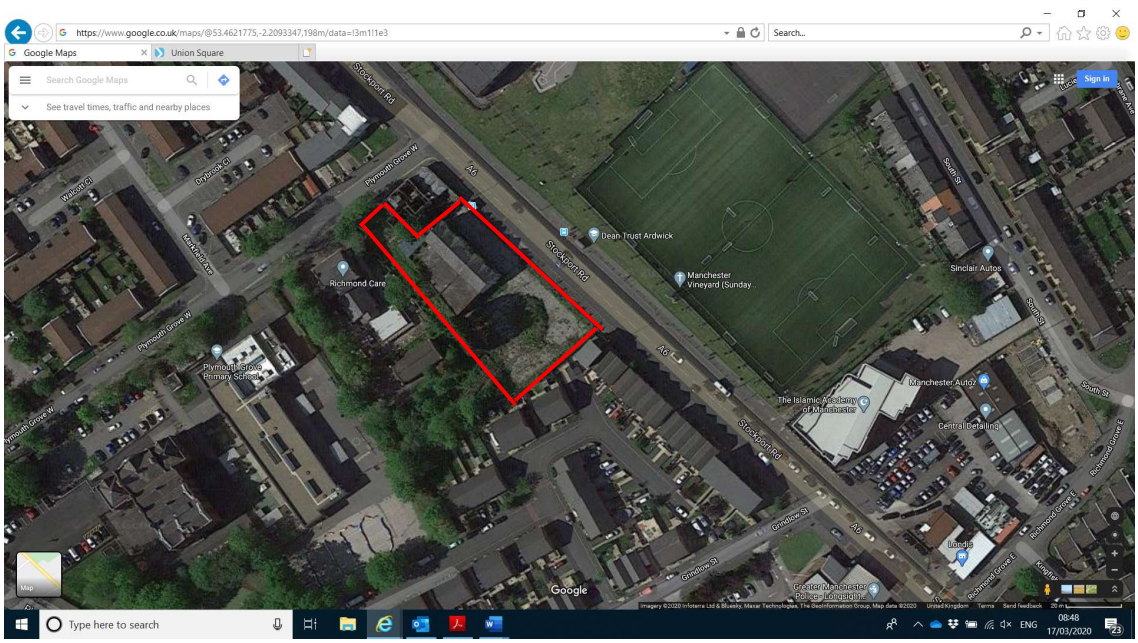
17th March 20

Stockport Road

Construction Management Plan including Safety and Environmental Methodology



17th March 20

Stockport Road - CEMP

The Site:

The site is accessed off Plymouth Grove West – M13 0AG

The Project:

The project consists of the design and construction of a 7 storey building to form 96 residential apartments (Use Class C3a) with associated car parking, amenity space, boundary treatment, landscaping and other associated works following demolition of existing buildings.

Health, Safety and Environmental

Matters of Health, Safety and Environmental issues are approached proactively by CPUK Group and are a cornerstone of our Management System. All proposed methods of working will be given detailed consideration to ensure that they contribute to create a safe zero accident environment on site throughout the contract.

A Construction Health, Safety and Environmental Plan will be issued to the Client three weeks prior to the start on site date.

We have a 'in house' Safety Manager, he will visit and audit the site on a regular basis. We also carryout weekly safety audits and four weekly HS&E meetings where subcontractors, designers and the Principle Designer can attend.

CPUK Group will assess the potential environmental impact of the works upon the locality as part of standard pre-start procedures. Issues related to traffic flow, pedestrians, noise, dust, contaminated material, road cleaning, disposal of water, general nuisance and the like will be reviewed with our Safety Advisor and all external Parties involved to ensure that all necessary measures are understood and can be implemented during the course of the works.

The local Police Authority, Fire Brigade and Local Authority Highways Agency will be informed and briefed on the project and the construction sequence. It is CPUK Group's intention to maintain a regular and close contact with all interested parties throughout the construction process.

Although it is no longer a legal requirement to produce a SWMP. A Site Waste Management Plan will be prepared prior to the works commencing.

All waste materials that leave site are recorded and monitored and where possibly materials are recycled. A monthly report is produced to monitor the actual percentages of recycled materials against our targeted percentages.

Design Review

A design assessment & value engineering review is one of the most important functions in the early stages of any project.

At CPUK Group we take this up front role very seriously, by allocating a dedicated Design Manager to oversee the design process and a Mechanical and Electrical consultant to oversee and review the M+E installations from tender and throughout the build. In conjunction with the design team, we review and challenge the construction methods, choice of materials, building systems, sequencing, layouts and practical buildability to ensure that as many issues/problems are resolved upfront, to facilitate a smooth running build process.

