# John Rylands Library Refurbishment



**Issue:** **02**

**Copy No.:** **Uncontrolled when printed**

Prepared By:

Gareth Roberts CMIOSH AIEMA
Safety & Assurance Consultant on behalf of
H. H. Smith & Sons Ltd
Date: 25/01/24

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## 1. KEY PROJECT INFORMATION

### 1.1 Contact Information

| ROLE & RESPONSIBILITIES | ADDRESS | CONTACT DETAILS |
|---|---|---|
| Principal Contractor | H. H. Smith & Sons Ltd<br>Rear of 95 Bury Old Road<br>Whitefield<br>Manchester<br>M45 7AY | Role: Contracts Manager<br>Contact: Ollie Glasse<br>Tel: 07769339078<br>Email: ollieglasse@hhsmith.co.uk<br><br>Role: SHEQ & Operations Manager<br>Contact: Juan Crous<br>Tel: 07872952425<br>Email: jc@hhsmith.co.uk<br><br>Role: QS<br>Contact: Peter Birds<br>Tel: 0161 280 3509<br>Email: peterbirds@hhsmith.co.uk<br><br>Role: Site Manager<br>Contact: Padraig O'Neill<br>Tel: 07773 060520<br>Email: padraig@hhsmith.co.uk |
| Client | University of Manchester<br>John Rylands Research<br>Institute and Library<br>150 Deansgate<br>Manchester<br>M3 3EH | Stuart Lockwood<br>M: 07917 245 137<br>T: 0161 306 4878<br>E: stuart.c.lockwood@manchester.ac.uk |
| Client Representative/Project Manager | Arcadis<br>Suite 1A<br>Four Piccadilly Place<br>Manchester<br>M1 3BN | Lucy Townsend<br>M: 07881 354 646<br>E: lucy.townsend@arcadis.com |
| Principal Designer & Architect | Donald Insall Associates<br>Bridgegate House<br>5 Bridge Place<br>Chester<br>CH1 1SA | Rory Chisolm<br>T: 01244 350 063<br>M: 07471 033 764<br>E: rory.chisholm@insallarchitects.co.uk |
| Principal Designer Advisor | Safer Sphere<br>Victoria House<br>15 Pocket Nook Street<br>St Helens<br>WA9 1LR | Allan Briscoe<br>M: 07718 003 527<br>E: allan.briscoe@safersphere.co.uk |

| | | |
|---|---|---|
| Structural Engineer | WML Consulting Ltd<br>No. 8 Oak Green<br>Earl Road<br>Stanley Green Business Park<br>Cheadle Hulme<br>SK8 6QL | Andrew Leng<br>T: 0161 482 0600<br>E: Andrew.Leng@wmlconsulting.com |
| Fire Engineers | Hoare Lee<br>Royal Exchange<br>Manchester<br>M2 7FL | Megan Haliwell<br>T: 0161 834 4754<br>E: meganhalliwell@hoarelea.com |
| MEP Engineers | Hoare Lee<br>Royal Exchange<br>Manchester<br>M2 7FL | Barnabas Kwant<br>T: 0161 834 4754<br>M: 07584 003 562<br>E: barnabaskwant@hoarelea.com |

### 1.2 Site Location

The University of Manchester
John Rylands Research Institute and Library
150 Deansgate
Manchester
M3 3EH

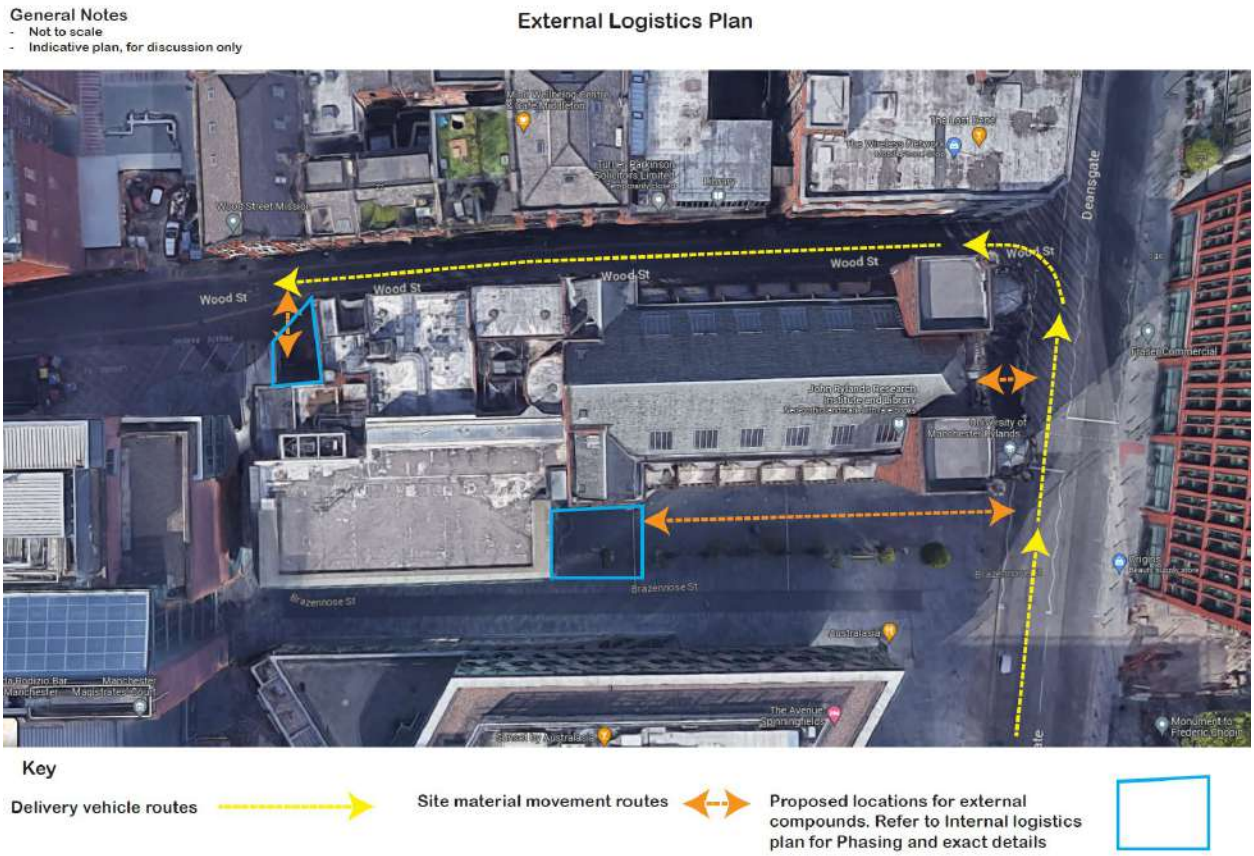



See attached Site Plan and TMP

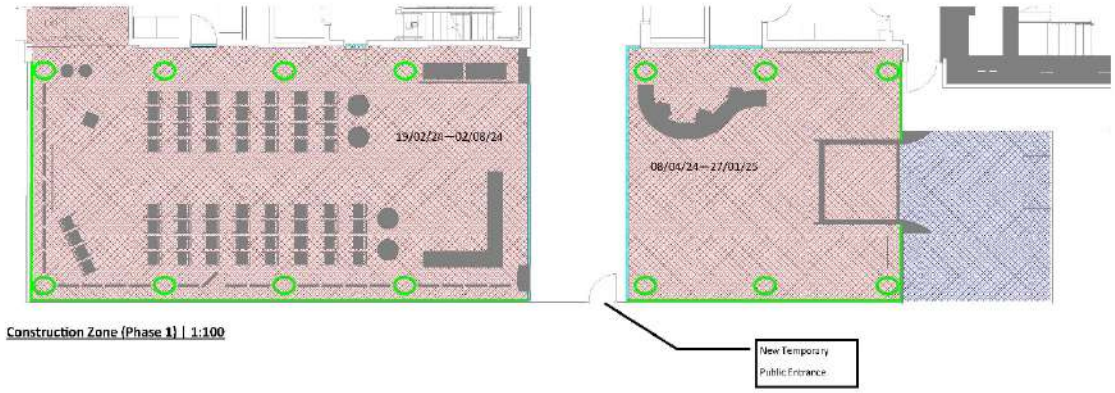
The site is located on Deansgate in the heart of Manchester city centre.

Vehicle access to the building is limited to the rear service yard off Wood Street. Wood Street is a narrow one way road accessed off Deansgate.

