



Construction Management Plan

New Moston Primary School Kitchen Extension

Moston Lane East, Manchester, M40 3QJ



**MANCHESTER
CITY COUNCIL**

Ref: 1057

Date: 13 May 2022

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Charnley Fold Lane
Bamber Bridge
Preston
PR5 6BE

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Project Team

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Local HSE Address

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 Redgrave Court, Bootle,
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Project Description

In order to improve the preparation and execution of pupil meals, a new kitchen is proposed for the site.

The design has been developed to RIBA stage 2 and will be issued within the first stage tender information. The project is to provide a fully fitted production kitchen for a 2.5 form entry school (570 pupils). The proposed siting of the extension is deemed the most appropriate in terms of its locality to the dining hall and ease of access to the school site for kitchen deliveries & refuse removal. In order to accommodate the above, the external spaces to the SE playground area and Southerly car park require some modification & remodelling, involving below ground drainage works, the relocation of play structures and equipment, new pedestrian access and relocation of vehicle parking bays. It is also proposed to remodel & upgrade the toilets adjacent to the new extension as there will be some impact on these in order to incorporate the new kitchen servery. This work will involve some internal structural alterations to create the servery off part of the existing toilet block.

Early discussion with planning has highlighted the requirement for the new kitchen extension to be sympathetic to the design of the existing school building, and therefore be traditional in material finish and appearance.

For Contractor information there is a phase II electrical rewire proposed to the 'junior side of the school during summer 2022 overlapping with the proposed kitchen extension and therefore consideration needs to be given to coordination of works with the other contractors on the site.

The proposed new kitchen & appliances will be fully electric. As part of the rewire the electrical contractor will install a supply for the new kitchen distribution board, however there will also be issues to consider in extending external lighting, extending/altering the fire alarm system, extending/altering the intruder alarm system, extending/altering the CCTV system and extending the access controls.

The mechanical plant solution is to align with MCC's decarbonisation target. The contractor will therefore need to factor into the design an appropriate solution in terms of heating, ventilation, cooling, and water usage to minimise energy consumption. Due to the ventilation requirements, as well as both heating and cooling demands for kitchen spaces, it was proposed to use an Air Handling Unit with heat recovery incorporating an air-to-air heat pump for areas outside of the cooker canopy and therefore less impacted by grease aerosols. This proposal was chosen for its energy efficiency and low carbon nature, as well as the ability to provide cooling in warmer months and allowing heating without the need for radiators; providing easier cleaning of walls and maximising wall space for equipment and storage. If this, or a similar heating and ventilation strategy is not utilised a strong rationale will be required to justify an alternative on the basis of design, energy use and lifetime cost.

The proposed WC works consist of, demolition of the existing toilets, blocking up existing windows, removing existing ceiling and partition, taking up existing vinyl, removing existing sanitary and a full refurbishment with new toilets provided.

There are additional works including, ancillary works to the servery and electrical distribution cupboard.

Programme Of Works

The Programme commences from 25th July 2022 until the 6th September 2022 for the WC refurbishment element of the works and the kitchen extension and associated external works commences on the 2nd August 2022 and completes on the 6th February 2023. A detailed draft programme has been issued for discussion to the Client and their team which they are reviewing at present

Pre-Contract Surveys

Several surveys have been undertaken to ascertain site conditions these are: -

Topographical

Ecology

Drainage

Ground Investigation

Ground Penetrating Radar

Site Location/Logistics TMP

New Moston Primary School is located on Moston Lane East M40 3QJ and our logistics plan on page 10 shows all site access coming from both directions along this main road only.

Logistics

We are proposing using the existing Car Park, plus 4 metres of the grassed area, as an area for our Welfare and Storage area, please refer to the logistics plan on page 10, we will then load at the relevant deliveries immediately externally to the building footprint but with the hoarded area shown. All delivery vehicles will be reversed in via a fully trained banksman and then driven out.

As shown on the logistics plan, there is hording dividing the site compound and the working area. This allows staff to drive into the entrance of our site compound to enter the staff temporary parking area safely without any access to our work area.

