised. Although currently being used for the P1 project there is sufficient capacity to use the compound for both projects, particularly as the car parking and storage requirements for P1 will reduce towards the end of 2021. Appendix A shows the location of the Bailey Lane Compound and pedestrian route to and from the E2 site.



4.4.24 Pumping Operations

Pumping water is potentially one of the most hazardous operations to the environment carried out on site. It is possible to pollute surface waters and also disrupt the sewage system, even if the water is clean. Any pollution caused by a pumping operation will be seen by the Regulator as a wholly avoidable act and prosecution is a likely outcome.

To prevent pumping operations causing pollution, BCEGI operates a Permitting procedure to control pumping activities.

4.4.25 Bird Hazard Management

Details relating to bird hazard management were submitted as part of the E Plots Enabling Works contract relating to Planning Permission 124745/FO/2019. The measures outlined in relation to the management of bird hazards will be adopted for the E2 building contract. A copy of the Bird Hazard Management Plan is included at Appendix C.

4.4.26 Wheel Washing

Due to the location of the site and its proximity to major roads it is imperative that vehicles exiting the construction compound do not have a detrimental effect on the cleanliness and subsequent safety of the existing road network.

In order to manage this effectively BCEGI implement a 2-stage process.

First Priority - Prevention

Our priority it to prevent soils from contaminating the vehicles, this in turn vastly reduces the amount of management required to remove soils from the vehicles prior to exiting the site. The site already benefits from a haul road with a tarmac capping layer. This will provide the primary route to and from the site and significantly reduces the amount of mud and/or dust that will accumulate on wheels.

Second Priority - Management

Although the haul road will significantly reduce amount of mud/dust on wheels, BCEGI understand that the site will require secondary measures to be in place throughout the initial groundwork's phase and at times following the completion of the hard-standing area. For this BCEGI will implement wheel washing facilities via means of an operative controlling a water pressure washer lance prior to exiting the site. Where required further backup will be provided by road sweepers throughout the project as and when required.

Appendix A indicates the area to be used to wash the wheels of vehicles prior to exiting site.

4.5 **Occupational Health**

4.5.1 Health Champion

The nominated Health Champion for this contract is [TBC].

The Health Champion is responsible for ensuring that assessment information is kept up to date, for managing any surveillance activities arising, planning and implementing health initiatives and for



associated record keeping.

4.5.2 Identification of Key Health Risks and Control Measures

A health hazard assessment to identify groups of workers whose role may expose them to a significant health risk has been made and is available in the Management of Occupational Health Standard.

The groups of workers / individuals identified in the assessment will be the people who require health surveillance.

Monitoring Arrangements

Identification of the levels of hazardous substances will be undertaken to establish the likely exposure to these substances and also to ensure our control measures are effective in reducing exposure levels by having procedures to ensure that work is done in the right way;

- Checking controls are effective. Does the work still seem dusty? You might need to carry out dust exposure monitoring;
- Involving workers. They can help identify problems and find solutions;
- Maintaining equipment: – follow instructions in maintenance manuals; – regularly look for signs of damage. Make repairs; – replace disposable masks in line with manufacturer's recommendations; – properly clean, store, and maintain no disposable RPE. Change RPE filters as recommended by the supplier; – carry out a thorough examination and test of any on-tool extraction system at least every 14 months.
- Supervising workers. Make sure they: – use the controls provided; – follow the correct work method; – attend any health surveillance where it is needed. Identification and Screening of Safety Critical Workers (Fitness for Work)

Fitness to Work testing determines that individuals are fit to undertake the role and will be undertaken pre-assignment and every 3 years (unless a substantial change in health circumstances dictates an assessment is required sooner). This will be a pass / fail test with a certificate issued. A safety critical worker is any person whose health may compromise their ability to undertake their work safely thereby posing a significant risk to the safety of others or due to the environment in which the work is undertaken posing a significant risk to themselves.

The list of safety critical workers on this contract is determined by both the BCEGI minimum list of safety critical workers and also by risk assessment encompassing the task and the environment.

4.5.3 Health Surveillance for Workers Exposed to a Significant Health Hazard;

BCEGI Employees

The Management of Occupational Health procedure sets out the BCEGI requirements for periodic health surveillance over 3 years, this is relevant for those identified and who are exposed to a particular hazard to ensure our control measures are working in reducing risks to health.

Supply Chain

As part of our commitment to the Public Health Responsibility Deal we have pledged to encourage our subcontractors and our supply chains to provide occupational health services and / or develop a programme to actively promote health and well-being and effective management of health.



4.5.4 Health Promotion

This contract is committed to improving workforce awareness of health issues and making provisions for individuals to monitor their health and wellbeing on a voluntary basis.

The following are available from the contract Health Champion:

- General health information on a range of subjects;
- Well Being Information Campaign Tool Kit
- Wellbeing medicals;
- Provision of blood pressure testing kits;
- Well-being Toolbox Talks

4.5.5 Drugs and Alcohol

We are committed to providing a safe and productive work environment with appropriate safeguards.

BCEGI will take action, in so far as it is reasonably practicable, to prevent any substance abuse which increases the potential for accidents, ill health, absenteeism, sub-standard performance or which would otherwise adversely affect its employees or other persons. The testing regimes are:

- Random testing – Testing undertaken to approximately 5% of the applicable workforce to test compliance to the Drug and Alcohol policy
- Post Incident Testing – Testing undertaken as a result of an incident
- On Suspicion Testing – Testing undertaken when there is suspicion someone is under the influence of drugs or alcohol

Where testing is required, it will be conducted by specialist drug and alcohol testing providers. The primary testing will be carried out using immunoassay technology for drugs and electronic breath testing for alcohol. All confirmation testing will be by gas chromatography / mass spectroscopy techniques.

More information is available from the Drugs and Alcohol Procedure.

4.5.6 On Site Facilities

First Aid Arrangements

The appropriate number of qualified First Aiders and Appointed Persons are provided on the contract to administer basic first aid. The level of first aid provision is determined by risk assessment in accordance with the First Aid Procedure. Where treatment beyond basic first aid is required, the injured person is advised to attend / be taken to the Accident and Emergency Department at the local hospital:

All BCEGI sites have a requirement to have an Automated External Defibrillator (AED). Locations and details of AED can be found in site induction and displayed on site notices. Please note locations may vary as the project adapts and changes can be found on main site notice board.

4.5.7 Management of Fatigue

Fatigue relates to the issues that arise from excessive working hours, shift patterns, work load,



home / life balance and lifestyle choices and can cause slower reactions, errors, accidents, ill-health and reduced productivity.

On this contract we will use the following techniques to manage fatigue;

- Limits of working hours in accordance with the Management of Fatigue Standard
- Use the HSE Fatigue and Risk Tool to risk assess shift patterns
- Start / finish shifts to be convenient for public transport, social and domestic activities
- Consider travelling times of the workforce
- Arrange for quality breaks during the working day and encourage effective use of break times
e.g. in a sedentary role encourage some physical activity to 'wake up' the system and in a physical role encourage a rest to conserve energy
- Encourage employees to develop good sleeping habits and a healthy lifestyle which can reduce the effects of fatigue by use of targeted Toolbox Talks, Health matters and general health promotion
- Ensure employees are able to report fatigue problems

4.5.8 Stress and Mental Health

BCEGI are committed to creating a positive impact on the health and wellbeing of our employees; a site mental health campaign will be championed by a team member on the project and communicated/promoted across the site.

On this contract we will use the following tools to raise the awareness of stress related ill health, how to recognise the symptoms and the tools available to help;

- Ensure all workers undertake a stress awareness eLearning module
- Provide stress pocket cards to our workforce which highlight simple ways employees can prevent and deal with stress related issues
- Display posters including healthy living, healthy eating, exercise, to raise awareness and promote the options available to deal with stress
- Adopt and promote agile working principles
- Deliver stress / wellbeing toolbox talks

4.6 **Office Administration**

4.6.1 Correspondence

Incoming and outgoing correspondence is managed in accordance with the Filing and Office Admin Procedure.