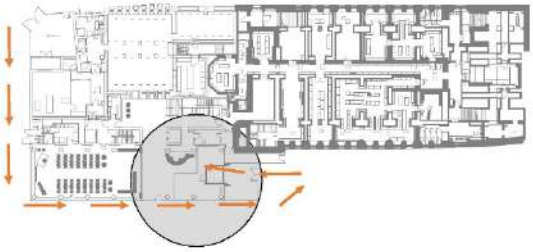
***Below image; External Logistics & Traffic Management Plan – full version in appendices.***




***Below images; Internal Logistics Plan – full version in appendices.***



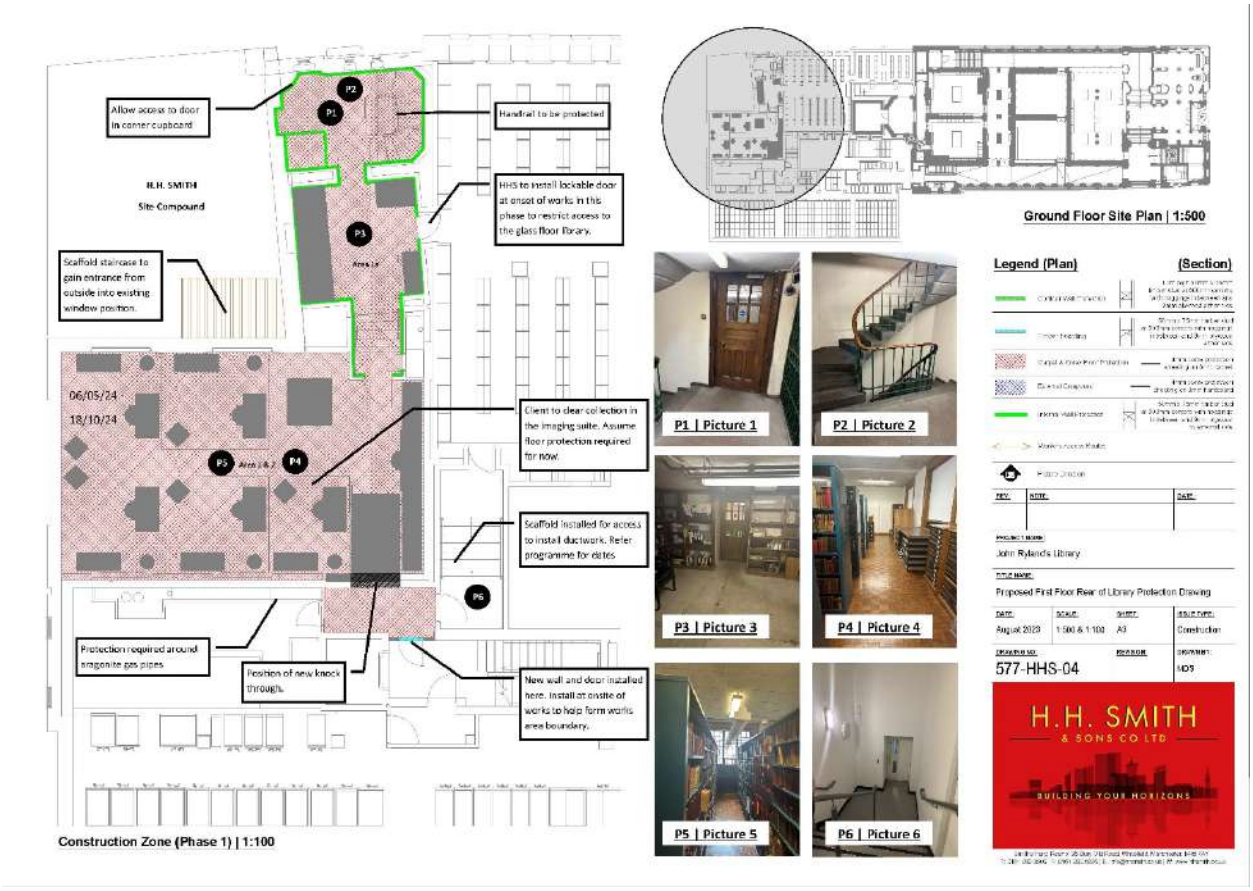

Construction Zone (Phase 1) | 1:100

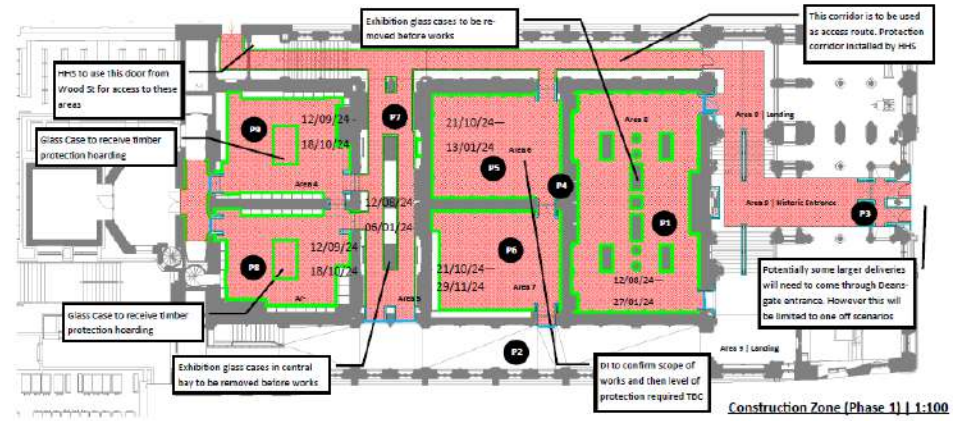


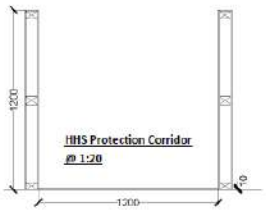
Ground Floor Site Plan | 1:500






Allow access to door in corner cupboard
Handrail to be protected
HHS to install lockable door at onset of works in this phase to restrict access to the glass floor library.
H.H. SMITH
Site Compound
Scaffold staircase to gain entrance from outside into existing window position.
06/05/24
18/10/24
Client to clear collection in the imaging suite. Assume floor protection required for now.
Scaffold installed for access to install ductwork. Refer programme for dates
Protection required around aragonite gas pipes
Position of new knock through.
New wall and door installed here. Install at onsite of works to help form works area boundary.
Construction Zone (Phase 1) | 1:100
Ground Floor Site Plan | 1:500
P1 | Picture 1
P2 | Picture 2
P3 | Picture 3
P4 | Picture 4
P5 | Picture 5
P6 | Picture 6
Legend (Plan)
(Section)
John Rylands Library
Proposed First Floor Rear of Library Protection Drawing
577-HHS-04
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BUILDING YOUR HORIZONS


Exhibition glass cases to be removed before works
This corridor is to be used as access route. Protection corridor installed by HHS
HHS to use this door from Wood St for access to these areas
Glass Case to receive timber protection hoarding
12/09/24 - 18/10/24
21/10/24 — 13/01/24
12/08/24 — 06/01/24
12/09/24 - 18/10/24
21/10/24 — 29/11/24
12/08/24 — 27/01/24
Potentially some larger deliveries will need to come through Deans gate entrance. However this will be limited to one off scenarios
Glass Case to receive timber protection hoarding
Exhibition glass cases in central bay to be removed before works
DI to confirm scope of works and then level of protection required TBC
Construction Zone (Phase 1) | 1:100


1200
1200
HHS Protection Corridor
@ 1:20


Legend (Plan)
(Section)
John Rylands Library
Proposed Library Entrance Protection Drawing
577-HHS-03
H.H. SMITH
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BUILDING YOUR HORIZONS