We also understand that not every detail will be resolved at day one and that is the reason we continue with the design input & work closely with the client and design team throughout the build. This ensures that all avenues are investigated and assessed for suitability, from new systems of work, new products, alternative materials and build methods, to achieve maximum value for our clients.

As most of our workload originates from either recommendation or negotiation, it is paramount that we offer an exceptional level of service and delivery.

We will work closely with the Client and Design team to achieve a safe, high quality and cost effective scheme.

Our design manager would control and monitor the whole process from design through construction and to completion to ensure the team achieves the end goal.

An Information Required Schedule will be issued at the commencement of the works and then individual 'Request for Information' sheets will be issued for specific design information.

Risks and Mitigation Measures

We have produced a Tender Project Risk Register to show the risks we can foresee and the mitigation measures to be put in place to eliminate or reduce the risk. By working closely with all parties we can review, monitor and update the Project Risk Register throughout the contract period.

Tender Programme

We have attached our tender programme which fully details the construction phase methodology, the critical path, the procurement, the build sequence, testing/commissioning and snagging of the works.

Typical Procurement and Lead In Periods:

We have listed below the Key procurement elements of the works that are on long lead in periods:
Substation Transformer – lead in 17 weeks.
Structural Steelwork - lead in 12 to 14 weeks.
Cladding - lead in 10 to 12 weeks.
Curtain Walling/Windows - lead in 8 to 10 weeks.
Piling – lead in 4 to 6 weeks.
Scaffold design calculations, submission and approvals - 3 weeks.

We can confirm that we have worked closely with our existing suppliers/subcontractors on this submission. We have spoken to all the key subcontractors and discussed critical issues; production of drawings, approval periods, manufacturing period, installation times and the effect of the weather on productivity.

We also considered and discussed alterative products, buildability, interface issues, delivery/off-loading requirements, scaffolding/hoisting/loading out, storage,

attendances/prelims and the optimum programme period that can be achieved and with how many operatives.
Once this information was obtained, we then complete our tender programme in the knowledge that we can build the new student/private accommodation block in the time scales stated on our tender programme.

By involving and discussing the programme with the subcontractors early, we can confirm with confidence that our subcontractors will work with us to meet the programme.

Method Statement for the Works

The Site:

Access to the site is via the existing site entrance on Plymouth Grove West as photo below:



The entrance will be used for both inbound and outbound delivery vehicles of various sizes from Sprinter type vans up to articulated lorries, as well as staff, visitors and deliveries.

Preconstruction Activities:

We have listed below some key preconstruction activities. The list is not exhaustive and would be developed in line with the Project Risk Register.

- Meeting with Highways.
- Meeting with adjoining owners.
- Scaffold and hoarding licences, mobile crane location, permits, licences, oversail rights, hoardings and skips.
- Consideration of the use of Local labour and suppliers.

- Producing a Traffic Management Plan – approvals, permits, licenses loading out, deliveries, skip location, avoiding congestion, access routes, emergency vehicle access, pedestrian and vehicle segregation, refuse collection and the like.
- Check with the surrounding building owners/occupiers and Highways Inspector if there are any planned building works or road closers.
- Carryout 24 hour acoustic surveys.
- Carryout Drainage surveys to confirm existing inverts.
- Check the existing site levels. Check/trial hole the site.
- Update the tender Risk Register for the Works.
- Undertake Dimensional surveys.
- Review the Fire Assessments and requirement for a new fire hydrant within 90m of the new units.
- Submit Building Control Approval documents to Manchester City Council and review and answer Building Control queries.
- Apply early for New Stats connection and substation quotations.
- Carryout early SBEM's, SAP's, EPC's and the like.
- Put in place a Planning Matrix, Building Control Matrix. Issue the Information Release Schedule, Design Schedule, Subcontract and Material Procurement Schedules.
- Review the Tenants agreement to lease including early access date requirements.
- Appoint the Temporary Works designer and produce the TW schedule and designs.
- Location of nearby parking for staff, operatives and visitors, in the event the site cannot be used due to crane lifts and the like.
- Remediation strategy has been produced by BeK and works will be in line with this document

Site Start Up Strategy:

Due to the location of the Works, CPUK Group will appoint a Liaison Manager to deal with all aspects of the interfaces with the public, adjoining owners/tenant's and Stakeholders. The Liaison Managers details will be given to all Parties and displayed alongside the Considerate Contractors Scheme Details.

CPUK Group will ensure a 'Letter Drop' to all the surrounding properties is untaken several weeks prior to the works commencing, this will allow time for the Stakeholders and Retail Owners/tenant's to contact CPUK Group and for us to meet with them to discuss any concerns they may have.

