

**Brown
&
Bancroft**

I N T E R I O R S

CONSTRUCTION MANAGEMENT PLAN

**PROJECT TITLE: PRINCESS HOUSE –
MANCHESTER**

**SITE ADDRESS: PRINCESS HOUSE
PRINCESS STREET
MANCHESTER
M1 7EP**

1. Introduction

This document outlines a Construction management Plan for the refurbishment and remodeling of Princess House for Lapwin Ltd. The plan documents Brown & Bancroft Interiors Ltd overall construction planning at the project application stage for the above mentioned works.

The document contains a brief description of the project, planned project sequence and an overview of the EHAS Plan for the project waste management plan, traffic & parking.

2. Project Description

The works to which this report relates to is the full refurbishment of the external fabric and the internals re model refurbishment of Princess House, Princess Street, Manchester.

Princess House will benefit from returning floors 4, 3 and 2 back to CAT A office specification reconfigured and re worked entrance/reception. Retaining the existing night clubs of the basement and level 1.

The project comprises of –

Externally

- Scaffolding to all elevations to facilitate the works
- Strip off existing roof covering & recover the slate roof
- Remedial works to existing external masonry
- Remedial/renewal of existing windows
- Repairs to structural timbers identified in the survey

Internally

- Strip out existing non structural partitions
- Strip out existing WC/communal circulation space
- Form new partitions and ceilings to comply with the buildings Fire Strategy
- New WC facilities at each floor
- Removal of existing lift
- Installation of new passenger lift to all floors
- Structural alterations to facilitate the lift requirements
- Structural alterations to accommodate the central core design
- Mechanical wet system central heating
- New redesigned Mechanical & Electrical installation
- Fixtures & fittings up to CAT A floors 4, 3 & 2

Construction & Phasing

Phase 1 – External Envelope works (15 week)

- Roof
- All 4 elevations masonry repairs
- Window repairs of remedials

Phase 2 – Internal (25 weeks)

- Refurbishment of level 4, 3 & 2
- Installation of new elevator to all floors

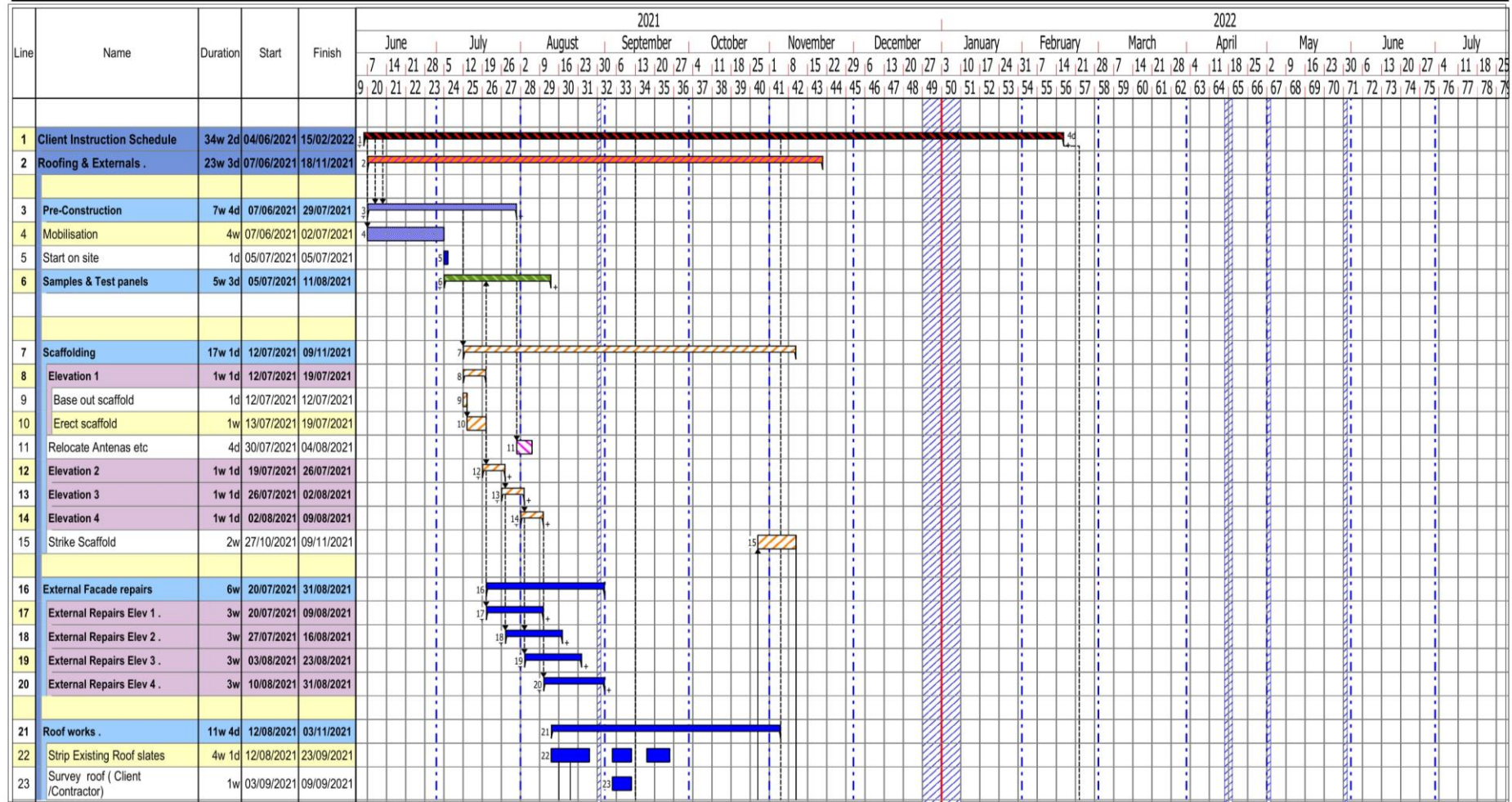
Phase 3 – Internal (22 weeks)