P1 | Picture 1


P2 | Picture 2


P3 | Picture 3


P4 | Picture 4

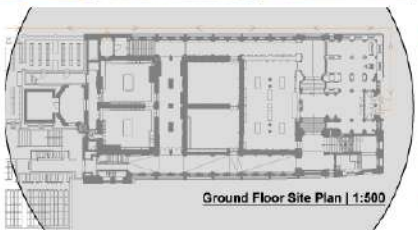

P5 | Picture 5

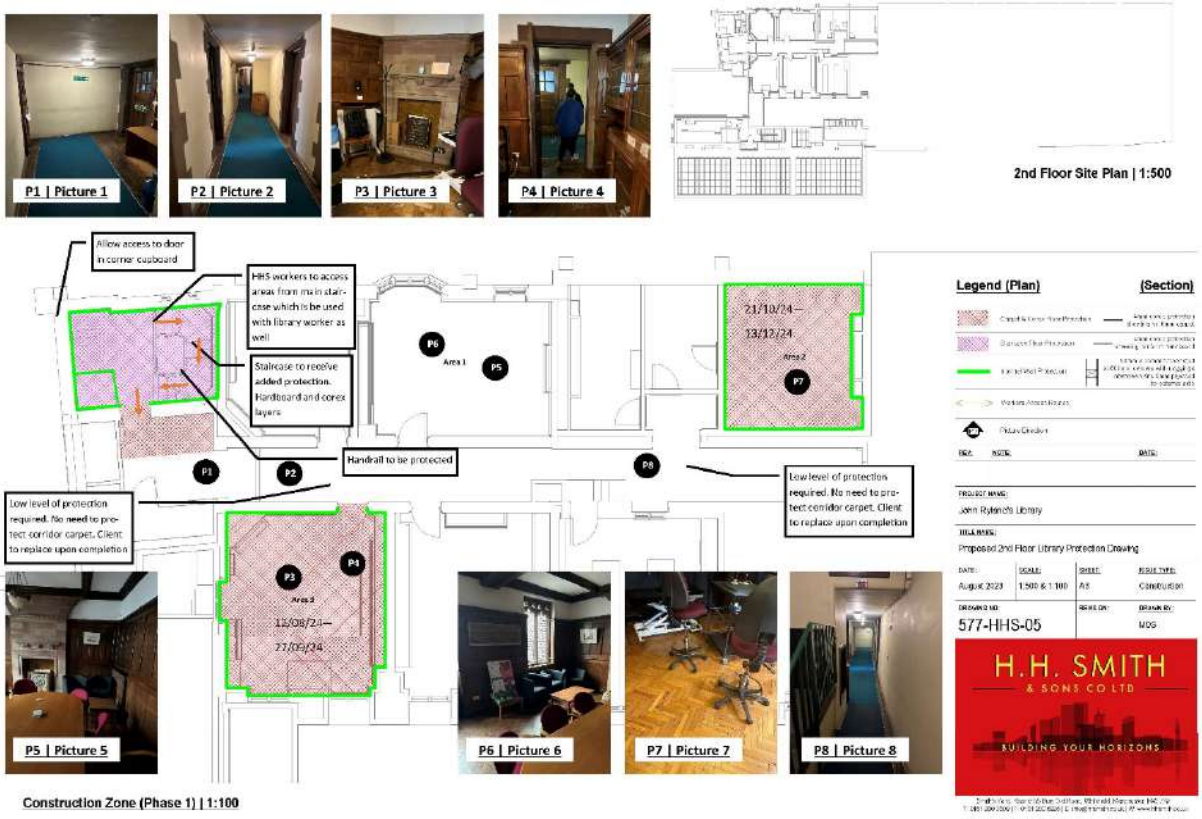

P6 | Picture 6

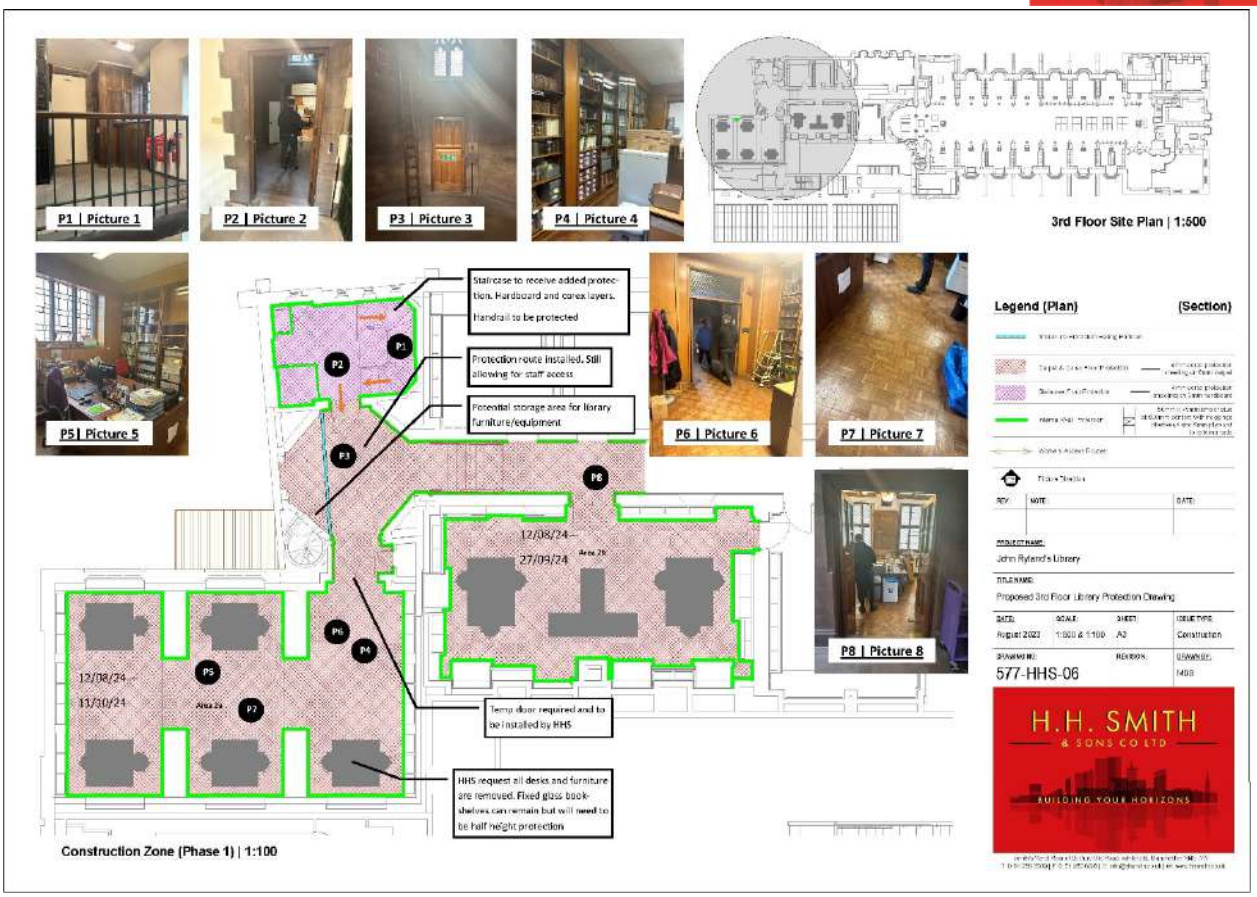

P7 | Picture 7


P8 | Picture 8


P9 | Picture 9


Ground Floor Site Plan | 1:500


P1 | Picture 1
P2 | Picture 2
P3 | Picture 3
P4 | Picture 4
2nd Floor Site Plan | 1:500
Allow access to door in corner cupboard
HHS workers to access areas from ma in stair-case which is be used with library worker as well
Staircase to receive added protection. Hardboard and corex layers
Handrail to be protected
Low level of protection required. No need to pro-tect corridor carpet. Client to replace upon completion
Low level of protection required. No need to pro-tect corridor carpet. Client to replace upon completion
Area 1
Area 2
Area 3
21/10/24 – 13/12/24
15/08/24 – 27/09/24
Construction Zone (Phase 1) | 1:100
P5 | Picture 5
P6 | Picture 6
P7 | Picture 7
P8 | Picture 8
Legend (Plan)
(Section)
John Rylands Library
Proposed 2nd Floor Library Protection Drawing
August 2023
1:500 & 1:100
A3
Construction
577-HHS-05
MDS
H.H. SMITH
& SONS CO LTD
BUILDING YOUR HORIZONS


P1 | Picture 1
P2 | Picture 2
P3 | Picture 3
P4 | Picture 4
3rd Floor Site Plan | 1:500
P5 | Picture 5
Staircase to receive added protection. Hardboard and corex layers. Handrail to be protected
Protection route installed. Still allowing for staff access
Potential storage area for library furniture/equipment
P6 | Picture 6
P7 | Picture 7
P8 | Picture 8
12/08/24 – 27/09/24
12/08/24 – 11/30/24
Temp door required and to be installed by HHS
HHS request all desks and furniture are removed. Fixed glass book-shelves can remain but will need to be half height protection
Construction Zone (Phase 1) | 1:100
Legend (Plan) (Section)
John Ryland's Library
Proposed 3rd Floor Library Protection Drawing
577-HHS-06
H.H. SMITH
& SONS CO LTD
BUILDING YOUR HORIZONS

**Nature of Work**

The Rylands project will include:

- Alterations to the modern extension, to include
  - Reconfigure the modern entrance
  - Redevelop the modern ground floor (and atrium)
  - Address the environmental problems in the modern ground floor Consider the most appropriate locations and facilities for
  - a retail function and a café
- Alterations to the heritage building, to include
  - Refurbish the gallery spaces, equipping them with outstanding display facilities
  - Relocate the Imaging team to an enlarged studio
  - Review the function of the Education Room, Christie Seminar, Room, Rylands Gallery, Cross Corridor, Crawford Room and Spencer Rooms to ensure their best use
  - Improvements to staff working environments
- Improvements to power and data provision
- Redesign and replacement of all internal wayfinding and signage
- Review and assessment of ventilation system and provision

### 1.3 Programme / Timings

A programme setting out each particular element of the construction process to deliver the works in a safe, cost effective, sustainable manner & causing as minimum disruption has been developed. This will be issued to the design team & all other interested parties to ensure it is achievable.

### 1.4 Hours of Work

Working hours will be subject to a degree of flexibility, particularly where noisy activities are concerned, to minimise disturbance of the neighbours and building residents.

- Monday to Friday 08:00 to 17:00
- Not work at all on Weekends, Public or Bank Holidays

Any work necessary outside of these hours must be by prior consent in writing from the Client & local authority.