Liaison meetings will be held with the Client, Stakeholders and other third parties to understand their day to day requirements and that of the construction site. This will included but not be limited to, delivery/collection times and routes, refuse collection days, fire escape routes, opening times, working hours for the construction site and any out of hours working if required.

Protective clothing and equipment will be provided and maintained on site for the Client and other visitors to the site.

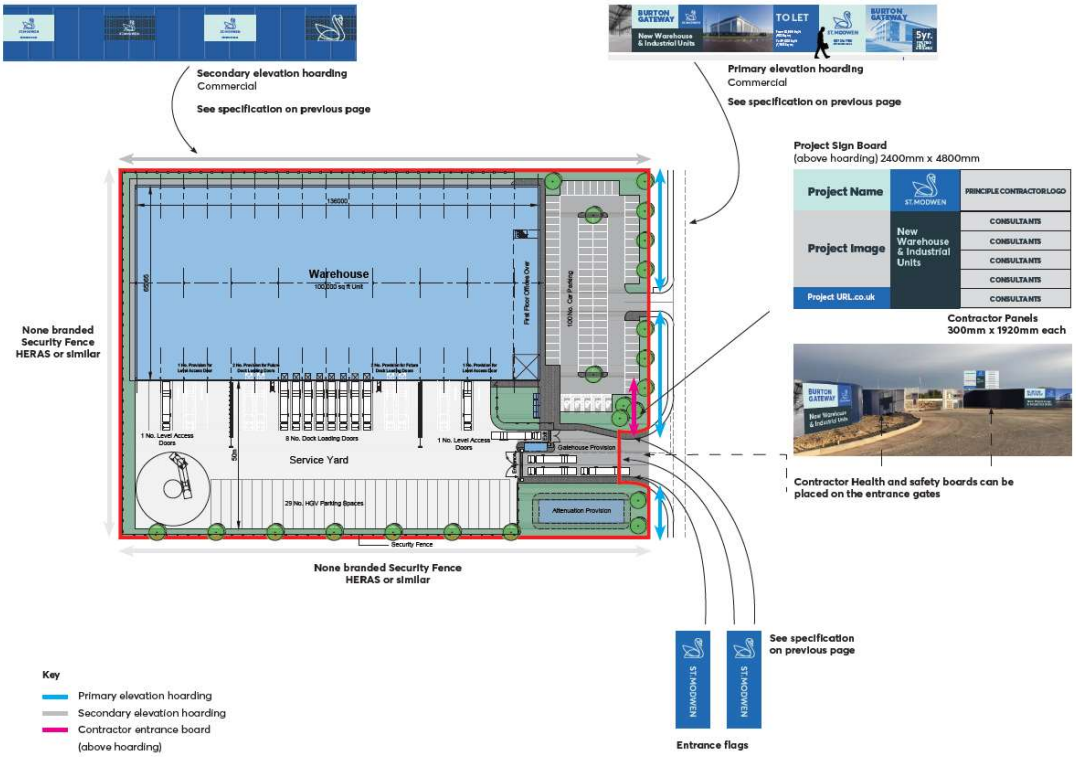
A self-contained welfare unit will be used until the site cabins are installed. We have included photos of a typical CPUK Group site set up and compound below.



Fire escape routes and emergency vehicle routes will be maintained along with segregated pedestrian access routes through the site entrance, construction site and access routes.

Prior to the solid timber hoarding and Primary/Secondary elevation erection. A secure heras fence will be erected to the compound and site areas with safety, wayfinder, advertising and information signs clearly displayed. The secure heras fencing will be erected in line with the designated site boundaries and will segregate construction activities and construction traffic from the general public and on site personnel whilst maintaining full access/egress for deliveries, staff, refuse collections and visitors. Pedestrian routes through the construction site will be demarked with Chapter 8 barriers.

Solid hoarding will be provided where shown on the drawings to Primary and Secondary elevations with heras fencing to the remaining site boundary. The fencing will be as the St Modwen's specification. We have allowed 224m of Primary and 184m of Secondary fencing.



It is proposed that all subcontractor parking will be on site. Compound areas will be provided for on-site during the construction period. Segregated construction vehicle access routes and pedestrian walkways will be set up and clearly marked.

We will undertake a below ground utility survey of the site to ensure any existing services remain unaffected by the temporary compound/cabin location.

We have reviewed the site logistics and we will produce site logistic plans to clearly show the different changes to the pedestrian routes during the construction works.

The temporary site compound is for site cabins, welfare facilities and associated plant and for the parking our subcontractor's vehicles.