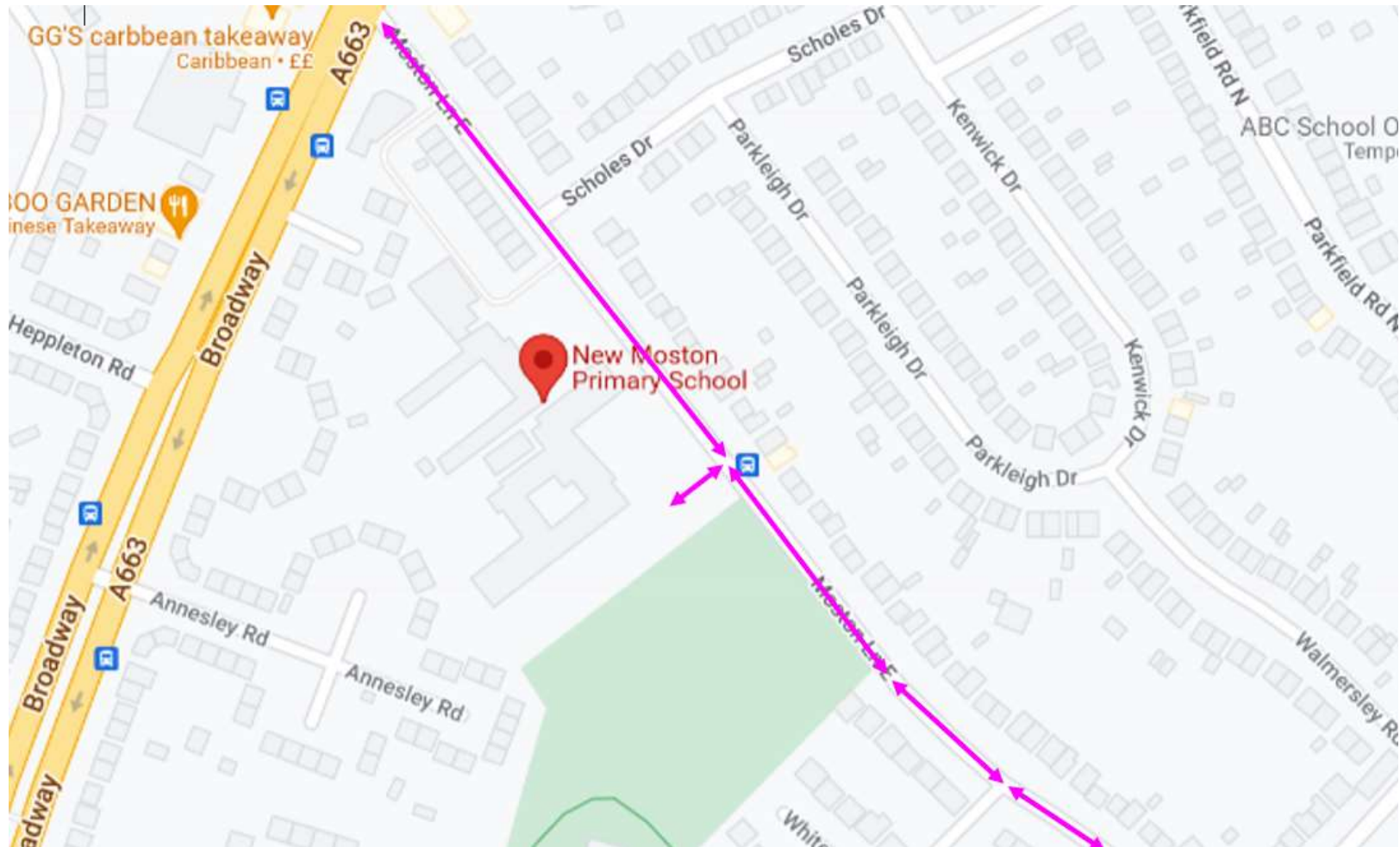
Our Hoardings will be of solid construction as shown on page 13 we will be totally segregated from the school at all times and all operatives and staff will be DBS cleared. Deliveries will be timed to miss the school drop off and pick up times.

We are hopeful of utilising the existing Utilities for our Welfare set up to avoid noise from temporary generators.

During the works being undertaken in the summer holidays, there will be no children occupying the school whatsoever so no segregation will be needed but temporary fire rated partitions will be erected as required for the children's return.