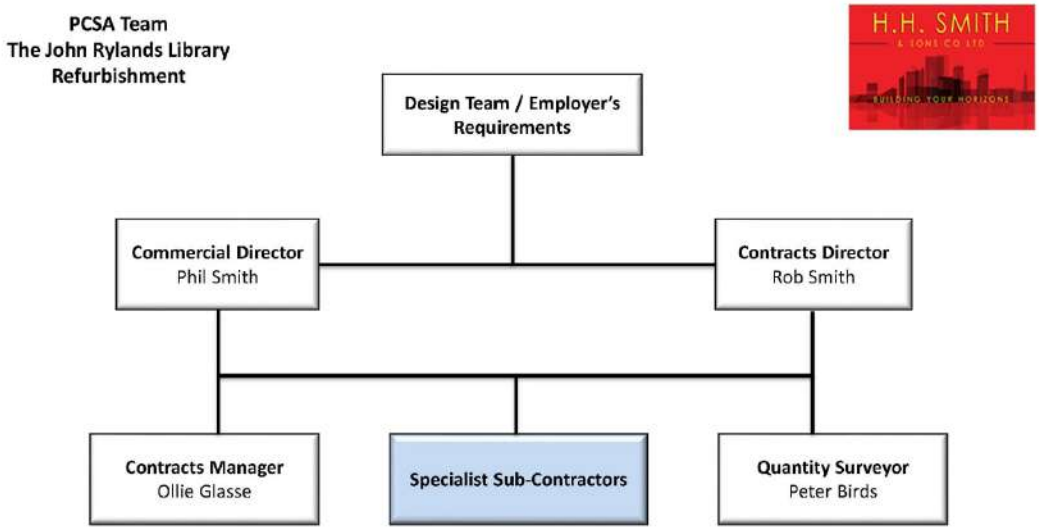
The Site Manager and Project Manager will make regular contact with the affected building users to agree times and restrictions to ensure minimal disruptions to both parties.

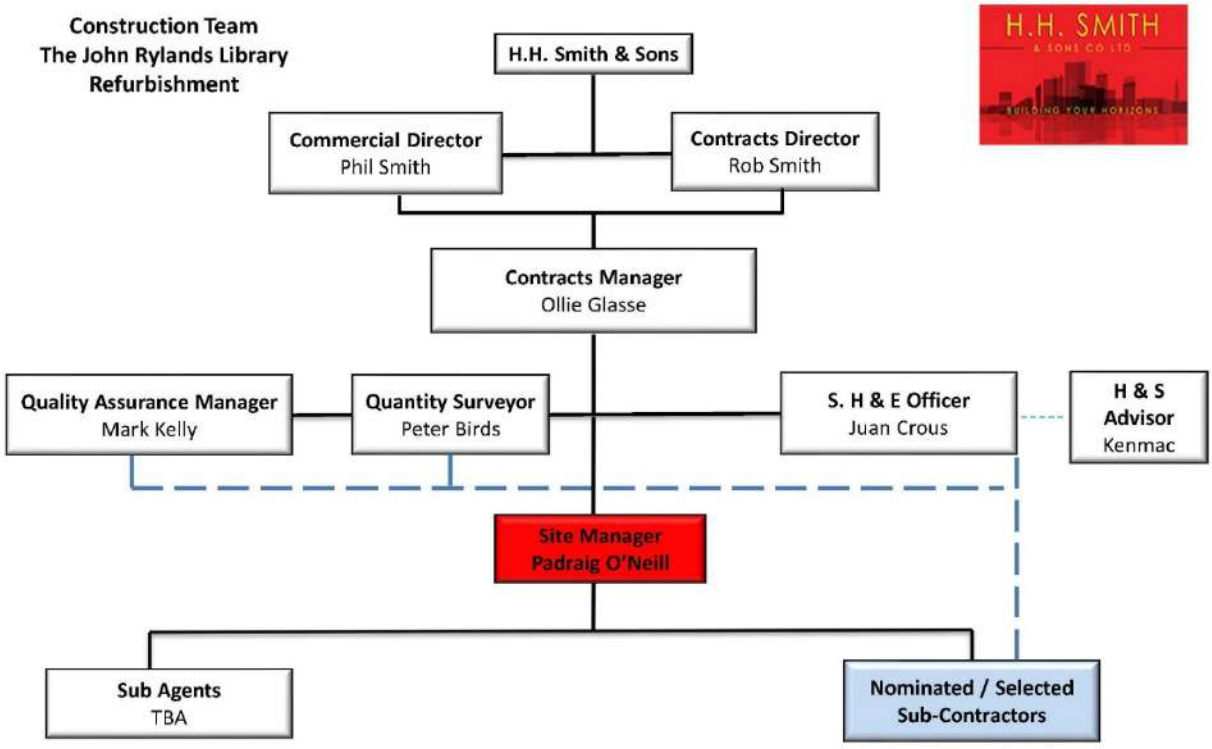
Deliveries will be scheduled for outside of peak congestion hours on the surrounding busy roads.

### 1.5 Development Control

HH Smith & Sons Co Ltd notes that through outlining the proposals included within this document the local authority planning requirements with respect to Construction Logistics Plans will be followed.

## 2. PROJECT HEALTH AND SAFETY MANAGEMENT STRUCTURE

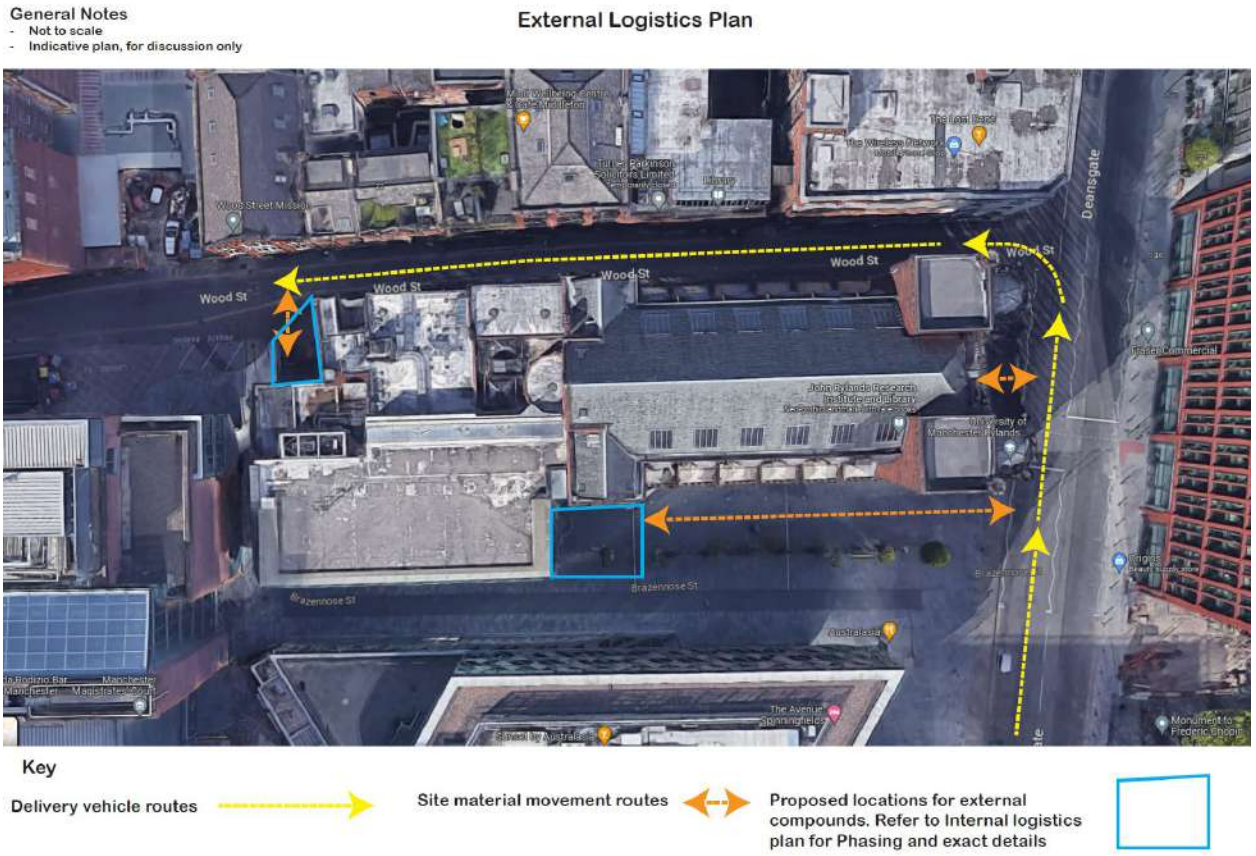


## 3. TRAFFIC MANAGEMENT, SITE ACCESS AND RESTRICTIONS

### 3.1 *Vehicle access to site*

***Below image; traffic management plan – full version in appendices.***




All vehicle movements and manouvering around site, will be supervised by a banksman at all times with a strict 5mph speed limit. The Site Manager and banksman will ensure vehicle movements are clear of and not obstructing access for neighbours, building users and local businesses so far as possible.

Access for public and emergency services must be maintained at ALL times.

***Parking***

HH Smith will take into account any parking / unloading restrictions imposed by the local authorities or police and will restrict construction traffic parking and unloading to the site as far as practicable. Parking for site staff will be available on the surrounding streets in authorised parking bays however given the location vehicle sharing and use of public transport will be encouraged.

***On site traffic***

Given the internal refit nature of the works the use of plant on site is anticipated to be minimal.

Movement of on-site vehicles and MEWP's will be closely monitored and suitable and trained banks man employed. Risk Assessments will be done where the movement of vehicles on site affects other site activities.

Suitable demarcation will be maintained by the HH Smith & contractors to separate vehicle and pedestrian routes at all times throughout the duration of the project.

**Construction Traffic Speed Signage**

As discussed the works are largely interior refit with a very small compound area so there will be no site traffic to speak of.

***Pedestrian access***

A dedicated pedestrian entrance/ turnstile with biometric recognition into the site compound area will be utilised.