4.6.2 Control of Documents

Documents prepared for the contract and which subsequently need to be issued in a controlled manner are managed in accordance with the Document Control for Contracts and Functions Procedure.

Asite will be used as a document management system on this project.



4.6.3 Filing, Control of Records and Data Protection

Correspondence and records of events such as meetings, risk assessments, method statements, briefings and inspections etc. are important documents providing tangible evidence that an activity has taken place.

Documents are carefully filed to be readily retrievable when needed in accordance with the Filing and Office Admin Procedure. Archiving is managed in accordance with the Archiving Procedure.

Some documents need to be filed securely either under lock and key or with an electronic password. Such data is stored in compliance with BCEGI policies for Computer Usage, Document Retention and Data Protection.

The filing index, maintenance of the filing system and archiving arrangements for this contract is the responsibility of the project document controller.

Consideration is also given to key documents and information that is required to be handed over at the end of the contract including O&M manuals, H&S Files, statutory records and those defined in the Contract. A listing of these key documents together with their location and name of the person responsible for their upkeep is maintained at *[Insert appendix ref]*.

Everyone has the ability to contribute to continuous improvement of the management system. Amendments to existing document libraries are requested and managed in accordance with the HSS&Q Change Management Procedure.

5.0 Performance

5.1 Customer Satisfaction, Audits and Complaints

The Customer Satisfaction and Complaints and Commendations procedures are in development and can be made available customer representatives on request.

Customer surveys are managed in accordance with the Customer Satisfaction procedure.

Where necessary action plans are prepared to capture and manage closure of comments and issues arising from surveys. The plans are regularly reviewed, during contract Performance Review Meetings. See Performance Management Procedure.

5.2 Customer Care

Customer Care and Customer Relationships are at the forefront of the BCEGI project teams values and healthy/open relationships will be maintained throughout the project duration.

5.3 Audit

Certification Body Audits, Independent Audits and Directors Safety Tours, are undertaken and programmed in On-track, BCEGI's in-house audit planning and management tool in accordance with the Audit procedure.

Client audits are scheduled into On-track by the contract team. Managing client audits in this way means there is visibility of them when other audits are being scheduled, and actions arising are managed and closed in a structured and open manner.

Local audits are locally scheduled to be undertaken by contract personnel against the Contract Terms and Conditions, SLAs and client prescribed or other contract specific procedures.

All other audit types are managed through On-track so that business interruption and duplication is minimised.



5.4 HSS Self-Assessment

Health and safety and sustainability policy objectives and targets are cascaded from BCEGI group through the BCEGI management tool models. Progress against targets is managed in accordance with the performance auditing procedure.

5.5 Reviewing and Reporting

The Construction Director chairs a monthly contract / operational review meeting to an agreed standard Business agenda. Information collected and collated as a result of these meetings is used to report contract performance to line management. Some of the information is also be useful in preparing monthly reports to the Client.

Contract reviews and reports are:

- Prepared in accordance with instructions from the Director in charge of the contract
- Prepared, reviewed and undertaken by competent persons;
- Recorded;
- Monitored for closure of actions arising
- Retained on file

A library of contract review meeting material and reports is available secure site filing system.

5.6 Monthly HSSQ Reporting

Contract HSSQ data is collected monthly and stored in the central data file for the project.

5.7 Project Working Hours

The project working hours will vary depending on the activities being carried out and depending on the stage of the project programmes.

Working hours will be assessed taking into consideration various health, safety and environmental aspects inclusive but not limited to;

- Task
- Supervision
- Working Area
- Hazards
- Lighting
- Noise

The normal working hours for the project are anticipated to be as follows;

Monday – Friday:	8:00 – 18:00
Saturday:	8:00 – 14:00
Sunday:	With Prior Arrangement

However, in addition to the above working hours, effort shall be made to ensure that noise is kept to a minimum outside the following hours:

Monday – Friday:	8:00 – 18:00
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Saturday:	8:00 – 14:00
Sunday:	Minimal Noise



6.0

Appendices



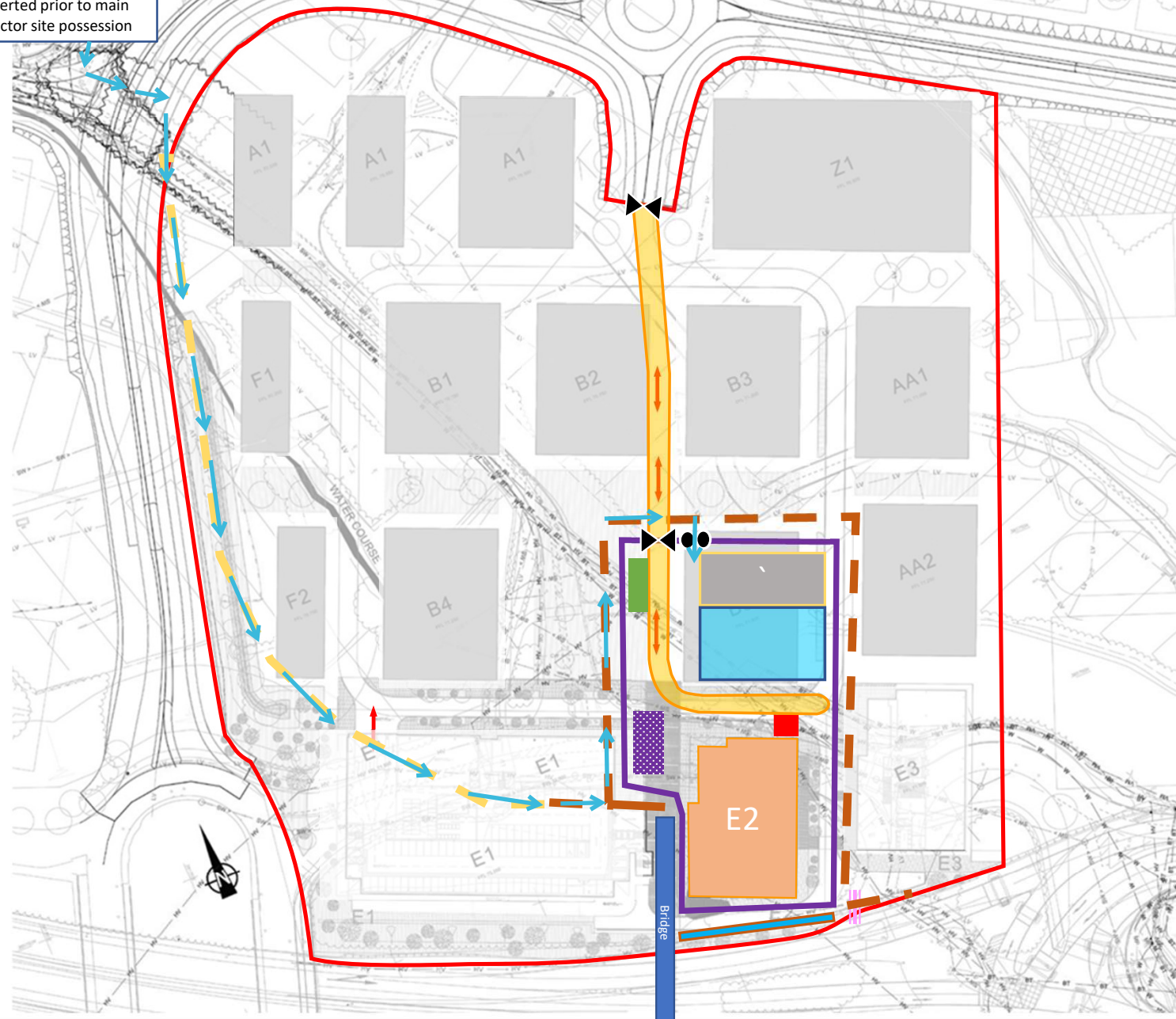
APPENDIX A – SITE LOGISTICS PLAN

Plot E2 – Site Logistic Plan

NOTE

All underground services to be diverted prior to main contractor site possession

Bailey Lane Compound



Legend / Comments

- Red Line Boundary
- Site Office / Compound Area
- Temporary Construction Traffic Road
- ← Contractor Traffic Direction
- Multi Service Trench (By Others)
- ▶◀ Vehicular Access Gates
- New Pedestrian Link Bridge
- Construction Traffic Wheel Wash
- Motorway Traffic Safety Barrier
- Tower Crane Location
- Secure Site Hoarding
- Existing Pedestrian Walkway
- Diverted Pedestrian Walkway
- Turnstile Access
- Waste & Recycling Facilities
- Site Parking
- Pedestrian route from Bailey Lane compound

