



Rylands Building, Manchester.

Client: AM Alpha

Construction & Methodology Statement

Rev F – 27th June 2023

Updates highlighted in RED text.

- Update to Metrolink OLE connection wire insulation. P15 & App'x 10

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1.0 Rylands Building, 109 – 127 Market Street, Manchester. M60 1TA

1.1 Introduction

The purpose of this Construction Management Plan is to discharge pre-commencement Planning Condition No.06 and to provide confidence to Manchester City Council regarding Russell's Construction delivery of Rylands Building Project

Planning Condition No.6 details:

*Prior to the commencement of the development a detailed construction management plan outlining working practices during development shall be submitted to and approved in writing by the local planning authority, which for the avoidance of doubt should include; *Display of an emergency contact number; *Details of Wheel Washing; *Dust suppression measures; *Compound locations where relevant; *Location, removal and recycling of waste; *Routing strategy and swept path analysis; *Parking of construction vehicles and staff; *Sheeting over of construction vehicles; *Mitigation against risk of accidental spillages into watercourses *A detailed demolition method statement and vibration monitoring, to ensure protection of listed building during demolition and construction works and fit out works; *Communication strategy with residents and local businesses which shall include details of how there will be engagement, consult and notify them during the works; *Agreed safe methods of working adjacent to the Metrolink Hazard Zone and shall be adhered to throughout the construction period; the retention of 24hr unhindered access to the trackside equipment cabinets and chambers for the low voltage power, signalling and communications cables for Metrolink both during construction and once operational. * Details of the loading and unloading of plant and materials; * Details of the storage of plant and materials used in constructing the development; * construction and demolition methods to be used; including the use of cranes (which must not oversail the tramway); * Details showing the erection and maintenance of security hoarding at a minimum distance of 1.5m from the kerb which demarcates the tramway path, unless otherwise agreed with Transport for Greater Manchester; *The provision of a "mock up" security hoarding to review and mitigate any hazards associated with positioning next to an operational tramway prior to permanent erection; *A scheme for the protection or temporary relocation of the Overhead Line Equipment Building Fixing (approval to be in consultation with Transport for Greater Manchester). Development shall be carried out in accordance with the approved construction management plan*

1.2 Description of the project

Rylands Building is a large Grade II listed building that occupies a full city block in Manchester city centre. The site extends to 0.44 Hectares and is bounded by Tib Street, Market Street, High Street and Bridgewater Place on the south west edge of the Northern Quarter and is within the main retail district of the city centre.

The proposal is the refurbishment, renovation and repurposing of this former textile warehouse comprising sub-basement, basement, ground and seven upper floors. The refurbished development will consist of 10 levels of commercial office space above a retail ground floor and a basement leisure use. The sub-basement provides cycle storage and other office well-being facilities along with plant and refuse storage. The top four levels of office accommodation are provided in a rooftop extension. Further key interventions include providing a new primary vertical circulation core, the introduction of large central stepped atrium within the existing building, winter gardens to the sixth floor, and repurposing of the ground floor into a retail arcade with active connections to adjacent public realm.

1.3 Indicative Programme

Please find attached Draft Tender Programme – Appendix 1

Key dates listed below which are currently indicative and may change marginally:

- Site set up – 22/05/23
- Demolition complete – 20/05/24
- Roof extension complete – 05/08/24
- Tower crane removal – 10/12/25
- Fit out start -14/01/25
- Envelope complete – 09/01/25
- Project completion – 30/06/26

1.4 Site Layout / Phasing Drawings

Please find attached Site Layout / Logistics drawings – Appendix 2

1.5 Working Hours

The Project working hours are such that the construction work will normally take place only between the following hours

Monday to Friday *	07.30 to 18.00
Saturday *	08.30 to 14.00
Sunday / Bank Holidays	No work

Prior approval may be sought to work outside of these hours (for example abnormal construction plant manoeuvres, conclusion of concrete finishing, plant break-downs etc.)

*Workforce may arrive on site 30 minutes prior but no working outside these times, unless changed by prior agreement. Noise to be kept to a minimum in the first hour. Reason - To safeguard the amenities of the occupiers of nearby residential accommodation during the construction phase.