Site Access, Compound and Parking:

Safe pedestrian and vehicular access, including emergency and refuse collection vehicles, will be maintained at all times.

There will be a No Smoking Policy in the site and compound areas.

Plant and material deliveries will be controlled by our full time gateman.

All waste materials will be placed into segregated skips and removed from site by skip wagons.

The Construction Works:

Our aim as the Principal Contractor is to ensure the project is managed to achieve a target of zero accidents and zero risks to health. Good communication and liaison between the Client, CPUK Group and the design team members is critical to the smooth running of the contract and avoiding any potential risks or disruption to the costs or construction period. Daily liaison will be established between CPUK Group and the subcontractors. We will hold regular safety and co-ordination meetings with all contractors and sub-contractors working on the site and ensure there is a flow of information between all parties regarding the health and safety and quality on the project.
CPUK's site manager will ensure that all personnel wanting to enter the CPUK Group site must watch our safety DVD and have our site safety induction prior to entering the site.

The construction activities, construction sequence and critical path is shown on our tender programme.

In summary the site remediation, installation of the pile mat, vibro piling and the foundations are critical to the programme.
Another key area is the erection of the steel frames and the cladding.

Construction Health, Safety and Environmental Plan:

The CHSE Plan will be presented to the Client no later than three weeks prior to the commencement on site. Works will not start until the Client has confirmed in writing that the CHSE Plan is sufficiently advanced for the works to commence.

Traffic Management Plan:

A full detailed Traffic Management Plan will be produced prior to the works commencing. This plan will be implemented, developed and updated on a regular basis in line with the changing construction sequences. The plan will contain details for all the deliveries, crane locations, vehicle/pedestrian routes, emergency vehicle and fire escape routes for works in the site boundary and to the external work areas.

Traffic routes will be planned and reviewed as the construction works progress. We will ensure that the existing turning areas and pedestrian routes are safe of all parties and that there is an emergency procedure in place, developed and kept up to date during the construction process.
Emergency procedures will be relayed to our site personnel and any visiting personnel during the CPUK Group safety induction process.

The key to executing the construction works in a safe manner is by providing a safe and healthy environment for both the construction personnel, the staff, visitors, the public and the Stakeholders. We will provide banksmen with all vehicles at all times. The banksmen will wear red hard hats, red high visibility vests with the words 'Banksman' displayed across the back of their vests.

Due to the nature of the site careful consideration of the site logistics will be required with forward planning of deliveries, agreed delivery dates and times for each wagon, holding point locations for delivery wagons and the transportation of personnel from the allocated external parking areas to the site. We will have to adopt a 'just in time' system, so vehicular movements on and off site for the construction will be carefully controlled. There are busy roads and footpaths around the site and the public must be kept safe at all times.

Clear wayfinder signs will be posted along the external roads to guide delivery drivers to the 'holding' bays or the site compound and construction operatives to the external parking areas. Additional directional signage will be installed along the delivery access route to direct vehicles to our compound/site.

Freight Vehicle Safety Requirements will be implemented on our site.

Parking of construction vehicles will be monitored on a daily basis by CPUK Group staff. A specific statement on parking will be covered in the site safety induction and in all material/plant orders and subcontract preorders.

It is essential that site visitors and the public do not come into contact with vehicles. Delivery vehicles and construction plant will have to move across roads and footpaths used by the staff, visitors and public. Young people may not appreciate the danger created with construction activities and will be particularly vulnerable to the dangers. We will ensure that all vehicles are escorted by a banksman and vehicles are only reversed under the supervision of banksmen.
The safety of the public outweighs the need to move vehicles, so where possible vehicle movements will be restricted but when this is not possible the vehicles will be stopped from moving until it is safe to carry on.

Stockport Road is a main vehicle route past the site and into city centre; we will ensure access is maintained along the road and to the neighbouring properties including emergency services access at all times. We will ensure that staff, subcontractors and visitors vehicles do

not obstruct access and egress along this road. All deliveries will be able to pull into the site entrance where they will be met by our gateman. This will avoid any requirements for vehicles to stop on Magdalene Road.

Adequate safety fencing, safety+ wayfinder signage with clear pedestrian routes with anti-trip feet will be provided:





All material and subcontractor orders will contain a directional map to the site. The orders will clearly indicate the site landline number, Project Managers name and mobile phone number and confirmation there is no parking facilities on the site.

A weekly schedule of deliveries will be produced two weeks in advance of the works; the schedule will have delivery times clearly stated on it and it will be issued to all parties.
The day before a delivery is due the Project Manager will contact the delivery companies to confirm they will be arriving at their allocated time.
All deliveries will be planned and coordinated in advance to ensure there is access and safe transportation to the construction site. Where possible deliveries should take place to miss peak traffic times.

