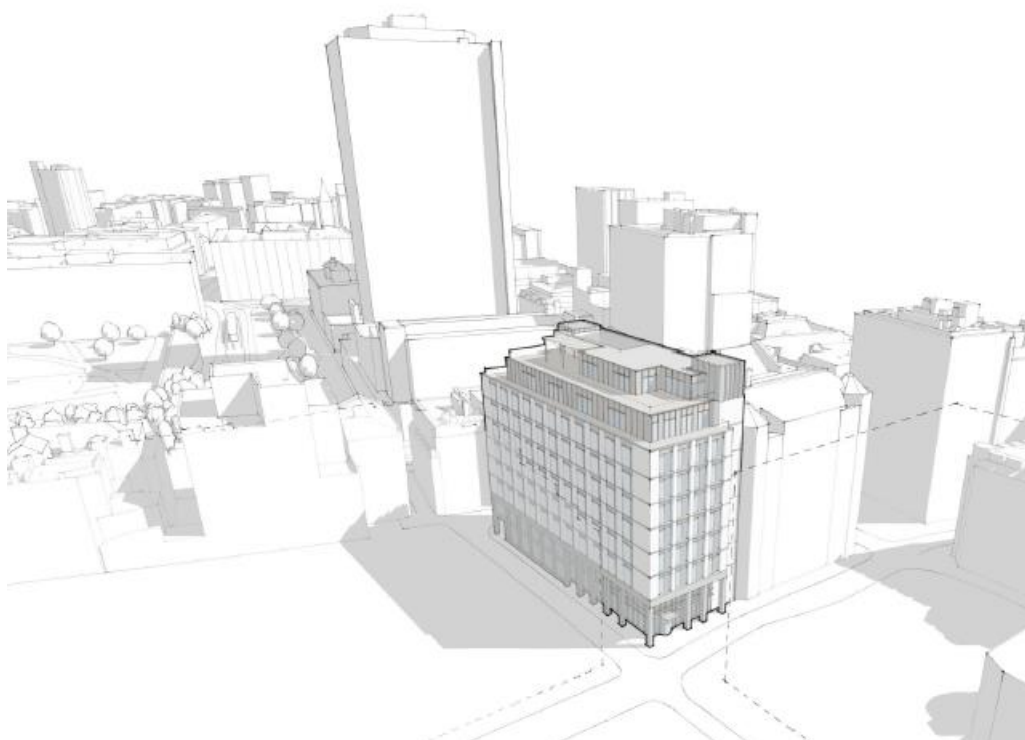


GA

Gilbert-Ash

Construction & Environmental Management Plan

35 Fountain Street, Manchester



Date: 27/2/20	Document not approved	A	B	C
Author – Emmett Holmes	Approved – Subject to revision	Tick as Appropriate		
Current status of Document	Document approved - Proceed			

Revision History		
Date	Revision No.	Details of Revision
15-10-24	0	Initial issue of document
04-11-24	1	Revision following CBRE comments
24-01-25	2	Revision following MCC comments

Sign Off	Print Name	Signature	Date
Gilbert-Ash	Emmett Holmes	E Holmes	24-01-25

CONTENTS

Section 1 – Introduction

Section 2 – Key Personnel

Section 3 – Site Contacts

Section 4 – About the Site

Section 5 – Community Liaison

Section 6 – Transportation Issues Associated with the Site

Section 7 – Traffic Management for the Site

Section 8 – Environmental Issues

Section 9 – Monitoring, Compliance, Reporting and Consultation about Traffic and Activities related to the Site

Appendix A – Site Logistic Plan

Appendix B – Draft Construction Programme

Appendix C – Example of Newsletter

Appendix D – Noise Monitoring Equipment

Appendix E –Gilbert-Ash Site Instruction S1 34 Noise & vibration procedure

Appendix F – Gilbert-Ash Site Rules

Appendix G – site check list/signage

Appendix H – Sustainable Procurement policy

Appendix I – Accident investigation report

Appendix J – Near Miss/ Incident Report

Appendix K – Complaints

Section 1 – Introduction

This **Construction & Environmental Management Plan (GA-CEMP)** sets out our proposed principles and requirements to minimise the impacts of the construction process on the amenity of neighbouring occupiers and the environment and how these will be managed and mitigated.

This plan has been developed in accordance with the principles set out in the Council's Environmental Code of Construction Practice (as amended), and the guidance contained in "Manchester Council Transport Strategy"

Details include how the impact of on-site activities will be managed during the construction phase including traffic management, dust, noise and vibration management.

The Site & Surrounding Areas

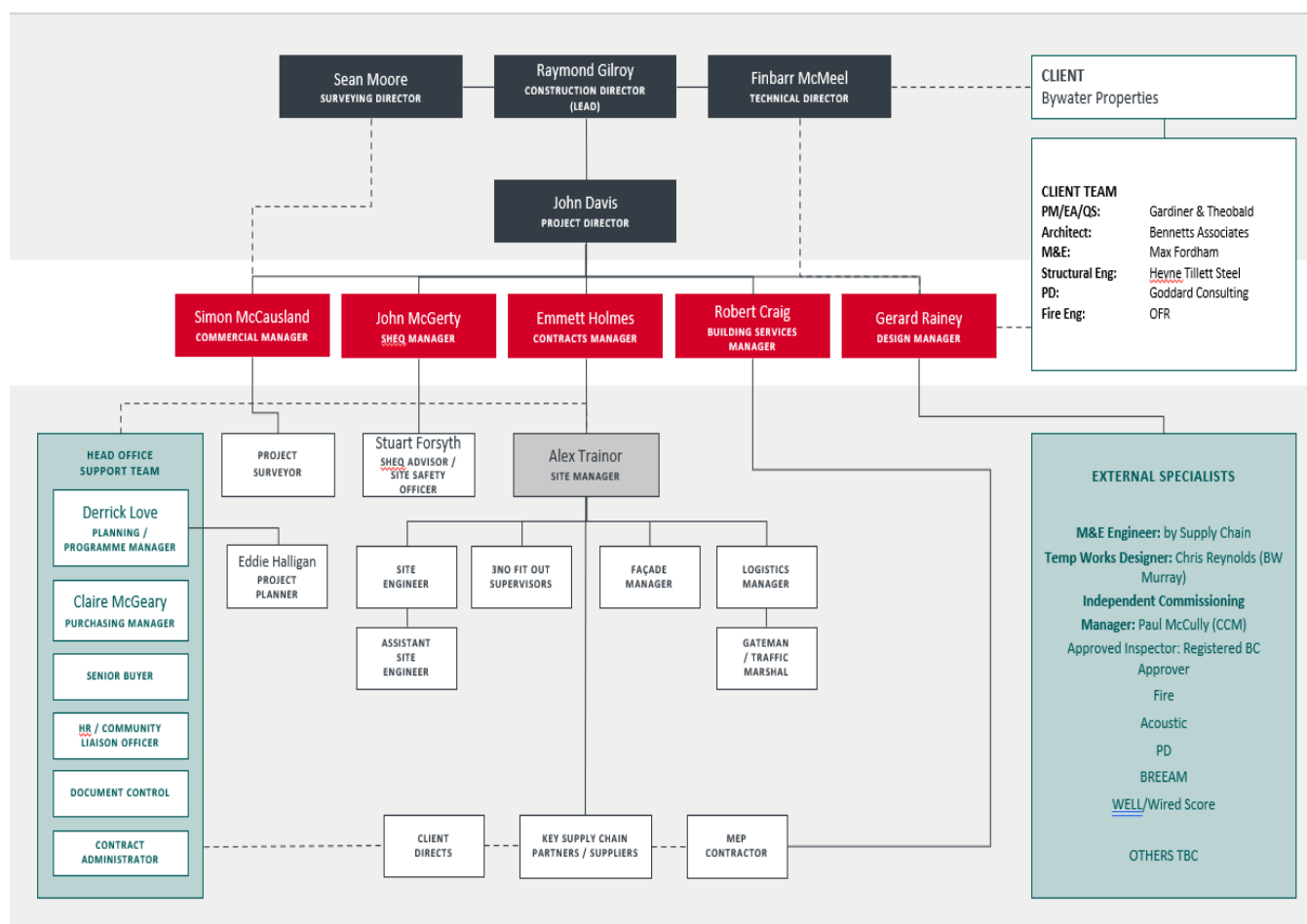


Section 2 – Key Personnel

COMPANY	CONTACTS	Telephone	EMAIL
CLIENT			
Bywater Properties 46 James Street London W1U 1EZ	Pavlos Clifton – Head of Development		Pavlos@BywaterProperties.com
	Amber Nisbett – Associate Development Manager		AmberN@BywaterProperties.com
	Theo Michell – Principal		Theo@bywaterproperties.com
PROJECT MANAGER			
Gardiner & Theobald 10 South Crescent London WC1E 7BD	Matt Holman – Partner	0207 209 8420	m.holman@gardiner.com
	Emma Scott-Miller – Director	0203 872 4689	e.scott-miller@gardiner.com
	Fran Randle – Senior Planner	0203 872 4689	f.randle@gardiner.com
	Elliot Bairstow – Senior Project Manager	0203 872 4689	E.Bairstow@Gardiner.com
MAIN WORK-PCSA CONTRACTOR			
Gilbert Ash 9 Empire Square Tabard Street London SE1 4NA	Raymond Gilroy - Construction Director	02890 664 334	Raymond.gilroy@gilbert-ash.co.uk
	Finbarr McMeel - Technical Director	02890 664 334	Finbarr.mcmeel@gilbert-ash.co.uk
	Stephen Barkley - Chief Estimator	02890 664 334	Stephen.barkley@gilbert-ash.co.uk
			Emmett.holmes@gilbert-ash.co.uk

COMPANY	CONTACTS	Telephone	EMAIL
	Emmett Holmes - Contracts Manager	02890 664 334	
	Derrick Love - Plan- ning/Programme Manager	02890 664 334	Derrick.love@gilbert-ash.co.uk
	Jonathan Donaldson – Estimator	02890 664 334	jonathan.donaldson@gilbert-ash.co.uk

Gilbert-Ash Management chart



Section 3 – Site Contacts

1. Full postal address of the site and the planning reference relating to the Construction works.

Site Address: 35 Fountain Street, Manchester, M2 2AN

2. Contact details for the person responsible for submitting CEMP

Name: Emmett Holmes (Contract Manager)
Address: 60 Boucher Place, BT12 6HT
Tel: 028 9066 4334
Mob: +44(0)79 6890 4728
Email: Emmett.Holmes@gilbert-ash.co.uk

3. Registered contact address details for the main contractor responsible for undertaking the works.

Name: Gilbert-Ash Ltd
Address: 47 Boucher Place, Belfast, BT12 6HT (Head Office)
Tel: 02890664334
Email: belfast@gilbert-ash.co.uk

4. Contact details of the site and project manager responsible for day-to-day management of the works.

Name: Alex Trainor (Site Manager)
Address: 47 Boucher Place, Belfast, BT12 6HT (Head Office)
Tel: 07968904718
Email: Alex.Trainor@gilbert-ash.co.uk

5. Contact details of the person responsible for dealing with any complaint from local residents and businesses, etc.

Name: Alex Trainor (Site Manager)
Address: 47 Boucher Place, Belfast, BT12 6HT (Head Office)
Tel: 07968904718
Email: Alex.Trainor@gilbert-ash.co.uk

6. Contact details including the address where the main contractor accepts receipt of legal documents for the person responsible for the implementation of the CEMP.

Name: Gilbert-Ash Ltd

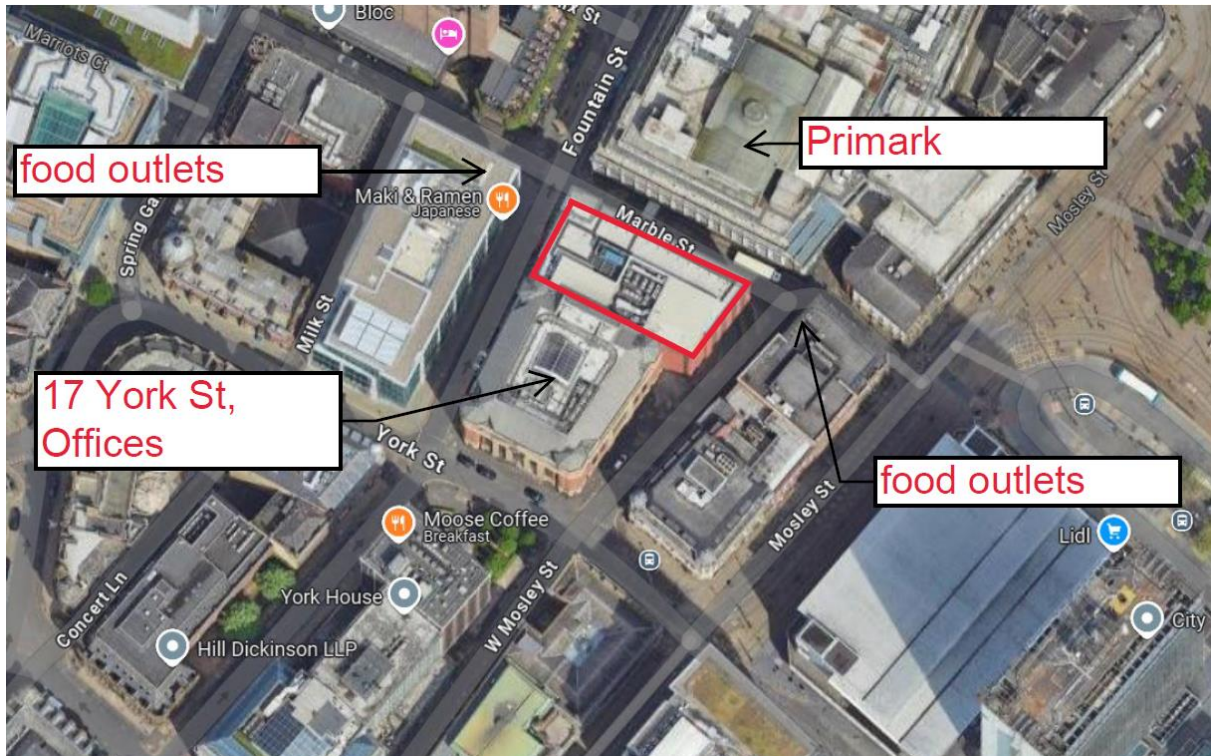
Address: 47 Boucher Place, Belfast, BT12 6HT (Belfast Office)

Tel: 02890664334

Email: Emmett.Holmes@gilbert-ash.co.uk

Section 4 – About the Site

1. Site location plan and a brief description of the site, surrounding area and development proposals for which the CEMP applies.



The site is situated within a commercial area on Fountain Street, Manchester. There is commercial property on the north boundary (Primark) and adjoining office building (17 York Street) on the south boundary of the site. East and west boundaries have a number of food outlets separated by highways. West Mosley Street on the east boundary is a quiet street compared to Fountain Street with only small delivery vehicles using the highway for the food outlets. Fountain Street is extremely busy with vehicular traffic, especially during lunch time.