Locations are for demonstrative purpose and not to scale

Manchester Airport Group

Airport City North – Plot E2

Status : Provisional

Revision : 01

Drawn By: George Burton

Date : 29/09/2021

Page 1 of 1

APPENDIX B – ENABLING WORKS CONSTRUCTION MANAGEMENT PLAN

Airport City North - Enabling Works

Construction Management Plan

Rev – 002

Aug 2019



	Position	Name	Sign	Date
Prepared by	Project Manager	Thomas Berriman		Jul 19
	Project Manager	Thomas Berriman		Aug 19

Amendment Record

	Date		3 Monthly Review Record			Reviewed by:	
	Planned	Actual	Purpose and details of amendments	Issue		Snr PM	Other
		23/07/19	First Issue	1		Y	
		14/08/19	2 nd Issue	2		Y	

Content

- 1. Introduction**
- 2. Emergency Procedures**
- 3. Traffic Management**
 - i. Construction Traffic
 - ii. Vehicle Loading & Unloading
 - iii. Wheel Washing Facilities
 - iv. Craneage
- 4. Off Site Parking Strategy**
- 5. Hoarding/Site Security Measures**
- 6. Welfare Arrangements**
- 7. Measures to Control Noise/Dust**
- 8. Scheme for Recycling/Disposing of Waste**
- 9. Hours of Working**
- 10. Surface Water Runoff / Ponding**
- 11. Earthworks Strategy**
- 12. Consultation Strategy**
- 13. Appendix 1 – Construction Methodology Plans**
 - i. *Phase 1 – Hoarding Setup and Vehicle Routes*
 - ii. *Phase 2 – Car Park Works, Phase 1 Cut & Fill*
 - iii. *Phase 3 – Bulk Excavation, Commencement of Main Haul Road*
 - iv. *Phase 4 – Continuation of Culvert Diversion and Main Haul Road*
 - v. *Retaining Wall Construction*

1. Introduction

The Enabling works involves regrading and levelling of the Airport City site to the north of the M56 Spur, as well as construction of a retaining wall adjacent to the T2 roundabout and a new site access road. The project will also remove all existing services from the area, including diversion of an existing culvert along the outskirts of the development.

Completion of the project will create a clear and level platform to facilitate future construction projects within the A,B and E plots of the Airport City Development. The project is due to commence in October 2019 and complete by July 2020.

The site is located in the North-West of England adjacent to Manchester Airport. The airport benefits from a good road network to connect it to the Greater Manchester Area and beyond. The site can be accessed via the M60 from the East and West by Junctions 4 and 5 respectively. This connects the M56 which provides access to the airport via Junction 5 and the motorway spur.

The site also benefits from good Rail / Light Rail and Bus connections located within 250m of the project, with the Airport being located approximately 10km from Manchester City Centre.

With the above in mind the following Construction Method Statement document has been prepared to provide information to Manchester City Council as the local planning authority.

2. Emergency procedures

Prior to start on site, an emergency plan will be developed and displayed at prominent locations on site. This will include the location of any muster points, names and contact details of fire marshalls and first aiders, as well as the location of first aid kits, fire extinguishers and emergency spill kits. The plan will be continually updated to reflect current site conditions and logistics.

On the external hoarding an emergency 24hr contact will also be displayed alongside our head office number for general inquiries and complaints.

3. Traffic Management

i. Construction Traffic

Appendix 1 – shows the proposed route project traffic will take throughout the construction works. Whilst developing the Management Plan, BCEGI have reviewed the following resulting in the proposed plan being produced:-

- All turning of construction vehicles will be carried out within the site boundaries.
- Segregation of construction traffic during phase 2 of the works
- Minimising the amount of construction traffic required by stockpiling all material on site for use on future projects.
- Construction of a new surfaced site access road to minimize dirt being drawn into the highway and to also act as a holding area for delivery vehicles.

ii. Vehicle Loading & Unloading

Once a vehicle has been granted access to site both Loading and Unloading will take place within the site hoarding in the designated areas.

The specific methodology for Loading and Unloading will be developed on a case by case basis. In the laydown area materials will be unloaded via a forklift and moved via telehandler to the required storage / distribution location.

iii. Wheel Washing Facilities

Due to the location of the site and its proximity to major roads it is imperative that vehicles exiting the construction compound do not have a detrimental effect on the cleanliness and subsequent safety of the existing road network.

In order to manage this effectively BCEGI implement a 2-stage process.

First Priority - Prevention

Our priority is to prevent soils from contaminating the vehicles, this in turn vastly reduces the amount of management required to remove soils from the vehicles prior to exiting the site. In order to do this we will be installing a hard surface access road internal to the site boundaries. This will reduce the requirement for delivery vehicles to leave the tarmacked surface reducing soil contamination of vehicles.

Appendix 1 indicates the area to be capped off with a hard surface, It is our intention to be installing the hard surface round the site within the first 5 weeks of the project.

Second Priority - Management

BCEGI understand that the site will require secondary measures to be in place throughout the initial groundwork's phase and at times following the completion of the hard-standing area. For this BCEGI will implement wheel washing facility's via means of an operative controlling a water pressure washer lance prior to exiting the site. Where required further backup will be provided by road sweepers throughout the project as and when required.

Appendix 1 indicates the area to be used to wash the wheels of vehicles prior to exiting site.

iv. Craneage

It is not envisaged that any cranes will be required to complete the works.

4. Off Site Parking Strategy

The main office compound will be run from the existing BCEGI office located off Bailey Lane, as shown in Appendix 1. This existing compound has sufficient capacity to for all operative and visitor car parking for the duration of the project.

Appendix 1 shows the pedestrian routes that would be used to manage the flow of operatives between the compound and the Enabling site. This will be via public walkways until entering the site boundaries.

5. Hoarding/Site Security Measures

Hoarding

The Site will be secured by sections of existing car park perimeter fence or new sections of 2m high heras fencing. Suitable banners will be erected around the works both for advertising purposes and to shield the unsightly works from the public.

Appendix 1 indicates the location of the hoarding / perimeter fence throughout each phase of the project.

Site Security

Security of the works will be managed in accordance with the Site Security Procedure.

BCEGI will ensure that all existing fences will be maintained around the perimeter of the Site to exclude members of the public. In addition, any individual areas which present a danger i.e. drainage runs, excavations etc. will also be individually fenced off using "Heras" type fencing, before the end of the shift / working day.

BCEGI will ensure that no unauthorised persons are able to enter any part of the work site. The site will be fully hoarded with 2 No Access Gates for Vehicles, 3 No. Access Points (via locked pedestrian access gate) for Operatives and 1 No Emergency Access / Egress Gate. Gated accessed will be closed and locked at all times, or managed by site gatemen when in use.

All operatives, visitors, delivery drivers etc. needing access are required to report to the site security office and to sign in and out of Site.

6. Welfare Arrangements

The main welfare for the works will utilize existing facilities within the current site compound off Bailey Lane, as shown below in orange. This will include, as a minimum:

- 2 toilets, 2 washbasins and 2 urinals for use by men only
- 1 toilet and 1 washbasin for use by women only
- Canteen for up to 35 people, including kettle, toaster, fridge and hot and cold water
- Drying room for up to 35 people, including suitable private changing facilities for women only.

In addition to the main welfare area, there will also be satellite toilet facilities on site as shown below in blue. This will include at least 1 wash basin / toilet for women only, as well as 2 toilets, urinals and washbasins for men only.

It is anticipated there will be a maximum of 35 people on site at any one time.



Figure 1 - Welfare Locations

7. Measures to Control Noise/Dust

Noise

It is not anticipated that the construction works will create a noise nuisance to nearby properties and other receptors. Works are planned to take place during permitted hours of 07:30 to 18:00. Should 'noisy' works be required out of hours, relevant permissions will be sought through Manchester City Council and appropriate mitigation measures implemented.