Construction Strategy:

Delivery routes to the site will be suitably sign posted as necessary to minimise local disruption. A schedule of deliveries will be produced and a schedule of key programme dates will be issued and reviewed.

The site will be CAT scanned, trial holes excavated to positively locate known services and the invert levels of all the drains will be confirmed. Excavation works will be in line with BeK remediation strategy and works will be validated by BeK.

Clear and safe access will be maintained at all times to the entrance of the new buildings and to the site. They will be maintained with adequate safety fencing and signage being put in place.

The position of cranes and site logistic plans will be developed from the tender stage and finalised in the construction Health, Safety and Environmental Plan.

Our initial thoughts are to use a mobile crane to form the new units, this will allow us to off load materials and distribute materials round the buildings as required.

An external scaffold will be erected around the building

A weekly site logistic plan will be produced and discussed with all parties in advance of the works commencing.

The sequencing and challenges of the external works is high risk. In summary the key items to be considered and the risks mitigated are:

- Ensuring there is as little disruption to the existing road as possible.
- Avoidance of trip hazards.
- Secure and safe transportation of operatives, materials and plant from the compound to work areas.
- Ensuring the public do not come into contact with construction works, excavations, plant or operatives.
- Ensuring the public do not gain unauthorised access to the site areas.
- Provision of security cameras and supplemented by man guards when deemed necessary.
- Clear Wayfinder and safety notices.
- Adequate Safety fencing and pedestrian routes.
- Radio communication – this allows one point of contact to deal with any issues safely and swiftly.
- Avoiding damage to the existing footpaths, trees, buildings and car parks.
- Avoiding damage to the existing services/drains.
- Maintaining delivery/collection and all access routes to the adjoining buildings and roads.
- Providing adequate noise, vibration and dust suppression. Use of acoustic screens if required.
- Informing staff and operatives on how to deal with the Public, Retail Owners/tenants and visitors.
- Maintain fire escapes and emergency vehicle access routes at all times.
- Clean and tidy work areas and access routes. Provision of road sweepers.
- Out of Hours working to be worked to ensure accesses are maintained.
- Full time supervision of the quality.
- Consideration of Environmental restrictions; noise, vibration and the like.
- A Project Risk Register will be produced, used and reviewed weekly to remove the risks or mitigate them.

The proposed Hours of working

CPUK's working hours –
Monday to Thursday 7.30am to 5.30pm.
Friday 7.30am to 3.30pm
Weekends only by agreement.
Out Of Hours work only by agreement.

Out Of Hours Working:

Any out of hours working will only be undertaken after a Risk Assessment and Noise assessment has been carried. Our Project Manager will liaise closely with the Environmental Agency and Highways to ensure they are fully aware of the scope of works, anticipated noise levels and duration of the works.

CPUK Group and our subcontractors will provide separate staff members and operatives to work these shifts so that there is no disruption to the day to day construction activities and productivity.

Fire Prevention:

We will comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').
A Fire Risk Assessment will be undertaken prior to any works commencing and developed/reviewed as each construction phase changes the works.
A member of staff will be appointed as the Site Fire Marshall.

Alcohol and Drug Testing:

CPUK Group will employ an independent health check company to undertake alcohol and drug testing on 10% the site work force.

Considerate Contactors Scheme:

It is our company policy to register every job with the Considerate Contractors Scheme and comply with their requirements. The CCS notices and signs will be clearly displayed at the site entrance with CPUK Group point of contact details displayed, the signs will be on the site fencing and in the site offices. The site will be a no smoking zone. We will provide a discreet designated smoking shelter with ashtrays taking into account the considerate contractor's scheme and legislative requirements.

It is important that the external appearance of the site presents a positive image and that the site is well organized, clean and tidy. Daily inspections of the site boundary and site access roads will ensure that rubbish and debris is quickly spotted and addressed.

We strive to achieve the highest levels of safety performance and ensure safe systems of works are in place to care for the public, visitors and the site operatives. Consultation with the site operatives, training and good communication help to promote a positive attitude towards safety. All our staff and operatives have CSCS cards.

Security and Time Lapse Camera

We will provide a time lapse camera on site along with a full time gateman during the working day and security cameras with a response team monitoring the site 24/7. This will be supplemented with a 24 hour manned guard to ensure the security of the site/building, plant and materials.

This is a typical remote control camera that our security subcontractor uses:



Security of the sites will be by means of robust solid security fencing installed around the construction sites. Safety signage, emergency signage, wayfinder signage and considerate constructor's signage will be clearly displayed.