2. Description of the construction works including the size and nature of the development.

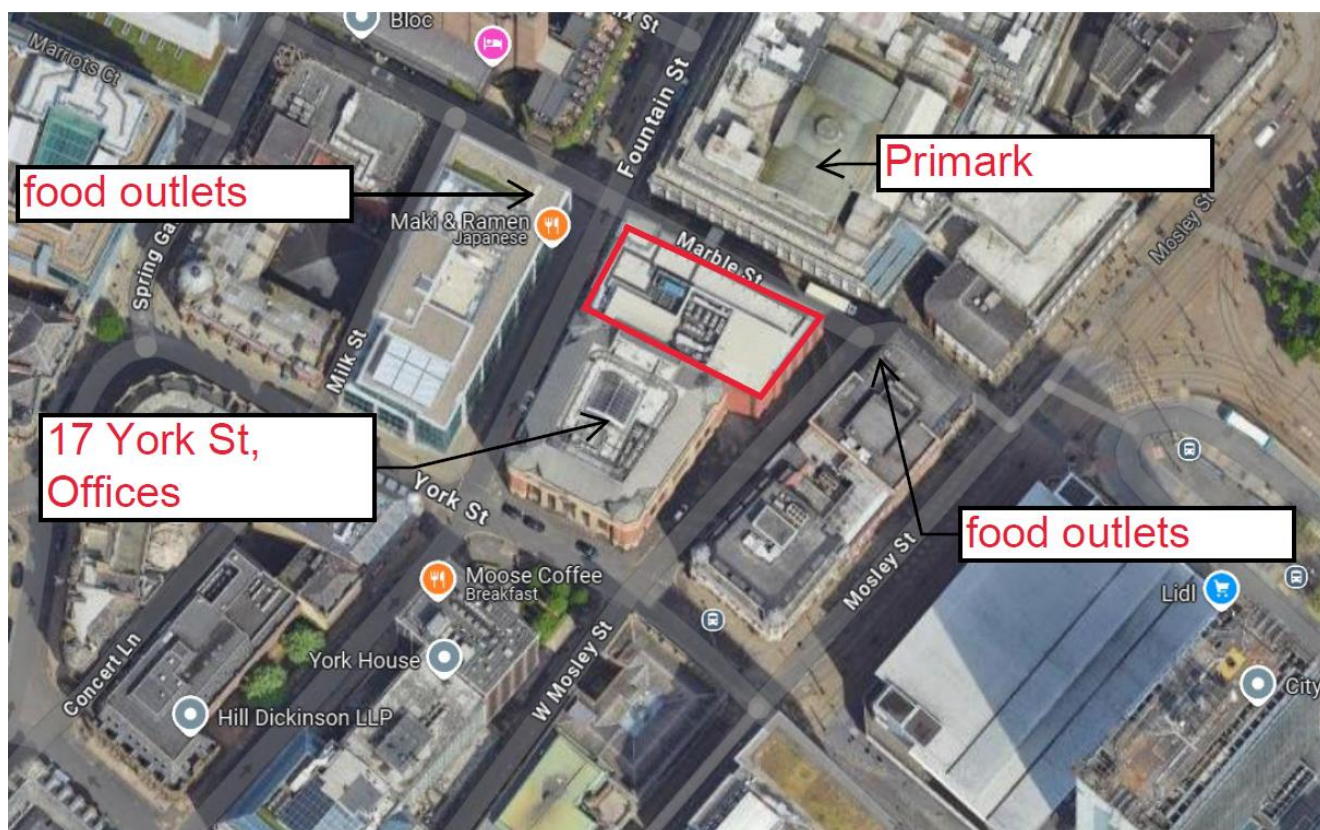
The refurbishment works to 35 Fountain Street, consists of the removal of the existing building envelope and internal finishes to bring the building back to the existing steel frame by Total Reclaims. The scope of works includes re-cladding the building in brick with large punched windows, a new 2 storey roof extension constructed by Glulam beams and CLT panelling. A new roof terrace will be constructed on 8th & 9th floor. The internal fitout will be an open plan BCO CAT A fitout consisting of new MEP services throughout, re-used raised access flooring, exposed soffits and new WC core.

The MEP installations are new heating and cooling system, LED lighting and emergency lighting, fire alarm, building management system, intruder alarm and full access control.

The demolition works DEMP has been issued and discharged under ref. CDN/24/0485

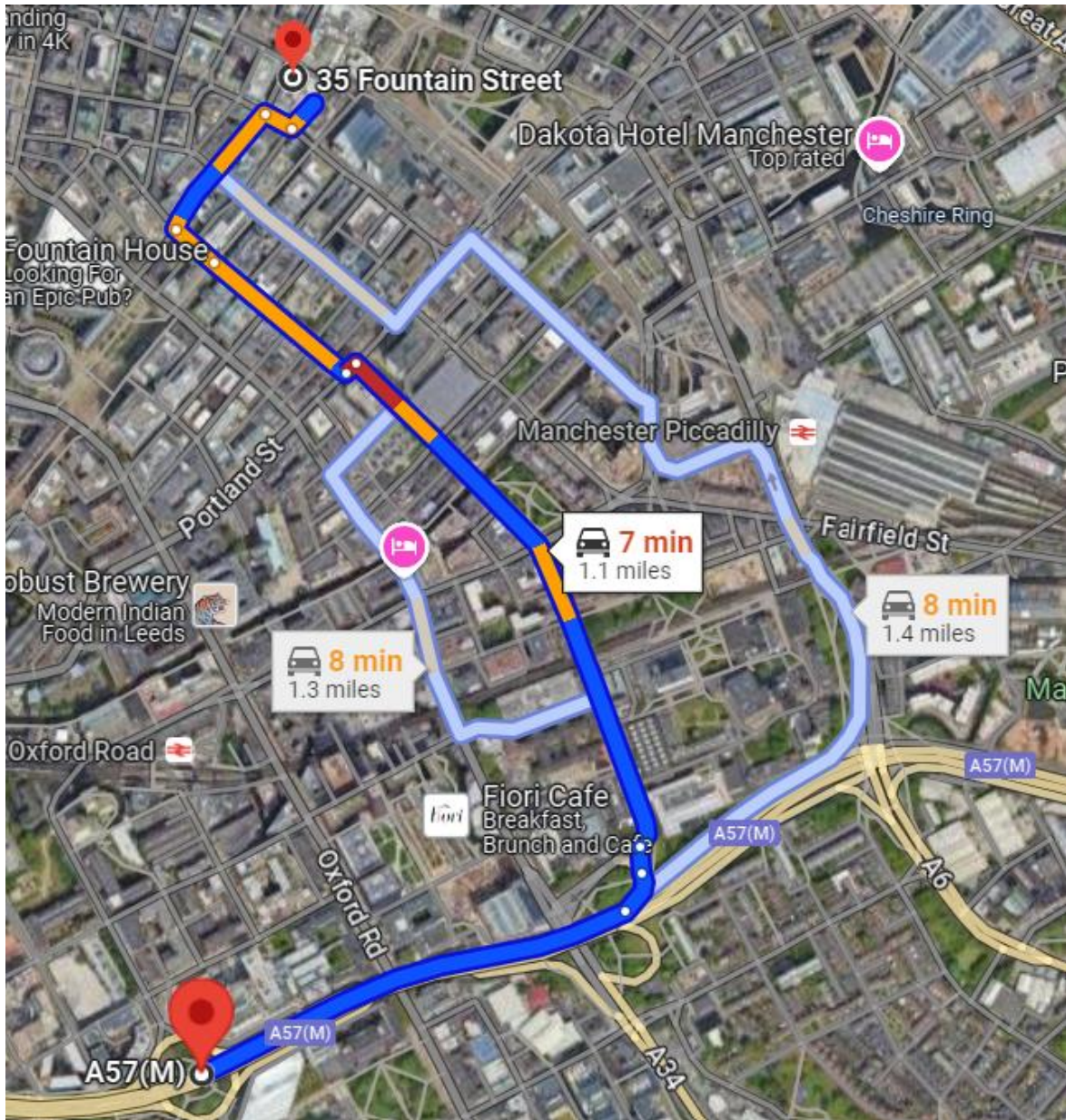
3. Nearest potential dwellings, business, etc. likely to be affected by the activities on site (i.e. noise, vibration, dust, fumes, lighting, etc.).

The site is adjoined to 17 York Street. Please refer to plan below for neighbouring buildings.



4. Plan detailing the local highway network layout in the vicinity of the site. This includes details of main proposed site access locations, storage, site accommodation, etc.

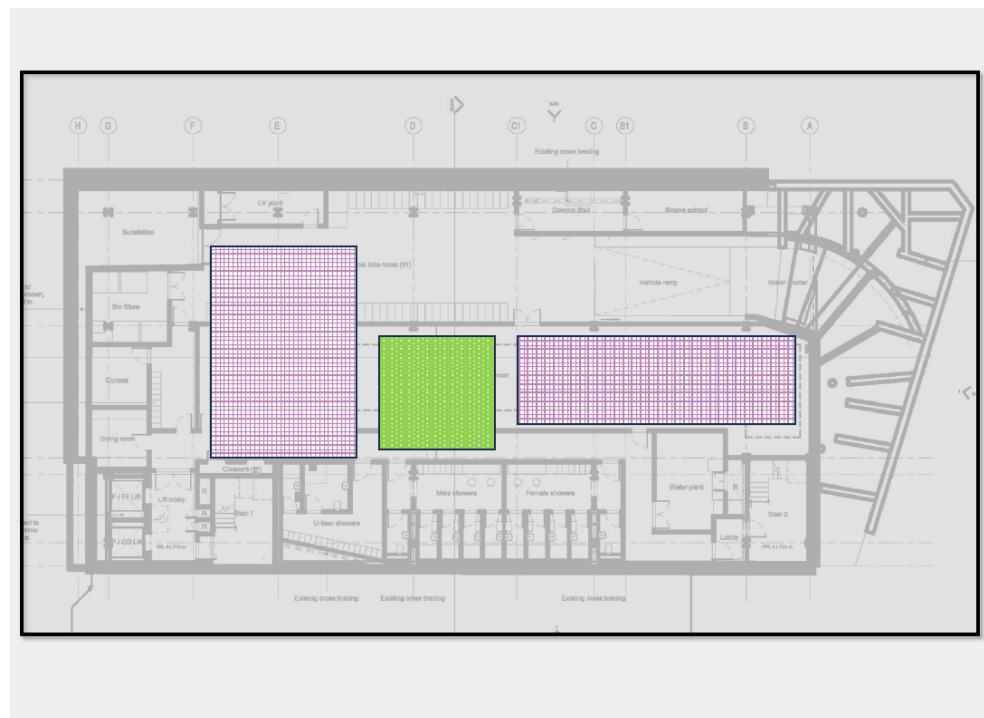
Figure 1: Highway network and proposed route for site deliveries coming from Manchester Ring Road. A57(M)



A map of the area around 35 Fountain Street. The map shows the following details:

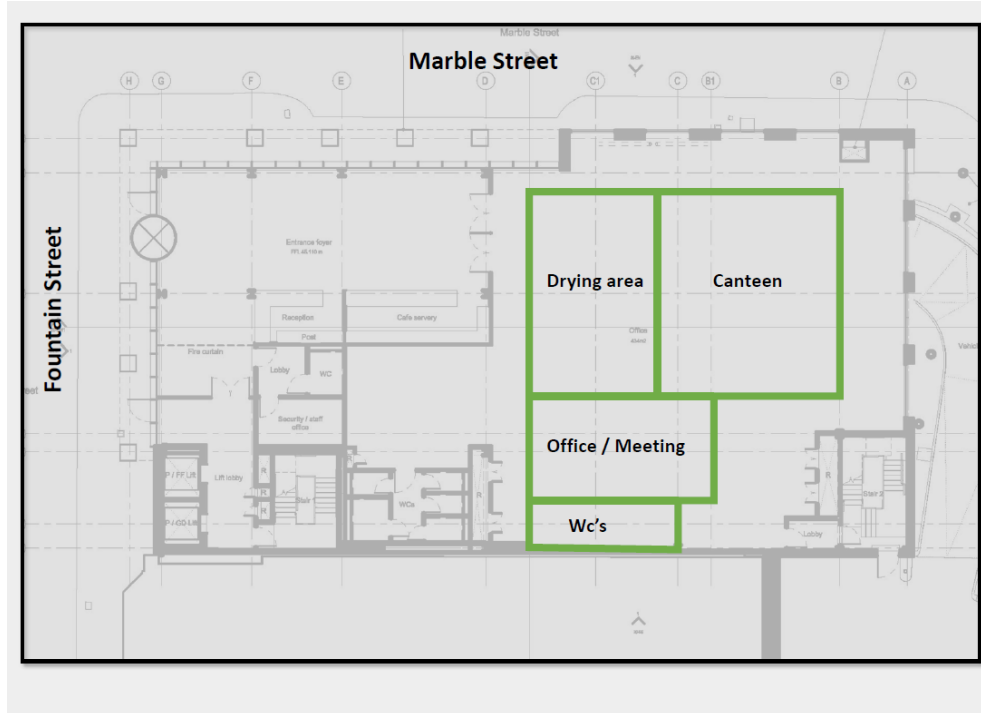
- 35 Fountain Street:** The main building is outlined in black with the address '35 Fountain Street' written in red inside.
- Marble Street:** Located to the north of the building.
- Fountain Street:** Located to the west of the building.
- York Street:** Located to the south of the building.
- West May Street:** A narrow street located to the east of the building, running parallel to Fountain Street.
- Road Closures:**
 - A red dashed line outlines the perimeter of the building and the intersection of Fountain Street and York Street.
 - A red box with the text 'ROAD CLOSED' is located on Marble Street.
 - A red box with the text 'ROAD CLOSED' is located on York Street.
- Delivery Access:**
 - A yellow box with the text 'ACCESS FOR DELIVERIES ONLY' is located on Marble Street, near a green circle with a crosshair.
 - A yellow box with the text 'ACCESS FOR DELIVERIES ONLY' is located on York Street, near a blue arrow pointing towards the building.
- Other Features:**
 - A blue hatched area is located on West May Street, near the intersection with Fountain Street.
 - A blue dashed line runs along the bottom of the building, indicating a path or boundary.

-  Solid plywood hoarding
-  Turnstile – Site personnel sign in
-  Temporary daily road closure outside peak traffic hours
-  Herras fencing
-  Managed access gates in herras fence (temporary)
-  4Nr parking bays suspended on West Mosley Street double yellow lines to be installed in parking bays
-  Site traffic route



- 6m x 6m x 1.5 high RF Concrete tower core base cast on top of existing basement slab
- Base will be demolished following tower crane removal

 Material storage



5. **Proposed start and end dates for the construction as well as an overall programme timescale. (Summary of Programme with key tasks, durations and milestones).**

Please find attached Appendix B containing Construction Programme

Project Duration: 78 Weeks

Start Date: March 2025 (TBC)

Completion Date : Sep 2026

Phasing or works: TBC once contract agreed.

Working hours are 8.00 to 18.00 hours Monday to Friday and 08.30 to 13.00 on Saturday. No working on Sunday's or Bank Holidays. Noisy works are restricted to these hours. Noisy operation will always be monitored to avoid unnecessary disturbance
--

New building will utilise the existing power, water, and drainage system within the site boundary.

These works are currently being coordinated by the construction team.

Section 5 – Community Liaison

Significant time savings can be made by running an effective neighbourhood consultation process. This should be undertaken in the spirit of cooperation rather than one that is dictatorial and unsympathetic to the wellbeing of local residents and businesses.

These are most effective when initiated as early as possible and conducted in a manner that involves the local community. Involving locals in the discussion and decision-making process helps with their understanding of what is being proposed in terms of the development process. Ideally this consultation and discussion process should have already started with the results incorporated into the CEMP first draft submitted to the Council for discussion and sign-off. This communication should then be ongoing during the build, with neighbours and any community liaison groups being regularly updated with programmed works and any changes that may occur due to unforeseen circumstances through newsletters, emails and meetings.

1. Consultation process

Gilbert-Ash will meet the local business and residents so far as reasonably practical. The second phase of consultation will be by information flyers detailing the future works ahead and any major deliveries or possible disruption that may occur.

The site Manager will be available to meet face to face and the site will be registered to the Considerate Constructors Scheme (CCS scheme) and will have all contact details displayed on the external hoardings.

2. Construction Working Groups, addressing the concerns of the community affected by the works, the way in which the contact details of the person responsible for community liaison will be advertised to the local community, and how the community will be updated on the upcoming works i.e. in the form of a newsletter / letter drop, or weekly drop in sessions for residents.

Gilbert-Ash will contact any working groups in the vicinity of the site and continue the community liaison work already commenced, previously mentioned.

Gilbert-Ash will also register the project with CCS prior to works commencing on site.

Gilbert-Ash has monthly letter drops issued to local residents which detail up and coming construction sequences and also has clearly displayed contact information located upon the hoarding to the site.

3. Schemes – such as ‘Considerate Constructors Scheme’ should form part of the consultation and be notified to the Council.

As noted above, Gilbert-Ash will register the site with the Considerate Constructors Scheme prior to works commencing.

4. Works to Neighbouring Construction Sites

Gilbert-Ash are aware that other construction sites in the near vicinity of this site, however we do not expect these works to impact on our project. We will make contact with these contractors and ensure good lines of communication are upheld.

5. Complaints procedure & site guidance

The site & vehicular approach route is located within an area containing a mainly rural but has some mixed residential & commercial properties of varying sensitivity to our works. The main objectives for the treatment and resolution of complaints will therefore be –

- The priority will be to avoid / minimise the likelihood of complaints through our understanding & strict compliance with the conditions & arrangements detailed within this Construction Environmental Management Plan.
- All site management, supervision and operational staff will understand and fully appreciate the need to prioritise and implement a suitable response to complaints received through the receipt of clear instruction during their site induction briefing.
- The briefing will emphasise the importance of our stated aim to be a 'good' & 'responsible' neighbour for the full duration of our work on site and will also set out and clearly explain the procedure to be followed if a complaint is received from a neighbour / 3rd party.
- All persons on site receiving a complaint will first be instructed to make an initial assessment of the complaint's urgency & the appropriate immediate actions required by adhering to the following basic guidance –
 - Is there an immediate threat to of death or injury to site staff or members of the public? e.g. debris falling outside of the protective scaffold, evidence of fire or site operatives working in unsafe conditions – If so, urgently contact your immediate supervisor / the Project Manager to immediately stop works until the complaint can be fully investigated and the unsafe condition rectified.
 - Immediate action & suspension of works will also be appropriate where an ongoing environmental issue is notified e.g. Fuel leakage, uncontrolled vibration or dust emissions from our works.
 - Site Supervisors receiving a complaint of this nature from site operatives MUST stop the works concerned as a priority THEN report this to the GA Site Manager for investigation and resolution.

