

ST. JOHN'S

St John's Estate Handbook

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Introduction to St John's

The St John's Estate is currently undergoing Development by Allied London. The Estate is being formed on the site of the former Old Granada Studios location which was previously home to ITV.

Allied London acquired St John's in 2013 and the vision began to form.

Fast forward a few years and in 2018 The Bonded Warehouse was the first building to complete; the old Studios have been retained in the former HQ building and will be operational late 2021 as the Development progresses and will be ran by Manchester Studios. Manchester Studios have taken Occupation in the former Stage 1 and Stage 2 buildings and currently film from these locations. Manchester Studios welcomed on board the Crystal Maze as a leisure Occupier in 2018.

All+ Management

All+ Management are the Managing Agents appointed to manage the open estate areas. All+ are charged with delivering management services at best value to St John's Estate whilst the ongoing development continues ensuring consistent communication for both occupiers and visitors to the estate throughout the Development.

The estate team holds regular consultation meetings with occupiers and stakeholders to ensure that the estate remains a prestigious focal point for Manchester in years to come.

Effective communication is essential for efficient management and in addition to formal communication via regular meetings, members of the estate team welcome contact from estate occupiers at any time on any estate matters via email.

St John's Estate Management Team

Gabriel Erinle – Director of Estates

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24 Hour Helpdesk - 0844 826 7214

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St John's Estate

Maintenance of the highest standards, both in physical form and in terms of the health and safety management are key objectives for St John's Estate. St John's is accessible to all with the safety and health of all those that access, paramount.

Delivery of estate services covering the 15 -acre site to service the area of the public realm is a 24 hour operation in a wholly unique environment. The services provided will evolve to suit a completed estate of the highest calibre.

Cleaning

Adept Corporate Services have been appointed to provide cleaning of the public realm area on St John's Estate. Cleaning operations are carefully planned and managed on a reactive basis due to the build stage of the estate.

Occupiers are asked to make direct contact with our 24-hour Helpdesk should they become aware of spillages or presentational issues that require immediate attention.

Maintenance

ALL+ has appointed a contractor to deliver the maintenance requirements for the estate on a reactive basis in line with the ongoing Development.

Pest Control

A pest control regime, consisting of multiple visits, is operated throughout the public realm areas of St John's. This includes regular inspections for signs of rodents and other pest infestations that may be in place.

Each of the St John's occupiers are strongly advised to make arrangements for pest control within their premises, in particular those where food is present. Exceptional levels of housekeeping should always be maintained to minimise the risk of pest infestations.

If any occupier of St John's experiences issues with pests, airborne or otherwise, around the estate we encourage this to be highlighted to the St John's 24-hour Helpdesk so that the matter can be dealt with as a priority.

Waste Management

The waste disposal units for the Estate will be installed as the Development of the Public Realm progresses. Currently all Occupiers have their own waste contracts. All+ Management liaise with Occupiers directly to agree the temporary locations for bins to be situated prior to collections by the waste provider. All+ Management reserve the right to change locations in line with the needs of the further development. Currently all Occupiers on the Estate use B&M Waste Management.

Signage Strategy

The signage strategy for the Estate will progress and evolve in-line with the Ongoing Development.

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Managing Smokers

The St John's Estate buildings and workplaces are designated as non-smoking, and smokers will not be permitted to smoke within five metres of the entrance to a building. This also includes the use of electronic cigarettes (or e-cigarettes).

The estate security team will be tasked with reminding smokers of the exclusion zone. However, smokers should also be sensitive to other occupiers whose offices are close to, or whose windows overlook areas where they have a cigarette in case others are affected by drifting smoke.

Waste receptacles with ashtrays will be situated in strategic locations across the estate which all smokers will be encouraged to utilise to dispose of their cigarettes. The locations of the smoking areas will be carefully considered by the St John's Estate Management Team.

Occupiers will be encouraged to act considerately when congregating in the area by not littering, creating excessive noise, or engaging in activities that are a nuisance to other occupiers, stakeholders, local residents, or the general public.

These areas will be monitored by CCTV and will be subject to regular security and cleanliness patrols 24/7 hours. To ensure housekeeping compliance, Manchester City Council Enforcement Officers will be engaged to issue on the spot £100 fines. These officers will also fine a property or company if they do not identify the individual who has dropped the cigarette butt or litter however this fine will be for £2500 per each offence.