All CPUK Group staff, visitors and construction personnel will where hi vis vests with a CPUK logo on the back. Additionally identification badges will be issued to any personnel who will be working outside the site boundary.

Measures to control the emission of dust and dirt during construction including the deposit of extraneous materials on the highway.

The Site manager will take noise readings for any new plant brought to site or any noisy operations. The readings are recorded on the Noise register – Form S41. From this information it is incorporated into the RA and SWMS documents for the works to be carried out on site.
We would propose to employ subcontractors for the excavation works, stoning up, foundations and ground works. These activities are the ones that need to be controlled and monitored so daily inspections of the site entrance and public highway will be undertaken and a photographic record taken of each inspection.
Each subcontractor will be responsible for providing a banksman, an operative, and an attendant road sweeper as required for the duration of their works. They will be tasked to keep the site entrance and public highway free of mud and debris at all times. Wagons leaving the site will have any debris removed from their wheels by the operative. This debris will be placed into stock piles for removal at a later time.
The operative will ensure the footpath is kept clean at all times and an attendant road sweeper will be available to clean the road should any debris get onto the public highway. The road sweeper will also periodically clean the existing road gullies adjacent the site entrance.

At completion of the works a road sweeper with a gully sucker attachment will clean the existing road gullies adjacent the site entrances.

CPUK Group will ensure that noise control complies with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the works. Noise testing will be completed as works commence using the Site Managers noise meter reader and controls will be put in place where noise exceeds 85 dB(A) when measured from the site boundary. CPUK Group will ensure that where required, compressors, percussion tools and plant are fitted with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles as an immediate control at the source. Additional controls such as acoustic screens will be used to contain the noise if required. Radios or other audio equipment will be prohibited and CPUK Group will not permit employees to use such equipment whilst on site.

It is not envisaged that dust will be an issue other than dust created as a result of the weather conditions (dry and windy). Where weather conditions create dry ground conditions and wind creates dust then dampening down techniques will be employed to prevent circulation of the dust.
Where dusty operations are undertaken on site the dust will be controlled at the source by using extraction techniques and hoovering up as opposed to sweeping up dust will be advocated.

All cutting of blocks, concrete, tarmac and the likes will be done with wet cutting equipment fitted with dust suppression kits.
To prevent nuisance from dust and debris, we will apply methods to prevent dust and debris getting outside the site boundary, we will prevent dust at levels which could cause respiratory and visibility difficulties to passing vehicles and pedestrians, prevent build up and damage that could be causes to adjacent surrounding buildings. Temporary screens and the like will be used to ensure everything is contained within the site. Where necessary covered skips will be used.
The Project Manager for this project will be a competent person who has successfully completed all the necessary courses to make him competent for this role.

The Project Manager will review daily the condition of the site and he will check on regular basis to ensure all works are progressing safely and comply with the risk assessments/method statement.

Precautions to be Taken to Ensure the Safety of the General Public

HSG 151 Protecting the Public –Your Next Move:
The Law says you must conduct your business without putting members of the public at risk. This includes the public and other workers who may be affected by your work.

The construction site requires measures to manage access through defined boundaries and steps to exclude unauthorised people. We will ensure that we provide all the required works to make the site safe.