- Lower ground Floors
- Reception & entrance

Princess House
Lapwine Ltd

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Programme



St Georges House St Georges Road Bolton BL1 2EN

Tel. 0161 974 0200

Comments : Comment - Complete Works Proposal Top Down

Author : Planner - KJ

Drawing ref : P:\Projects\Live Projects\SP19119 - Lapwine Ltd - Princess House, Manchester\06.00 Programming\Contract Programme\Princess House - Overall Durations Full scheme MASTER Rev B 09.12.2020.pp

Prog No. p19119

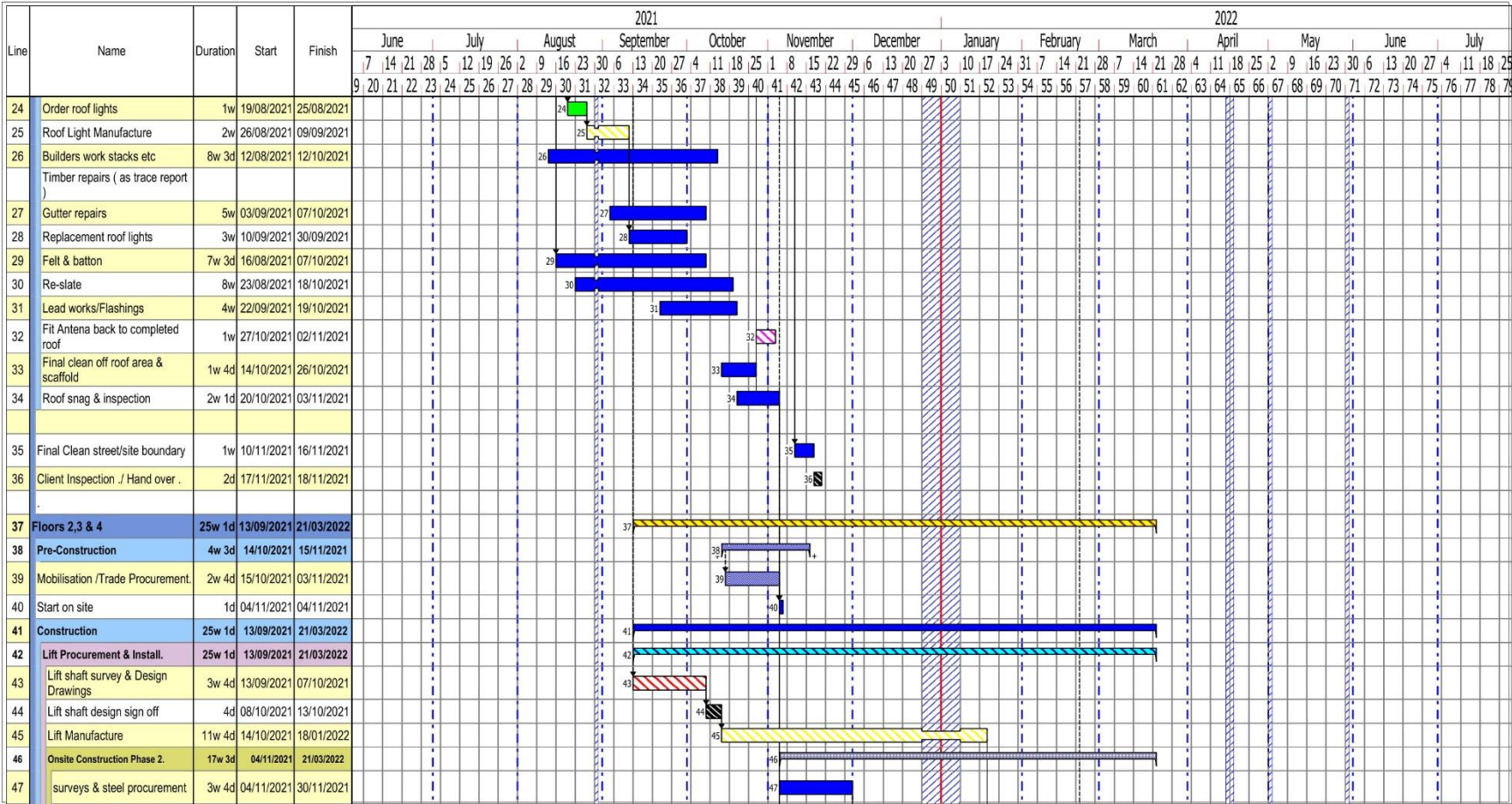
Revision No. Master Programme Proposal Rev C.