Site Logistics Plan





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Hoarding And Ballast Type To Be Designed And Installed
As Shown Below



All Vehicles Entering The Vicinity Of Site Will Be
Subject To A 5 MPH Speed Limit. Appropriate &
Visible Signage Will Be In Place



Operatives attending site will follow the pedestrian route following directional signs to the compound. They will be instructed to report to the site office. In order to minimise contact the site manager will be signing people in and out. Everyone who enters site will be asked to use the contactless body temperature

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reader. An alarm will be activated if a high temperature reading is taken and if this happens the operative will be asked to leave the site and follow Covid-19 guidelines in order to obtain a test / self-isolate. After signing in and recording temperature readings, site inductions will explain normal operating procedures and additional Covid-19 secure measures in line with Version 9 of Construction Leadership Council site operating procedures.



An additional canteen has been provided to ensure adequate space for operatives to socially distance within welfare facilities. Outdoor seating will also be provided. Numbers of operatives using the welfare facilities will be strictly limited. A timetable for use of canteens will be monitored and communicated to each of the foremen responsible for their subcontractor teams. Morning briefings will take place in the courtyard with all personnel standing at least 1m apart. Meeting rooms will be ventilated, and numbers permitted will be limited to no more than 8 people. Groups of more than 8 people will be asked to join the meeting remotely by using MS Teams. There will be a television in the meeting room to facilitate these meetings.

Signage



	Health, Safety and Environmental Board
Project:	
Site Team:	
Assembly Point:	
First Aiders:	
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	
Sunday:	
Read your method statement and risk assessment for specific health, safety and environmental information	

All hoardings and Entrances will have Conlon badged Statutory Signage on them, and inside the site will also have wayfinding sites, fire exit signs, fire station signs, will be clearly visible for all operatives to follow.

Site Safety

Under the Health & Safety at Work Act 1974 all persons entering this site must comply with all regulations under this act. All visitors must report to the site office and where permission is granted on to the site or any other area. Safety signs and procedures must be observed and personal protection & safety equipment must be used at all times.

All visitors & drivers must report to site office

Mobile phones only to be used in designated areas

Construction site keep out

Unauthorised access strictly prohibited

Children must not play on this site

Smoking **ONLY** allowed in designated areas on site

Personal protection equipment must be worn

Our Commitment to Health and Safety

Conlon Construction aims to carry out each of its projects with zero injuries or health and safety incidents.

We believe:

Injuries and the incidents that might cause them are almost always avoidable.

That none of us should work in conditions that might endanger us, or cause injury / long-term illness.

In planning and laying out our projects to create a safe place for us all to work.

That working together as a team we can eliminate injuries and safety incidents.

As you enter this site please join us in our commitment to Health and Safety so that we can ensure neither you or any of our fellow workers are injured or caused illness.

Thank you.

Design • Construct • Develop

Preston: 01772 335268
Manchester: 0161 684 2330
conlon-construction.co.uk

Aims, Core Values & Community Engagement

Our Values
At Conlon, we are committed to the highest standards of quality, safety and integrity. We are proud to be a part of the construction industry and to the communities we serve.

Business Accreditation
Conlon Construction is a member of the Construction Industry Institute (CII) and the Construction Industry Federation (CIF).

Health & Safety
Health and safety is our top priority. We are committed to providing a safe and healthy working environment for all our employees and visitors.

Equalities
We are committed to equality of opportunity for all our employees and visitors. We do not discriminate on the basis of race, gender, age, disability or any other protected characteristic.

Environment and Sustainability
We are committed to reducing our carbon footprint and to using sustainable materials and processes. We are proud to be a green company.

Community Engagement
We are committed to being a good neighbour and to supporting the local community. We are proud to be a part of the community we serve.

SITE MANAGEMENT PLAN

BUSINESS & PROJECT PLANNING

HEALTH & SAFETY

COMMUNITY ENGAGEMENT

Education • Offices • Industrial • Retail
Health • Leisure • Heritage • Residential

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Site Fire Safety

Fire Safety Co-ordinator and Fire Marshall:

The site fire safety plan will be updated as works proceeds.

The site compound and building exits will have designated fire points. The fire point includes extinguishers and an alarm sounder.

Hot works permits will be required for all hot work activities.

All fire escape routes to be clean and unobstructed.

All site operatives will be inducted and understand emergency procedures.

All site operatives sign in and out. This will be used by the Fire Safety Co-ordinator / Fire Marshall to roll call operatives in the event of a fire.

If the alarm is sounded all personnel on site will be required to convene at the muster point until the fire marshal advises it is safe to return.