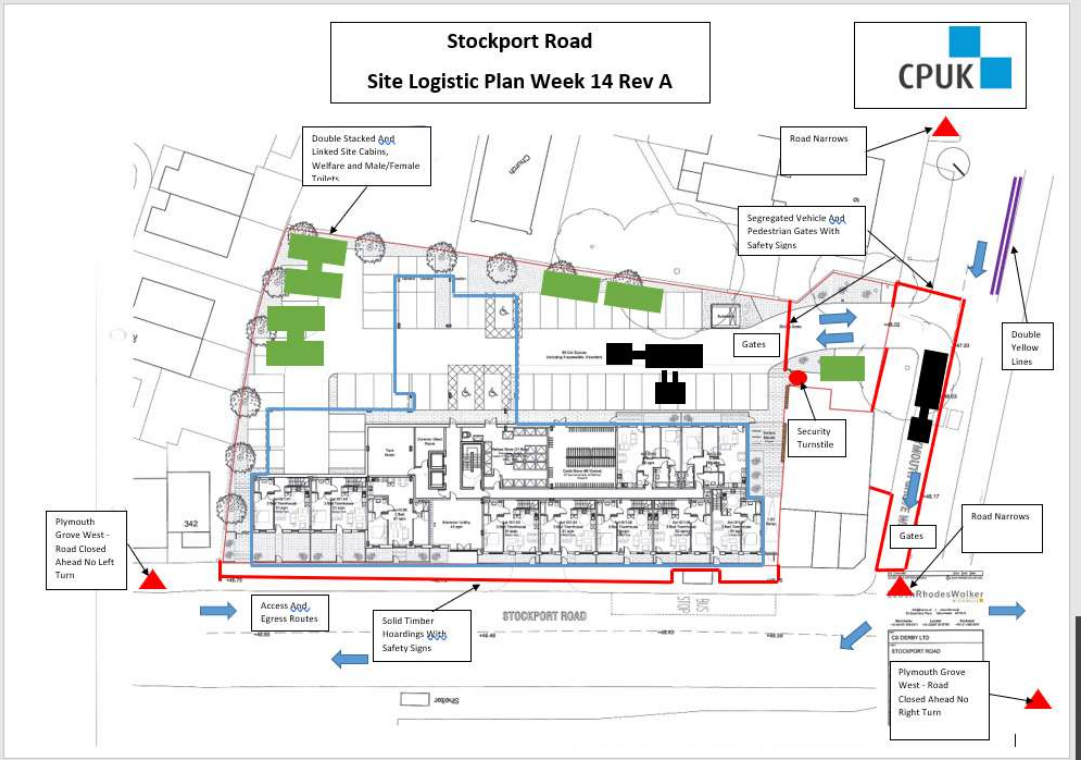
Site Start Up Strategy

A schedule of deliveries will be produced and a schedule of key programme dates will be issued and reviewed.

The site will CAT scanned, trial holes excavated to positively locate known services and the invert levels of all the drains will be confirmed. All wayleaves and easements will be clearly marked out and signed across the site.

Trial holes will be undertaken once the site has been scanned and a 'Permit To Dig' issued. All known services will be positively identified.

The site will then be cleared/remediated of the existing demolition materials and structures and other items as required.



Ground Improvement and Substructure

After the site has been excavated to its reduced levels and filled; CBR tests will be undertaken prior to the piling works and foundations commencing. The foundations with HD bolt sets will be constructed to comply with the programmed sequence. Concrete will be placed directly from the agitator into a suitably prepared, clean, blinded and shuttered area. Should there be a requirement to pump ground water from the excavations then silt traps will be used and permission to discharge to the main drains obtained from United Utilities.

Under slab drainage and ducts will be installed after the foundations are complete.

Superstructure Works

All lifts will be planned and approved by CPUK Group qualified Crane Coordinator and Appointed Person.

Materials and plant will be generally distributed by Mobile Crane and supplemented with a telescopic fork lift truck. Materials/plant will be loaded onto scaffold loading bays.

Structural Steelwork

When the foundations to the building is sufficiently cured the structural steel will be installed. The sub-contractor will erect structural steelwork columns and beams progressively. These will be plumbed, lined and levelled in the correct programme sequence. A mobile crane will be used for this task. The test certificates for the cranes, all chains and equipment will be submitted to CPUK Ltd prior to commencement. Working access will be afforded by the use of MEWP's or alloy towers.

Any temporary bracings will be designed and the design approved prior to it being erected and dismantled.

Roofing and Walls

Roofing is a high-risk activity and therefore one that will be given particular attention from procurement to installation. Installation proposals will be covered in a detailed method statement and risk assessment, which will be reviewed and agreed by all parties in advance of its commencement.

The Roof and wall finishes will be designed, supplied, and installed by specialist subcontractors.

Generally the installation of the roofing will comprise the use of a crane for loading out and materials handling.
Scaffolding perimeter edge protection and will be provided by utilising an external scaffolding fixed around the building envelope at eaves level.

Access to the roof will be by means of one external staircase.

The internal masonry walls will be installed off scaffolding.

External Envelope Finishes

The external envelope finishes will commence after the superstructure is sufficiently complete to allow for safe continuity. This will afford a weather proofed area in which first fix operations can commence internally.

Materials handling for the external envelope will be given special attention to ensure that the planned production rate may be achieved.



Ground Floor Slabs

Upon completion of the external structures the ground floor and upper floor slabs will be poured by means of concrete pumps. Where the existing floor slabs are retained then these will be cleaned.

Windows/Doors

Installation of glazing will follow closely after the completion of the external envelope, this will further aid in weatherproofing the interior areas.

Material handling and installation will be by means of a forklift and MEWP's will be used for access.

Internal Finishes

The internal walls are to be constructed of blockwork and metal stud partitions. These will be built from a standing scaffold with access ladders and loading bays. All other internal finishes detailed in the Agreement to Lease will then be installed.

External Works

The external works to the perimeter of the development will commence to suit the general constraints of the construction programme, whilst taking due consideration of any Local Authority or surrounding user requirements.