Permits

Any works that take place from the public realm areas of St John's must have been approved by a member of the St John's Estate team.

A thorough permit to work system is utilised on St John's for all works that are undertaken on the public realm area. These are generated and saved electronically, any works will require a comprehensive set of Risk Assessments and Method Statements to be completed. Additionally, those that are conducting the works are to have both Public and Employers liability insurances in place.

Any applications for a permit to work must be submitted at least 5 working days in advance of the works and must include the following information:

- 1 – Details of the proposed work.
- 2 – A detailed risk assessment, Covid Risk Assessment, and method statement.
- 3 – A copy of both public and employer's liability insurances to the value of £10 million.
- 4 – Any relevant certificates or proof of competency documentation i.e. IPAF licence if working from a Mobile Elevated Work Platform (MEWP).

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Drone Policy

Drone flying, both commercial and recreational, has grown in popularity over the last 5 years with drones being used for an array of reasons including surveying, risk assessing and filming.

The government are regularly reviewing legislation around drone flying and implementing new legislation to ensure that those operating them are competent, qualified individuals and the risk to the public and property is minimal. There is an array of measures recently added into law under the 'Drone Code' with notable inclusions being:

- Drones must fly below an altitude of 400ft.
- Drones weighing over 250g need to be registered with the Civil Aviation Authority.
- Drone pilots must be able to present their registration documents if requested.
- Drone pilots are required to take a drone safety test before they are permitted to fly.
- Drones must always remain in site.
- Drones must be kept 500ft away from crowds and or built up areas.
- Drones must stay 150ft away from people and buildings.

Due to the high density of properties, large number of people and potential risks to the public, drone flying is not permitted on St John's Estate.

Access and Egress to St John's

St John's Estate is located within 250m of Manchester's Internal Relief Route which was opened in May 2002 and is located between two of the arterial routes into the City centre providing excellent road access for all vehicles. Manchester's main thoroughfare, Deansgate allows easy access to the estate via Quay St or Liverpool Rd.

Deliveries to the St John's Estate are to be booked in with the Estate Management and Security Team.

The following details are to be included when making any booking requests: -

- The intended time of arrival for the vehicle.
- The vehicles registration number.
- The intended destination for the vehicle and the purpose of the visit.
- The duration of the visit.
- The first and second name of the driver of the vehicle.
- A contact telephone number for the driver of the vehicle