Note: anyone can STOP the works ONLY the GA Site Manager can restart the works when a complaint of this nature has been received.

Where the complaint is of a 'non-critical' nature e.g. a generalised complaint on site noise or air quality that does not pose an immediate risk of imminent & irreversible harm the following actions should be implement-ed by the person receiving the complaint –

- Do not get into an argument to explain and resolve the complaint yourself.
- Do not 'guess' or make promises on how the complaint will be dealt with but DO reassure them that you will pass the complaint directly to the site management team so that a suitable & full response can then be provided directly to them.
- Apologise as a matter of course even if you genuinely believe we are not at fault – we are the 'visitors' to this area. Something you may see as acceptable or 'normal' may not always be seen the same way by someone that has lived in the area for several years, so it is sensible to apologise first then provide a considered & full explanation second to avoid any possible conflict that could jeopardise our long-term relationships here.
- Wherever possible try to contact the GA Site Manager straight away so that they can speak directly to the complainant concerned.

An investigation will be undertaken to establish whether the exceedance is due to site activity or to validate a complaint in general. Where this is established as being caused by site, the site manager will adopt the process set out above for the receipt of an Amber or Red exceedance.

Where a complaint is received, details of the complaint, measured levels, the source and remedial action taken will be logged by the SHE Advisor (Date, Complaint Details, Site Activity and Action Taken)

Where the complainant is not prepared to wait for the Site Manager to attend and deal with their complaint the person receiving the complaint MUST try to obtain & record the following essential information –

- The name, address (if possible) and the preferred contact method of the complainant (personal visit, telephone number or email etc.) – If the complainant is unwilling to provide this detail the person receiving the complaint should at least try and establish the position of the complainant e.g. local resident, business owner, visitor or market trader etc.
- A clear description of the complaint, the location and any other detail that would be helpful in clearly understanding the nature of the complaint
- Pass this information immediately to your supervisor or manager so that the complaint can be investigated and resolved

Site management receiving a complaint whether serious or trivial MUST take the following action –

- Stop / suspend works where appropriate & safe to do so.
- Contact the supervisor directly to check that all ongoing works are in accordance with agreed Method Statements and Risk Assessment mitigation measures and that there are no unexpected issues or problems
- Where relevant check online then record / note the 'real time' environmental monitoring data for the period in question that could be helpful in establishing the validity of the complaint.
- Record all information on the complaint & the person making the complaint on Gilbert Ash Ltd QA Form. Each form completed should be sequentially & uniquely numbered to aid in later investigation and so that it can be formally 'closed out' & resolved
- The Project Manager should contact and consult other senior managers within the company as required to ensure the complaint is properly handled and that any specialist advice required is provided e.g. Environmental Manager, H&S Manager etc.

Where investigation and resolution of a complaint will take longer than 24 hrs the complainant should be contacted directly by the Project Manager to reassure the complainant that the matter is being fully and thoroughly investigated and that a formal and detailed response will be provided to them at the earliest opportunity

Complaints recorded along with other supporting documentation, correspondence and the 'close out' action taken must be retained within the site records for scrutiny & audit by visiting Gilbert-Ash SHEQ Management & Directors / Contract Managers

Media

The activities undertaken by the company always have significant safety and environmental responsibilities which can draw the attention of interested parties, activists' groups and / or the media. To ensure the integrity of this company and the Clients we are working for is maintained always. It is the policy of this company that employees and our subcontractors who are approached for comment from any such organisations must refer the matter to the Managing Director who will formulate the most positive response

Site progress digital photographs will be undertaken on a weekly & monthly basis by an appointed person and copies of those photographs will be provided to the Client Project Manager at the Monthly Site Progress meetings.

Community Liaison and Public Relations

During the construction process, the Gilbert-Ash will seek to maintain several methods to communicate with the local community to keep them informed of progress on the scheme and enable concerns to be voiced and listened to, such as:

- A regular project newsletter will be circulated to the surrounding streets and works will be coordinated as far as possible with those nearest the project.
- Meetings will be held with the residents and retail owners.
- Any special or unusual activities to take place (such as road closures or deliveries of large plant) will be notified by way of a supplementary letter, issued to the relevant neighbours
- A single point of contact will be provided to the neighbouring residents and relevant statutory and non-statutory bodies and a contact telephone number will be provided to ensure clarity of communication and to coordinate any concerns.
- A complaints register will be established to provide a permanent record of the performance of the project. Any complaint from residents or other parties will be treated seriously, and the complaint logged, and cause investigated. Analysis of any complaints made will allow procedures to be implemented with the aim of avoiding any re-occurrence.

The site hoarding will be displaying information regarding the development, in order that the local community and passers-by can be informed of progress

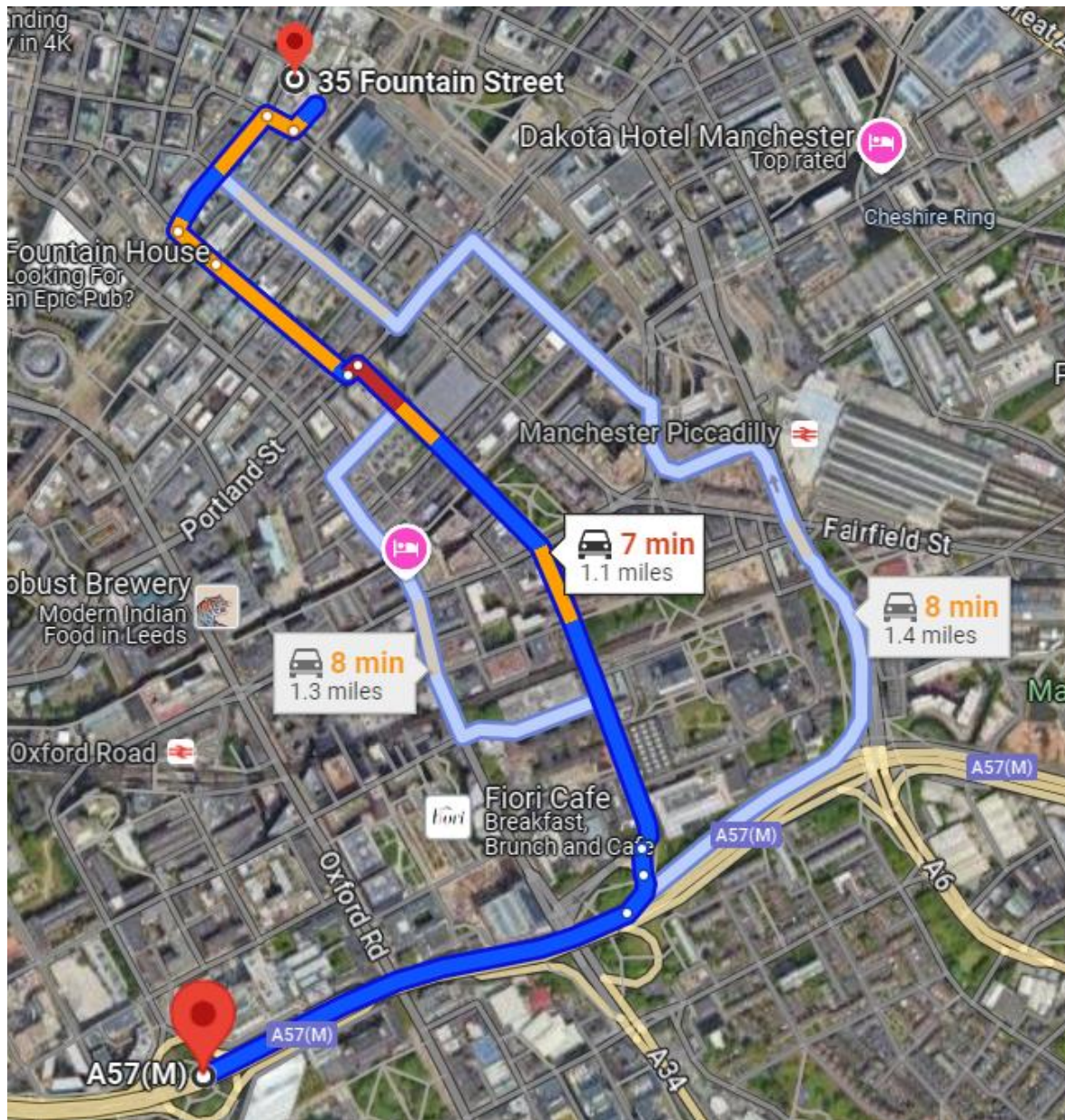
--

Section 6 – Transportation Issue associated with the Site

1. Brief description of the proposed working hours within which vehicles will service the site during the construction period.

Construction vehicle movements for deliveries to site will be restricted to site working hours between 08.00 to 18.00 Monday to Friday and 08.30 to 13.00 on Saturdays unless otherwise advised.

The hours identified within this section of the CEMP supersedes the hours set out within Appendix 5.2 for Manchester City Centre specific projects.



Site management will control deliveries of material to site through a booking system, on a just in time basis, requiring 48 hours notice of any delivery. No unauthorised deliveries will be accepted. The site entry point in West Mosley Street will be permanently manned by a banksman. In the event of a delivery vehicle missing a time slot the vehicle will not be allowed to wait in the neighbouring roads. Any deliveries that cannot be accommodated will have to be rebooked.

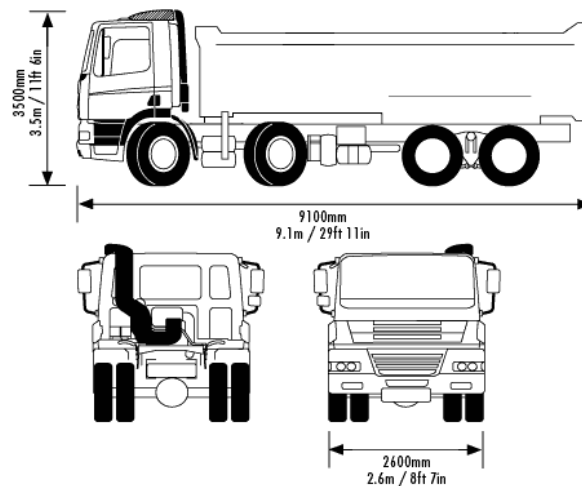
2. **Details of the typical sizes of all vehicles and the approximate frequency and times of day when they will need access to the site, for each phase of construction. An average daily number of vehicles during each major phase of the work, including their dwell time at the site. High numbers of vehicles per day and/or long dwell times may require vehicle holding procedures.**

Various sized vehicles will visit site for deliveries and collections:

Heavy skip wagons e.g. 20 ton Ro-Ro for rubbish and removal of arising

Heavy rigid flat-bed 10 to 20 ton i.e. plant / material deliveries, scaffold and salvage collection

The typical size of vehicle as shown below and will have a maximum of 32 tonne gross weight when loaded.



The type and frequency of the vehicles arriving at site will vary as work progresses.

For all vehicles over 3.5 tonnes must meet all the following conditions:

- All drivers must have undertaken cycle awareness training such as the Safe Urban Driver module through FORS or similar.

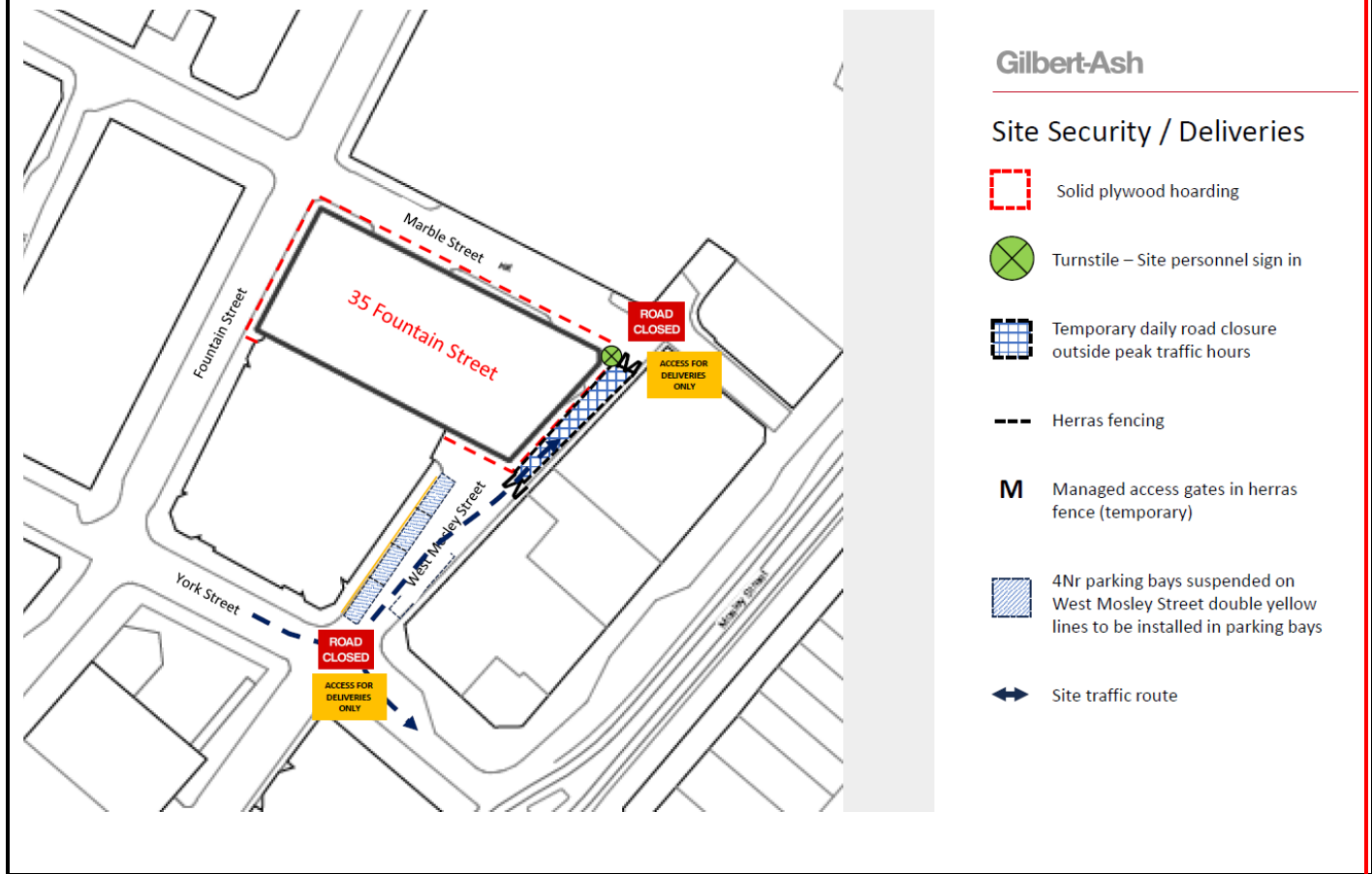
All vehicles associated with the construction of the Development must:

- Have Side Guards fitted, unless it can be demonstrated to the reasonable satisfaction of the Employer, that the Lorry will not perform the function, for which it was built, if Side Guards are fitted.
- Have a close proximity warning system fitted comprising of front mounted, rear facing CCTV camera (or Fresnel Lens where this provides reliable alternative), a Close Proximity Sensor, an in-cab warning device (visual or audible) and an external warning device to make the road user in close proximity aware of the driver's planned manoeuvre.
- Have a Class VI mirror
- Bear prominent signage on the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.

Need to consider whether the roads on the route(s) to and from the site are suitable for the size of vehicles to be used.

All deliveries will be kept within the site working hours with the frequency varying depending on the works as dictated by construction programme. The maximum vehicles will be 20 with the average being 2 to 5 major deliveries per day on average, all adequately spaced throughout the day to prevent any potential bottlenecking.

Please refer to site logistics plan below.



- Details of any temporary structures which would overhang the public highway (e.g. scaffolding, gantries, cranes etc.)

Gilbert-Ash will submit a full method statement and risk assessment for any scaffold design located on any public footpaths or highways. Details to be agreed with Manchester Council prior to works commencing.

- Details of hoarding requirements or any other occupation of the public highway.

A hoarding will be erected around the perimeter of the site. Gilbert-Ash will maintain hoarding for the duration of the project. Gilbert-Ash will ensure that the design is recorded on the temporary works register and inspected daily/weekly by the site manager (temporary works appointed coordinator). Gilbert-Ash will be responsible for applying for the hoarding licence. Their application will be submitted to MCC including a detailed design.