Site Liaison and Meetings

During the mobilisation period and all during the construction works communication and liaison between all parties will be key to a successful contract. By forming close links with the Client, the adjoining Retail Owners/tenant's and residents, we will get a clear understanding of their daily routines and concerns, thus allowing us to work with them to avoid any disruptions to their everyday operations and they will get an understanding of the construction process, programme dates and our delivery requirements.

Daily and weekly meetings will be held to review the construction programme, key dates and the duration of each construction activity will be discussed and the implications on the surrounding areas of the site can be assessed. This will allow the risks to be considered, a risk register produced and the preventative controls put in place prior to the works being undertaken on site.

All construction personnel will have a specific induction on how to deal with the public, Retail Owners/tenants and visitors.

We will ensure that we are aware of any local planned events during the construction works. To avoid any interruption to these local planned events then good planning and communication is essential. By discussing these events early we can all work together to understand which construction activities and deliveries are happening and then assess the risks and put in place risk mitigation measures.

It is essential that we comply with all the Health and Safety requirements especially whilst working outside our site boundary between the separate site areas. Good programming,

communication, RAM's and a knowledge of the surrounding building uses will help prevent any incidents/accidents.

The use of VHF radios will be used to aid communication between the site offices, compound, site areas and the banksmen.

If an incident takes place then the works will cease whilst the incident is investigated and corrective measures introduced so that it cannot happen again.

We will provide a liaison manager who deals with all enquiries/concerns/incidents. If he is away from the site for holidays/illness then the duty liaison manager available on site. Contact details will be displayed around the site. The CPUK Group Liaison Manager will hold regular meetings with the Client/Adjoining home owners and, retailers to ensure a good relationship is achieved and maintained and that any concerns are dealt with quickly. The Liaison Manager will set up a complaints procedure so complaints can be investigated and the finding then learnt from and communicated to all parties. The use of feedback questionnaires with regular reviews will be used.

Weekly Meetings

CPUK Group would request a formal weekly meeting, where detailed information regarding the forthcoming works schedule can be shared and discussed between all concerned parties. An agenda will be issued in advance of the meeting, setting out the key items for discussion, including:

- A two weekly programme of works, (updated weekly), along with marked up phasing drawings to be issued and discussed with all attendees.
- A schedule of deliveries / collections
- Security arrangements / requirements
- Access Requirements
- Daytime & Night time activities
- Directional Signage requirements
- Temporary Branded Shop signage 'Open as Usual' etc
- Concerns or Issues to be raised
- A review of previous and current actions and activities

It would be intended that the weekly meetings are recorded by taking meeting minutes, noting the date, time & location of the meeting, attendees present / absent, items requiring action, by whom and by when. Items agreed and information issued or items discussed. A copy of the meeting minutes will then be circulated to each party for review and action.

Daily Liaison

In addition to the formal weekly meeting, CPUK Group would request a daily informal meeting, where a daily task sheet will be issued, indicating the day's activities, along with any sensitive works planned for out of hours. Immediate issues and concerns can also be addressed at this time.

CPUK Group would advise who should attend the meetings.
Weekly meetings we would assume to be attended by the employers representative.

Monthly Progress Meetings

We will hold a monthly progress meeting, along with the Client and design team, where CPUK Group would provide a main contractors report, with an update on programme, progress, costs, safety and the like. Any concerns, actions or required information can be discussed at these meetings.

Quality Inspections/ Handover and Aftercare Management

CPUK Group uses a Quality Management System and we enrol all of our subcontractors and suppliers into achieving a high standard of quality. We hold prestart quality meetings with all our subcontractors before they start on site and we hold 4 weekly quality meetings throughout the contract.

Time has been allocated during and at the end of build sequences to enable the Client/Designers to inspect the works and if necessary any remedial works will be undertaken immediately. The quality inspections will be progressive to give us all time to inspection/snag out the works prior to handover.

Our Aftercare Manager, Gary Hollingsworth, and his team in our head office will stay with the job for 12 months, starting from practical completion right through to the issuing of the Making Good Defects Certificate.

On our tender programme, time will be allocated during and at the end of build sequences to enable the subcontractors, then CPUK Ltd followed by the Client/Designers to inspect the works and if necessary any remedial works will be undertaken immediately. The quality inspections will be progressive to give us all time to inspection/snag out the works prior to handover. This will ensure a defects free handover at practical completion.

On Completion of the Works

CPUK Group will co-ordinate the design team, sub-contractors and their designers to ensure they produce final issue / as build records and drawings, along with sufficient information relating to the design of the structure, its construction and maintenance to satisfy the requirements of the Health & Safety file / Operation & maintenance manuals.