Contact will be made with neighbors likely to be affected by construction works informing them about the works and providing contact details for the construction team should they have any

queries or concerns. Key receptors to be contacted include Kingsley Hall and Etrop grange located to the north west of the scheme, approximately 60m (min) away from the site boundary.

In addition to the above, ambient baseline noise survey will be carried out for comparison with noise levels during the construction period. If increases in noise are considered excessive, control measures will be adopted to include noisy operations being potentially programmed for times when the least perceived nuisance will occur.

Dust

Given that works will be carried out throughout the winter months, it is not anticipated that wind-blown dust, generated from dry, exposed ground or soil will be a prevalent issue on the scheme.

Should prolonged periods of dry weather be encountered whilst on site, the area will be dampened by tractor towed water bowsers. This will be completed as required to ensure that dust levels are controlled on site to an acceptable level.

8. Scheme for Recycling/Disposing of Waste

The cut / fill exercise is not expected to produce any soil waste for removal off site. All material will either be re-used as fill or stockpiled on site for re-use on future developments.

Hard standing material, such as the car park and Jet Parks access road, will be broken up on site and taken away for recycling.

Metal waste generated as part of the site clearance works (e.g. lampposts and signs) will be segregated in metal waste skips on site and taken away for recycling.

A general waste skip will also be kept on site for general waste produced throughout the project. This will be taken away for sorting and recycling off site by an approved waste provider. Monthly reports will be provided to track waste streams and continually update / improve the site waste management plan.

Prior to starting on site, a specific Site Waste Management Plan will be produced to identify all potential waste streams and develop a comprehensive re-use or recycle strategy.

Waste management contractors will be assessed for competence (by the Site Health & Safety Officer) including that of arrangements for confirmation of transfer between parties, their arrangements for re-use, recycling or forms of treatment, record keeping etc.

Where subcontractors employ their own waste disposal contractors or carry out the transfer /disposal activities themselves, the Project Manager in conjunction with the Site Health & Safety Officer will ensure that the correct procedures are in place and that the information is checked and recorded.

In addition to the above BCEGI will also check that the subcontractor has the following:

- A valid Waste Management / Carriage Licence and / or copy from the Transfer Station / Disposal Site being used
- A copy of the waste carrier's registration or licence.
- Copies of all transfer notes for non-hazardous waste.
- Copies of all consignment notes for hazardous wastes.

Records of waste carriers used and checks made will be kept as per the requirements of the Site Waste Management Plan. Each month, all the waste and recycled material will be collated and reported on an online register by the Site Health & Safety Officer.

9. Hours of Working

Normal working hours will be between 07:30 and 18:00 Monday to Friday, with operatives arriving on site from 07:00 onwards. No out of hours or weekend working is currently programmed for the project.

Due to unforeseen programme or operational constraints it may be necessary to work outside of these hours. In these instances, works will take place on Saturday between 08:30 and 14:00 as permitted by Manchester City Council (MCC). Alternatively, a s61 notice will be obtained to extend these hours with associated mitigation measures as required by MCC.

10. Surface Water Runoff / Ponding

In order to reduce the risk of surface water runoff / contamination into the diverted watercourse, construction the new section of culvert has been programmed early on in the project. This removes the open channel watercourse subsequently reducing any risk of surface water runoff direct into the open watercourse.

During construction of the works, and localized ponding or flooding on site will be channeled towards the existing watercourse and discharged via temporary sedimentation tanks to remove potential pollutants.

To prevent ponding on site for the permanent works, the finished ground levels have been designed with in-built fall towards temporary drainage ditches. These ditches convey surface water run-off towards the north west corner of the site, eventually outfalling back into the culverted watercourse via a catchpit and trash screen.

11. Earthworks strategy

All earthworks excavated as part of the project will remain on site either to be used as site won fill, or stored in temporary stockpiles for future use. Potential stockpile locations are shown in Appendix 1 for each phase of the works.

All stockpiled materials will be stored in mounds no higher than 2m, sealed, and covered in flutter tape to discourage the nesting of birds. Site investigation report confirms that no contaminants are present therefore it is not anticipated that any on site treatment or processing will be required.

Bulk quantities of cut and fill material are shown in the table over page.

TOPSOIL STRIP (150mm THICKNESS)		
7,425m ³		
CUT AND FILL VOLUMES (EXCLUDING ABOVE TOPSOIL VOLUME)		
GROSS CUT (m ³)	GROSS FILL (m ³)	NET CUT/FILL (m ³)
34,127	20,146	13,981 CUT

Table 1 - Bulk Cut / Fill Volumes

12. Consultation Strategy

Local Community

Given the location and nature of the works, it is not anticipated that the construction works will have a notable adverse impact on the local community. Works are planned to take place during the week and only within permitted 'noisy' working hours, as well as majority of works being contained within the hoarded boundary. The closest property to the site is over 60m from the site boundary, and the nearest residential area is shielded from the works by a thick band of trees and vegetation.

Irrespective of the above, and prior to works starting, a leaflet drop will be made to properties and businesses within the immediate vicinity of the works. This includes Kingsley Hall, Etrop grange as well as 2 further properties along Bailey Lane with direct line of sight to the works (see Figure 1). The leaflet will contain high level information on the project, as well as key contact information should they have any queries. Should works be required outside normal working hours, or are likely to affect the local road network (e.g. traffic management requirements), notification will be sent to these key stakeholders informing them of any potential disruption and key mitigation measures.

Manchester Airport

Another key stakeholder for the works will be Manchester Airport. Prior to works starting, this Method Statement along with key plans contained in Appendix 1, will be send to Manchester Airport Wildlife Team for comment. Any comments or mitigation measures required my Manchester Airport will be incorporated into the construction phase plan where necessary.

Manchester Airport will also be consulted on potential disruption to the local road network. Whilst disruption will be minimal, it is likely that traffic management will be required on the T2 roundabout when constructing the retaining wall, as well as along Lane 1 of the M56 Spur slip road. All required permissions will also be sought from Manchester City Council in the form of GMRAPS permits.



Figure 2 - Sensitive Receptors / Leaflet Drop

APPENDIX 1 – Construction Phasing & Methodology Plans

Appendix 1 - Enabling Works Phasing/Methodology Slides

Phase 1 - Hoarding Lines & Vehicle Routes

Phase 2 - Carpark Works, Phase 1 Cut & Fill & Culvert Commencement

Phase 3 - Bulk Excavation Commencement of Main Haul Road

Phase 4 - Continuation of Culvert Diversion & Continuation of Main Haul Road

Phase 2 (Gabion Wall) – Lane closure and pedestrian diversion

Key

●

 New Entrance Works

—

 New Hoarding (Type TBC)