- Details of proposed parking bay suspensions and temporary traffic management orders which would be required to facilitate construction. If construction vehicles cannot access the site, details are required on where they will wait to load/unload.

Gilbert-Ash will make an application to MCC to close 4No parking bays along West Mosley Street during the construction period.

6. Details describing how pedestrian and cyclist safety will be maintained, including any proposed alternative routes, and Banksman and/or Traffic Marshall Arrangements.

All vehicles either accessing or egressing the site will be supervised by a banksman ensure full consideration and safety of pedestrian and cyclists within the immediate vicinity of the site are maintained.

Details of the Site Management will be displayed on the site hoarding to enable any member of the public to make contact should an incident occur. Such incidents and / or complaints will be acted upon promptly, depending on the nature, with a review of our working procedures and traffic plan made if deemed necessary.

The adjoining public highway will be kept clean and free from obstructions. Any lighting and signage requirements outside the site boundaries will only be erected once full approval is granted from the local council.

A secure hoarding will be in place with lockable access points to prevent unauthorised access.

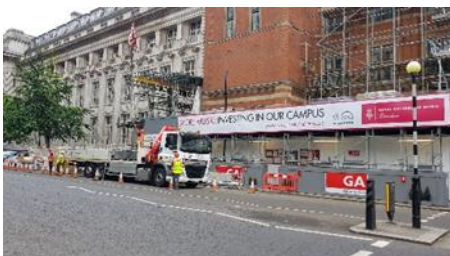
7. Details describing how Gilbert-Ash construction signage displayed on site and adjacent public highways.

Corporate Signage

GA implement a standardised system of corporate signage across all sites, this is to ensure all sites are compliant with Gilbert-Ash principles and legal compliance. Before a project starts, a site setup checklist is completed by the Site Management and Safety, Health and Environmental Advisors to identify what signage is required for the safe and effective management of the project. Please refer to appendix G. Some of the signage is compulsory, to maintain the standardisation across the sites, and others are site specific depending on the environment and conditions of the site. Below are some examples of the typical signage requirements we install on every site:

Traffic Management

Depending on the traffic management and site setup requirements, we may need to install signage for safely re-directing traffic or pedestrians. A separate traffic management and site logistics plan will be developed, and any signage will comply with the New Roads and Street Works Act.



Site Setup

There are a range of site setup signage which will be installed on the site at the beginning of the project. Externally there will be signage communicating the awareness and risks of a construction site and direction notices to find the site entrance for goods vehicles and pedestrians. Once in the site there will be directional signs to all the facilities

such as the Site Office and Welfare. Other standard H&S signs such as fire exit routes, muster points will also be arranged and installed.



Considerate Constructors

As standard we install Community Notice Boards on the external hoarding of the site, which are situated in prominent view of passing pedestrians and neighbours. The board will provide details of the project, regular newsletter providing updates, provide any information and advance notice of disruptive works, summarise our Health, Safety and Environmental statistics, and also provide details of any CSR activities or initiatives the project has undertaken. This is updated regularly.



Standard H&S Boards

We have a H&S information board which is located at the site entrance. The board allows us to install statutory documentation such as the F10 and insurance certificate. This is where the details of the sites first aiders, fire marshall and emergency arrangements such as spill response are communicated. We also include in the site entrance a daily hazard board, which communicates to all operatives and visitors what the current hazards are on the site and what controls have been implemented. These daily hazard board is reviewed and updated daily where required. Safety management zones are installed throughout the site to complement the hazards utilising a traffic light system of green, amber and red. These colours signify what level of hazards to expect, for example the welfare and compound will be green zones where there are no hazards and no PPE is required.



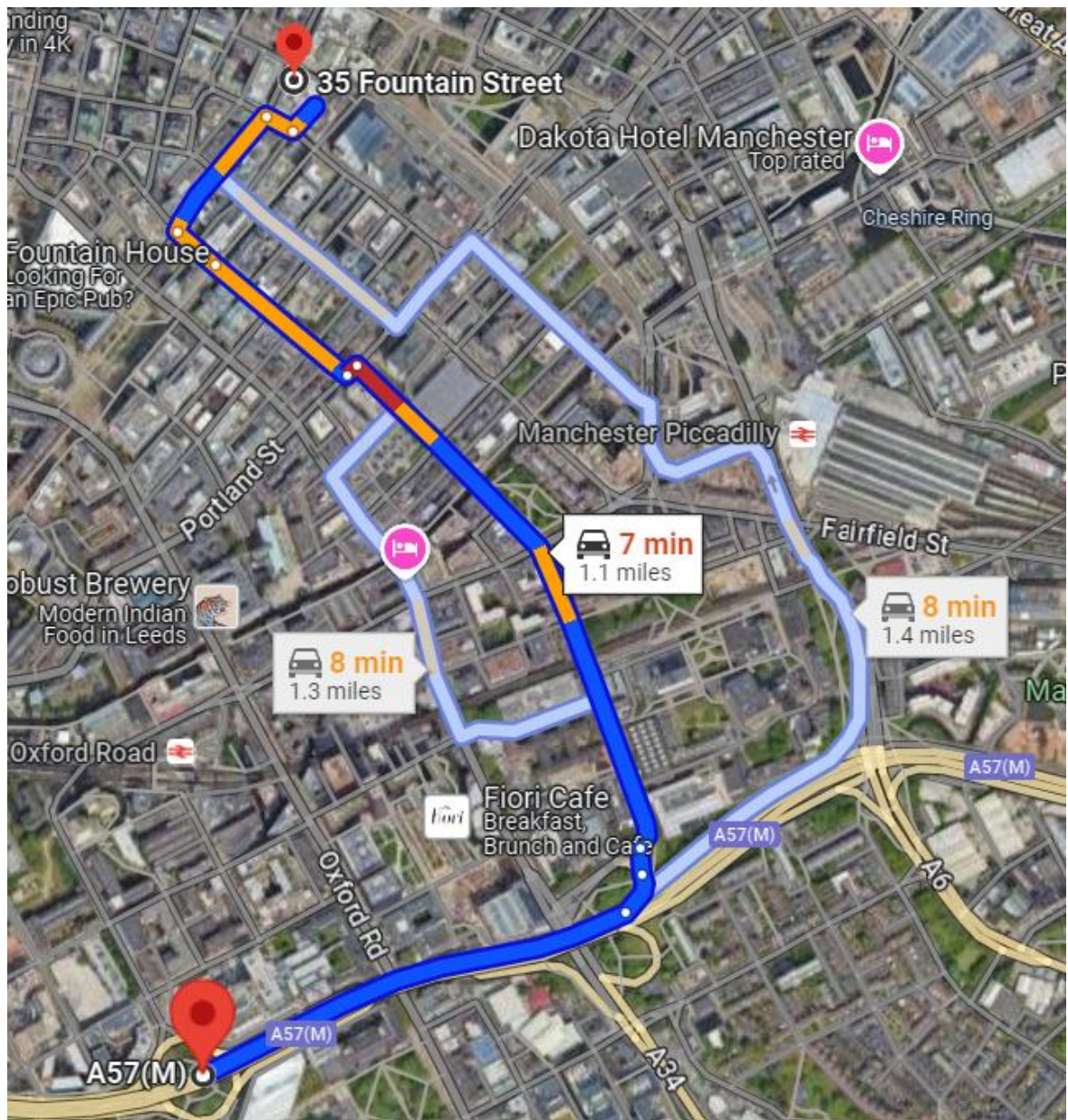
Section 7 – Traffic Management for the Site

1. **Details of how the access and egress arrangements for construction vehicles will be managed. To the contractors, delivery companies and visitors will be made aware of the route (to and from the site) and of any on-site restrictions, prior to undertaking journeys.**

All vehicle movements will be supervised by Logistic Manager / Traffic Marshalls/banksman with no vehicles waiting on the public highway.

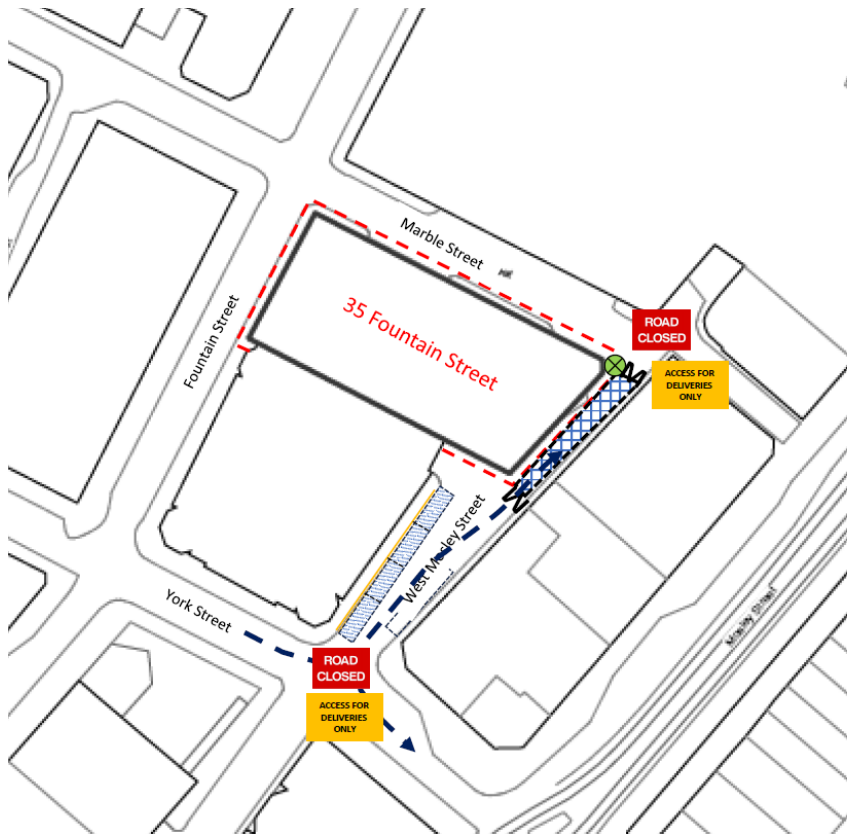
Logistic Manager will control deliveries of material to site through a booking system, on a just in time basis, Requiring 48hours notice of any delivery. No unauthorised deliveries will be accepted. In the event of a Delivery Vehicle missing a time slot the vehicle will not be allowed to wait in the neighbouring roads. Any deliveries that cannot be accommodated will have to be rebooked. These details will also be appended to the subcontractor official order.

All delivery drivers will be notified of the delivery arrangements / rules during our Site Inductions, and these will be policed by our Site Logistics Manager during the programme of the project.



Site Security / Deliveries

-  Solid plywood hoarding
-  Turnstile – Site personnel sign in
-  Temporary daily road closure outside peak traffic hours
-  Herras fencing
-  Managed access gates in herras fence (temporary)
-  4Nr parking bays suspended on West Mosley Street double yellow lines to be installed in parking bays
-  Site traffic route



2. **Details of the parking and loading arrangements for construction vehicles with regard to servicing and deliveries associated with the site (e.g. delivery of materials and plant, removal of excavated material). Scaled site plan attached, showing all points of access and where materials, skips and plant will be stored, and how vehicles will access and egress the site.**

All staff, visitors and workforce will be encouraged to use public transport. There will be a separate pedestrian gate providing pedestrian only access.

Vehicles will drive into the site from West mosley Street, they will be unloaded / loaded. The dedicated Banksman will control these operations.

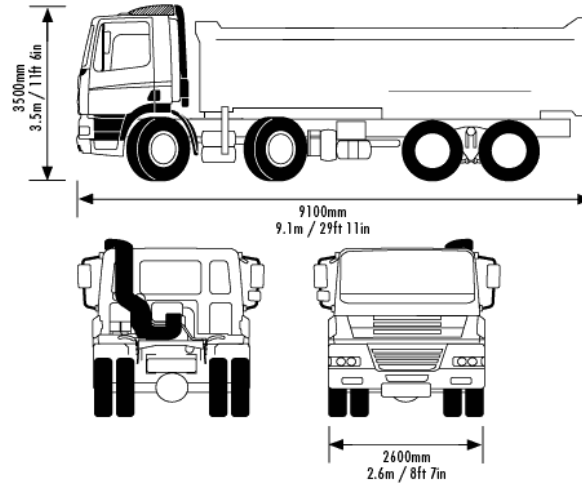
Various sized vehicles will visit site for deliveries and collections:

Small light-waste vehicles e.g. 3.5 ton

Heavy skip wagons e.g. 20 ton Ro-Ro for rubbish and removal of arising

Heavy rigid flat-bed 10 to 20 ton i.e. plant / material deliveries, scaffold and salvage collection

The typical size of vehicle as shown below and will have a maximum of 32 tonne gross weight when loaded.



The type and frequency of the vehicles arriving at site will vary as work progresses.

For all vehicles over 3.5 tonnes must meet all the following conditions:

- All drivers must have undertaken cycle awareness training such as the Safe Urban Driver module through FORS or similar.

All vehicles associated with the construction of the Development must:

- Have Side Guards fitted, unless it can be demonstrated to the reasonable satisfaction of the Employer, that the Lorry will not perform the function, for which it was built, if Side Guards are fitted.
- Have a close proximity warning system fitted comprising of front mounted, rear facing CCTV camera (or Fresnel Lens where this provides reliable alternative), a Close Proximity Sensor, an in-cab warning device (visual or audible) and an external warning device to make the road user in close proximity aware of the driver's planned manoeuvre.
- Have a Class VI mirror
- Bear prominent signage on the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.

Need to consider whether the roads on the route(s) to and from the site are suitable for the size of vehicles to be used.

All deliveries will be kept within the site working hours with the frequency varying depending on the works as dictated by construction programme. The maximum vehicles will be 10 with the average being 2 to 5 major deliveries per day on average, all adequately spaced throughout the day to prevent any potential bottlenecking.

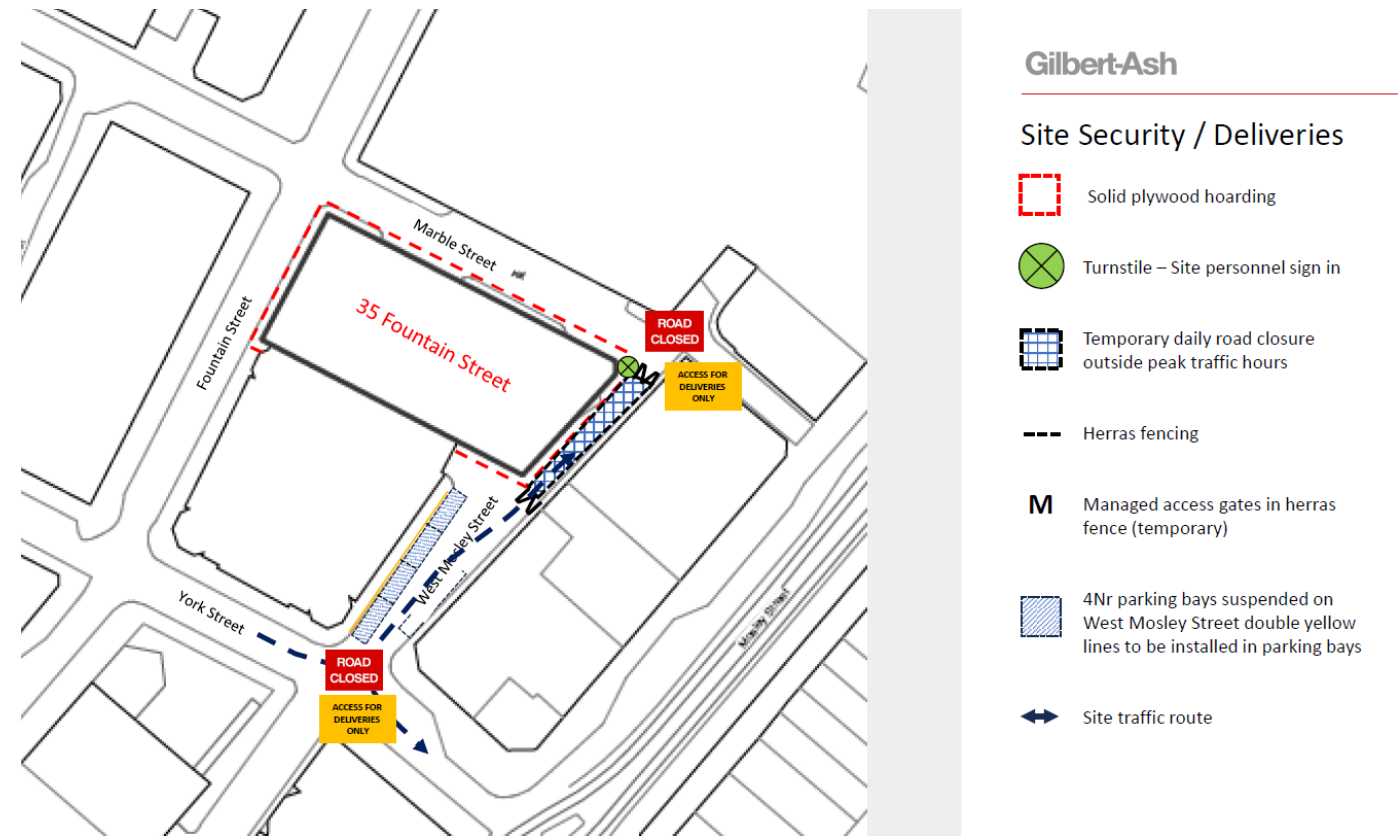
The dwell time will be a maximum of 20 minutes. All vehicles will be revised into the site and loaded / unloaded within the deliveries / unloading zone detailed on 'Site Logistics Plan'.