Fire brigade access will be always maintained.

Fire drills will take place at least once each month.

The site will be securely fenced to prevent arson

Safe material storage will be provided. Note no flammable gases to be left in the building when not in use (under a permit). Secure caged stores to be located safe distance from building and compound.

Flammable waste to be securely stored and removed off site as quickly as practical. RAMS to identify flammable materials.

Flammable materials to be stored a safe distance away from the building.

If the alarm is sounded the fire marshal will ensure the surrounding buildings are informed immediately

Smoking and vaping shelters are provided inside the compound. Extinguishers in shelter.

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Pre-start

Before commencing any work, the Construction Phase H&S plan will be on site along with F10 and insurance documentation. Before any works can take place, isolation certificates must be in place. Works can only progress if safe to do so. RAMS are required for each and every activity during the course of the contract activities to be signed off by CM ideally 2 weeks in advance of work commencing.

Note: 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. The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

- a) A brief description of the work carried out;
- b) Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- c) Key structural principles and safe working loads for the existing floors and roofs;
- d) Hazardous materials used (e.g., lead paints and special coatings);
- e) Information regarding the removal or dismantling of installed plant and equipment (e.g., any special arrangements for lifting such equipment);
- f) Health and safety information about equipment provided for cleaning or maintaining the structure;
- g) The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- h) Information and as-built drawings of the building, its plant and equipment (e.g., the means of safe access to and from service voids and fire doors).

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks.

The file is only required for projects involving more than one contractor.

Delivery of Contract Requirements

The basic management tools for delivering this Contract requirements are:

- *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*

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 and delivered by a competent person;*
- *Retained on file along with evidence of attendance.*

The Project Manager 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.

The Don't Walk By feedback process, used also for near miss reporting provides the facility for anyone to make observations and suggestions for improvement.

Newsletters will be posted in prominent positions externally of the site boundary to compliment the Considerate Constructors Scheme

Management of Subcontractors

Conlon Construction 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.*

Coordination and Cooperation of Subcontractors

The general coordination of subcontractors' activities is planned and agreed and demonstrated via their works programme, method statements and risk assessments. In addition, the method statements and risk assessments are reviewed by the Conlon Construction contract team and comments communicated to the contractor. When submitted documents are reviewed given a category A, B, or C. Work can proceed when the method statement and risk assessments have been accepted as category A or B. Category B means there are comments but work may proceed if the comments clearly articulate what must happen and should be re-submitted incorporating those comments unless the activity itself would be complete before re-submission could reasonably be processed.

PLANNING / PROGRAMMING

The works are planned / programmed to facilitate coordination and cooperation of trades and activities. Conlon Construction Planner is responsible for development and regular review and report of Contract Programme, Construction Programme, Short Term Programmes and Weekly Programmes. The Organisation Chart showing reporting and communication channels is maintained on the contract notice board(s) and included with the Contract Directory

Project Control for managing the Planning / Programming processes is identified on the ViewPoint platform. The persons responsible for maintaining and managing the project programmes are Vernon Ellis and Jasmine Lee

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 system located in the site office.

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 system located in the site office.

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 system located in the site office.

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 system located in the site office.

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 system located in the site office.

Inspection types and frequencies relevant to the Contract works are set out in an inspection of work schedule

COMMUNICATION WITH THIRD PARTIES

Liaison with third parties is carried out through designated contacts and each third party is advised of their personal Conlon Construction 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.*

Soft Strip & BWIC

The Soft Strip will only commence upon isolation of the existing services with written confirmation from the MEP team that this has occurred, BWIC which will entail core drilling will be undertaken by specialists with the relevant temporary works designs in place. The strip Out works will be undertaken by trained demolition contractors and arisings will be removed to skips, segregated wherever possible. please see Site Compound Plan for skip positions. Noise and Dust are covered elsewhere in this CMP, all works will be carried out by competent reliable contractors chosen from our subcontractor database and will be issuing full sets of activity specific RAMS at least 2 prior to commencement on site. A small telehandler will be available to load/unload materials and move materials around the compound thus minimising on manual handling.

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

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 temporary works designer that the proposed variation is acceptable.

Temporary Work to be included in this contract are included but not limited to the list below.