—

 Existing Hoarding

→

 BCEGI Route

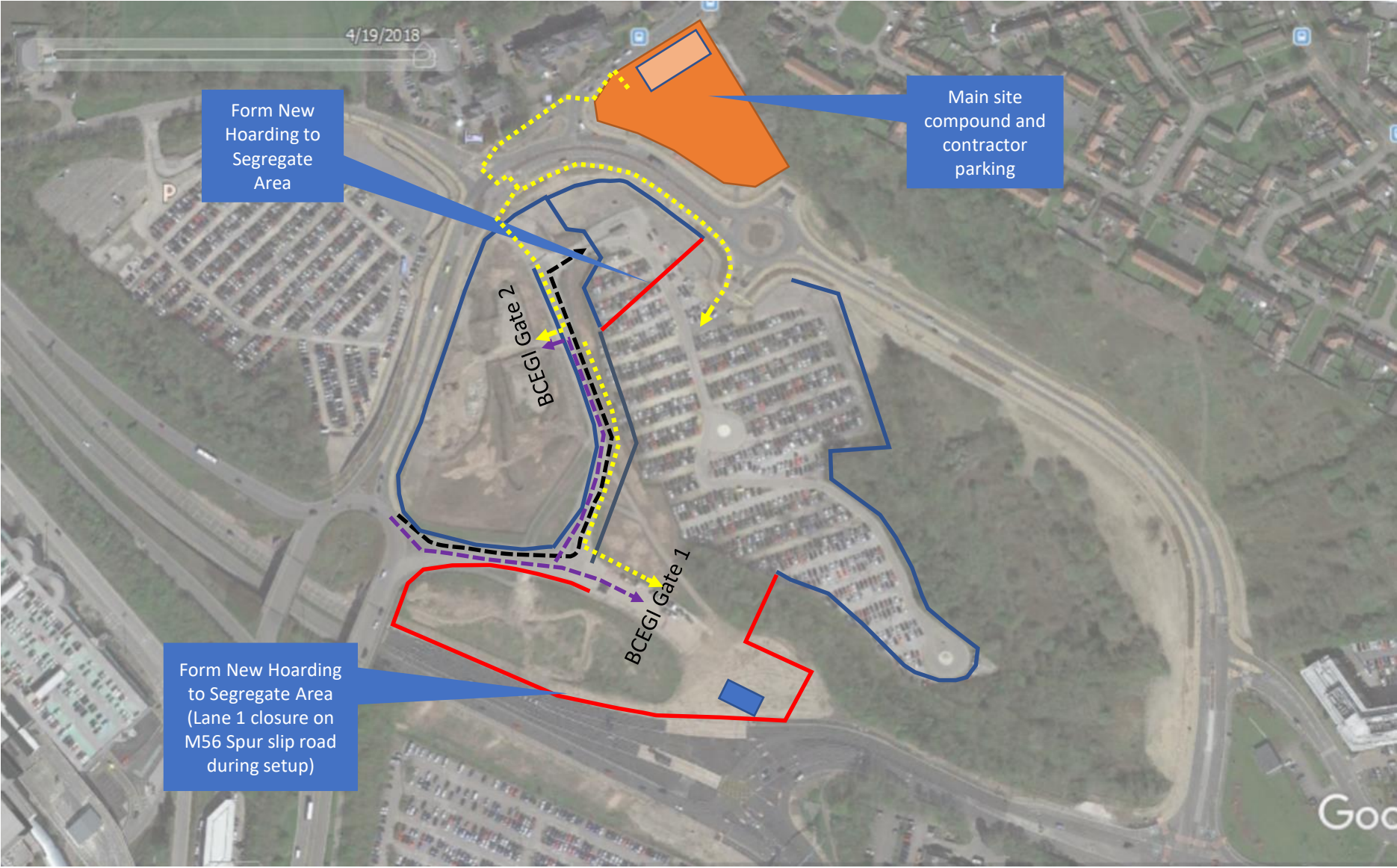
→

 Carparking Route Maintained

■

 Possible Welfare Location

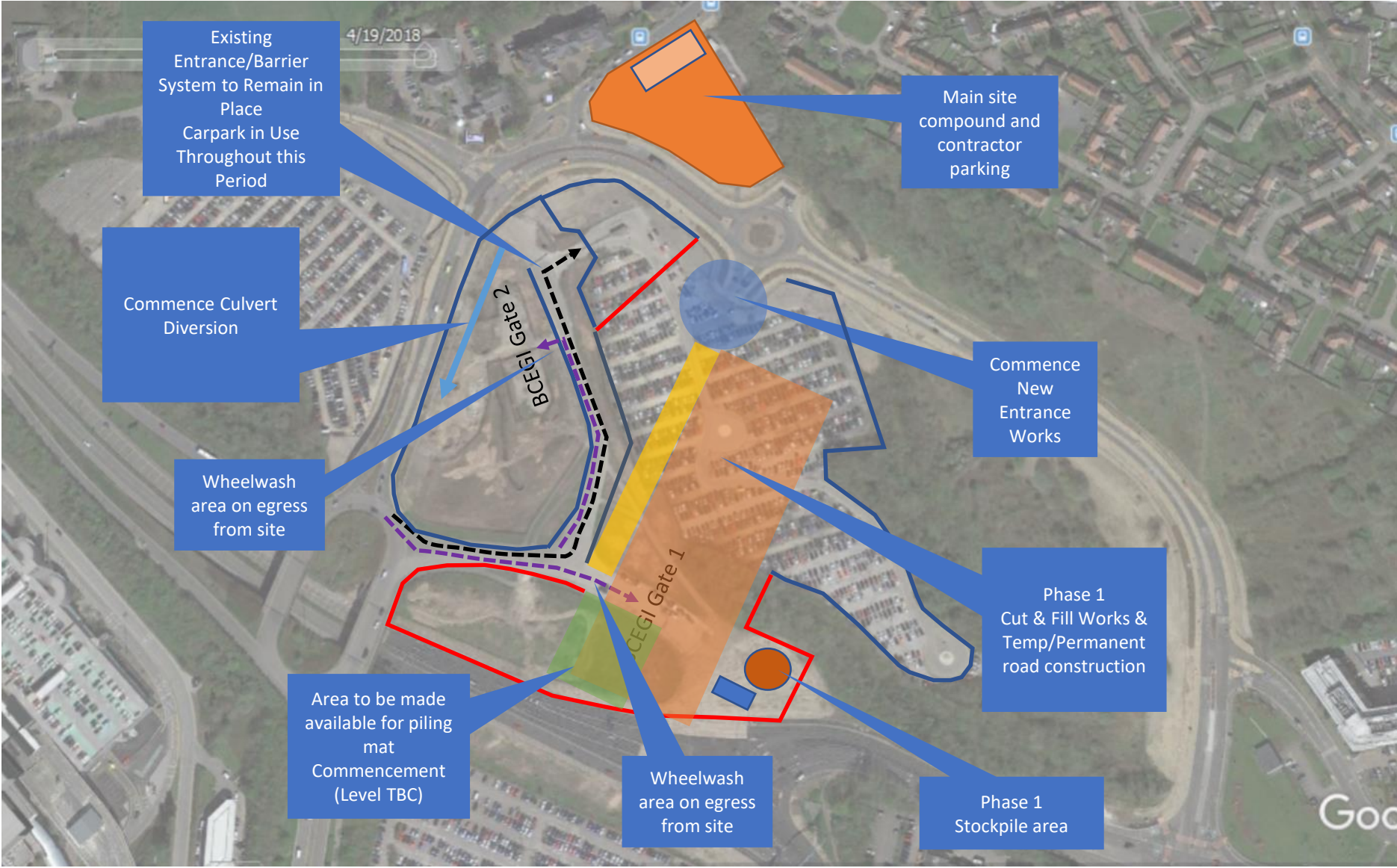
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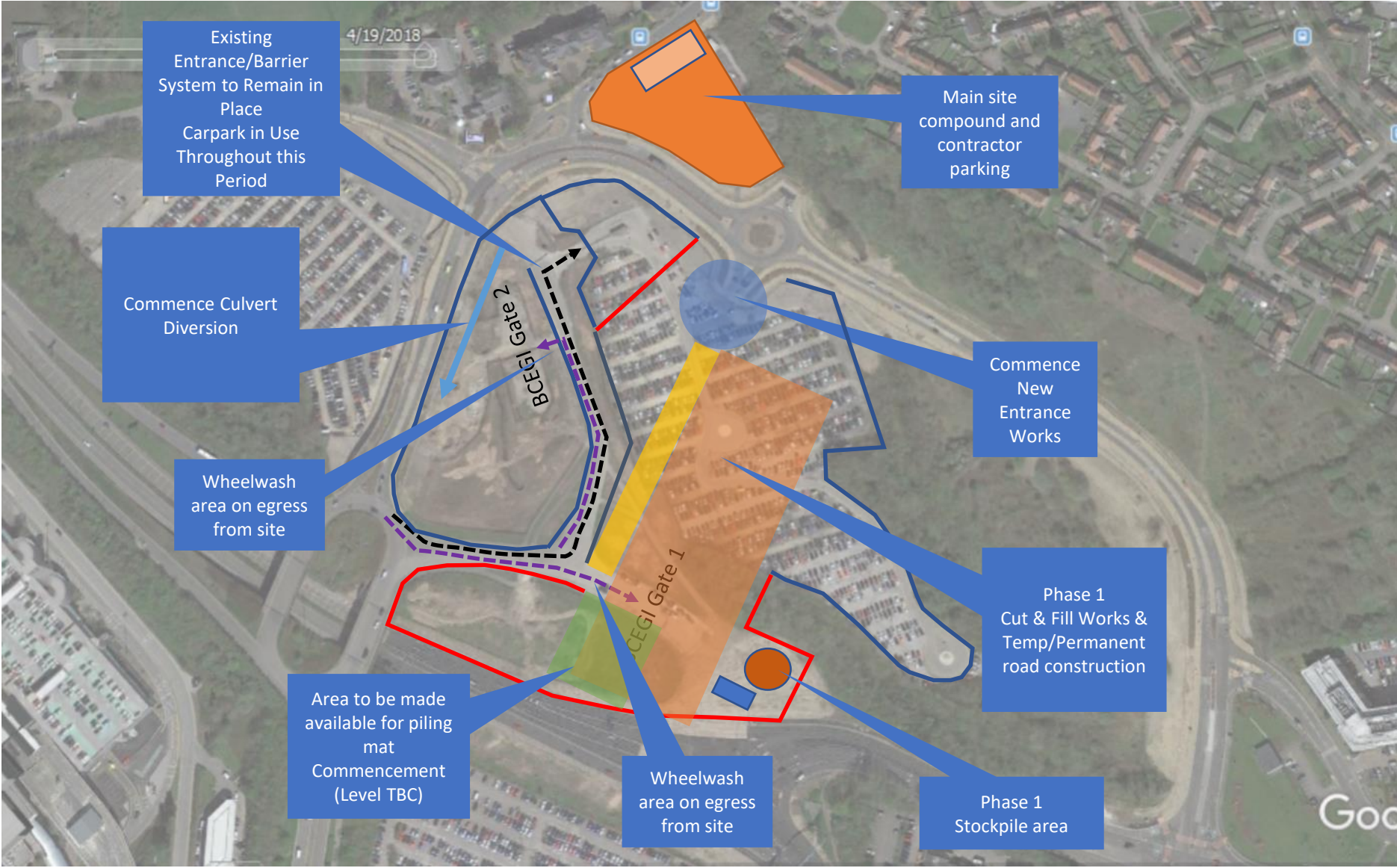