Any vehicle arriving at site before or after the agreed time of delivery will be turned away.

The majority of deliveries will be scheduled for weekdays to avoid Saturdays.

3. Detail swept path drawings for tight manoeuvres on vehicle routes to and from the site including proposed access and egress arrangements at the site boundary.

Gilbert-Ash need to discuss and agree vehicle deliveries with MCC. Gilbert -Ash proposal is for the vehicles to enter the site via the access entrance gates positioned on West Mosley Street. The traffic marshal will be in attendance for all deliveries and vehicle movement on West Mosley Street, to maintain public safety.



Section 8 – Environmental Issues

1. Details of the times of noisy operations, outlining how the construction works are to be carried out.

Noisy operations include:

- Construction of new Glu-lam & CLT
- Installation of new brick façade.
-

These works will take place between the hours of 08.00 to 18.00 hours, Monday to Friday and 08.30 to 13.00 hours on Saturday.

In some circumstances it may however be necessary for noisy construction works to be carried out outside of these hours. Such works may arise from emergency circumstances or the delivery of large plant and equipment where congestion and risks to safety prevent roads being used during working hours.

We also do everything reasonably possible to ensure noise from works within these hours is also kept to a minimum. This includes using well-maintained and silenced plant and equipment including compressors, generators, power tools etc to be used.

The Gilbert-Ash site instruction 34 (appendix E) helps specify types of plants and machinery, permitted hours of operation, boundary noise levels and the use of 'best practicable means' to keep all noise to a minimum - like plant and machinery used on the site shall be properly silenced and radios or other amplified music shall not be played.

At the start of the project, we will establish noise base levels to each elevation of the building at ground floor level. The base readings will be taken in the morning, afternoon and evening each day for the 1st week of the project to work out high and low noise limits of the surrounding areas.

We will set up a weekly procedure to monitor noise levels at each of the agreed locations (See appendix E floor plan with highlighted locations for the noise readings)

Trigger noise levels will be agreed with the MCC once the base level readings have been established onsite. All readings will be recorded onsite and available for review if required.

If trigger noise levels have been breached the works will stop and alternative method will be adopted to mitigate the noise.

2. Details of the Dust & Vibration Monitoring Equipment.

Gilbert-Ash do not believe vibration monitoring is required for the project. The client team have appointed a separate company to complete the demolition works where vibration monitoring may be required. The demolition works are being completed by Total reclaims. The demolition works DEMP has been issued and discharged under ref. CDN/24/0485

3. Predictions for noise and vibration levels throughout the proposed works.

Noise Impact

The following table lists indicative equipment representative of the more significant types anticipated. The sound level for each item of equipment has generally been taken from library data in British Standard BS 5228-1:2009. The equipment and calculations are to be confirmed by the contractor prior to construction, and during initial site noise monitoring the validity of this data will be confirmed and adjusted where necessary for the major items of equipment

Equipment	Model	Type	Estimated LAeq at 10 m	Data reference
Excavator	Contractor to confirm	40 tonne	80 dB	BS 5228
Scraper	Contractor to confirm	30 tonne	80 dB	BS 5228
Haul truck	Contractor to confirm	40 tonne	88 dB	BS 5228
Water truck	Contractor to confirm		76 dB	BS 5228
Generator	Contractor to confirm		59 dB	BS 5228
Fuel tanker	Contractor to confirm		76 dB	BS 5228
Waste truck	Contractor to confirm		78 dB	BS 5228
Crushing plant	Contractor to confirm	NA	88 dB	estimate

The following activities are the most likely to cause noise:

4. Details describing mitigation measures to be incorporated during the construction works to prevent noise and vibration disturbances from the activities on the site, including the actions to be taken in cases where these exceed the predicted levels.

All vehicles and mechanical plant used for the purpose of the works will be fitted with effective exhaust silencers, will be maintained in good and efficient working order and operated in such a manner as to minimise emissions.

The Best Practicable Means (BPM), as defined in Section 72 of the Control of Pollution Act 1974, will be employed at all times to reduce noise (including vibration) to a minimum, with reference to the general principles contained in British Standard BS5228:2009 'Noise and Vibration Control on Construction and Open Site'.

All noisy plant and machinery will be shut down during period of non-use and will be fitted with noise bafflers where possible.

Acoustic screens will be erected around works carried out near areas of increased public use where practicable. Any mobile screens will have sufficient mass so as to be able to resist the passage of sound across the barrier and to be free of significant holes or gaps between or under any acoustic panels or board materials as far as reasonably practical.

Alternative types of equipment that create less noise will be considered where possible e.g. using cutting torch instead of electric grinder.

Gilbert-Ash will provide suitable ear protection for operative undertaking noisy works. Suitable noise barriers will be used at the working face where possible.

Gilbert-Ash will also provide general ear protection in the form of free issue disposable ear plugs for all site staff.

If noise levels exceed 3dB(A) of the predicated level, or there is a complaint, the works causing the elevated noise levels will cease and an investigation carried out to determine the causes and remedial measures.

Similarly, if vibration levels are exceed, (not expected) or there is a complaint, the works causing the elevated vibration levels will cease and an investigation carried out to determine the causes and remedial measures.

To avoid problems concerning noise from the construction works we will take consideration and neighbourly approach to relations with local residents. Works will not be undertaken outside of the hours agreed with the local authority.

If complaints are received, Gilbert-Ash and the planning consultants will review measures and agree strategy for resolving the complaint including the need for additional noise & vibration monitoring.

5. Evidence that staff have been trained on BS 5228:2009

Noise and Vibration will be covered in Site Inductions and weekly toolbox talks to all employees, subcontractors and people employed on the site.

We will make sure that all subcontractors and other people employed in connection with the work must be aware of and, where practical, to keep to the guidelines.

All the subcontractors appointed by GA will produce site specific Risk Assessments and Method Statements which will be reviewed by our site manager and safety advisor.

They will be encouraged to not cause unnecessary noise from the activities; for example, 'revving' vehicle engines, music from radios and shouting.

Please refer to Appendix E for GA Site Instruction S1 34 which shows how we deal with Noise and Vibration that all employees receive this training as part of our Integrated Management System.

6. Details on how dust nuisance arising from dusty activities, on site, will be prevented.

Gilbert-Ash current foresee minimum dusty activities onsite during the construction stage which will directly impact the public or operatives onsite.

If required, suitable wetting of soil surfaces shall be carried to minimise airborne dust, this may be done through the use of a water bowser, or static sprinklers or local hosing of surfaces.

Regular inspection and, if necessary, cleaning of local highways and along the Site boundaries to check for dust deposits (and removal where necessary).

Building works will only be carried out between the hours of 08:00 and 18:00 Monday to Friday and 08:30 and 13:00 Saturday

Where possible, work that creates dust will be avoided during periods of high-wind. Stockpiles of rubble will be dampened down. Dust screens will be provided if deemed necessary.

When working in a dusty environment all operatives must wear suitable dust-masks (minimum FFP3), protective eyewear gloves.

When loading away or moving materials using mechanical means, the material will be well soaked with water in advance of the operation. This will allow the water to soak through the material thoroughly. A fine spray of water will also be applied during the loading process.

Dust levels outside the site will be regularly monitored by Gilbert-Ash during the works.

If dust level is significant, or there is a complaint, the works causing the elevated dust levels will cease and an investigation carried out to determine the causes and remedial measures.

If complaints are received, Gilbert-Ash, planning consultants and EHO will review mitigation measures outlined above and agree strategy for resolving the complaint including the need for additional dust monitoring.

Mitigation Measures for site

Category	Mitigation Measures for a Low Risk Site	
	Highly Recommended	Desirable
Communication	Display the name and contact details of person(s) accountable for air quality and dust issues on the site boundary. This may be the environmental manager/engineer or the site manager.	Develop and implement a Dust Management Plan (DMP), which may include measures to control other emissions, approved by the Local Authority. The level of detail will depend on the risk, and should include as a minimum the highly recommended measures in this document. The desirable measures should be included as appropriate for the site.
	Display the head or regional office contact information.	
Site Management	Record all dust and air quality complaints, identify cause(s), take appropriate measures to reduce emissions in a timely manner and record the measures taken.	None
	Make the complaints log available to the local authority when asked.	
	Record any exceptional incidents that cause dust and/or air emissions, either on- or off-site, and the action taken to resolve the situation in the log book.	
Monitoring	Carry out regular site inspections to monitor compliance with the DMP, record inspections results, and make an inspection log available to the local authority when asked.	Undertake daily on-site and off-site inspection, where receptors (including roads) are nearby, to monitor dust, record inspection results, and make the log available to the local authority when asked. This should include regular dust soiling checks of surfaces such as street furniture, cars and window sills within 100m of the site boundary, with cleaning to be provided as necessary.
	Increase the frequency of site inspections by the person accountable for air quality and dust issues on site when activities with a high potential to produce dust are being carried out and during prolonged dry or windy conditions.	

Preparing and maintaining the site	Plan the site layout so that machinery and dust causing activities are located away from receptors, as far as is possible.	Fully enclose site or specific operations where there is a high potential for dust production and the site is active for an extended period.
	Erect solid screens or barriers around dusty activities or the site boundary that are at least as high as any stockpiles on site.	Keep site fencing, barriers and scaffolding clean using wet methods.
	Avoid site runoff of water or mud.	Remove materials that have a potential to produce dust from site as soon as possible, unless being re-used on site. If they are being re-used on-site cover as described below.
		Cover, seed or fence stockpiles to prevent wind whipping.
Operating vehicle/ machinery and sustainable travel	Ensure all vehicles switch off engines when stationary – no idling vehicles.	Impose and signpost a maximum-speed-limit of 15 mph on surfaced and 10 mph on un-surfaced haul roads and work areas.
	Avoid the use of diesel or petrol powered generators and use mains electricity or battery powered equipment where practicable.	
Operations	Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction, e.g. suitable local exhaust ventilation systems.	None
	Ensure an adequate water supply on site for effective dust/particulate matter suppression/mitigation, using non-potable water where possible and appropriate.	
	Use enclosed chutes and conveyors and covered skips.	
	Minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine water sprays on such equipment wherever appropriate.	
Waste Management	Avoid bonfires and burning of waste materials.	None

Mitigation Measures Specific to Construction and Track-out

Category	Mitigation Measures	
	Highly Recommended	Desirable
Construction (Low Risk Site)	None	Avoid scabbling (roughening of concrete surfaces) if possible. Ensure sand and other aggregates are stored in bunded areas and are not allowed to dry out, unless this is required for a particular process, in which case ensure that appropriate additional control measures are in place.
Trackout (Negligible Risk Site)	None	Use water-assisted dust sweeper(s) on the access and local roads, to remove, as necessary, any materials tracked out of the site. This may require the sweeper being continuously in use. Avoid dry sweeping of large areas. Ensure vehicles entering and leaving the sites are covered to prevent escape of materials during transport. Record all inspections of haul routes and any subsequent action in a site log book. Implement a wheel washing system (with rumble grids to dislodge accumulated dust and mud prior to leaving the site where reasonably practicable).

7. Details describing how any significant amounts of dirt or dust that may be spread onto the public highway will be prevented and/or cleaned.

GA will have under the supervision of the Banksman a labour positioned at the vehicle gates to ensure no dirt or dust is transferred onto the public highway. GA will ensure a water jetted road sweeper is made available should an incident occur.

8. Details describing arrangements for monitoring of noise, vibration and dust levels.

A dedicated member of the Gilbert-Ash management team will be responsible for control of noise, vibration and dust on site.

Gilbert-Ash would ensure that dust monitoring will be carried out during potential dust producing activities. The assessment will look at the dust raising potential of construction activities proximity to potential receptors and the duration of the construction activities at each location.

9. **Risk Assessment has been undertaken in line with the GA's Control of Dust and Emissions Supplementary Planning Guidance (SPG), and the risk level that has been identified, with evidence.**

Air Quality and dust monitoring stations will be set up as required and monitored by Gilbert-Ash to record and dust concentrations during the works. Method of mitigation for dust control are outlined on point 6 under section 8 within report.

Air Quality Risk Assessment

The construction effects of the proposed development on local air quality will primarily be from dust during the period of construction activities.

During the construction phase of the proposed development it is predicted that air quality impacts may include:

- Generation of exhaust fumes by construction plant on site during the construction works and possible fugitive emissions of volatile organic compounds (VOCs) from stored fuels and chemicals.

THE DUST EMISSION MAGNITUDE FOR THIS SITE ARE VALUED AS FOLLOWS

ACTIVITY	DUST EMISSION MAGNITUDE
Demolition	Large
Deliveries to site and use of haul routes	Low
Construction	Low
Track out	Small

The following receptors have been identified:

- Local business;
- Wider local community;
- Site Workers;
- Ecological receptors.

With the use of appropriate mitigation measures, the magnitude of dust impact upon the identified receptors (within 500m of the site) is predicted to be rated as Medium.

The emissions of combustion related pollutants from the construction phase activities and traffic are expected to be negligible in terms of the effect on local air quality due to the low vehicle numbers expected.

Medium Rating

- Locations where the people exposed are workers, and exposure is over a time period relevant to the air quality objective for PM10 (in the case of the 24- hour objectives, a relevant location would be one where individuals may be exposed for eight hours or more in a day).
- Indicative examples include office and shop workers but will generally not include workers occupationally exposed to PM10, as protection is covered by Health and Safety at Work legislation.

Legal Requirements

In addition to the legislation, we aim to comply with national standard including Guidance on the assessment of dust from the demolition and construction.

Section 79 of the Environmental Protection Act 1990 defines a number of factors relating to dust and air pollution which constitute a statutory nuisance including;

- Smoke emitted from premises as to be prejudicial to health or a nuisance;
- Fumes of gases emitted from premises as to be prejudicial to health or a nuisance;
- Dust, steam, smell or other effluvia arising on industrial, trade or business premise and being prejudicial to health or a nuisance;
- Any accumulation or deposit which is prejudicial to health or a nuisance.

During the construction phase, the following action or measures are to be implemented:

NO.	ACTION	RESPONSIBLE PERSON
1	All subcontractors will undertake best working practices to avoid dust and emissions being generated.	Construction Director / Site Manager
2	Where appropriate during groundwork phases of the project facilities for wheel washing will be installed and maintained at site exit point.	Construction Director / Site Manager
3	All loads of loose or dusty materials transported from site shall be securely sheeted.	Site Manager / SHE Advisor
4	Sufficient road sweeping equipment and personnel will be provided to keep roadways cleaned to ensure no mud, dirt, debris or other loose material is deposited outside the site	Site Manager / SHE Advisor
5	Mobile browser will be used during dry periods to dampen vehicle routes	Site Manager / SHE Advisor
6	Public roads shall be regularly inspected for cleanliness and cleaned as necessary	Site Manager / SHE Advisor
7	Stockpiles of soil / sand and hardcore will be kept moist and the minimum slope shall be gentle to avoid windblown soil dust	Site Manager / SHE Advisor
8	Speed limits shall be enforced and adhered to on site	Construction Director / Site Manager / SHE Advisor
9	Site vehicles/ machinery to be switched off when not in use	Site Manager / SHE Advisor

10	During warm and sunny weather, unpaved areas subject to traffic and wind, stockpiles and dust-generating materials shall be damped down.	Site Manager / SHE Advisor
11	Plant and equipment shall be regularly maintained to ensure emissions are kept to a minimum.	Construction Director / Site Manager / SHE Advisor
12	Localised suppression measures will be employed for any cutting or grinding operations likely to cause nuisance	Construction Director / Site Manager / SHE Advisor
13	All plant and equipment will be regularly maintained to ensure emissions are within acceptable limits	Construction Director / Site Manager / SHE Advisor
14	The storage of fuel and/or the location of re-fueling operations shall not occur in a position that could give rise to nuisance from fugitive VOC emissions.	Site Manager / SHE Advisor
15	A Dust Action / Monitoring Plan will be formulated for the construction phase. It is essential to monitor for dust generation, including TSP, PM10, PM2.5 and PM01 be determined	SES Consultant/ Construction Director / SHE Manager

RA Recommendations for this project

In addition to the measures stated above, the construction phase activities shall be conducted in accordance with the Construction Environmental Management Plan (CEMP) set around trigger conditions that may potentially cause dust nuisance to arise. These trigger conditions should take account of conditions such as prevailing meteorology (such as wind speed and direction) and local conditions such as low soil moisture due to prolonged periods of hot and dry weather.