Issue date : 12/04/2021

Revision date : 14/04/2021

Princess House
Lapwine Ltd
Programme

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St Georges House St Georges Road Bolton BL1 2EN

Tel. 0161 974 0200

Author : Planner - KJ

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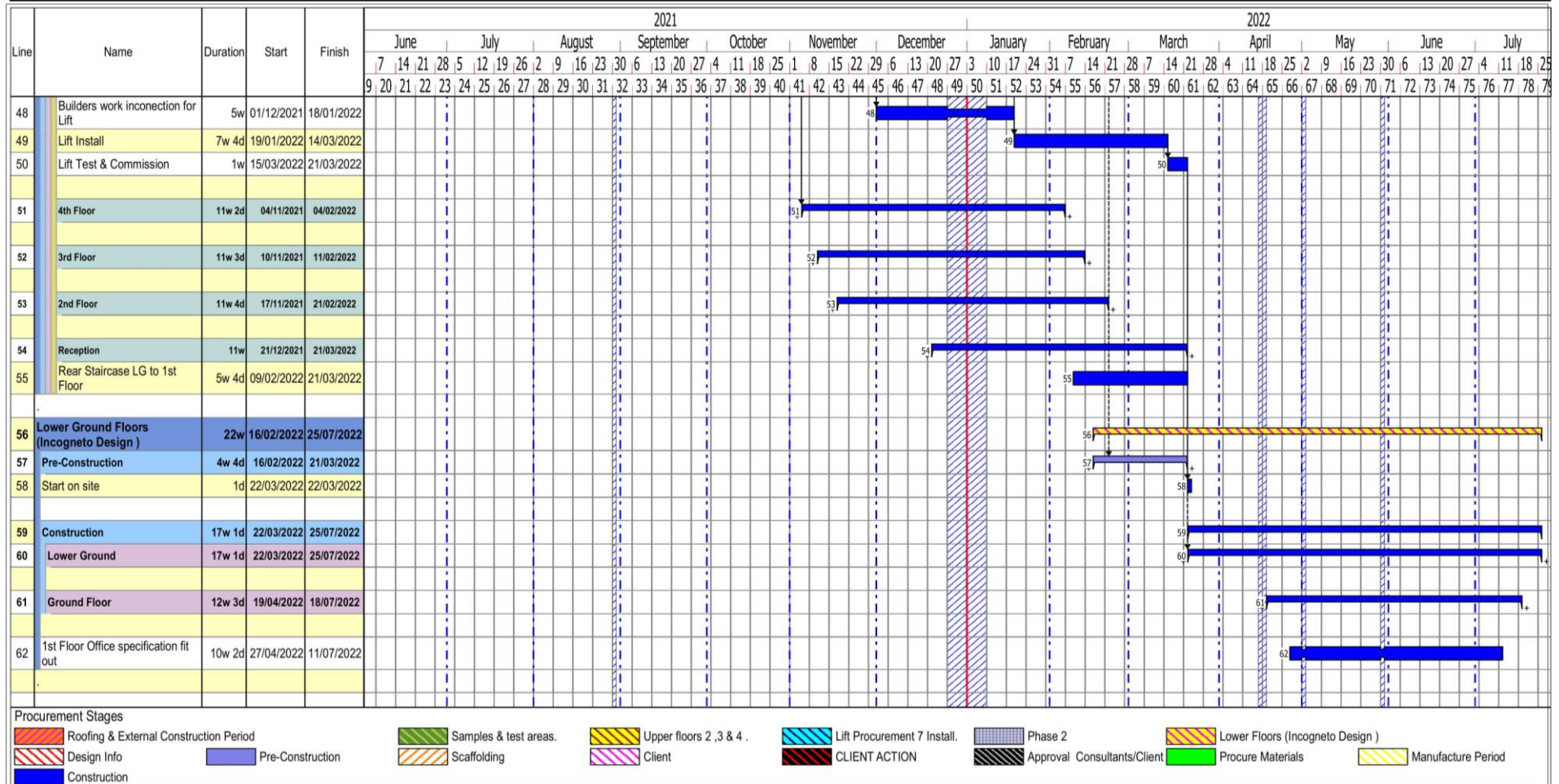
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3. Site Management

Brown & Bancroft management structure for the Princess House project as below.