Key

-  New Entrance Works
-  New Hoarding (Type TBC)
-  Existing Hoarding
-  BCEGI Route
-  Carparking Route Maintained
-  Temp/Permanent Haul Road
-  Phase 1 Cut & Fill Works
-  Area made available for bridge ascenes on temp road
-  Culvert Diversion
-  Possible Welfare Location
-  Possible Ph 1 stockpile area

4/19/2018





Key

 Retaining Wall Works

 New Hoarding (Type TBC)

 Existing Hoarding

 BCEGI Route

 Carparking Route Maintained

 Temp/Permanent Haul Road

 Culvert Diversion

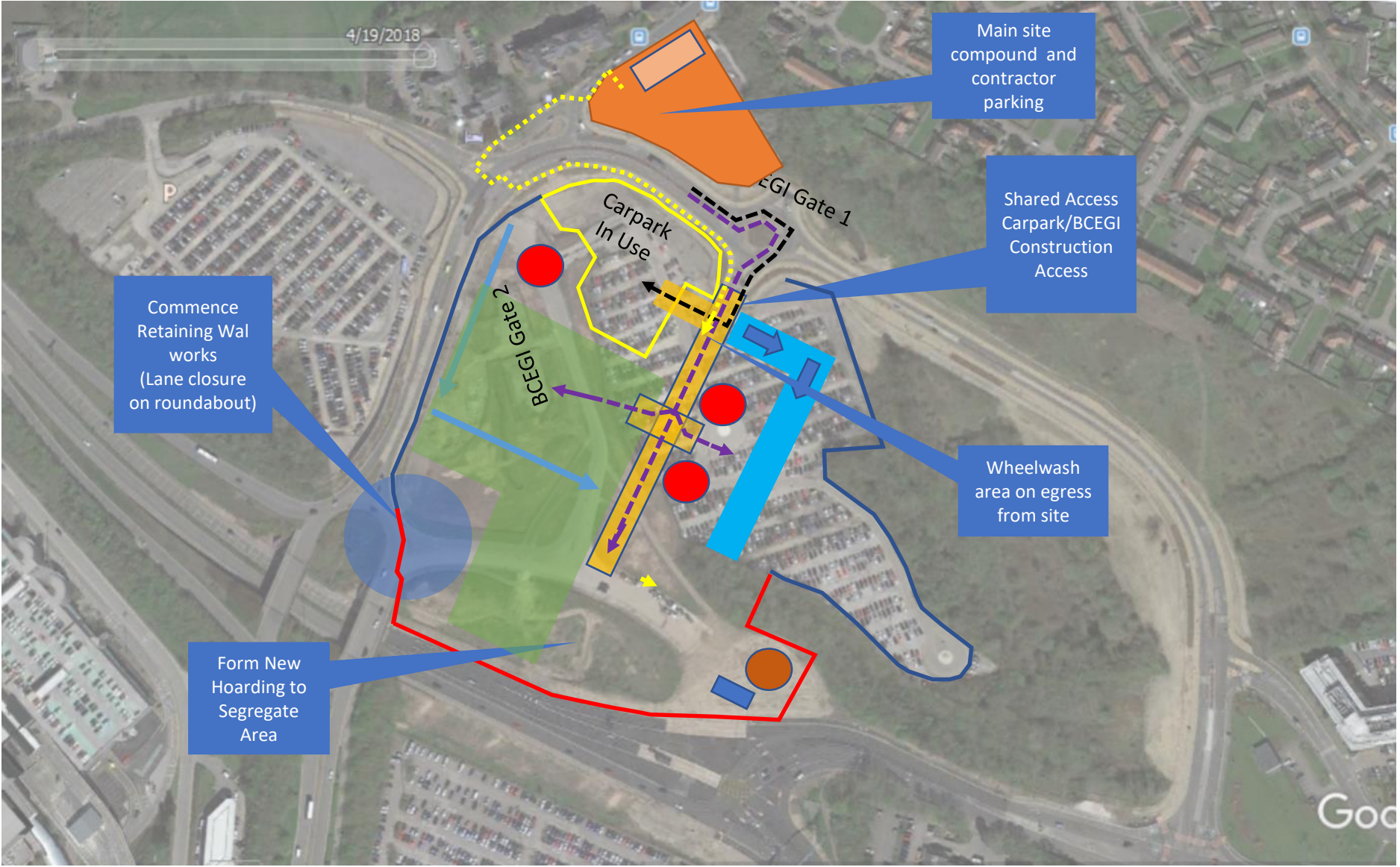
 Phase 2 Cut & Fill Works

 Formation of Road

 Possible Welfare Location

 Possible Ph 1 stockpile location

 Possible Ph 2 stockpile locations



4/19/2018

Main site compound and contractor parking

Shared Access Carpark/BCEGI Construction Access

Wheelwash area on egress from site

Form New Hoarding to Segregate Area

Commence Retaining Wal works (Lane closure on roundabout)