The CEMP should provide for additional dust suppression measures beyond normal and routine dust abatement measures. Typically, these additional suppression measures may include the use of extra water browsers and sprays, the application of chemical dust suppressants (if appropriate), cessation of activities under adverse weather conditions and dust monitoring, as appropriate. Vehicles wheels should be washed or cleaned before leaving the site.

Incidents & Agreed Corrective and / or Preventative Action

All records associated with monitoring will be recorded using the Site Diary and any scheduled site inspections. Any issues reported will be recorded via the Non-Conformance procedure and associated Corrective and Preventative Action procedure.

All non-conformances (including corrective & preventative actions) will be reviewed and verified by the IMS Coordinator to ensure all action is completed within the timescale specified

10. Mitigation measures from the SPG.

We confirm adherence to the relevant mitigation measures from the supplementary planning guidance (SPG) will be delivered on site.

11. If the site is a high-risk Site, real time dust monitors will be required, as detailed in the SPG.

Gilbert-Ash will provide additional dust monitors if required. To be assessed onsite when works commence.

12. Details about how rodents, including rats, will be prevented from spreading out from the site.

Gilbert-Ash will carry out visual surveys of the site to determine the presence of rodents.

If rodent droppings, dead rodents or evidence of nests / gnawing the building fabric a rodent control specialist will be employed to place rodent bait such as an indirect anticoagulant: Vitamin K1 (phytomenadione)

The bait will be place in tamperproof boxes.

The boxes are not traps and it is unlikely that rodents will die inside them.

The bait boxes will be left untouched.

During subsequent visits by rodent control specialist may place additional baits in response to activity, which will be removed once the infestation has been resolved.

The rodent control specialist will make recommendations for additional proofing and housekeeping.

13. Details on Waste management.

GA has signed up to meet WRAP's Zero waste to Landfill initiative by 2022. GA is operating Site Waste Management Plans utilising BRE's online Smart Waste model. GA continually drives to reduce site waste. Through a partnership agreement with Waste Management we hold regular CPD workshops for site staff and sub-contractors. This Sites is set a KPI of 92% of waste reuse, recycled rather than sent to landfill.

Site waste minimisation and management is now a vital and integral part of our business strategy and our current target for 2025 is to divert over 92% of waste from landfill on all our projects. We recognise that this aspect of our business has many benefits including: helps prevent unnecessary damage to the environment; prevents unnecessary use of materials and natural resources; makes economical sense to our operations; helps our business to meet our WRAP commitment and prevents unnecessary landfill.

It is company policy to set up all sites with SUSTAIN IQ waste to help us to identify our waste streams, with the objective of reducing the waste our sites produce. SUSTAIN IQ is an online site waste management plan that sets out the different stages of site waste management. Gilbert Ash have adopted this online tool and our own waste management system is referred to as 'Site Waste Minimisation and Management'. We believe the term minimisation creates a more positive title and helps our workforce to immediately identify that our primary aim is to minimise waste in all areas of our work. We hold regular workshops with our waste partners to continue to improve our supply chain.

For project all sites GA will employ our in- house company waste champion, to ensure the maximum percentage of recycling can be achieved. During the procurement, all licenses will be obtained and will be in place prior to the order being placed.

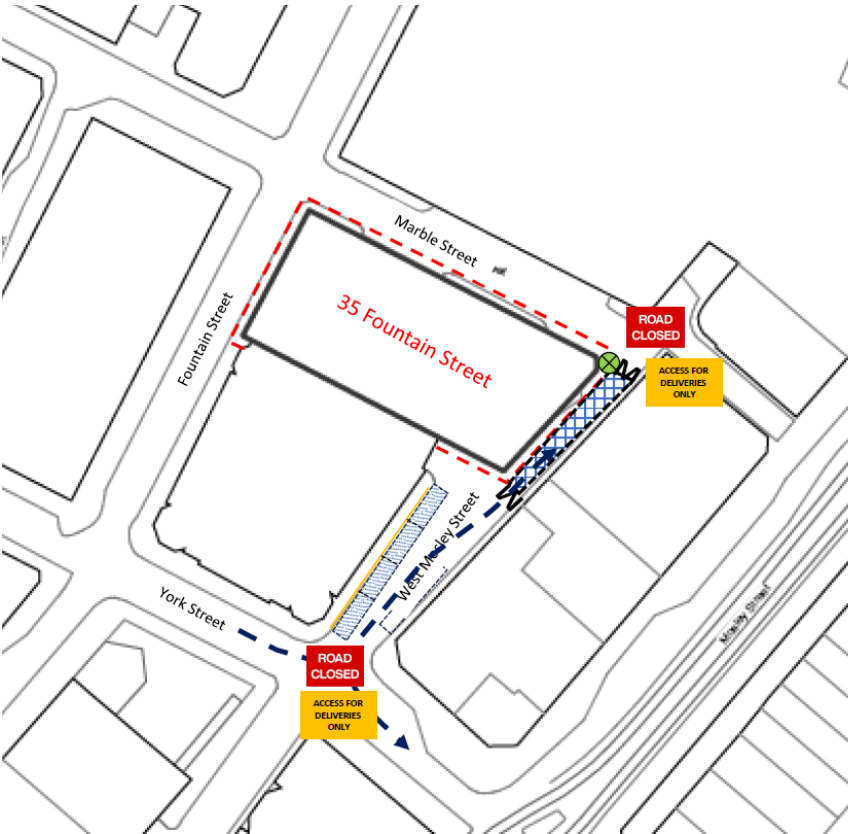
In line with GA's Environmental Procurement policy and our Waste Minimisation and Management policy, all waste contractors are vetted as part of our ISO14001: 2015 to ensure that they meet the standards of operational excellence that we require from our supply chain members. As part of our supply chain procurement policy each sub contractor/supplier is required to complete waste identification and waste minimisation measures prior to their appointment. This enables us to complete our online SWM&MP in a timely manner. Our supply chain is aware from the outset of our intention to deal with our waste responsibly, respectfully and ethically.

All GA projects have aspects, impacts assessments and waste targets set and communicated to each site team. These are reviewed by our onsite waste champion and audited by the environmental manager monthly. All findings are reported to the directors and discussed by project at the managers monthly meetings.

All waste management shall be operated to ensure compliance with The Waste Management Regulations the legislation covers all aspects of waste transfers and waste management facilities.

To achieve best practice during the construction phase we set up our waste segregation area with dedicated skips provided for disposal of the various building materials. These will be monitored by the waste champion and GA audits all waste carriers for compliance and performance along with the Waste Carrier sending monthly recycling figures to our environmental manager for review. This is demonstrated on all our sites for the year 2019 an average performance was achieved of over 95% reuse, recycle diverted from landfill.

Site Waste Management Plan – each of our project operate a SWMP. This requires us to engage our supply chain in waste minimisation seminars to identify where we can prevent waste. This also includes noting design characteristics that can be implemented to reduce waste on all projects in the future.

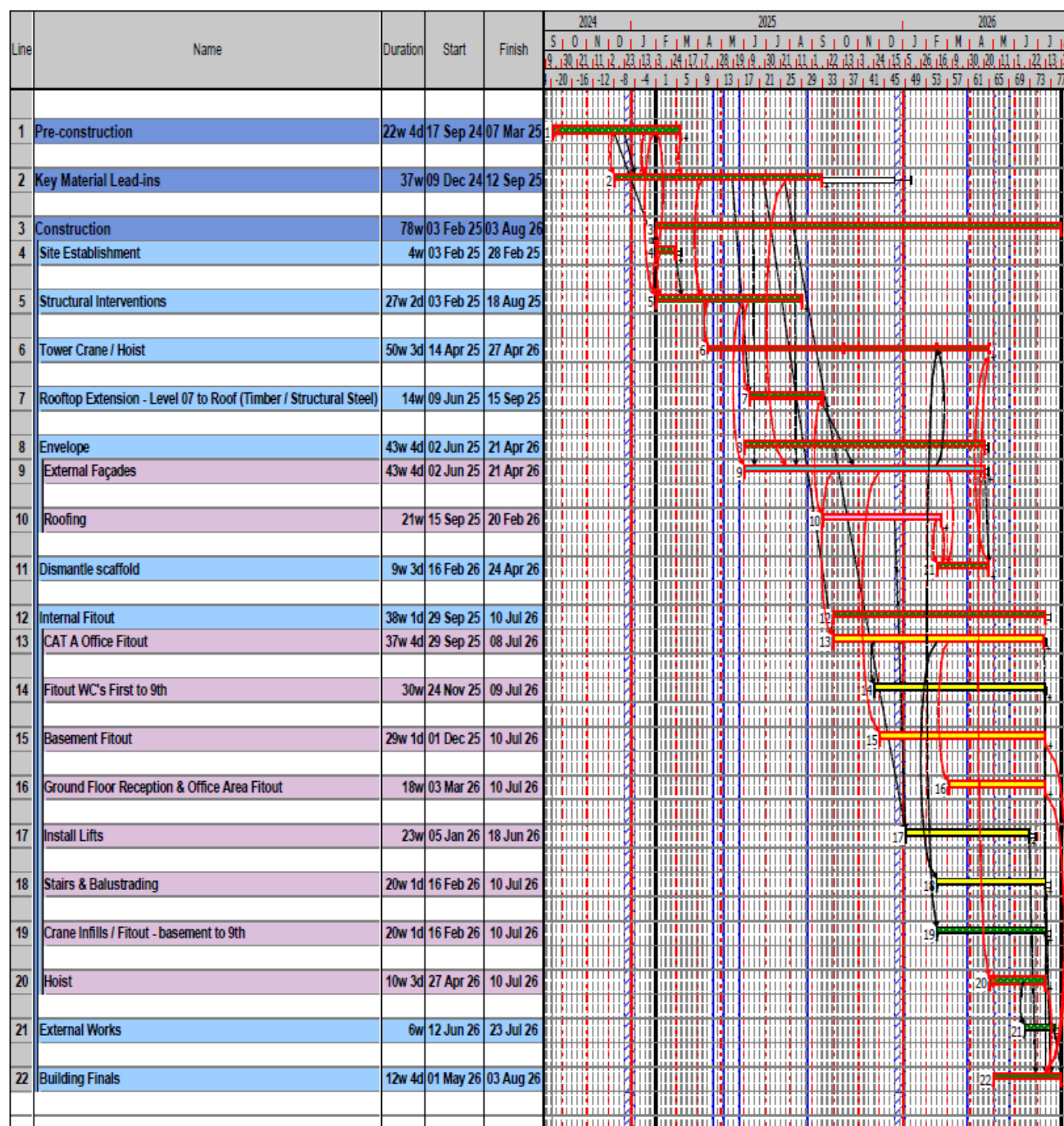


GilbertAsh

Site Security / Deliveries

-  Solid plywood hoarding
-  Turnstile – Site personnel sign in
-  Temporary daily road closure outside peak traffic hours
-  Herras fencing
-  Managed access gates in herras fence (temporary)
-  4Nr parking bays suspended on West Mosley Street double yellow lines to be installed in parking bays
-  Site traffic route

Appendix B – Construction Programme





Flyer No. 01**Gilbert-Ash Ltd**

Great Bridgewater Street

Project Description

The refurbishment works to 70 Great Bridgewater Street consists of the removal of the existing building envelope and internal finishes to bring the building back to the existing concrete frame. The design consists of infilling of the existing atrium area to increase the net internal floor area of the existing floor plate. The relocation of the core/toilets on each floor to be more centralised. A two storey, steel frame extension to be added to the 6th and 7th floor which is to be the same footprint as the floors below. A new uniform façade consisting of glazing and aluminium to the building envelope. The existing carpark provision will be reduced by 75% to accommodate new cycle storage and washing facilities. There will be 15no available car parking spaces on completion of the project. The internal fitout will be an open plan CAT A fitout consisting of raised access floors, exposed concrete soffits, and exposed MEP services. The MEP installations are VRF heating and cooling system, LED lighting and emergency lighting, fire alarm, building management system, intruder alarm and full access control.

The project commenced on 18th April 2022
with a planned construction duration of 93 weeks.
Anticipated completion date Jan 2024.



Planned progress June/July 2022 :

- Erect perimeter scaffold to façade.
- Continue internal demolition with soft strip.
- Commence demolition to external façade.
- Erect tower crane (Early Aug 22)
- Erect hoarding along Great Bridgewater Street.

Works Scheduled including deliveries:

- Demolition waste removal lorries attending the site daily.
- Scaffold material deliveries attending site daily.

Actions taken by the Contractor to Reduce the Impact of the Construction Works on the Local Community:

- Gilbert-Ash will manage daily deliveries of plant and material to site to reduce traffic impact during peak times
- Gilbert-Ash will monitor the monitoring equipment on site to make sure we are within planning conditions

We aim to bring as little disruption as possible to our neighbours but if you have any particular enquiry on how this project may affect you, please feel free to contact, Mr Alex Trainor, our Site Manager, on his mobile phone: 07968 904718, or by email: Alex.Trainor@gilbert-ash.co.uk
He will do his best to answer your queries or resolve any issue.

Appendix D – Environmental Noise Monitoring Equipment

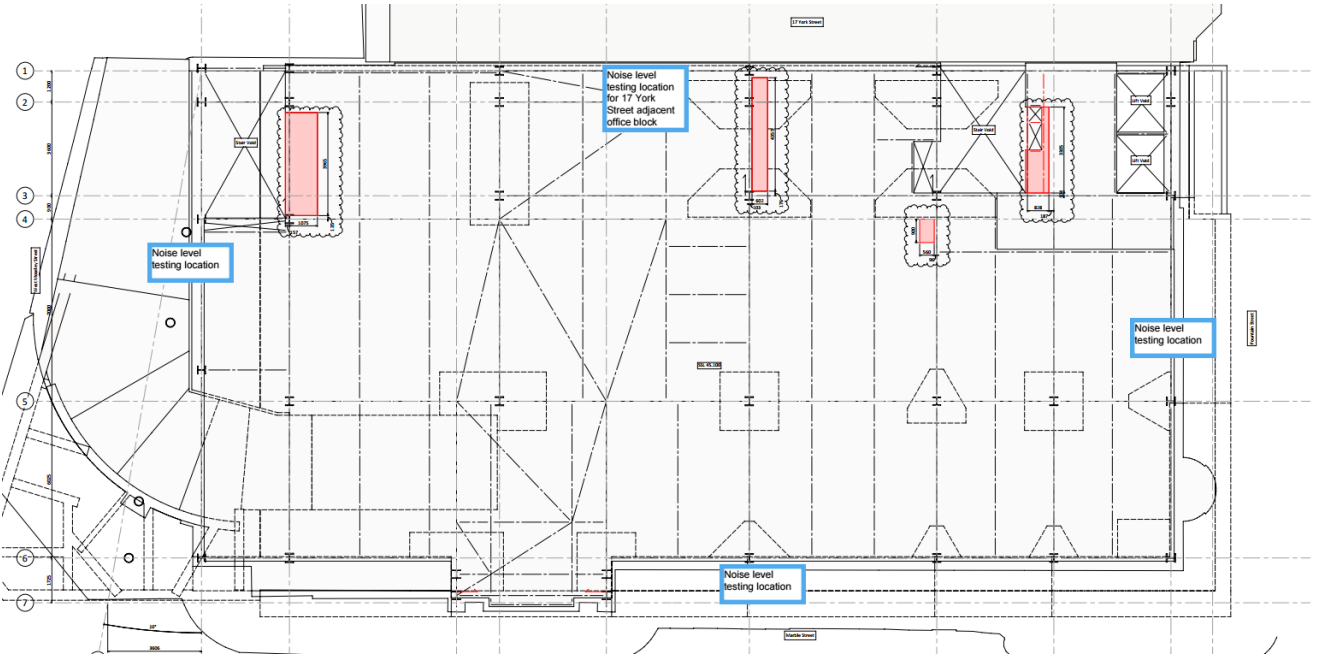
Handheld noise monitoring equipment.