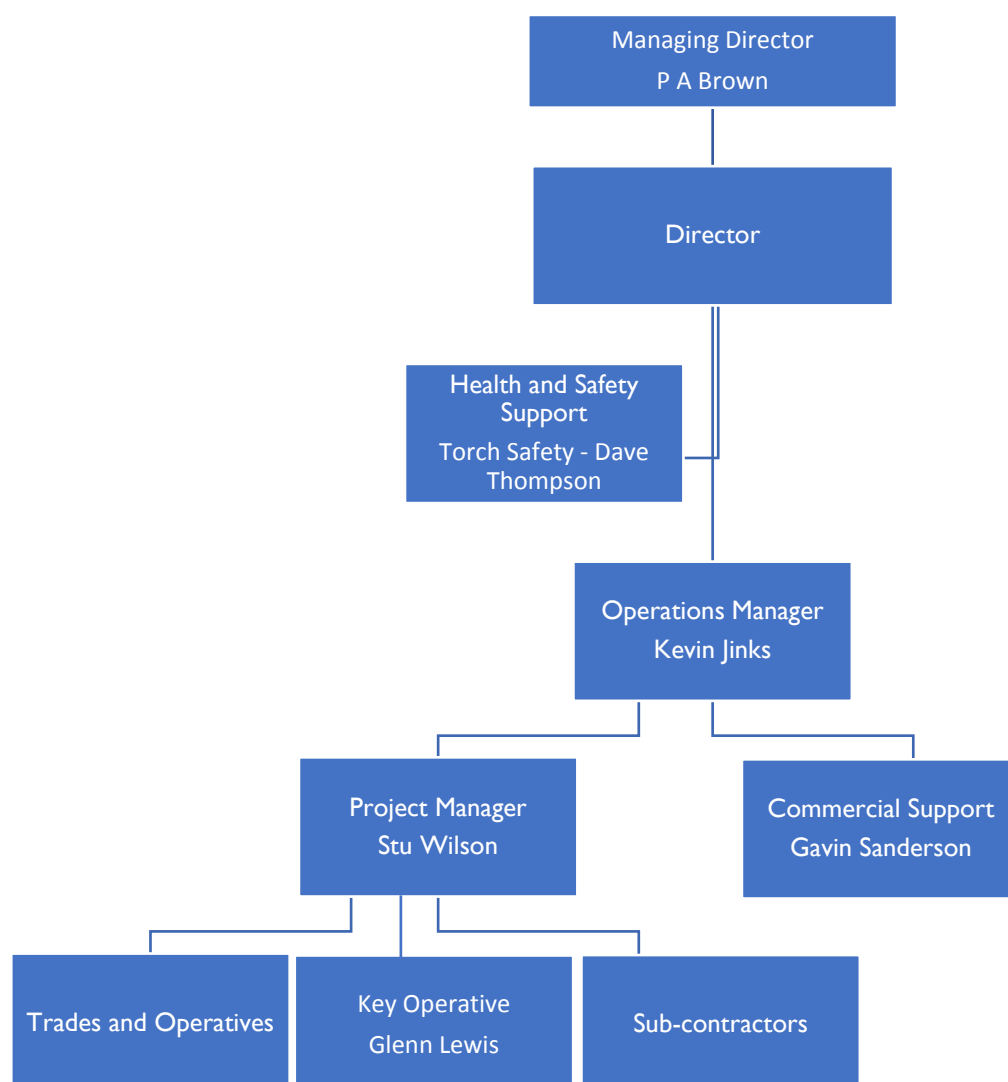
3.1 Pre-Construction

- Neil Fidler – Estimating – neil@brownandbancroft.co.uk
- Kev Jinks – Operations, programme, CMP kev@brownandbancroft.co.uk
- Dave Thompson – Safety advisor – whomakesyousafe@talktalk.net

3.2 Construction Phase

Kev Jinks – Operations Manager – visiting

Stu Wilson – Project Manager – day to day site management



3.3 Contract Details for the Project

Project Name: Princess House, Manchester			Project Directory	
Project No: P19119				
Brown & Bancroft Internal Team Members: Project Manager: Stu Wilson Number: 07980 004 350 Operations Manager: Kev Jinks M: 0161 974 0200				
Professional Team/Trade Contractor	Contact Name	Company Address	Email Address	Tel and Mobile No.
Client: Lapwine Ltd	Joseph White Mark Brysland	Clarence House, 7 Hood Street, Greenock, Scotland, PA15 1YQ		T: 01475 806 030
Contract Administrator: Lambert Smith Hampton	James Ingle	3 Hardman Street, Spinningfields, Manchester M3 3HF	JIngle@lsh.co.uk	T: 0161 228 6411 M: 07919 396 981
Main Contractor: Brown and Bancroft	Stu Wilson (Project Manager) Kev Jinks (Operations) Gavin Sanderson (Commercial) David Thompson (H&S)	4 th Floor St Georges House, St Georges Road, Bolton, BL1 2EN	stu@brownandbancroft.co.uk kev@brownandbancroft.co.uk gavin@brownandbancroft.co.uk whomakesyousafe@talktalk.net	M: 07980 004 350 M: 07809 870 273 M: 07398 684 589 T: 0161 974 0200 M: 07733 643 639