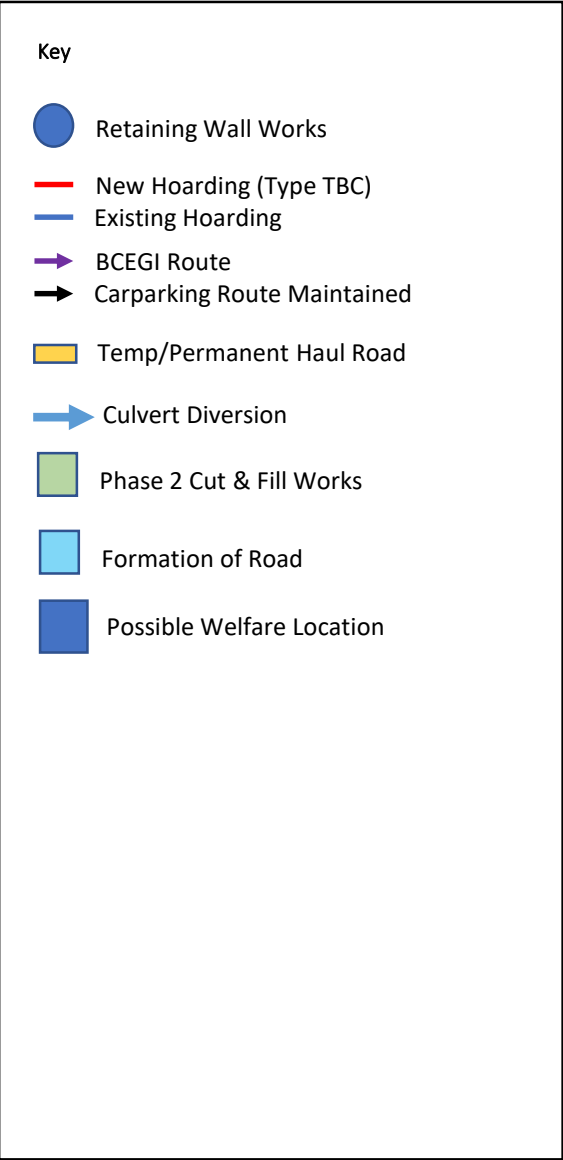
BCEGI Gate 1

BCEGI Gate 2

Carpark In Use

Good

4



Key

Traffic Management Lane Closure

Pedestrian Diversion

Site hoarding line

Retaining Wall

An aerial photograph of a road intersection. A red line indicates a traffic management lane closure, a black dashed line shows a pedestrian diversion, a green line marks the site hoarding, and a blue line shows the retaining wall alignment. The retaining wall is located on the right side of the road, adjacent to a grassy area.

A schematic cross-section of a gabion retaining wall. The diagram shows the wall structure, including the gabion units, reinforcement, and backfill. Labels indicate the 'REAR OF RETAINING WALL', 'GABION RETAINING WALL', and 'SECTION 1-1'. The wall is shown retaining a slope with a 1:3 ratio.

Technical drawings of the retaining wall and site plan. The top drawing is a cross-section showing the wall structure and backfill. The bottom drawing is a plan view showing the retaining wall alignment, site hoarding, and traffic management lane closure. The plan view includes elevation markers (70.200, 70.700, 71.20) and a note: 'RETAINING WALL MAX HEIGHT: 3.5m'. The site plan also shows the 'REAR OF RETAINING WALL TO BE ADJUSTED TO A MAXIMUM OF 1:3 TO MEET ARCHITECTS CONFIRMED RETAINING WALL ALIGNMENT'.

6

APPENDIX C – BIRD HAZARD MANAGEMENT PLAN

BIRD HAZARD MANAGEMENT PLAN
FOR
AIRPORT CITY, MANCHESTER AIRPORT

2019



Andy Harmer Limited, 79a High Street, Frodsham, Cheshire WA6 7AN
Telephone: 01928 735847 Mobile: 07960 614291 Email: andyharmer@andyharmer.com
Reg in England: 5569158 VAT No: 873 9079 76

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9. MANAGEMENT OF NON-COMPLIANCE	12

1.1 Andy Harmer Limited was commissioned in 2019 by Airport City Partnership Limited to produce a Bird Hazard Management Plan. Airport City Partnership Limited are currently redeveloping an area east of Manchester Airport (see Figure 1) and are responsible for the preparation and implementation of a Bird Hazard Management Plan (BHMP). The plan is to be submitted to Manchester Airport Group for review and approval via the MAG Project Manager. The approved plan will also be submitted to the planning authority as part of the response to the planning conditions for the development.



2

- 1.3 All contractors will be made aware of this document and integrate it into their environmental, health and safety, site safety documents etc.**

2.0 Description of planned works

- 2.1 The proposed development is within a kilometre of Runway 1. It involves the design and construction of a new retaining wall, site access road and services infrastructure, the diversion of a brook and the levelling of the site to enable potential future development.
- 2.2 The start and completion dates are currently mid-January to mid-May respectively with the culverting works commencing in March with a completion date forecast for the end of April.
- 2.3 A mosaic of habitats currently exist within the proposed development area (see red line boundary of Map 1) including hard standing (car park and tarmac roads), bare ground, ruderal vegetation, and a stream with shallow flowing water.
- 2.4 Site clearance will involve the removal of ruderal vegetation, tarmac, and spoil, enabling ground preparation, draining, compacting and levelling. The brook on site will be diverted and culverted. Drainage ditches will be constructed that will drain water to into the brook.
- 2.5 The activities that could create these attractors to birds are:
 - Stripping or excavating soil over a large area flushes small mammals and exposes terrestrial invertebrates such as worms, beetles, bugs and their subterranean larvae. This is a rich and instant food source for birds in much the same that a plough. Without compaction, small pools can develop that offer drinking water and bathing opportunities, and even ephemeral water features can attract aquatic invertebrates which is food for the likes of waders and passerines.
 - Deeper localised excavations associated with the construction of the associated drainage and ducting for services to the new car park area and alterations to the existing car park area, again exposing ground and potential food sources. Deep excavations, in spring especially, can act as a large pitfall trap that migrating amphibians and small mammals fall into, attracting raptors, herons, corvids and gulls.
 - Spoil mounds offer loose substrate and harbour potential food. The mound will offer a raised platform and this will be attractive to corvids and raptors who have look-out posts offers better views of the site.
 - Plant travelling across the site has the potential to create ruts that will result in linear water features.
 - The foraging of water birds in the newly created ditches.
 - Food waste and associated packaging left by construction and security personnel in the area can be an attraction to foraging or prospecting birds.

3.0 Bird strike hazards to aircraft

- 3.1 Bird strike data shows that impacts with aircraft can cause a multitude of problems from engine failure, to smashed windscreens. The potential for a serious incident involving loss of life is palpable, and costs worldwide for non-fatal bird-related incidents run into hundreds of millions of pounds.
- 3.2 Despite the numerous measures to keep birds away from the runways at Manchester Airport, including vegetation control, bird-scaring devices and culling, significant disruption to airport operations can still be caused by the presence of birds.
- 3.3 As obvious from the preceding section, elements of the work have the potentiality to attract and even retain birds within the development area and consequently close to the runways. Effective and robust management of this situation to prevent any increase in the bird strike risk is crucial. Briefing of the required control measures to all site personnel is essential and failure to comply with this plan by any individual that results in a potential risk to aviation is a criminal offence and this will be explained to all personnel involved in the project.

4.0 Objectives and targets

- 4.1 The principal objective is the effective control of numbers of birds on the construction site. Table 1 details the reasonable targets for maximum numbers for the most hazardous species.

Table 1. Limits of acceptable numbers per species	
Species	Limit of acceptable numbers visible on site
Gulls	10
Ducks	2
Pigeons	10
Starlings	30
Corvids (Jackdaws, Crows, Rooks)	10
Combined count of Pigeons and Corvids and Gulls at any one time	15
Geese	0
Hérons	0
All species	

- 4.2 Performance against these targets is to be monitored, recorded and reported throughout relevant elements of the works as detailed in section 8 below.
- 4.3 Failures to keep below these targets are to be reported and managed as detailed in Section 9 below.

Any instances of the peak counts exceeding the targets are to be reported immediately in accordance with Section 9 below. In such a case, there must be no attempt to scare the birds off site due to the possibility of them then flying into the flight path of aircraft.

5.0 Control measures

Control of the area of ground broken and exposed at any given time.

- 5.1 Site clearance will be a piecemeal approach with ground being cleared, levelled and then compacted. Excess spoil, vegetation or other substrate will be either spread flat, removed from site or stored and compacted in a selected zone on the periphery of the construction area until required. Any deep excavations that are to be left must have an escape route for amphibians and small mammals; this can be achieved by have a gradual slope at one end or even a sloping scaffolding plank from the base of the excavation to the lip, and sloped at an angle of roughly 45 degrees.
- 5.2 The site manager will programme works so that materials are coming and going from site in a controlled manner, arriving as and when they are required to avoid stockpiling and arranging removal of surplus materials in a timely manner.