- Earthworks
- Lifting operations
- Concrete and Formwork
- Demolition/Soft Strip works
- Access arrangements (principally scaffolding)
- Hoardings
- Service alterations/BWIC



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Scaffolding

There will be a full height scaffold erected to the extension with access to the roof and edge protection. Any internal scaffold will be mobile access towers erected by PASMA trained operatives. All scaffolds will be designed and erected in accordance with SG4:15 & TG20:21, by qualified operatives and inspected independently by a 3rd party, Scaff-Tagged, and inspected weekly by the appropriately trained persons. All scaffolding will be fully sheeted.

PERMITS AND AUTHORISATIONS TO WORK / ACCESS

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

- *To Disturb ground*
- *Hot Works/Grinding*
- *Confined Spaces*
- *Services*
- *Ladder/Step ladder*
- *Temporary works*
- *Accessing high level works*

Site Restrictions / Specific Hazards

Adjacent Buildings	Consideration will be given to the occupiers of the surrounding buildings with regards to traffic, dust & noise particularly around teaching times. Care will be taken to be considerate Constructors including weekly update meetings, working around exam times and being always polite and friendly.
Location of services	Existing below ground services identified on Existing Service Drawings available on viewpoint
Working at Height	All working at height activities to be individually assessed. Scaffold will be designed to enable roof works without any need for Edge Protection products if possible
Manual Handling	Wherever possible manual handling will be avoided by using mechanical lifting or if required team lifts should be considered.

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	RAMS to identify material handling measures and the safe method of work.
Dust/Mists/Contaminants - general	Contamination is controlled and avoided.
Utilities	None Required
Site Dust	Dust to be mitigated as much as possible by providing dust suppression systems & during dry periods - damping down as required.
Site Security	The site will be secured with solid timber hoardings as previously noted with gates locked outside normal hours. Additional CCTV or manned guards will be considered. All security as HSE Guidance note HS(G) 151
Asbestos	None found during surveys; however, air monitoring will take place by a 3 rd party when the existing roof and rooflights are removed.
Crane Activities	A crane lifting plan will be required as part of the RAMS. We have identified the need for a crane mat which is to be designed based on the crane weight. Test certificates for all equipment used to be provided. All equipment to be inspected daily. Safe loads not to be exceeded. Working area to be zoned off.
Working Hours	All site activity to be between the hours of 7am & 7pm. Normal working hours 7:30am – 4:30pm.

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Traffic management	Warning signs for traffic management to be provided on the approach to the site.
Parking	No contractors parking will be permitted outside the site boundary

Environmental Management

Flora and fauna

Check site thoroughly for the presence of wildlife and nests a survey has been carried out but care is needed when taking off the existing roof, as there may be nesting in there. It has been decided that a bat box and bird nesting boxes will be provided in locations agreed with the ecologist.

Water

A site drainage plan identifies surface water and foul drains. Foul water will discharge into a septic tank. Site effluent will discharge into tanks to be pumped out on a weekly basis. This is only if we cannot locate a local foul drain near the compound

All oil/fuel/chemicals are to be appropriately bunded and stored securely on impermeable surfaces

All oil/chemicals etc. are to be stored away from drains

All personnel to be aware of emergency spill response actions. Drills to be carried out at key stages in the works.

All site personnel will be inducted in how to respond to an emergency spill. The site manager should be informed immediately while also immediately dealing with the incident.

Adequate spill response equipment must be available at appropriate locations on site.

All personnel to be aware of emergency spill response actions. Drills to be carried out at key stages in the works.

All site personnel will be inducted in how to respond to an emergency spill. The site manager should be informed immediately while also immediately dealing with the incident.

Adequate spill response equipment must be available at appropriate locations on site.

Waste

We will separate general waste, waste for recycling and hazardous waste

We will be using licensed contractors with transfer/consignment notes issued and retained

Measures will be in place to prevent waste blowing about and becoming a local nuisance

This will include skips and other waste containers being kept covered at all times to prevent fly tipping and rainwater infiltration (liquid waste must be avoided)

There will be a suitably labelled container on site for storage of hazardous waste

Materials

All containers lidded and marked and stored in an impenetrable area

Materials stored securely and away from drains, watercourses

Fuel oil stored in minimum quantities needed

Materials stored away from possible vehicle damage

Drip trays available for use for static plant such as small generators but we will have temporary power available to

Chemical, oil bunds to be provided where appropriate

Energy use

A weekly log will be set up to record usage of electricity, water, and fuel (for Conlon generators and plant)

Clean Wheels

We will have a jet wash system near the entrance get to clean any dirty wheels that vehicles may have upon leaving site.