4. Health & Safety

4.1 Site Welfare Arrangement

The proposal is to utilise an area within existing building for the site office and site welfare initially for phase one of the works. As the project develops towards the 2nd phase a full review will be undertaken to establish welfare arrangements going forward

One option is to land cabins on Hart street subject to council approval and on any road, closure or parking pay suspension permits application.

4.2 Induction

A full site-specific induction will be given to all personal and visitors attending site during the works the induction will be given by the Brown & Bancroft site management team prior to anyone being given access to site.

PLEASE SEE BELOW INDUCTION FORM -

BROWN & BANCROFT INTERIORS LTD

PROJECT SHE INDUCTION RECORD



Project Name: Princess House	Your name:
Project No: P19119	
Trade:	Employer:
Home Address;	

Recipients' Check List

Have you had asbestos awareness training within the past 12 months?		YES NO
Have you a CSCS or other competence card ?		YES NO
Type of Card:	Registration No.:	Expiry Date:

Have you read and signed your method statement & risk assessment?	Yes No
Do you fully understand the Covid-19 Project restrictions and the reporting requirements regarding instant notification of symptoms to Project Management.	Yes No
Do you understand our health safety & environment site rules?	Yes No
Are you aware of the welfare arrangements?	Yes No
Are you aware of where to find a copy of the site rules	Yes No
Are you in possession of all protective equipment & clothing you need including safety footwear & safety helmet?	Yes No
Are you aware of the dangers around this site and how to avoid them?	Yes No
Are you aware of what to do in an emergency?	Yes No
Do you understand what materials must go in the hazardous waste bins, the need to protect storm water drains & to report environmental incidents?	Yes No
Are you aware of how you can get help if you're unhappy about health & safety?	Yes No
Do you understand the principles of "Worker Involvement"?	Yes No
Do you understand that you must clean your work area at the end of each working day	Yes No
Do you understand that you must sign in and out every day you are here?	Yes No
Would you like to receive a special induction because you found this difficult to understand?	Yes No

Are you 18 years of age or over? If no, please provide				Yes No
Date of Birth	RA received		Mentor	

If you have any medical conditions that you want us to be aware of e.g. heart condition, diabetes, asthma, epilepsy etc. please state:
Signature of commitment by person receiving induction I agree to abide by the site rules explained to me:

Presenter Check List	
Checked original CSCS or competence card against above details	Yes No
Signature:	Date

PRESENTERS NOTES
Preparation – give out an induction return sheet (PART A) and ask them to have their CSCS or other competence card ready for recording details afterwards. If you don't know, ask them who they're working for & what they've come to do.
Content
1. Description of site Outline of what the overall project consists of, why our client is wanting the changes to his working environment and what is the most important thing to the client e.g. achievement of a phased handover or no disrupting false evacuations, tell them who we are, you are and other key members of our site team, tell them how important health, safety and the environment are to the company and put your personal touch as to your commitment to ensuring the site is a safe one and to protecting the environment>
2. What are the Welfare Arrangements? Explain what toilets there are and where they are located, where they can change and store their clothes/ppe/tools, where they can/can't eat and smoke, who to see if the welfare needs attention, where the site safety notice board is located and what can they find there (current site rules etc.)>
3.What Hazards exist on site and any actions they need to take to avoid? <insert any existing hazards (e.g. asbestos or live services which can't be isolated) and any current/forthcoming hazards (e.g. floor tiles needing to be raised or power going on above ceiling) permits, keys, signs, barriers etc.>
4. What are the site rules? Explain the site rules e.g. safety footwear, hard hat zones, high viz, gloves, CSCS or other card, class 1 steps, no alcohol/drugs, radios, testing & tagging of electrical tools, noise restrictions, site hours, delivery arrangements, removal of rubbish and recycling arrangements, reporting incidents, not using unsafe equipment. Give out a copy of the site rules or tell them where they can find them (site notice board).>
5. What are the Emergency Arrangements? Refer to emergency plan and ask them to complete as you go through this section: who are the first aiders, where is the first aid box, where is our accident book, who are the fire wardens, what are the escape routes, where are the fire points, when should you tackle a fire (no personal risk), what is the alarm (siren, horn, bell), where is the muster point, how are you accounted for (signing in/out or by leaving card in security or reporting to your supervisor who reports to our fire co-ordinator), nearest hospital, tell them to let us know in confidence after if they have any medical conditions that they'd like us know about e.g. epilepsy, diabetic>
6. Environmental Management Explain about the need to keep the site clean and tidy. Tidy up at the end of each working day / shift in the skips provided. Anyone bringing on to site any product and/or substance that is subject to a COSHH assessment, needs to be discussed with the Project Manager beforehand.
7. Co-operation Explain the help that you'll give them if they have a problem doing what their supervisor wants which they consider unsafe, Ask them for their help and commitment to identify hazards and correct or inform management. Let them know that we're serious about HSE and that we'll give them a chance to prove to us they can work safely and tell them the penalties for not working safely or not abiding by the site rules.
After induction At end of induction ask if any questions, ask them to complete the checklist, sign if they're committed to play their part and bring them to you with their CSCS card for you to check before you allow them onto site or to process their pass. Tell anyone who has any queries or actions arising from induction questions that you will action them individually at the end of the induction. File forms in project files along with one copy of each dated revision of these notes.