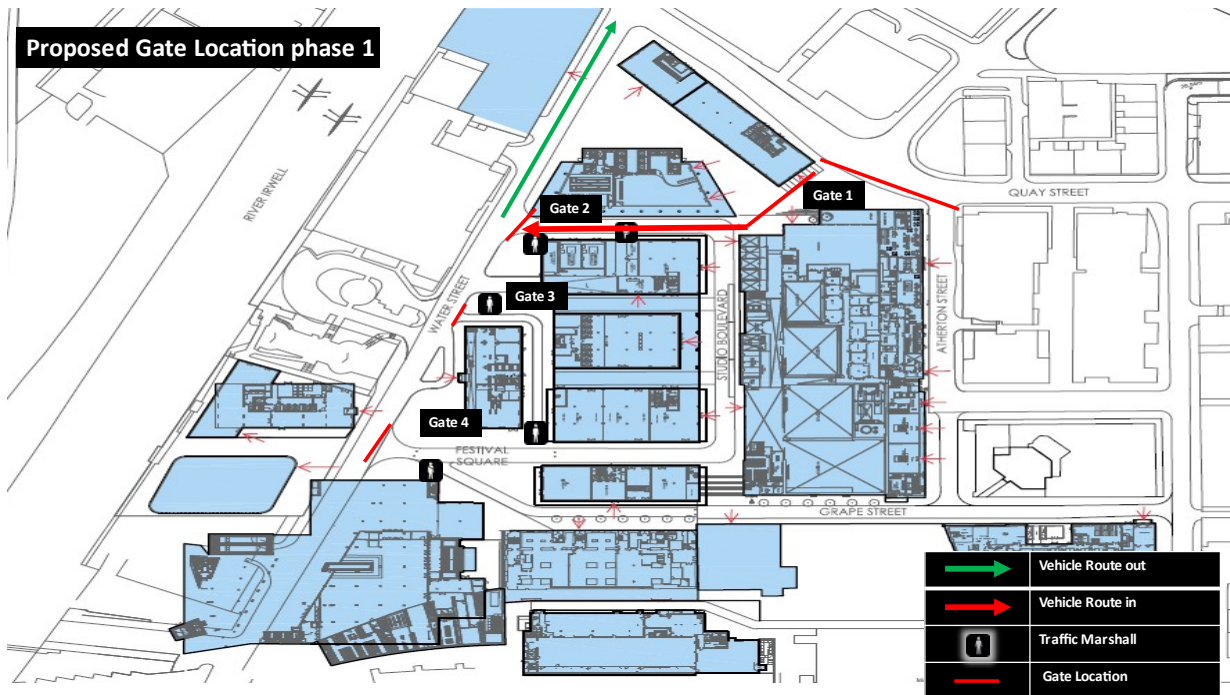
Gate 1 delivery access requirements

- Globe & Simpson
- MGY
- Modular Building
- Studios

Globe & Simpson

All service access via layby on Quay Street, alternative access can be provided via St John's public realm with Authorisation from St John's Estate Management Company. Egress to site will be via Gate 2 and out through Water Street. To maintain a one-way traffic system

Welfare facilities are to be located inside the building. Where waste disposal is required a wait and load skip should be arranged. No skips are permitted to remain on site.



There will be Banksmen in place for all vehicles accessing the site Monday – Friday from 0700 – 1800 during the development phase of the estate.

Emergency access is available to The John's estate and is obtainable via the onsite security team and is available 24 hours a day.

Public parking

There are currently no parking provisions available on St John's Estate however certain buildings have basement parking facilities available.

The nearest public parking provisions are close by at the St John's NCP, located off Quay Street on New College Street. The car park has a maximum capacity of 680 bays, 35 of which are for disabled use, and is easily accessible via Quay Street and Gartside Street. There are some further provisions for parking available in the local area with both on street and off-street parking available in the surrounding areas.

St John's estate does not have dedicated motorcycle car parking spaces located on site or in the on-site NCP car park. The below list contains information detailing the location of the nearest dedicated motorbike parking spaces within a 15-minute walking distance to St John's.

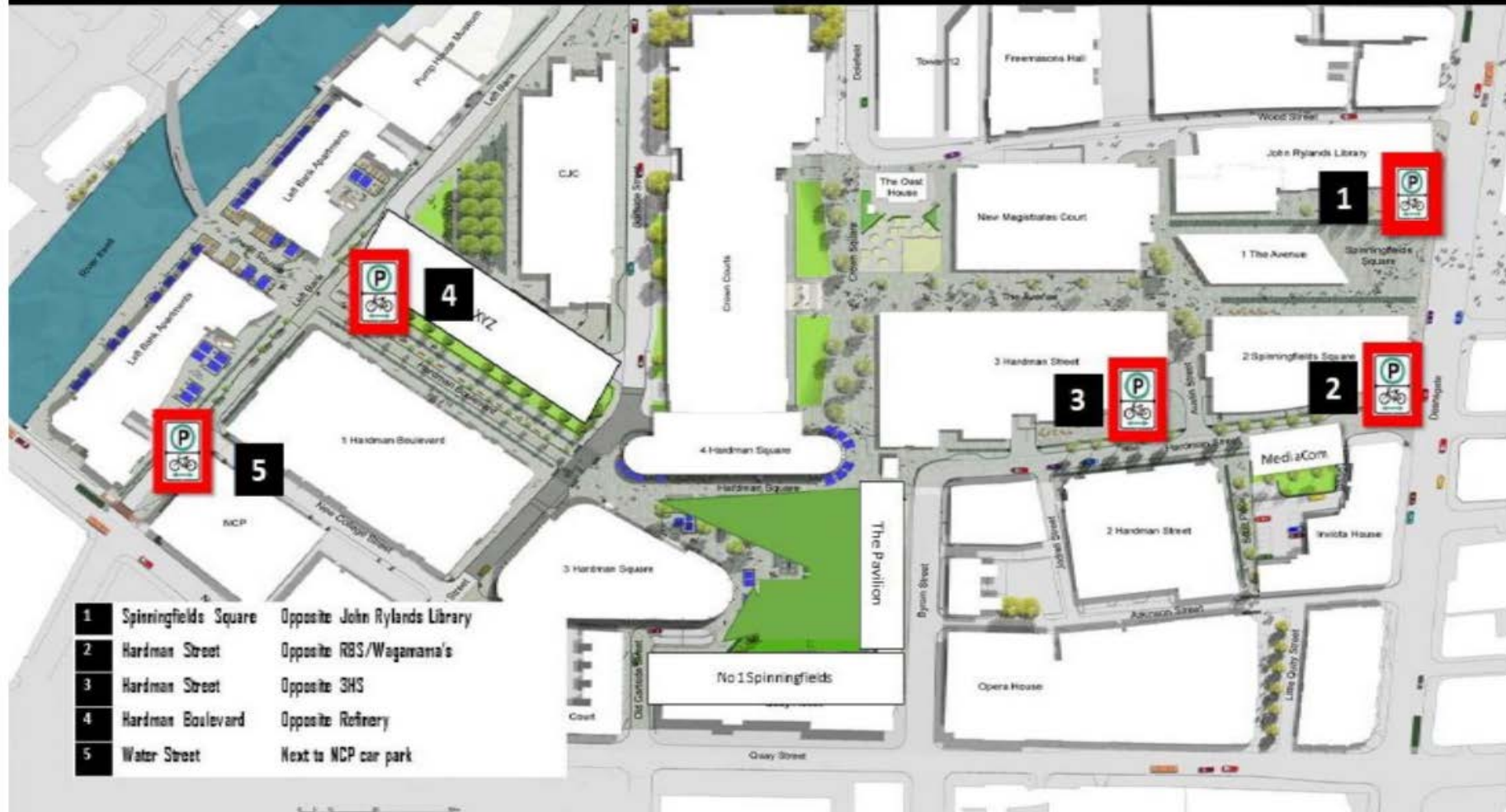
Motorcycle bay location	Number of bays available	Owned and operated by
Portland Street	8	Manchester City Council
Peter Street	8	Manchester City Council
New York Street	14	Manchester City Council
Fountain Street	18	Manchester City Council
George Street	20	Manchester City Council