The entrance will be segregated from the construction activities & vehicle movements with barriers from the site entrance to the site office to allow visitors & all operatives to access the office/ welfare without the need of PPE. A pedestrian gate leading onto construction areas from the compound will be controlled with a biometric lock.

Please see appendix 3 of this document for the site set up plans.

**Preservation of Existing Footways and Carriageways**

Prior to works commencing a photographic dilapidation survey of the footpaths and carriageways in the surrounding area will be carried out to ensure that any damage or unreasonable wear and tear on this infrastructure caused by construction activities can be remediated in full.

## 3.2 Deliveries to Site / Supply Chain Management

The site access point for deliveries will be as shown in the Site Plan and Traffic Management Plan (Service Yard off wood street).

The primary contact for all deliveries is the Site Manager who is based on site throughout all operations. The single point of contact for deliveries will be in place throughout. An alternative contact in case of unavailability or emergences is available at HH Smith & Sons Site Offices.

All contract/ operative deliveries MUST be arranged & agreed with the site manager or site supervisors in advance. All deliveries no matter the size MUST be booked in on HH Smith's Delivery booking IN form on site at least 24 hours prior to the delivery.

Any delivery attempted to site and **NOT** booked in WILL be turned away from site.

Delivery routes/ entrance for unloading/ unloading areas will be highlighted with signs.

Deliveries to site will be arranged to avoid peak traffic times of the day within normal working hours to ensure minimal disruption to local business users, residents, and traffic movements.

Deliveries are not permitted between: **8:00 – 9:30 am and 16:00 –17:30** in order to avoid the peak congestion periods.

Any deliveries attempted outside the agreed delivery times, or in contravention of the booking in system will not be allowed to enter site and will be turned away. All sub-contractors and suppliers will be advised that non-compliance with the agreed delivery schedule will result in an appropriate sanction which will be identified in all contracts and purchase orders.

Delivery drivers must contact the site manager or site supervisor before entering site. Arrangements will be made for the vehicle to be guided to & from site by banks man.

Deliveries and collections should also be planned to de-conflict with those related to the normal operation of the Site.

***Unloading & loading of deliveries & plant.***

On arrival at the site, a banksman will guide the vehicle into site, the driver must stop and report to the site office.

Drivers MUST not park or leave vehicles in areas that obstruct the local highways & footpaths. Access for public must be maintained at ALL times.

Prior to deliveries accessing the construction areas/ delivery off load areas HH Smith will make suitable arrangements for the vehicle to be guided to & from site by banks man.

Banks man will guide the vehicle safely to the project offload area, including overseeing any reversing, and his instructions must be followed accordingly.

All delivery drivers must have full PPE (i.e., hard hat, safety footwear, hi-vis vest or jacket and suitable gloves) before entering CDM construction areas

Reversing of vehicles on highways or site should be avoided. If reversing cannot be avoided suitable controls must be implemented; exclude pedestrians, use suitable number of banks man to guide/ control movements, vehicle audible warning when reversing, enough space to manoeuvre etc.

The TMP will be issued to all suppliers & contractors to ensure the agreed routes & procedures are followed to create minimum disruption on site and on local highways.

### 3.3 Use of Alternative Modes of transport & deliveries

The design Team currently anticipates that all materials transported to and from the site will be carried out by road.

### 3.4 Delivery Targets

Appropriate targets will be determined on appointment of sub-contractors and suppliers with the aim of reducing the number and frequency of deliveries thereby reducing the impacts of the construction phase on the college and local businesses.

These targets will be monitored monthly and reports issued to the supply chain where possible to drive improvement.

### 3.5 Wheel Washing

It is not anticipated mud from the construction site tracking onto nearby roads will be an issue given that all surfaces on site are paved or tarmac and no groundworks are involved.

## 4. CONSTRUCTION SITE MANAGEMENT & PROCEDURES

### 4.1 Unauthorised Access to Site/ Hoarding and Signage

A timber hoarding will be maintained to all internal and external areas under HHS control.

The site entrance will be kept closed at all times and signs will be erected around the perimeter of the site. Pedestrian access to the site will be through the authorised access point only and will be controlled through the booking in system and with the use of biometric locks. Information boards will be sited at entrances to identify access procedures and contact telephone numbers.

Hoarding will be fitted with signage to warn of the construction site danger and unauthorised access is prohibited. At the site gate a sign reminding operatives of the minimum site PPE requirements will be posted.

### 4.2 Compound Area

Small compound areas are shown on the attached site plan.

For details of access to the site compound, plant and materials storage areas, please see Proposed Site Set Up Plan on page 6 of this document.

Security arrangements will comprise of a CCTV system installed to view strategic areas which will be remotely monitored during times when the site is non-operational. Out of hours security will be utilised due to the city centre location of the site.

### 4.3 Plant and Machinery movements

As discussed the works are largely interior refit with a very small compound area so there will be no site traffic to speak of.

All necessary steps will be taken to reduce noise levels from plant, machinery and work activities in accordance with the Noise at Work Regulations 2005. Where reasonably practicable, noise levels will be reduced at source to their lowest reasonable level.

If necessary the Site Manager will carry out noise assessments with guidance from the Health & Safety Manager, where considered necessary and appropriate measures taken to protect site operatives, residents and members of the public from site noise.

Any possible excessive noisy work activities will be carried out at times that will cause least possible disturbance to the local residents, surrounding business or schools etc.

Noisy plant & equipment will be placed as far as possible from areas that may be affected from the noise. Noise dampening measure will be taken if required to reduce noise reaching sensitive buildings.

Banks man will guide plant if crossing pedestrian routes, highways or any other area where plant may come into contact with public or pedestrians.

### 4.4 PPE

All PPE will be in compliance with the HH Smith & Sons, H & S requirements, which are included as an appendage to the Health & Safety Plan. As a minimum, hard hat, high visibility vest and safety shoes must be worn at all times on site, and in addition, operatives must wear long trousers and short sleeve shirts as a minimum to protect them from UV radiation. HH Smith & Sons Co Ltd will make sun cream freely available to operatives in hot weather.

PPE requirements for specific high-risk tasks are included in the relevant risk assessments and method statements.

### 4.5 Security

Security arrangements will comprise of security staff out of site hours and a CCTV system installed to view strategic areas which will be remotely monitored during times when the site is non-operational.

No authorised access to site will be allowed, particularly by children. The site will be left secure at the end of each working day.

All of the Site workforce and visitors will sign in and out of the site as per the induction briefing on a daily basis.

All of the site workforce & visitors must wear company branded Hi Visibility Vests this will enable easy identification by client representatives, staff etc.

### 4.6 Buried Services

No groundworks are involved in the scope but should this change no breaking ground will take place until all services have been identified, proven as isolated back to source and capped off by a competent contractor with certificate of isolation held.

Services & utility surveys will be carried out before works start copies will be issued to all contractors that may be affected. Hard copies will be kept on site.

Prior to any task where ground will be broken with equipment or tools existing drawings or plans will be checked by the site manager for any possible services within the proposed work area, if no drawings or information is available a buried services survey will be carried out & findings recorded on the PF004.3 Survey for Buried Services survey.

A CAT scan & genny will be used by a competent operative with the relevant qualifications to carry out the buried services survey. If any services are found, they will be exposed and reported to contract administrator.

Prior to excavations works commencing a dig permit to work must be issued by the site manager.

### 4.7 Temporary support

All temporary works will be designed by competent person.

A Structural engineer has been employed to survey and issue any requirements for temporary support during the construction phase.

The temporary design will be issued to a competent person with qualifications relevant to structural work required to review & amendments made if any is required.

Once the design has been agreed a competent contractor will install/ erect the temporary support as per the design. The temporary works will be installed/ erected using the materials/ equipment specified as per the manufacturer instruction guidelines & design.

Once the temporary works have been installed/ erected a competent person will inspect the installation to check if it has been installed as per the temporary design.

Once the installation has been signed off work can commence.

No person can alter or dismantle the temporary support installed unless instructed or advised by a competent person.

### 4.8 Permit to work

A permit to work system will be in operation for the following hazardous activities within the site demise

- Working in live areas of the building
- Works involving Hot Works
- Works on Electrical Systems/ services
- Works in Confined Spaces
- Works involving Hazardous Substances
- Works at Height
- Work in any occupied areas
- Works involving breaking ground

### 4.9 Supply Chain management

All traffic management plans & site logistic plans will be issued to supply chain.

Items to be sourced locally of from the same supplier to reduce the number of deliveries to site. Suppliers must follow procedures to avoid Deliveries during peak time traffic.

HH Smith & Sons Co Ltd will operate a delivery booking system. Deliveries can only be made by prior appointment and must be carried out under this agreement.

### 4.10 Intrusive site investigation works and monitoring

Various surveys have been carried out by the client during the planning of the construction.

The reports and their findings will reviewed before construction work start to ensure any recommendation or protection measure works is carried out and briefed to the project management team & contractors. A copy of the plan will be held on site and will be included in the site Construction Phase Health & Safety Plan.

## 5. COMMUNICATION & MONITORING

### 5.1 Monitoring Arrangements

All procedures and proposals identified in this CEMP will be monitored and data collected as required to ensure that actual activities can be monitored and compared against the targets set.