4.3 Consultation with the workforce on arrival to site

On entering the project all visitors and site person will be greeted with the Brown & Bancroft Health & Safety notice board prominently displaying all relevant environmental Health & Safety information and legal notices. At this point all visitors and staff will be required to sign into the visitors register, have their temperature taken (COVID-19 compliant) and be guided to the site management team.

The Brown & Bancroft Project Manager will carry out a formal site specific induction and check all relevant Health & Safety qualifications and RAM's are in place for any work contractors.

4.3 Safety Consultation

The Brown & Bancroft site team will hold regular safety forums (fortnightly) with a member from each discipline on site to cascade down all relevant safety information included within the CMP. Day to day safety matters will also be tabled, and improvements implemented following each safety form.

Bullet point memos of actions and improvements will be distributed to all supply chain and posted on the safety notice board on site.

5. Deliveries, Materials, Good Housekeeping

All spoil and rubbish generated during the works will be removed daily to the agreed skip location on Hart street or removed via a wait & load waggon. All necessary permits will be agreed and applied for in liaison with the local authority as detailed on the construction programme.

Materials and deliveries will be booked in and coordinated by the Project Supervisors to avoid the peak times of Princess Street bus routes. Where possible we will adopt a just in time policy to avoid a build-up of surplus materials on site.

The external scaffold will be loaded daily to avoid any danger of overloading or issues with adverse weather. BBI will operate a clean floor policy with identified lay down areas for materials and waste on each level of the building . No materials will be left on any public rights of way at any time.

5.1 Site Security

The site team will carry out daily visual checks on all boundary fences and hoarding ensuring they are secure clean and in good order.

Brown & Bancroft's key operative will be the last person off site at night and they will be tasked with checking all windows and doors are closed and locked.

While the scaffolding is erected for the Phase I works herras style fencing will be in place in appropriate locations and secured with a lock and chain.

All ladders from ground will be raised nightly and the scaffold will be alarmed. Emergency contact numbers will be displayed and given to the local authorities and emergency services for contacting the on call member of staff at Brown & Bancroft.

6. Community Liaison

Our Project Manager will be the 1st point of contact for liaising with the local community which predominantly are businesses, leisure , residential and passing foot traffic.

A contact board with details on will be clearly displayed of the front of the Princess House building.

PLEASE SEE BELOW -

8. Emergency Procedures (TO BE DISPLAYED ON SITE)		
Name and Address of Project	Princess House – Princess Street, Manchester	
Role	Name	Contact Details
Brown & Bancroft Interiors Ltd Director	Paul Brown	0161 9740200
Brown & Bancroft Interiors Ltd Project Manager	Stu Wilson	07980 004350
Site Supervisor	Glenn Lewis (Key Op)	07429 697555
Health & Safety Consultant	Dave Thompson	07733643639
Local Police Station	Greater Manchester Police Station	0161 856 3529
Local Fire Station	Greater Manchester Fire and Rescue	0161 736 5866
Nearest Casualty Hospital	Manchester Royal Infirmary	0161 276 1234
Nearest HSE office	HSE Bootle	Redgrave Court Merton Road Bootle Merseyside L20 7HS
EPA	POLLUTION HOTLINE (24HRS)	0800 80 70 60
TRANSCO	GAS EMERGENCY LINE	0800 111 999
ELECTRICITY SUPPLIER	EMERGENCY LINE	0845 272 2424
WATER SUPPLIER		0845 746 2200

	EMERGENCY LINE	
<u>Emergency / Accident Reporting procedures</u> Emergency, accident and evacuation procedures for specific sites will be formulated pre-contract start-up and communicated to all operatives and visitors to site during the site induction. The appropriate fire-fighting equipment and the relevant signage and notices posted. All accidents, injuries and near misses will be reported to the Site Manager / Supervisor and the accident book completed. All reportable accidents/incidents (either major or over-7day absences) will be subject to full site investigation and reports made available to all the members of the Project Team		

6.2 Communication with Tenants and Neighbours

Our Project Manager with support from head office will carry out regular briefings with the neighbouring residents and businesses and produce regular bulletins & letter drops to advise of upcoming works which may have impact on the local community such as –

- Noisy works
- Large load deliveries
- Traffic management
- Non avoidable dust

The landlord has expressed desire to reopen the night clubs within the building during Phase 2 of the works.