Car park name	Number of spaces available	Address
NCP St John's	680 Spaces	St John's, New Quay Street, M3 3BE
NCP New Bailey	620 Spaces	New Bailey Street, Salford, M3 5AX
NCP Great Northern Warehouse	519 Spaces	Great Northern Warehouse 1, Watson Street, M3 4EE.

There are cycle pods provided nearby St John's estate located on Spinningfields Square, Hardman Street and at Leftbank which are easily accessible from the main roads close by to the estate.

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CYCLE POD LOCATIONS



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Emergency Procedures

Fire

Each occupier is responsible for ensuring that all building occupants have current and comprehensive training in fire procedures. Occupiers must also ensure that the testing of all life safety systems, including as appropriate fire alarms, emergency lighting, generators, smoke extract systems, sprinklers and first aid fire appliances is conducted in accordance with current regulations and relevant British Standards.

Additionally, occupiers are required to complete and regularly review fire risk assessments for their premises in accordance with Fire Precautions (Workplace) Regulations 1997 as amended.

Prior to conducting any evacuation drills, to avoid any confusions or false responses, occupiers are required to inform St John's Estate of the dates and times of these so that the relevant persons can be informed.

Bomb Threats

In line with the government's guidelines, surrounding Terrorism and Terror related offences, St John's Estate Management must plan accordingly for terrorism and terror related offences. Bomb threats, whether real or hoax can take many forms, including suspect packages, unattended baggage and prolonged vehicle stay.

Effective control and management of emergency situations demand carefully documented procedures and well-rehearsed plans. Considerable efforts have been directed to emergency planning within Manchester City Centre and it is essential that St John's is fully integrated with City Centre procedures to ensure that the occupiers and visitors to St John's remain safe always. Public safety is of paramount importance to St John's Estate Management, and we regularly receive updates from both the local authority and Greater Manchester Police.

Medical Emergencies

If a call is made to the emergency services, the 24-hour control room should also be informed. This will ensure that Estate staff are able to give assistance, both by directing vehicles and facilitating access for emergency vehicles in necessary.

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Security

The security provision for St John's will be increased on a phase-by-phase basis in line with the ongoing Development and as the Public Realm develops.

St John's security strategy is based upon comprehensive risk assessments which is regularly reviewed in line with any changes to the Estate.

The health, safety and security of occupiers and visitors is of paramount importance to All+ Management.

The St John's security team conduct health and safety checks throughout their time on site meaning that any issues are highlighted in the first instance leading to their timely resolution.