RS PRO RS-95 Sound Level Meter, 35dB to 130dB, 8kHz max



Attribute	Value
Maximum Sound Level	130dB
Minimum Sound Level	35dB
Weighting	A, C
Display Type	LCD
Battery Type	9V
Interface Type	Bluetooth
Maximum Frequency	8kHz
Minimum Frequency	31.5 Hz
Model Number p	RS-95

Noise Reading locations



GILBERT-ASH LIMITED I.M.S. PROCEDURES	Sect:	S.I.34
	Page:	1 of 4
	Version:	3
	Version Release Date:	April 2024
	Auth. By:	John McGerty
	Last Review Date:	April 2024

Title: NOISE AND VIBRATION**1.0 What:-**

In general the construction industry is one of the leading sources of noise complaints made to Local Authorities.

Something is considered 'noisy' when the sound is unwanted by the listener. Noise and vibration emissions can disturb local residents and give rise to complaints and delays. Noise can also disturb wildlife and natural heritage.

Noisy activities include: excavation, tunnelling, concrete cutting, piling, using un-silenced generators and concrete pours.

This procedure ensures GA comply with PPG6 best practice pollution prevention policies and procedures on-site in accordance with 'Pollution Prevention Guidelines, Working at construction and demolition-sites.

2.0 Why:-

Our onsite operations are likely to have an impact on the local community due to the location and surrounding area. As a result, best practice will be implemented on site in order to minimise the impact caused through noise and vibration to ensure compliance with the following:

To act as a good neighbour: avoid complaints and maintain good relations with the local community;

To avoid programme delay: the Local Authority has the power to stop works if noise from the site is causing a nuisance;

To avoid fines: Failing to meet noise constraints can result in fines;

To avoid structural damage: vibration can cause structural damage;

To comply with contractual requirements; BS 5228-1:2009 - Code of practice for Noise & Vibration control on construction & open sites-Part 1: Noise

To prevent harm to wildlife: noise can disturb wildlife as well as humans.

3.0 Noise Prevention:-

- Site Management should take 'Base Noise Level' readings at the start of a project as a reference. A minimum of five points should be set out on the site's footprint and recorded on the 'Base Noise Level' Form in the box provided;
- Readings should be taken once a week (minimum) however, professional judgement should be applied by Site Management to identify situations that require more frequent records to be made or task records to be taken with appropriate actions i.e. Safe Zones, Exclusion Zones, Ear Protection;
- **Note:** At 80 dB we must warn workers and offer ear protection. At 85 dB we have a legal requirement to enforce ear protection and highlight Safe Zones.

3.1 Control Measures (including):

Plant & Equipment

In accordance with our ISO14001 accreditation we have developed and implemented written procedures to ensure all plant and equipment operated by the company or indirectly operated through our sub-contractors are well maintained and operating efficiently. Any plant and / or equipment found to be defected must be reported immediately and if required removed from operation. Therefore the following must be adhered to at all times:

- Plant and equipment must be selected with the aim of reducing the impact from noise and vibration when possible. Only plant and equipment that comply with the relevant national standards outlined above are to be used;
- All plant and equipment will be operated as per the manufacturers specification and placed on a maintenance schedule to ensure they are inspected regularly;
- When required, plant producing less noise or has noise control equipment attached (i.e. mufflers, silencers) will be used;
- Plant and equipment will be checked daily by the Site Manager and appropriate operatives;
- Plant and equipment will be kept switched off when not in use;
- Plant and equipment with acoustic enclosures will have all panels closed when in operation;
- Plant and equipment with significant noise will be located in areas likely to minimise noise nuisance to local residents.

The hours of work for plant and equipment is specified to restrict impact through noise to specific times throughout the day. Prior agreement will be sought from the client if additional works beyond these times are required.

Sensitive Receptors

We recognise the impact our operations can have on the local community and will aim to identify those sensitive periods through our early engagement process and aim to programme works around them. Our Site Manager is responsible for ensuring our site compound is developed to consider local community impact therefore locating delivery areas, access and other areas within the site likely to generate noise away from residential properties (when practicably possible). Those works likely to generate significant noise levels will be programmed to minimise the distance from the source to the receptors.

Sound Barriers

When possible Best Practicable Means (BPM) must be complied with and we will erect screening to reduce noise levels between the source and receptor. Any holes and / or openings within the screens will be kept to a minimum.

GILBERT-ASH LIMITED I.M.S. PROCEDURES	Sect: S.I.34 Page: 3 of 4 Version: 3 Version Release Date: April 2024 Auth. By: John McGerty Last Review Date: April 2024
---	---

4.0 Vibration Prevention:-

Vibration

Particular attention will be given to the buildings and structures surrounding the sites to ensure that suitable controls are in place at all times to avoid risk of physical damage caused from vibration.

Monitoring & Measuring

Monitoring and measuring of noise and vibration will be undertaken by a person deemed competent by the company (when required) to ensure limits are not exceeded and all necessary mitigation measures are working as required. Calibrated equipment will be used to capture quantitative measures if required.

Vibration Crack Monitoring Records, 'Crack Mark Tell Tale' for floor displacement records and vibration monitors should be used if any of the following dictates:-

- Underpinning
- Design
- Client Request
- Specific complaint
- Risk Assessment

DO's	DON'T's
If possible, restrict noisy activities to certain times of the day, and where possible keep noisy plant as far away as possible from public areas.	Don't undertake noisy works during the evening, at night time or very early in the morning if it can be avoided.
Do adhere to working hours. Some sites are only consented to work at certain times.	Don't leave doors and hoods open on plant.
Do plan deliveries. Arrange routes and times to minimise potential nuisance to the local community.	Don't leave plant running unnecessarily.
If possible, keep noisy plant away from public areas.	Don't use poorly maintained plant.
Minimise drop heights into hoppers, lorries and other plant.	Don't ignore complaints from the local community.
Use local screening where possible / necessary. Noise can be reduced if a screen is placed between plant and nearby sensitive location. Screens can be straw bales or ply board.	Don't undertake activities that could cause damage to nearby structures through vibration unless approved by your Site Manager or SHE Manager.
Do use silenced generators and tower lights where necessary.	Do not keep acoustic doors and hoods on plant open.
Arrange delivery times to suit the area – day time for residential areas, night time for inner-city areas.	

5.0 GOOD PRACTICE

5.1 Plant Selection:-

Appropriate plant should be provided for each job. Plant is maintained according to the plant maintenance programme. If after a visual inspection, plant is faulty, arrange for new plant to be provided. Use only plant conforming to relevant standards and directives on emissions.

Ensure any noise abatement measures on the plant are used accordingly.

5.2 Operating Time:-

Ensure that all noisy works is undertaken at a time to cause least nuisance.

Operating Hours

All plant and equipment will be operated during authorised working hours as outlined below unless the project specific contract stipulates to the contrary:

Monday – Friday	-	07:00-18:00
Saturday	-	08:00-13:00
Sunday	-	No working permitted

5.3 Location:-

If there is an area of the site less sensitive to noise carry out the noisiest operations at this location. Screening placed between the source and the receptor significantly reduces the impact. A screen placed closer to the source is more effective than one placed further away.

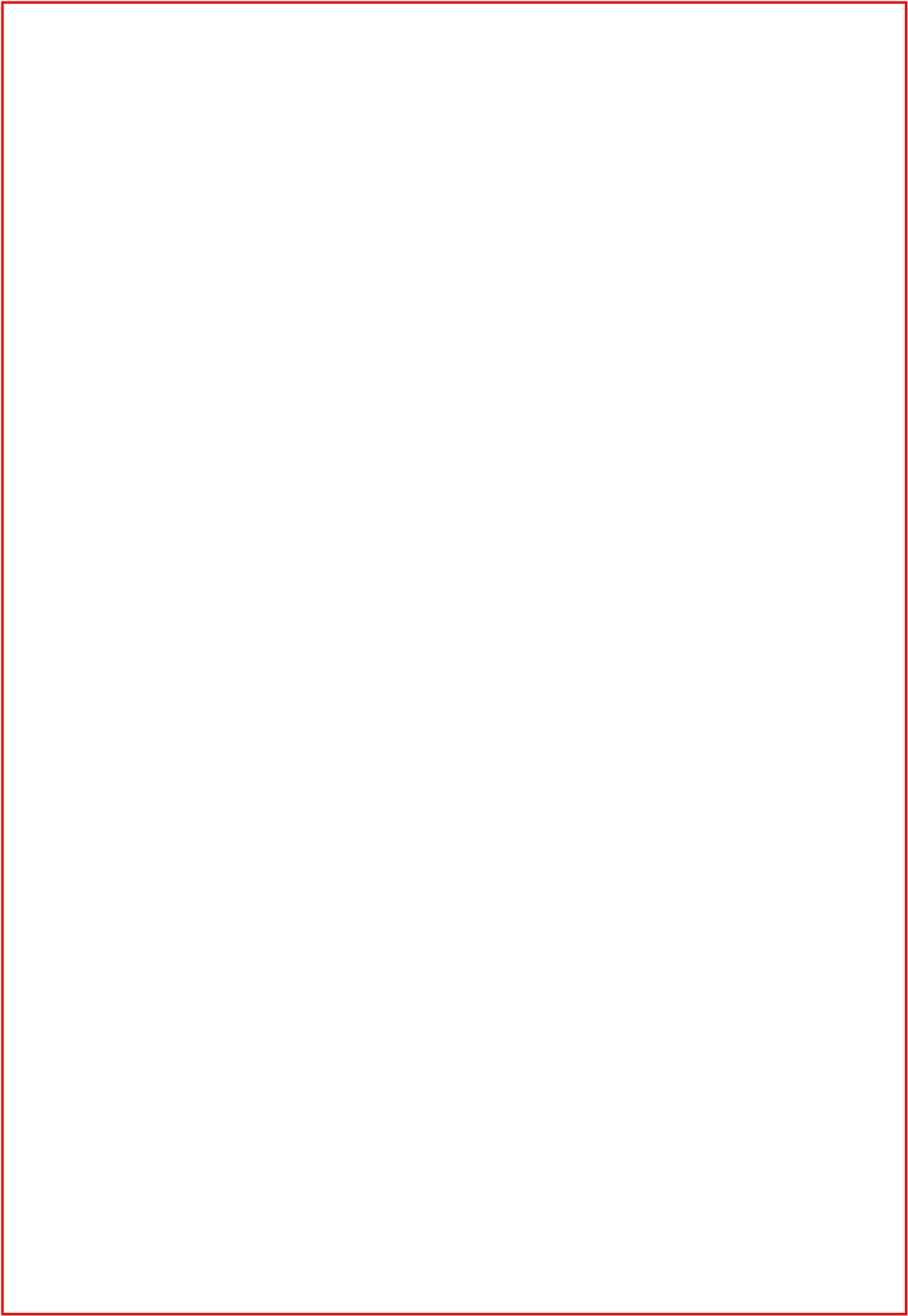
GILBERT-ASH LTD. CONSTRUCTION SITE RULES (BRITAIN)



SITE:

The following rules must be adopted for the works:

1. All personnel entering the site must enter their details into the signing in/out register located in the site office. Personnel leaving the site must sign out.
2. Site personnel are to park vehicles as directed by site management. **Private vehicles are not allowed on site. G-A will designate parking prior to work commencing on site this is non negotiable and failure to comply may result in exclusion from the site.**
3. All personnel must undergo a site induction training course prior to starting work on site. The aim of this is to make everyone familiar with safety and health issues specifically related to working on this project.
4. All personnel must be conversant with the action to be taken in the event of a fire or other emergencies.
5. All personnel working on site must be conversant with the requirements of their safety method statement and comply fully with the legal requirements of the Health and Safety at Work Act 1974 and other statutory requirements.
6. **No smoking policy including E cigarettes:** smoking inside buildings is strictly forbidden. A designated outside smoking area will be provided by the Site Manager with the appropriate signage displayed. Smoking outside this location is prohibited. **Personnel found smoking outside this controlled area will be disciplined and excluded from the site.**
7. Use of mobile phones is restricted to authorised areas only. Breach will result in disciplinary action.
8. Any person entering the site under the influence of **drugs or alcohol** will be immediately excluded from the site area.
9. All personnel must conduct themselves in an orderly manner whilst on site. Any person found to be interfering with or misusing fixtures, fittings or equipment provided in the interests of health, safety and welfare will be excluded from site.
10. The site is a **"HARD HAT AREA"**. As such safety helmets **must** be worn by all operatives, managers and visitors whilst they are on site.
11. Personal protective equipment (PPE), e.g. **Hi visibility vest, safety boots, gloves** are mandatory others like ear defenders, glasses etc., must be used as and when required by the activities in which operatives are engaged., i.e. as directed by the Method Statement and Risk Assessments. **No shorts are permitted on this site.**



12. Every accident, near miss or dangerous occurrence must be immediately reported to your supervisor. Operatives acting in an **unsafe manner may be disciplined by fine or removal from site**. See our staff for **don't walk by reporting** we actively encourage positive reporting.
13. Visitors must not be permitted on site without the consent of the Principal Contractor. All visitors must report to the Site Foreman /Engineer.
14. Access to and egress from the site shall be made through the designated entrance/paths only.
15. The operators of all plant and equipment must be suitably experienced, trained and competent to operate such equipment. Operators must also have the **appropriate in-date licence**. No plant operations are allowed beyond any site perimeter or fenced-off areas.
16. Any mechanical plant or equipment found to be defective is not to be used. **Daily Pre operational checks are mandatory and must be recorded**. No keys are to be left in unattended plant.
17. All deliveries of materials must be made through the designated entrance of the site and co-ordinated through the Principal Contractor.
18. Vehicle drivers must wear a safety helmet at all times when at risk. Vehicles are not to be reversed in construction areas unless under the control of an authorised banks man or have cameras fitted.
19. All deliveries taking longer than ½ an hour to unload shall be notified to the Principal Contractor's site management.
20. Ladders may only be used for low risk work of short duration, or because there are site features that mean the use of other equipment is not appropriate or practicable. If ladders are removed, operatives are to inform the Principal Contractor immediately. The Principal Contractor will ensure ladders are replaced.
21. The storage of materials and removal of waste from site will be strictly controlled. Permission must be given by the Principal Contractors site management prior to materials (new or waste) or equivalent being stored within the site compound. All licences and dockets are to be recorded on the Waste Register. **Sub Contractors will be contra charged for the removal of their waste**.
22. All debris must be removed as it arises and the site kept clean and dust controlled. Vehicles leaving the site must be free from mud, protruding debris etc., Contractors will be given a warning period to clear and remove waste. **Failure to comply will result in contra charge**.
23. All temporary electrics and power tools must be 110 volt, 240v is not permitted. All electric tools are to be PAT certified and in date.
24. Bulk storage of flammable materials (e.g. oxygen, acetylene, petrol, paints, etc.,) is not permitted. Storage of only small amounts of such materials is only permissible by prior authorisation from the Site Manager. **On completion of inspection a G-A representative will issue a tag/label and must be confined to a specified area designated by G-A**.

25. The Site Manager must be notified of activities with an associated risk of fire or explosion e.g.:-

- Welding (hot air or arc)
- Cutting with flame
- Burning
- Soldering and brazing
- Naked flames

Suitable fire extinguishers must be placed, at all times, adjacent to areas of hot work and the area checked one hour after completion of the hot work.

26. All high risk work activities must be authorised by the Site Manager and strictly controlled through a Permit to Work system, e.g. **ALL HOT WORKS** will be controlled through a Hot Works Permit.



G-A is keen to promote a good, safe image and wants to make sure everyone is aware of the dangers on this site.

Immediate notice will be served on any Employee or Contractor not complying with these site rules.

SMOKE FREE POLICY

Gilbert-Ash Limited is fully committed to achieving high standards of health, safety and welfare for its staff, visitors and contractors.

It is the policy of Gilbert-Ash that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment.

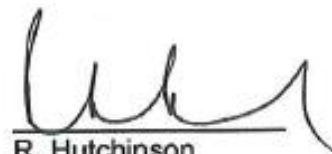
Smoking of cigarettes, Inhalators used to aid smoking cessation and E-cigarettes can only be used in designated external areas.

In line with legislation smoking inside of any company vehicles is prohibited.

Appropriate 'No Smoking' signs are clearly displayed at Gilbert-Ash Limited workplaces.

Failure to comply with the above will be dealt with under the Company's Disciplinary Procedure.

The policy applies to all employees, contractors and visitors to any of Gilbert-Ash Limited places of work. It is fully supported by senior management and is monitored and reviewed annually.



R. Hutchinson
30 March 2015

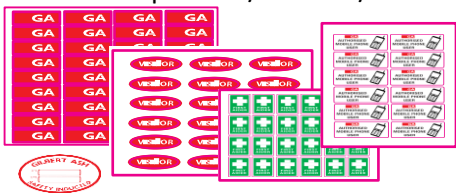
The Company continues to support those who endeavour to give up smoking - Smokers Helpline 0800 858585 providing advice and support about stopping smoking or alternatively contact your local NHS Board or GP.