A client tenant contracts briefing will be arranged during Phase 1 to review the implications of this and to carry out a comprehensive review of the feasibility and logistics of this to establish safety of the public, staff and workforce.

6.3 Complaints & Compliments

Live complaints log will be kept on site by our Project Manager – **SEE BELOW**

Project Name: Princess House	Comment / Complaints Log
Project No:P19119	

No	Date Received	Details (including name of person giving comment)	Action Taken	Actioned By	Checked

This will record the specific details of any complaint or compliment, the action to be taken and how it was closed off.

7. Implementing & Monitoring the CMP

Brown & Bancroft have a bespoke QA system that all our sites adhere to, this lays out standard procedures and forms for recording and monitoring all aspects of the work. Minimum monthly audits will be undertaken to check that the CMP and Health & Safety legislation is being complied with .

Prior to commencing the works the Brown & Bancroft team will carry out a full Pre-Construction hand over to Construction, part of this will be reviewed on the CMP and any requirements highlighted within it. This will be developed by the Project Manager in liaison with Torch Safety Services into the Construction Phase Health & Safety Plan (CPHSP). Once the CPHSP has been sufficiently developed it will be issued to the Principal Designer for approval to commencement of the works. CPHSP will be a live document and frequently reviewed and updated as part of the Brown & Bancroft safety audit. A full review with amendments will be scheduled prior to each phase of the works with each update being issued to the PD for comments.

Site audits be undertaken by the following members of the senior team –

- Kev Jinks – Operations Manager
- Paul Brown – Managing Director
- Dave Thompson – Company Safety Professional

Any failings or change requirements identified by a monthly audit will be discussed via a review meeting on site with the delivery team.

This will produce an action plan and close out strategy for each noncompliance with the time and close out.

8. Site Operations

8.1 Working Hours

Site working hours are : -

- 07.30 to 17.30 Monday to Friday.
- Weekend work and out of hours by agreement only.

Advice will be sought from the local authority on any noise restrictions or out of hour restrictions.

We are aware that certain time requirements may be imposed on scaffolding permits and pavement licences/road closures, this will need to be discussed and agreed with local authority once permits are ready to be applied for.

Pavement/scaffolding permits to the following streets are listed -

- A34 Princess Street
- Hart Street (possible road closure/bay suspension)
- Bloom Street
- Abington Street

Anticipated duration of 17 weeks for scaffolding .

8.2 Delivery & Transport of Materials, Plant equipment to Site

Deliveries including transport of material, plant & equipment to Princess House shall on the take place during the following hours –

- 8:00 to 16.30 Monday to Friday
- Saturday morning to 13.00(scaffolding)
- No deliveries Sunday's or bank holidays

Delivery vehicles will be directed in by Banks man to pre-arrange delivery bay in Hart Street, offloading on Princess Street will be avoided where possible.

8.3 Site Traffic

Further discussion is to be undertaken with the Manchester City Council regarding a road closure were the full or part to Hart Street to facilitate the removal of spoil & debris 'skip position' and the safe delivery and offload of plant & materials in particular scaffolding equipment on a 'flatbed'.

There will be no contractor parking on site however there is an open car park to the rear of Princess House on Abington Street.

8.4 Noise & Vibration

It is very unlikely that there will be any significant vibration to the project as there are no major civil works been undertaken that would impact on any neighbours. All plant with potential to cause issues to operator's health will be used in accordance with the manufacturer's literature and HSE guidance.

There will be certain items of work that would generate dust, again appropriate risk assessments will be carried out, dust extraction, good ventilation will be used appropriately in line with HSE recommendations and guidance. Dust suppression will be high priority in all aspects of the work.

9. Waste Management

There will be no burning of waste on site.

Brown & Bancroft will appoint a fully licenced waste carrier and make waste transfer notes and disposal documentaries available to local authority or anyone interested.