Monitoring meetings will be held on a quarterly basis to review findings against targets.

All data identified in the CEMP will be collected by the site manager and will be reviewed on a weekly basis to ensure that targets are being achieved, or to agree measures required to rectify issues identified. The results of the data monitoring will be presented at site progress meetings on a fortnightly basis.

Data to be monitored should include the following:

Noise

Delivery / collection accuracy compared to schedule

Breaches & complaints

- Vehicle routing
- Unacceptable queuing
- Unacceptable parking
- Supplier FORS accreditation
- LEZ compliance
- Contractual conditions compliance

Safety

- Logistics related accidents
- Record of associated fatalities and serious injuries
- Ways staff are travelling to site
- Vehicles and operations not meeting safety requirements

Effectiveness of waste plan

- Percentage of recycled materials used in the development
- Percentage of materials re-used on site
- Percentage of waste recycled

### 5.2 Consultation and neighbourhood liaison

Prior to commencing works on site detailed liaison with the building user representatives will take place to ensure safe and unintrusive interfaces between the construction activities and the activities in live building areas.

The site manager's contact details will be provided to key representatives from the building users.

The proposed site traffic management plans & delivery plans will be agreed with the local council and highways to ensure suitable routes is agreed so minimum disruption is caused to the local highways. Deliveries to site will be arranged to avoid peak traffic times of the day within normal working hours to ensure minimal disruption to the college, local business users, residents and traffic movements.

Prior to any abnormal deliveries due to size or number of vehicles i.e. muck shift wagons, concrete wagons for foundation & slab pours, steel deliveries to site on articulated wagons a leaflet/ letter drop will be done to notify the Neighbours & local business of this.

### 5.3 Staff training and briefing procedures

**General Training**

There is a commitment to ensure the training needs of all employees & contractors is reviewed on a regular basis and providing initial and refresher training for all of employees to ensure that adequate safety standards are met and maintained.

Employees will be given information on the risks to their health & safety. Training is linked to capabilities to ensure that anyone given a specific task is capable of carrying this out in the prescribed manner.

In addition, employees and sub-contractors will be provided with adequate health and safety training through induction briefings prior to commencement and “Tool box” talks aimed to make employees aware of the risks and necessary controls prior to commencing an operation.

**Site Specific**

All personnel employed on the site will receive a Site-Specific Induction before commencing work on site.

**Site Liaison**

Regular site meetings will be held with all Operatives, Client Representatives and major suppliers, at which the company will present the following information in relation to health, safety & environmental:

- A report on any accident along with any comments, lessons learnt and a copy of the accident report.
- Notes of any meeting between the client/local managers/police/emergency services.

Arrangements for co-operation and co-ordination between the on-site Operatives and major suppliers will be discussed and methods agreed for ensuring that all health and safety decisions will be passed between all parties and to the site operatives.

Meetings to discuss health and safety will be held as and when required either by the Client, the Principal Designer or HH Smith & Sons Co Ltd.

Any unforeseen eventualities during the execution of the works, which could have implications on health and safety, will be brought to the attention of the company’s Safety & Assurance Consultant immediately.

Any of the following events will be reported to the Client, Principal Designer and the Site Manager immediately.

- Accident/incident/Near Miss
- Visit to site by any Enforcement Agency.
- Improvement or Prohibition Notices issued by an Enforcement Agency
- Any formal warning issued to Operatives

### 5.4 Complaint procedure

A Complaint is defined as: A complaint by a stakeholder during or after the delivery of the service or product.

*Receipt and Registration of complaints*

HHS operate a QR Code based compliant system that allows anyone with a smart phone to lodge a complaint including photographs quickly and easily, and anonymously if they wish. Posters of the QR code will be displayed around site.

The recipient of a complaint shall, without any undue delay, acknowledge the receipt of the complaint and pass the details onto the Quality Representative.

The Quality Representative will record the details of the complaint assign a reference number.

Appropriate corrective actions and responses will be decided on as detailed below then recorded in a report.

*Investigation and response to complaints*

Where the recipient of a complaint identifies the complaint as being associated with a specific client order or area of work, which is under the control of a specific Contract Manager/Supervisor, it should be referred to him for the initial investigation and provision of a report to the Managing Director.

All other complaints shall be referred to the Managing Director who will forward it to the relevant Manager/Partner for action or if relevant deal with it himself. He may also pass the Customer Complaint Report to the Managing Director if necessary.

Details of any investigation and subsequent actions shall be recorded on the PF039 Feedback Log by the investigating Manager and on issue of a written response the Stakeholder Complaint Report shall be closed.

Where the action includes the issuing of a Non-conformance Report, the stakeholder shall be informed of its subsequent satisfactory closure.

Once closed the Feedback Log will be updated to show the date the issue was closed and who verified the close out.

### 5.5 Managing Change

The procedure set out below should be included within the construction phase health and safety plan which should be issued to all contractors & suppliers of the project to incorporate any procedures along with any other documentation produced for the project.

The Site Manager will act as the point of contact for the Principal Designer, Contract Administrator and the Client. If this appointment changes, all parties involved will be notified.

**Procedures for considering the health, safety & environmental implications of design elements of the HH Smith & Sons packages.**

Where a change in design is required then HH Smith & Sons Co Ltd will consult with the Designer to consider safety implications of possible design changes; for example:

What new hazards arise from the design changes
How these hazards can be designed out or minimised and any additional safety measures that may be required.

**Procedures for dealing with unforeseen eventualities during the project execution (resulting in substantial design change and which may affect resources).**

HH Smith & Sons Co Ltd will consult with the Designer to consider:

- Safety implications of the proposed design changes
- What new hazards arise from the proposed design changes
- How these hazards can be designed out or minimised and any additional safety measures that may be required.

Liaison with any Sub-contractor who may be involved or possibly manufacturers/supplier may be necessary during consultations, but in all cases the Contract Administrator/Principal Designer will be advised on the outcome and the effect upon this Health and Safety Plan.

**Monitoring of Health & Safety Standards**

Regular visits will be made by H. H. Smith & Sons Ltd representatives who will carry out site inspections and prepare reports, drawing any non-compliance to the Site Manager's immediate attention. The Site Manager will also carry out ad-hoc safety tours of the site. Any serious situations or continuing non-compliance will be reported to the Managing Director and the Client.

## 6. WASTE MANAGEMENT

### 6.1 Site waste management plan

An environmental plan along with a site-specific site waste management plan will be developed for the project.

The construction contract will result in a variety of wastes arising that shall be minimised as far as practicable, and the remainder managed in keeping with UK and international legislation. This plan provides detailed guidance to ensure that waste minimisation and effective waste management is practised. Additionally, resource management and storage & ordering procedures are a crucial element of waste minimisation and thus are included in this plan. Waste practices specified are also designed to achieve the client and HH Smith & Sons aims and objectives for waste management.

*The Client Waste Objectives and Targets*

The Client's waste objectives and targets should be obtained during the planning stage of the contract/project and incorporated into HH Smith & Sons waste objectives and targets for the duration of the contract/project.

- Reduction of wastes from services;
- Restricting or suspending use of hazardous substances; and
- Identification of areas where energy savings can be made;

HH Smith & Sons *Waste Objectives and Targets*

- Quantify all significant waste streams and their disposal routes
- Investigate and report on reuse or recycling possibilities for all wastes;
- Set reduction targets for all wastes going to landfill
- Review facilities for management of the creation, storage and disposal of hazardous wastes
- 90% of waste materials recycled via waste transfer station with remaining 10% diverted from landfill to waste to energy.

### 6.2 Waste Disposal

The waste disposal process will be in line with site waste management developed specifically for the project.

Rubbish, debris, redundant materials, etc will be collected regularly from the work area, placed into segregated skips and not allowed to accumulate. Skips will be lockable and placed on skids to prevent damage to existing surfaces.

Arrangements will be made with a locally licensed Waste Disposal Contractor who will collect the skips regularly for disposal at an appropriately licensed disposal station.

### 6.3 Asbestos

A full R&D survey needs to be carried out prior to works commencing, it is expected there will be a number of ACM's present requiring removal by licensed contractors. All site operatives will be Asbestos Awareness trained in the event the survey missed any ACM's.

## 7. ENVIRONMENTAL MANAGEMENT

### 7.1 Air Quality Monitoring

The air quality will be monitored where there is evidence of airborne hazardous materials or there is a risk of fumes or dust affecting the local area and take the required corrective actions.

### 7.2 Control of Noise and Vibration

All necessary steps will be taken to reduce noise levels from plant, machinery and work activities in accordance with the Noise at Work Regulations 2005. Where reasonably practicable, noise levels will be reduced at source to their lowest reasonable level and PPE must only be employed as the last resort.

If necessary the Site Manager will carry out noise assessments with guidance from the Health & Safety Manager, where considered necessary and appropriate measures taken to protect site operatives, residents and members of the public from site noise.

Any possible excessive noisy work activities will be carried out at times that will cause least possible disturbance to the local residents, surrounding business or schools etc.

It is not likely that the scope of works will cause significant noise levels, but the client will be given prior notice should this change.

### 7.3 Control of Dust & debris on highways and air pollution

The existing tarmac road areas leading onto site & car park areas that will be used as delivery areas will be retained during the construction period thus minimise the risk of dust or debris on the highways.