The Company's decision to prohibit the use of e-cigarettes within its buildings and vehicles is based on the British Medical Association's (BMA) guidance on the subject. The BMA advises that e-cigarettes are subject to limited regulation, are not licensed and there is no peer reviewed evidence that they are safe or effective in helping smokers cut down or quit. The BMA recommends that their use should be prohibited in workplaces and public places to limit second hand exposure to the vapour exhaled by the use, and to ensure their use does not undermine smoking prevention and cessation by reinforcing the normalcy of cigarette use.

Appendix G – GA site Setup checklist

Project Name	Brunel LTC BUILDING	
Site Set Up Checklist		
Statutory Notices (to be located in common areas)	Where to obtain	On site?
HSE Health and Safety Law Poster	Michael Heron	
HSE 1 st Aid Poster	Michael Heron	
HSE Electrocution Poster	Michael Heron	
F10	Contracts Manager	
Insurances	Gateway IMS Templates	
Industry Specific Notices (to be located within induction room)	Where to obtain	On site?
Don't Walk By Poster	Michael Heron	
Site Rules A4	Gateway IMS Templates	
Site Management Team /1 st aid/fire marshall notice	Gateway IMS Templates	
A3 – CPCSCS/CISRS/CSCS/PASMA/IPAF posters	Gateway IMS Templates	
No shorts / gloves are mandatory poster	Gateway IMS Templates	
Company Values and Standards Board (locate documents on pin board in common area)	Where to obtain	On site?
Main Policies: Health and Safety, Environmental, Waste Minimisation, Training and Recruitment, CSR, Equality and Diversity, Modern Slavery,	Gateway IMS Templates	
ISO Certificates (9001, 14001, 45001)	Gateway IMS Templates	
Safe-T-Cert / SSIP	Gateway IMS Templates	
Company Values Poster	Gateway Library Posters	
Multi faith room invitation poster	Gateway Library Posters	
Site setup documentation (completed by SM or CM) and IMS files	Where to obtain	On site?
Folders Numbers 1-12 (should be sent with prepopulated templates and labelled dividers)	London Office	
IMS Index of Template for guidance on all documents in Folders 1-12	Gateway IMS Templates	
Additional Spine Labels	Michael Heron	
Construction Phase H&S Plan (file 1)	CM or SM	
Pre-construction info	PD or CM	
Risk and control register (file 1)	Gateway IMS Templates	
Fire Emergency Plan (file 1)	Gateway IMS Templates	
Traffic Management Plan (file 1)	Gateway IMS Templates	
Existing asbestos surveys (file 1)	PD or CM	
Any Geotech/Archaeological/Biodiversity/Unexploded Ordnance surveys (file1)	PD or CM	
Pre-construction environmental checklist (file 11)	Gateway IMS Templates	
Impact Aspect Register (file 1)	Gateway IMS Templates	
Software / Hardware and Account Setup	Where to obtain	On site?
Powerpoint Induction presentation To make the induction site specific, you will need to obtain and insert in the powerpoint photos/screenshots of: - Each member of GA management team and first aiders	Dawn Exton	

- Artist impression of finished building - Site welfare layout - Fire plan / Traffic Management Plan - Route to local A&E - One of the fire points showing method of raising alarm and location of muster point - Safety arch/entrance to the construction site and Signing in area		
TV or Projector for site induction presentations	Buying Dept	
USB stick to load and play the induction video		
Sustain IQ Account Registration (you will need to identify readings for Water/Electricity/Fuel and obtain licences from all contractors removing waste including subcontractor arrangements)	Michael Heron	
Whatsapp group	SHE Advisor	
Considerate Constructor Registration	London Office	
CSCS card reader	Buying Dept	
Snagging App	IT	
GA Books and Stickers	Where to obtain	On site?
Don't Walk By Book	Michael Heron	
Disciplinary Book (Yellow/red card system)		
Safe Action Plan		
Small Order Book		
Yellow Accident Book		
Stickers – Supervisor/1 st Aider/Authorised mobile phone/Visitor		
		
In case of Emergency (ICE Tags)		
Tags – Work at Height/Temporary Works/MEWPS/Gas Cylinders		
GA Notice Boards		
2no Whiteboards for - Delivery board in site office - General white board for site office	Buying dept	
5no pin boards in canteen/common areas - GA Management Focus Board - Health and Wellbeing Board - Environmental / Sustainability Board - CSR Board (CCS) - Company Values and Standards	Buying Dept (content of boards to be obtained from Safety Advisor)	
Tower Crane Board – to summarise main contents of lift plan - 1600x 1100 Perspex case notice board	Buying dept or make on site	



4no A4 Document Holders,
2 desktop

- To hold induction forms/permits/tags/inspection forms

2 wall mounted

- Health and wellbeing leaflets
- Quizzes



Buying dept

Community Notice Board



Buying Dept
Order code: COMMNB

H&S Information Board



Buying Dept
Order code: GASIB

(content of boards can be obtained from Safety Advisor)

GA Site Signage – these signs are compulsory for every project. Purchase from the Buying Dept
Request a GA sign brochure from the buying department for more signage options

GASS15	X1	GADRB	X1	GAHHS2	X1	GASMZR	X1	X1
GASMZ			X1	GASMZG	X5	GASMZA		X5
GAIND	X1	GAVVD	X1	GAFAP	X1	GAFAR		X1
GAPPE1	X1	GAFP	X6	GADW	X1	GASOHC		X4
GASE	X1	GADCS6	X1	GADSA	X1	GADMP		X1
GAREC			X1	GABS				X1

GA Cardboard & Plastics	GA Mixed	SITE OFFICE	MEETING ROOM	DRYING ROOM
GA Metal	GA Plasterboard	TOILETS	FEMALE WC	MALE WC
GA Timber		CANTEEN	Set of 7no standard pack door plates	

SUSTAINABLE PROCUREMENT POLICY



Gilbert-Ash is committed to conducting its business operations in a socially and environmentally sustainable manner in line with its [ESG Strategy to 2030](#). As a leading construction company, we recognise that our procurement practices can have a significant impact on people and planet and we must ensure that impact is positive.

By integrating sustainability considerations into our procurement practices, Gilbert-Ash is committed to minimising its environmental footprint, promoting social equity, and contributing to the transition towards a more sustainable construction industry.

This Sustainable Procurement Policy helps guide our procurement practices, ensuring that our supply chain partners share our commitments and that they contribute positively to our ESG goals. All supply chain partners must agree to work within the framework of our Supply Chain Charter prior to becoming an approved supply chain partner.

Scope of the Policy

This policy applies to all procurement activities conducted by Gilbert-Ash, including but not limited to the sourcing of goods, materials, equipment, and services required for construction projects in the markets where we operate.

Our Purpose

Our core purpose is to make a difference to our **projects**, our **people** and our **planet**, through innovation, collaboration and determination. Our supply chain is critical to delivering on our ambitions and targets and so sustainability is considered in every purchasing decision we make and we actively manage supply chain sustainability performance on an ongoing basis.

Our Objectives

Our purchasing decisions, how and what we procure are guided by our purpose and by the following objectives, outlined in our ESG Strategy to 2030:

- Achieve net zero across all scopes by 2040;
- Minimise our use of non-renewable resources and eliminate waste;
- Prioritise the reduction, reuse and recycling of materials;
- Procure materials, goods & services that are not harmful to human health and our planet;
- Apply circular economy principles to all purchasing and projects.

In order to achieve this, we will apply the following principles to all procurement decisions:

Environmental Responsibility

- Prioritise the selection of suppliers who demonstrate a meaningful commitment to environmental protection and sustainable practices;
- Minimise waste generation and promote resource efficiency, recycling and reuse wherever feasible;
- Encourage the adoption of sustainable transportation and logistics solutions to reduce carbon emissions associated with procurement activities;
- Promote use of products which are made of recycled materials; can be recycled or re-used; can be operated in an energy and resource efficient manner and provide the Best Practicable Environmental Option (BPEO);
- Consider life cycle costing; in terms of durability, running costs, maintenance and disposal costs as opposed to the initial purchase price.

SUSTAINABLE PROCUREMENT POLICY



- Use responsibly-sourced materials and products with low environmental impact, including those with recycled content, lower embodied emissions and energy-efficient properties.
- Continually review purchases and contracts specifications with the intention of reducing the environmental impact of direct and indirect purchases;

Social Responsibility

- Ensure that all suppliers fully comply with legislation and uphold high standards when it comes to providing fair wages, safe working conditions, and prohibiting child or forced labour;
- Support local businesses and SMEs where possible to stimulate economic growth and contribute to the development of local economies;
- Provide ongoing staff training to promote the principles of sustainable procurement.

Ethical Practice and Continuous Improvement

- Conduct all procurement activities with integrity, honesty, and fairness, avoiding any form of corruption, bribery, or unethical behavior;
- Require suppliers to adhere to our Supply Chain Charter, which outlines our expectations regarding business ethics, human rights, and anti-corruption measures;
- Conduct internal supply chain audits in line with Sedex Members Ethical Trade Audit (SMETA) principles;
- Regularly review and update our procurement policies and procedures to reflect evolving sustainability best practices and regulatory requirements.

This policy is fully supported by Senior Management and it will be monitored and reviewed annually to ensure its continued effectiveness and relevance to Gilbert-Ash's ESG commitments and regulatory requirements. It is displayed and communicated to all employees and to interested parties.

Signed:

A handwritten signature in black ink, appearing to read 'Ray Hutchinson'.

Ray Hutchinson

Managing Director

19/2/2024.

Date

ACCIDENT INVESTIGATION REPORT

SECTION 1		SITE INFORMATION	RIDDOR REPORTABLE
Site Name			Yes/No?
Site Address			If Yes RIDDOR Number:
GA Manager/Supervisor			Category of RIDDOR:
Date of Accident		Time of Accident	

SECTION 2	DESCRIPTION OF THE ACCIDENT (include photos at the end of the report)

SECTION 3	INJURED PERSON'S (IP) DETAILS
Name	
Address	
Telephone Number	
Date of Birth	
Employer	
Occupation	

SECTION 4	FIRST AID AND DETAILS OF INJURY
Description of the Injury	
Was First Aid given?	
First Aiders Name	
Outcome	Returned to work / Ambulance Called / Taken to hospital / Sent home / Attended GP Explain:
Follow up detail of injury	
When did the IP return to work	
Total number of days off work	

 FRONT		<table border="1"> <thead> <tr> <th>BODY</th> <th>PART</th> <th></th> <th></th> </tr> </thead> <tbody> <tr><td>Head</td><td>Chest</td><td></td><td></td></tr> <tr><td>Eyes</td><td>Back</td><td></td><td></td></tr> <tr><td>Nose</td><td>Stomach</td><td></td><td></td></tr> <tr><td>Jaw</td><td>Hip</td><td></td><td></td></tr> <tr><td>Chin</td><td>Rectum</td><td></td><td></td></tr> <tr><td>Neck</td><td>Thigh</td><td></td><td></td></tr> <tr><td>Shoulder</td><td>Knee</td><td></td><td></td></tr> <tr><td>Upper Arm</td><td>Shin</td><td></td><td></td></tr> <tr><td>Elbow</td><td>Ankle</td><td></td><td></td></tr> <tr><td>Lower Arm</td><td>Foot</td><td></td><td></td></tr> <tr><td>Wrist</td><td>Toe</td><td></td><td></td></tr> <tr><td>Hand</td><td>Right Side</td><td></td><td></td></tr> <tr><td>Finger</td><td>Middle</td><td></td><td></td></tr> <tr><td>Thumb</td><td>Left Side</td><td></td><td></td></tr> </tbody> </table>	BODY	PART			Head	Chest			Eyes	Back			Nose	Stomach			Jaw	Hip			Chin	Rectum			Neck	Thigh			Shoulder	Knee			Upper Arm	Shin			Elbow	Ankle			Lower Arm	Foot			Wrist	Toe			Hand	Right Side			Finger	Middle			Thumb	Left Side			 REAR
		BODY	PART																																																												
		Head	Chest																																																												
		Eyes	Back																																																												
		Nose	Stomach																																																												
		Jaw	Hip																																																												
		Chin	Rectum																																																												
		Neck	Thigh																																																												
		Shoulder	Knee																																																												
		Upper Arm	Shin																																																												
		Elbow	Ankle																																																												
		Lower Arm	Foot																																																												
		Wrist	Toe																																																												
		Hand	Right Side																																																												
		Finger	Middle																																																												
		Thumb	Left Side																																																												

ACCIDENT INVESTIGATION REPORT

		
--	---	--

SECTION 5	ACCIDENT TYPE
Fall from height	Handling, lifting or carrying
Struck by moving vehicle	Trapped by something collapsing / overturning
Struck by moving object	Contact with moving machinery
Slip / Trip or Fall on same level	Act of violence / physical assault
Drowning or asphyxiation	Exposure to an explosion
Contact with electricity	Struck against something fixed or stationary
Other:	

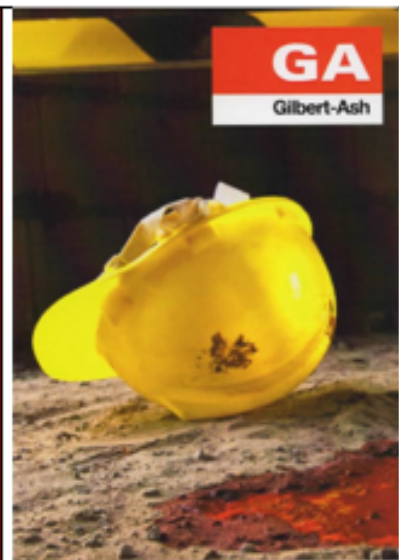
SECTION 6		PERSONAL PROTECTIVE EQUIPMENT					
							
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

SECTION 7	SITE LOCATION OF ACCIDENT (sketch or insert drawing)

SECTION 8	ENVIRONMENTAL CONDITIONS
Describe the environmental conditions of the area. Consider housekeeping, lighting, weather, uneven surface etc	

NEAR MISS / INCIDENT Report Form

A near miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. This report form must be completed in the event of any incident, near miss or unsafe act or condition.



Project:		Date:	
Name of person making the report (Optional):			
Area where incident/Near Miss occurred:			
Details of incident/Near Miss:			
Action taken by you or others:			

PLEASE FORWARD FORM TO A MEMBER OF GA MANAGEMENT / GA SHE ADVISOR

GILBERT-ASH LIMITED I.M.S. PROCEDURES	Sect:	I.P.8
	Page:	1 of 2
	Version:	3
	Version Release Date:	August 2024
	Auth. By:	John McGerty
	Last Review Date:	August 2024

TITLE: COMPLAINTS (CLIENT / PUBLIC / REGULATORY)**1.0 INTRODUCTION**

This procedure describes the system used by the Company to ensure that all complaints are recorded and have the necessary corrective and preventative action taken.

2.0 SCOPE

All complaints received by the Company.

3.0 RESPONSIBILITIES

All employees of the Company are responsible for recording complaints. The SHEQ Manager is responsible for reviewing all complaints and ensuring that the necessary and preventative action is taken.

4.0 PROCEDURE

The Complaint Form, IF8.1, can be found on the IMS Page of GAteway.
All complaints received are to be recorded on the Complaint Form detailing the following information:-

- Complainant Name.
- Address if applicable.
- Date.
- Received by.
- Nature of complaint.

The complaint should be passed to the appropriate person for investigation and where the complaint is justified the corrective action to be taken should be recorded in the appropriate section of the complaint form. Once the complaint has had the necessary corrective action planned/taken then the corrective action section of the complaint form should be signed and dated by the person who has actioned the complaint. The form should then be passed to the SHEQ Manager who will review the corrective action and decide if any preventive action should be taken. If preventive action is required it will be recorded in the appropriate section of the complaint form. Once the SHEQ Manager has reviewed the complaint they will sign and date the complaint form to prove that all necessary corrective and preventive action has been taken.

When a complaint is addressed, the SHEQ Manager or staff member will exercise reasonable judgement when deciding an appropriate action. If a complaint is minor in nature, for instance, it is not necessary to launch a full investigation, so long as the essence of the complaint is addressed. In instances where a complaint is major in scope, represents a nonconformance, or is repeated over time, a Problem Report (IF 7.1) may be filled out and processed according to I.P.7, Control of Non Conformances.

GILBERT-ASH LIMITED I.M.S. PROCEDURES	Sect: I.P.8 Page: 2 of 2 Version: 3 Version Release Date: August 2024 Auth. By: John McGerty Last Review Date: August 2024
---	--

5.0 RELATED DOCUMENTS

IF 8.1 Complaint Form
S.I.20 Complaint Form

6.0 REVIEW

The effectiveness of this procedure will be reviewed using the internal integrated audit and at the Management Systems Review.