BROWN & BANCROFT INTERIORS LTD					
PRINCESS HOUSE PRINCESS STREET MANCHESTER M1 7EP			Project Start Date		July 2021
			Duration (in weeks)		54 weeks
Waste co-ordinator for the project (insert name):					
Project Type (Please indicate)	Refurbishment	Yes	New Build		Extension / Refurb
Project size: (approximate square footage)					
Which types of waste will be produced – (please indicate clearly yes or no)					
Wood	yes	Furniture			no
Hardcore (bricks, concrete etc)	yes	Cable and Wiring			yes
Metal	yes	Soil			no
Cardboard / paper (packaging)	yes	Other:			
Plastics	yes				
Plasterboard	yes				
Which type of hazardous waste will be produced – (please clearly indicate yes or no)					
Asbestos	tbc	Fluorescent tubes			yes
Chemicals	No	Electrical items			yes
Paints	yes				
Site Access – (please clearly indicate yes or no)					
Is there room on site for multiple skips to allow segregation of waste?					no
Will the waste be segregated at the waste transfer station					yes
Is the access route less than 3mtrs wide					no
Is the loading / unloading bay less than 4.5mtrs high					no
Are there any time restrictions on loading and unloading of skips					no
If yes, please state:					
Project waste reports are required on a minimum monthly basis (if more frequent reports are required e.g. weekly / fortnightly please state here)					tbc

Waste Minimisation Statement

Brown & Bancroft Interiors Ltd are seeking to minimise the waste produced thereby reducing the amount of waste to be removed from the project. In conjunction with our clients, trade contractors, Design Team and Suppliers we are seeking continual improvement toward the waste hierarchy of:

Eliminate	Reduce	Re-use	Recycle	Dispose.
→				
most desirable option.....least desirable option				

Waste Management Goals

- To increase awareness of environmental issues on the project
- To reduce unnecessary wastage on site
- To reduce waste being disposed at landfill
- To maximise waste segregation either at source or via our waste removers

Training and communication

On-site instruction will be delivered during induction regarding segregation (where applicable), handling, recycling return and re-use of waste materials on the project. Tool-box talks will be delivered as required where the information provided during induction is not being followed and to underpin the importance of controlling waste on site.

Monitoring

Weekly site inspection will incorporate the checking and monitoring of the waste strategy of the project and (where applicable) segregation of materials is effective. Waste transfer notes will be kept on site and any waste leaving site recorded accordingly. Monthly statistics will be produced by the disposal company clearly defining the waste produced and the recycle / re-use percentages. Sub-contractors removing waste materials from the project will provide the necessary details to enable the Site Waste Management Plan to be kept up-to-date.

Waste carrier details

Name of Waste Carrier	Type of Waste	Waste Carriers Licence Number	Copy of licence obtained	Expiry Date	Yes	No

Responsibility for Waste Management

Site activity – work package	Yes / No	Sub-contractor	Primary Waste Streams	Responsible for waste management
Soft strip / demolition	yes	yes		yes
Mechanical / Electrical	yes		yes	No
Brickwork / Blockwork	yes	yes	yes	No
Plastering	yes	yes	yes	No
Joinery	yes	yes	yes	No
Groundworks	Yes	Yes	No	Yes
Slate Roofing	Yes	Yes	Yes	No
Plumbing / Heating	Yes	Yes	Yes	No
Decoration	Yes	Yes	Yes	No

Waste Minimisation Opportunities

Waste type	Waste Material	European Waste Code	Standard recovery %	Waste Minimisation opportunities	Project Target Recovery %	On-Site Re-use / recycle %	Sent to off-site recycling facility %	Disposal to landfill %
Eg only	Hardcore	170107	75%	Brick to be cleaned on-site and re-used where possible - some sent off-site to recycling facility	95%	60%	37%	3%
Inert	Hardcore	170107	75%					
	Rubble	170107	75%					
Eg only	Wood	170201	57%	Clean wood segregated – re-used onsite – some sent-off site to recycling facility – remainder to landfill	90%	20%	70%	10%
Non-Hazardous	Wood	170201	57%					
	Metal	170407	95%					
	Glass	170202	60%					
	Plastics	170203	60%					
	Card & Paper	150101	60%					
	Plasterboard	170802	30%					
	Cable and Wiring	160214	90%					
	Other:							
Hazardous	Asbestos (bonded)	170605	n/a					
	Asbestos (fibrous)	170601	n/a					
	Paint tins	150102	n/a					

Waste Records (inc Transfer Notes)

Skip / container type	Skip (8 Cubic yards)	Skip (12 cubic yards)	Rear-end rollers. (14 cubic yards)	Roll on – Roll off container
m ³	6.2	9.2	7.7	26.9

Date removed	Waste type (state if mixed)	Container size m3 * (see table above)	Removed by	Sent to	Transfer note obtained

10. Environmental

10.1

There will be minimal amounts of spoil from the foundation and structural alterations around a lift shaft base. These will be disposed of by a licence waste carrier on site.

10.2

Spill kits will be made available in a number of locations prevent anything escaping into the water table or drainage.

10.3

Plant in the basement will have bunded fuel storage.

10.4

Due to the lack of available room on site for numerous skips, when possible specific skips will be used for segregation on site for –

- Plasterboard
- Rubble and brick
- Timber

All site materials will be segregated by our chosen waste management contractor at the central waste management facility.