Prevention of pooling

- 5.3 As construction is being undertaken within the wettest months it is likely that rainfall will cause temporary inundation on bare compacted ground and possibly cause localised pooling. Natural porosity in the soil and levels in the design will result in water flowing into the drains but if any non-temporary pooling is obvious, perhaps because of an area of clay impeding water drainage, this will be noted and dealt with so it drains effectively.
- 5.4 The construction of the road and infrastructure will help with drainage and gradually decrease areas where wheel ruts can occur, as this will provide a sound surface for wagons etc.
- 5.5 Drainage ditches on site have been designed to take water from the site quickly and are not expected to retain standing water. This will limit prey items available for water birds and discourage foraging by the likes of Grey Heron.

Bird deterrents

- 5.6 One metre high, orange mesh construction fencing is to be used in areas that will have no construction activity for a period of four days or more, at 20 metre distances in diagonal patterns NW to SE, or NE to SW. This will be alternated if neighbouring zones are to be fenced, creating a 'herringbone' effect. The purpose of this is to interrupt flight lines of birds that need a linear strip for take-off and landing such as geese. Installation and/or removal to be recorded on the bird spotting log and Site Manager to take a record photograph of post construction and post removal, with the added task of inspection and if necessary, repair of fences. These will be secure and pinned appropriately to the ground to so as not tear in high winds. If corvids and gulls are observed using posts in numbers close to their peak limits, or on a regular basis then anti bird spikes will be installed on posts.

Control of other potential attractions for birds

- 5.7 Bins for food waste will be available in welfare cabins and covered bins will be available outside the welfare cabins. Eating and drinking on site should be restricted to the welfare facilities where provisions have been made to cater for staff in a safe hygienic environment. Any plastic bags and general waste are to be placed in a designated skip/bin with a lid within the welfare/compound area. Site rules will confirm the above paragraph. The Site Manager will ensure that the required bins are provided and that they are secured and emptied on a regular basis and that a good standard of housekeeping is maintained at all times. Welfare facilities and environs will be kept free of litter and food leftovers and checked on a regular and frequent basis.

6.0 Communication

- 6.1 All requirements of this plan will be incorporated into the Construction Phase Plan (CPP) and into RAMS for each work activity. This plan will also form a separate appendix to the CPP. These measures will ensure that the requirements of the Bird Hazard Management Plan are:
- Included with the CPP that is issued to all sub-contractors.
 - Included in the formal and documented site induction training provided to all personnel, including all sub-contractors, site visitors, security and explained to visiting wagon/delivery drivers.
 - Included in Site Rules, developed and managed in accordance with the CPP, which are also included in the site induction and displayed in the welfare facilities.
 - Briefed to all site personnel in the form of a documented and signed tool box talk, including details of their specific and legal responsibilities.
 - Included in the documented morning briefing record for each working day on site and signed by all personnel on site.
 - Included in RAMS for each work activity on site, including being reflected in relevant sub-contractor's RAMS. All RAMS are also specifically briefed to personnel and signed by each individual to confirm this.
- 6.2 Any suggestions/requirements to amend the Bird Hazard Management Plan will be communicated to MAG via the MAG Project Manager and any necessary approvals obtained for the revised plan prior to issuing, communicating and implemented it on site. Any associated amendments to the CPP or RAMS will be made on a controlled basis in accordance with the CPP and briefed to personnel on site and issued formally to sub-contractors.

7.0 Site behaviour management

7.1 Specific behaviours are required as follows:

- No eating or drinking anywhere on site other than within the welfare facilities.
- Placing all food waste in the food waste bin within the welfare facilities.
- No littering anywhere within the site, all litter to be placed in the lidded skip.
- Compliance with the RAMS in relation to movement and control of spoil, placing bird deterrent measures and reporting any bird numbers that exceed the upper target numbers.
- No bird scaring on site, intentionally or recklessly.
- Reporting any concerns or potential non-compliance or shortcomings of the plan to the Site Manager without delay.
- All skips that may contain general waste are to be kept closed at all times.

7.2 As detailed above, all site personnel and any visitors will be briefed on requirements and responsibilities via the following routes:

- Induction training
- Display and explanation of site rules
- Briefing and signing of relevant RAMS
- Toolbox talk on all aspects of the Bird Hazard Management Plan, including responsibility under criminal law for compliance with the plan.

8.0 Monitoring and measurement of performance

- 8.1 The Site Manager will appoint and brief a responsible employee to carry out bird monitoring. The bird monitor will be briefed on how to recognise and count birds on site and will carry this out every two hours during the working day, recording the number of the target species, as listed in section 4 above, on a bird monitoring record sheet which will be maintained in the welfare facilities. Any instances of peak numbers being will be reported immediately to the Site Manager in accordance with section 9 below.
- 8.2 Compliance with the Bird Hazard Management Plan will be monitored, measured and recorded as part of the overall monitoring and measurement of health and safety on site, which includes:
- Continual monitoring by the Site Manager, resolving and recording any issues in the site diary.
 - Plastic mesh fencing will be used for long term open areas will be recorded on the bird monitoring record sheet by the bird monitor.
 - Daily start and end of shift checks recorded on the standard company Site Safety Check Sheet will included documented checks of installed bird deterrents
 - The Site Manager shall monitor progress with the work to ensure open areas are minimised in accordance with section 5.1 above.
 - There is to be formal recording of weekly documented checks of bird hazard controls.
 - Formal audits of health and safety will also be amended to specifically include bird hazard control measures. NB These audits include compliance with the company management and documentation requirements and will confirm adequacy of control measures, completeness of required records as well as performance on site.
 - Ad hoc comments on adequacy of measures and compliance with the plan will be recorded by the Site Manager in the site diary.
 - All monitoring and audit reports will be copied to the Contracts Manager to ensure all issues resolved and any underlying issues identified and resolved in accordance with section 9 below.
 - A record is to be kept of all birds of starling size and larger observed on the site (date, time, species, numbers, location) and provided to the appropriate point of contact (yet to be determined) weekly or on demand. If none are seen, then a dated and timed "no birds seen" record will be logged. Observations will be made every 2 hours during the working day.

9.0 Management of non-compliance

Presence of birds on site in numbers above acceptable level

- 9.1 To be reported immediately by the Bird Monitor as part of the two-hourly monitoring, or by any other site personnel who identify potentially excessive numbers, to the Site Manager. The Site Manager is then to report this to the Airport Wildlife Management Team (contact details to be provided by MAG). The Site Manager is then to liaise with the Wildlife Management Team and to organise any assistance as required to resolve the situation.

No attempt is to be made by site personnel to scare the birds off the site, as this could lead to birds flying into the path of aircraft.

- 9.2 Any such incident is to be recorded and investigated by the H&S Advisor and/or Contracts Manager and corrective and preventive measures agreed with MAG and implemented and checked to be effective.

Receipt of a formal complaint by MAG or others in relation to the management of the bird hazards

- 9.3 Any complaint associated with the management of bird hazards will be recorded and investigated by the H&S Advisor and/or Contracts Manager and corrective and preventive measures agreed with MAG and implemented and checked to be effective.
- 9.4 If the complaint is not considered to be valid, it will be referred in writing to a suitable and independent bird strike specialist, accepted by MAG as a valid authority, for them to investigate. The company will comply in full with the findings of their investigation.

Adverse findings from audit or monitoring activities

- 9.5 Adverse findings will be dealt with as detailed in the company Health and Safety Policy. Agreed actions to rectify defects/non-compliances will be detailed on the monitoring form by the Site Manager (for weekly safety monitoring) and on the audit form (for management audits) and copied to the named persons to ensure that they are completed. Rectified defects will be inspected and signed off by the Site Manager to confirm completion. The contracts Manager will review all completed reports and liaise with the Site Manager to ensure that all actions are closed out and to identify and deal with any underlying issues.

Any other non-compliance in relation to the implementation of this plan

- 9.6 Any other identified non-compliance or shortcoming to this plan will be notified to the Site Manager who will record it on a non-compliance form and ensure that it is investigated and rectified as above.

APPENDIX D – CONSTRUCTION TRAFFIC ROUTING PLAN