All necessary precautions will be taken to protect the college staff, pupils, members of the public and site operatives from the effects of the inhalation of respirable dust that may be caused by the works.

All operations that may create dust will include a type of dust suppression technique, such as damping down or mechanical dust extraction. This applies specially to cutting or grinding operations. All operatives will be issued with and required to wear suitable goggles and masks or respirators, wherever this type of work is being carried out.

Vehicles transporting aggregates or waste to & from site will be suitable covered.

Where there is a stockpile of soil these areas shall be damped down to reduce the risk of dust emissions. The handling of spoil should be kept to a minimum to reduce the emission of dust.

No materials will be burned on site.

The site manager will arrange for the surrounding highways to be swept with a road sweep as and when required.

Emissions from plant will be controlled by ensuring plant is in good order by regular services & maintenance. Plant must not be left running for long periods when not used.

The reuse of materials on site will be encouraged.

Plant used on site to crush materials should be done with an environmental permit issued from the local authority. The works must be done as per the procedures within the permit. Where plant is used to recycle materials the appropriate Environmental Permit from the environmental agency shall be obtained.

### 7.4 Schedule of environmental legislation and good practice

A Register of Legislation applicable to all the activities and operations, which have an effect upon the environment will be included within the site environmental plan.

In addition, where relevant a current record of the various agreements, commitments and conditions associated with obtaining planning approvals, licences and consents have been developed.

In order to ensure that the legal requirements placed upon individuals undertaking specific tasks are communicated at the appropriate point, all environmental procedures, work instructions produced within Environmental Management System will carry a section detailing the legislation, requirements and impact.

### 7.5 Register of permissions and consents required

None

### 7.6 Environmental Audit Programme

The monitoring and measurement of the activities and operations carried out at the site, which pose significant risks to the environment, and the recording of information to track performance and conformance with the Environmental Policy, Legislation, Assurance Objectives/targets and this Management Plan, will be undertaken through the following:

- Weekly work-place Environmental and Safety Tours by the Site Manager
- Monthly Inspections undertaken by the SHEQ Manager initiating corrective action when appropriate.
- Reports to Senior Management via the management review.
- Periodic review of legislation, the register of significant environmental aspects & impacts
- Third Party Audits and Inspections

The Site Manager will ensure that the monitoring takes place within the specified timescales with guidance and assistance provided by the SHEQ Manager.

| Activity or Subject | Responsibility |
|---|---|
| Monthly Inspection & production of report | SHEQ Manager |
| 6 Monthly Inspections & Production of report and NCRs if applicable | SHEQ Manager |
| Third Party Audits | Responsible 3rd Party i.e. Client's Representative with assistance from Site manager &/or SHEQ maaher |
| Review of Inspection Reports | Managing Director & SHEQ Manager |
| Close out of NCR | Recipient of NCR |
| Management Review | Managing Director<br>Responsible Manager<br>Management Team |

### 7.7 Environmental Risk Register

HH Smith & Sons Co Ltd is committed to implementing appropriate strategies and processes that identify, analyse and manage the risks associated with these internal & external influences as a means of minimising the impact of undesired and unexpected events on our business activities.

We will therefore via; the Aspects and Impacts Register, Risks and Opportunities Register, Business Objectives, Commercial Risk Register and the Business Continuity Plan:

- Identify business objectives that reflect the environmental interests of all our stakeholders
- Identify both the environmental threats to the achievement of our business objectives and possible opportunities
- Control and manage our exposure to environmental risk by appropriate risk reduction and mitigation actions
- Regularly review our exposure to all forms of risk and reduce it as far as reasonably practicable or achievable
- Apply robust risk management processes as part of a wider management system
- Educate and train our managers in environmental risk management
- Regularly review the environmental risks we face as a result of our business activities and of the business and economic climate in which we operate
- Identify cost effective risk treatment options
- Identify and regularly measure key risk indicators and take appropriate action to reduce our risk exposure

This Construction Environmental Management Plan (CEMP) specific to the Project & will be designed in response to BS EN ISO 14001: 2015 Environmental Management Systems, HH Smith & Sons Co. Ltd' own environmental policy and Assurance objectives and targets.
The CEMP will be utilised throughout the life of the project and will be regularly reviewed by the Safety & Assurance Advisor to ensure its ongoing suitability to the work undertaken at the site.

A Sustainability Risk Assessment & Mitigation register is intended to ensure that environmental, social and economic (sustainability) issues are assessed, understood and managed in all key procurement decisions that relate to the procurement of goods (products) for the project. This register involves the identification of key impacts on the environment, society and the economy.