Considerate Contractors

We will strive for the highest standards with consideration to appearance, community, environment, safety, valuing the workforce and gaining additional points for innovation. We will be keeping to a

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high standard in meeting guidelines for the site frontage with professional graphics and good means of communication with the school. Our aim is to engage with the school as much as possible through updating reports constantly, newsletters and open dialogue with all stakeholders. We will be presenting a professional site with all cabins in corporate livery. All pedestrian routes will be clearly marked with Covid friendly signage to support best practice. All site operatives will be wearing their own hi-vis vests with their own corporate branding and will have drying facilities in which to leave PPE when leaving site. Skips will be kept covered, the site compound will have recycling bins and we will carry out litter picks daily if required to avoid any litter escaping around the neighbouring buildings. Smokers will be catered for onsite ensuring operatives are not tempted to litter outside the designated space. We recognise that the current coronavirus restrictions may limit some of the opportunities for community engagement but are keen to do what we can when possible. Updates will be provided in the information display case. If times of day are very busy for the school or others, we will plan deliveries and vehicle movements around this. We want to be able to leave a positive legacy with the school and hope that they are able to enjoy the construction works as much as possible. The ethos of considerate constructors will be promoted on banners and communicated at inductions. This will include rules banning use of site radios, shouting and inappropriate language. Wherever possible we will seek the views of neighbours and look for means by which we can improve.

Environmentally we are keen to demonstrate best practice, carrying out the initial environmental impact assessment and developing a best practice environmental plan which will be communicated to all operatives and involve daily checks. We will be partnering with waste recycling contractors to monitor and publish our achievements. Waste and CO2 data will be captured at site level and applied to the construct CO2 tool kit enabling emissions to be evaluated and published. Measures in place to minimize the amount of litter generated include appropriate waste bins throughout site and covered skips. Bins checked / emptied daily. The effect of bright lights at dark times will be considered. Care will be given to the direction of flood temporary lighting, noise and vibration have been considered to minimise disruption. Low noise plant and equipment is being used. Any particularly noisy activities

will be planned in consultation with affected parties. Vehicle deliveries will be planned to minimise road congestion. It should go without saying - strictly no burning waste on site.

All measures outlined in version 9 of the Construction Leadership Council's Site Operating Procedures to combat Covid-19 will be implemented with clearly communicated control measures including social distancing and ample facilities for hand washing and sanitising. Toilets will limit numbers entering and cubicles will be hit miss to keep separation. Anyone entering site will have automated body temperature checks which are recorded at sign in. Directions to A&E are posted on site notice boards which will also identify the site first aiders. First aider stickers will allow easy identification on site. The first aid station will provide all information, first aid kit, eye wash facilities and an AED which we will make available to the school during site hours. A traffic management plan will be on display with clear vehicular routes and CLOCS checklists. Drug and alcohol policies will be strictly adhered to with random testing being carried out across Conlon sites. Legality of worker protocols will be enforced. All operatives will have a valid CCS card.

Test and Commission Management

Planning of the commissioning and handover process will start during the design development phase. A detailed plan and programme for the preparation of building and operating manuals, testing, commissioning, and witnessing of the building systems will be prepared to ensure structured commissioning at handover.

Mechanical, electrical, and plumbing installations will be progressively tested throughout the installation period. Prior to handover, thorough commissioning will take place along with preparation of all operation and maintenance manuals. We have allowed a period at the end of the construction programme for testing and commissioning. During this period, training will be provided for relevant employees. The building manuals will also be completed.

All the plant and system performance tests will be carried out in accordance with the codes of practice and the requirements for each system detailed in the specification. Pressure tests and continuity tests will be carried out and monitored as the installation progresses. Pre-commissioning will be carried out zone-by-zone as works progress, and the final balancing and fine-tuning of controls will be carried out when the building works are almost complete.

Thorough inspection, testing, demonstration and witnessing of the various systems will take place in accordance with the agreed plan to achieve handover of the completed building on the due date.

Please note that this document will be supplemented during the construction Phase by the Project Management Plan, Method Statements and Risk Assessments on an ongoing basis.