## Appendix 1 Proposed site plan

## General Notes

- Not to scale
- Indicative plan, for discussion only

# External Logistics Plan



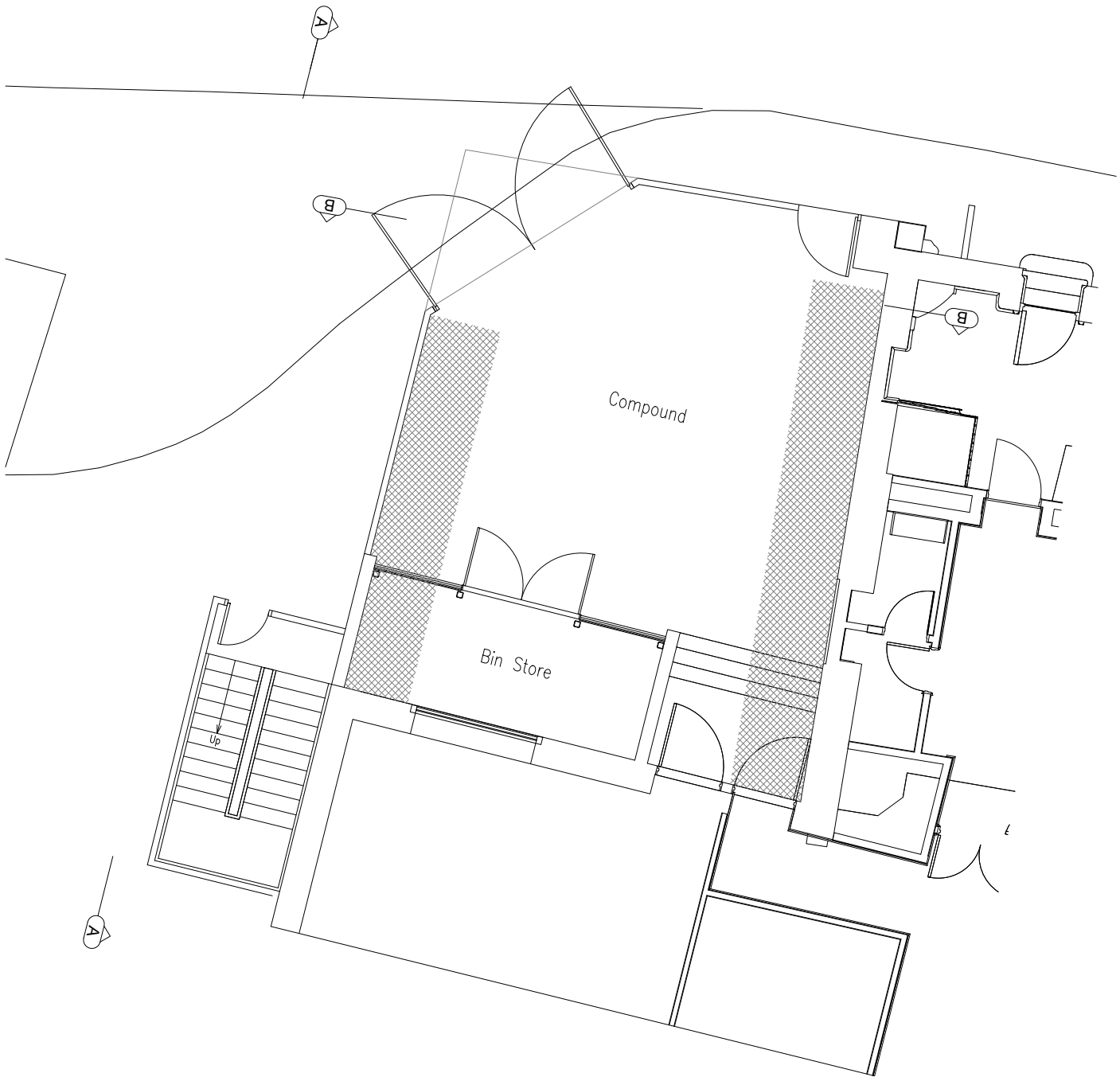

## Key

**Delivery vehicle routes** ⟶

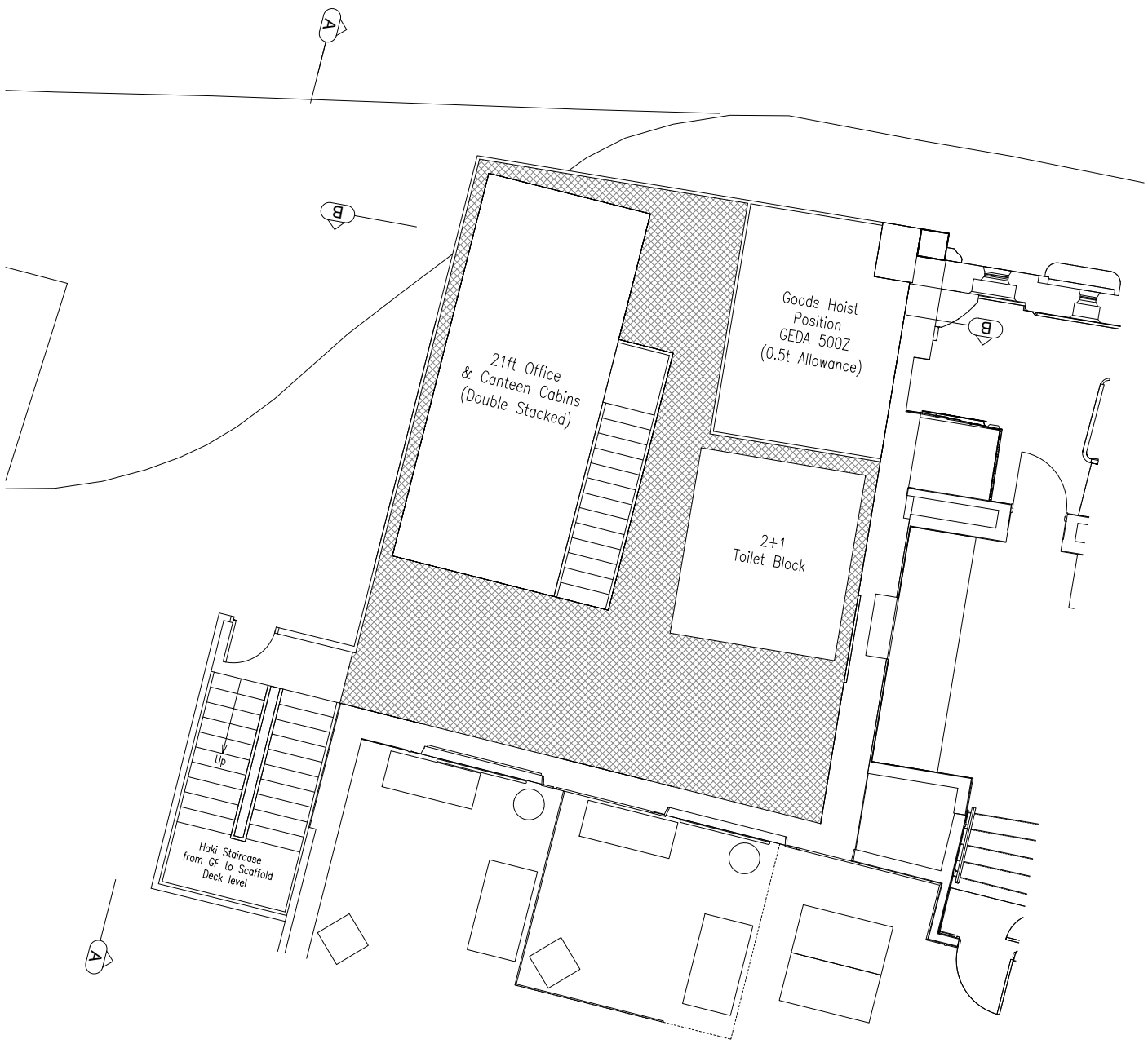
**Site material movement routes** ⟷

**Proposed locations for external compounds. Refer to Internal logistics plan for Phasing and exact details** ▭

## Appendix 2 Site Set-up




## Ground Floor Compound Plan




## First Floor Compound Plan

| REV: | NOTE: | DATE: |
|---|---|---|
| | | |

**PROJECT NAME:**

John Ryland's Library

**TITLE NAME:**

HH Smith Compound Setup Plan (Ground & First Floor)

| DATE: | SCALE: | SHEET: | ISSUE TYPE: |
|---|---|---|---|
| Septmber 2023 | 1:100 | A3 | Construction |

| DRAWING NO: | REVISION: | DRAWN BY: |
|---|---|---|
| 577-HHS-10 | | MDS |

H.H. SMITH
& SONS CO LTD
BUILDING YOUR HORIZONS

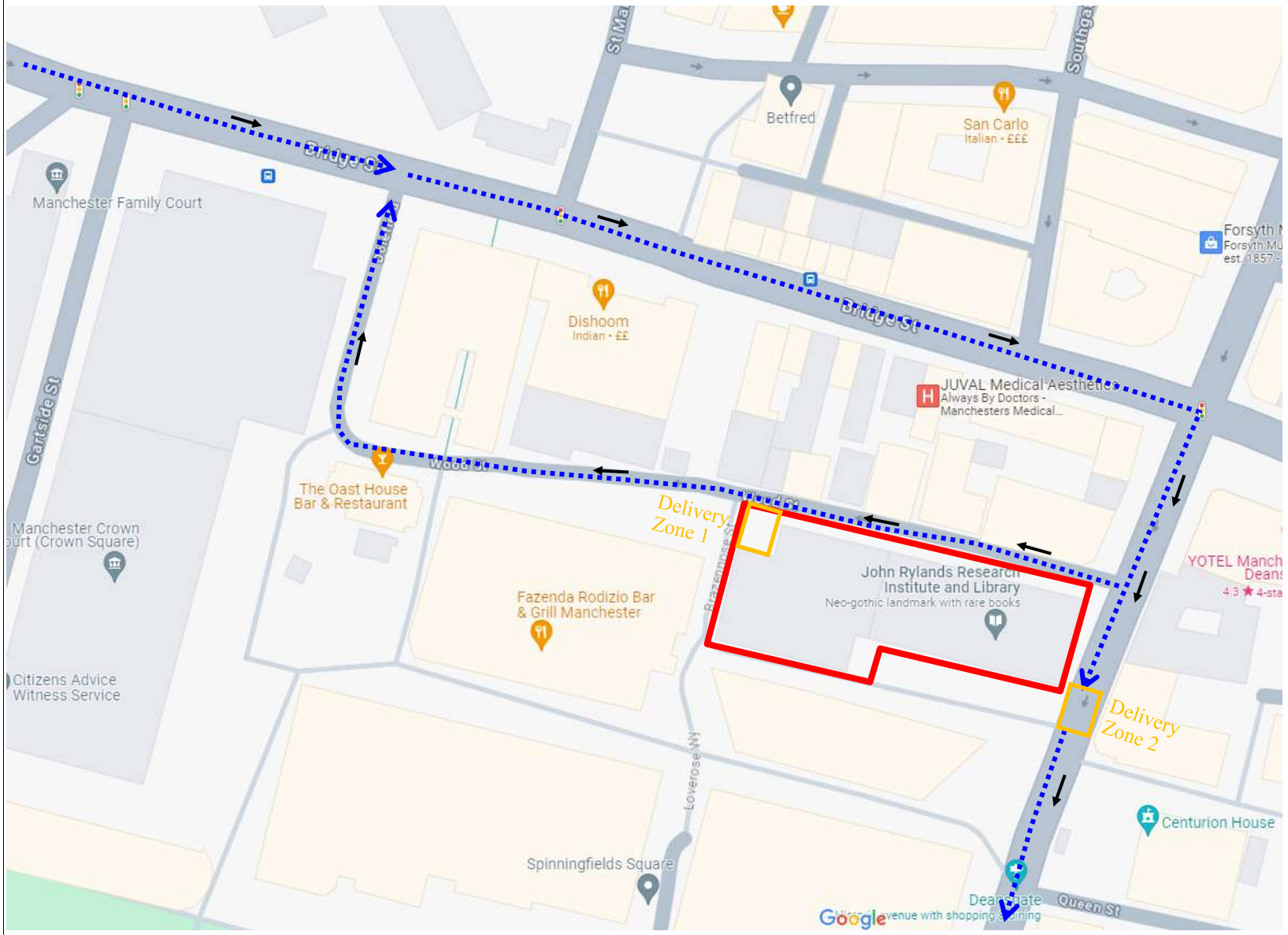
Smith's Yard, Rear of 95 Bury Old Road, Whitefield, Manchester, M45 7AY
T: 0161 280 3509 | F: 0161 280 6226 | E: info@hhsmith.co.uk | W: www.hhsmith.co.uk

## Appendix 3 Traffic Management Plan

# Proposed Traffic Management Plan

## John Rylands Library

**HH Smith & Sons Co Ltd**
Rear of 95 Bury Old Road
Whitefield
Manchester
M45 7AY
Tel: 0161 280 3509
Website; www. hhsmith.co.uk




| Key | |
|---|---|
| | Site , Fenced off. |
| | Main vehicle route to site.<br>All vehicle types. |

**Proposal;/ NOTES**

- Delivery times will be restricted to avoid busy traffic periods at the start & end of the day.
- No deliveries to site between;
  08:00 to 09:00 and 16:00 to 17:00
  Or as agreed with highways.
- Delivery restriction in place to avoid disruptions to local business , schools & surrounding residents.
- All contract/ operative deliveries MUST be arranged & agreed with the site manager or site supervisors.
- Prior to deliveries accessing the site suitable arrangements will be made for the vehicle to be guided to & from site by banks man.
- Delivery procedure will be issued to entire supply chain that may be involved in the project.
- A copy of the plan will be issued to the council, highways for comments.