Any agreement for working out of the above hours needs to be made via LOOH : https://www.manchester.gov.uk/info/100006/environmental_problems/2956/tackle_a_noise_problem/13

LOOH contact below:

Jon Mathers
Licensing & Out of Hours Compliance Officer
The Neighbourhoods Service
Growth and Neighbourhoods
Manchester City Council
Web: <http://www.manchester.gov.uk>
Email: jonathon.mathers@manchester.gov.uk
0161 234 1220
07932 469655

Works adjacent to the metro link lines MUST be completed under network shutdown and as such may only be carried out at a time specified by the network operator. This is likely to be overnight. Operations that this may affect include but are not limited to the following:

- Scaffold erection & alteration
- Erection of hoarding
- Re fitting of ground floor shop frontage and façade
- Works to upgrade pavement finishes

- Repair works to the high-level clock

These operations will be reviewed and agreed with MCC in advance of them taking place.

1.6 Parking of Vehicles of Site Operatives and Visitors

No parking will be available on site. Russell's management team will make use of surrounding public transport and multi storey car parks. Several additional passes will be held to accommodate visitors.

Site operatives will be encouraged to commute via public transport within close proximity to the site – Piccadilly/Victoria Station and Metrolink adjacent the development. If this is not feasible Car Pooling and parking off site.

2.0 Site Waste Management Plan

The management and disposal of waste generated on the Rylands Project will be managed in accordance with the Russells Waste Management Policy (please see Appendix 4).

Following selection / confirmation of the relevant sub-contractors & suppliers, we will develop a Site Waste Management Plan. The 'template' for the Rylands Building Site Waste Management Plan may be found in Appendix 4.

We will appoint a specific member of the Russells Construction Site Management Team as "Waste Management Co-ordinator".

Refer to Appendix 4 – Site Waste Management Policy

3.0 Air Quality Plan

The following few paragraphs detail how air pollution will be managed and controlled during the Rylands Building works.

Background Definitions:

Statutory Nuisance

Dust, steam, smell or other effluvia from industrial, trade or business premises which are prejudicial to health, are defined as statutory nuisances under Section 79 of the Environmental Protection Act (EPA). In addition, smoke (including soot, ash, grit), fumes and gases from any premises may also be a nuisance. The person responsible (in practice the contractor doing the work in question) can be required, by the local authority, to put a stop to the nuisance through an abatement notice. An aggrieved individual may apply to the magistrates for an abatement order. Breach of a notice or order is a criminal offence.

Clean Air Act

The Act is the main legislative means of control over smoke, grit, dust and fumes, and is generally enforced by local authorities. The main provisions of the Act co-exist with the statutory nuisance provisions of the EPA.

The Act applies to emissions of dark smoke from industrial or trade premises which originate from sources other than chimneys. Demolition has been found to be a trade process, and a bonfire on a demolition site emitting dark smoke could be found to be within the compass of the Act. There are, however, regulations which exempt emissions from the burning of timber and most other waste resulting from demolition of a building or of a site and also emissions from tar, pitch, asphalt or other matter used in connection with surfacing.

Some construction processes on the Rylands Building Project may release pollutants into the atmosphere, for example dust from earthmoving. However, there is a clear need to keep them to a minimum to avoid undue nuisance to neighbouring areas and the workforce also to ensure that the more dangerous pollutants, for example paint sprays and sprayed formwork oils, are not released or are at least controlled.

Control and mitigation measures as set out in the BWB Air Quality Assessment will be adopted as per the appended report with RWBHO comments.

Potential Hazards to Consider on the Rylands Project include, but are not limited to:

- Dust from earth moving operations
- Brick and silica dust
- Toxic substances in the ground or services
- Cement filler and plaster
- Solvents, glues and paints
- Weed-killers and other similar chemicals
- Fumes from welding
- Sprayed formwork oils
- Sprayed paint and other sealants

Control Measures we will adopt, include:

- Materials Management Plan (developed in conjunction with WSP – Geotechnical Consultant)
- Site visits / inspection via WSP – Geotechnical Consultant
- CoSHH assessments undertaken prior to certain activities commencing
- Dust from earthmoving and other vehicles on site – damp down using bowsters, or similar solution.
- Wood dust from joinery or other woodworking – use dust extractors on cutters and saws
- Site Standards will ban the use of fires on site as a waste disposal measure
- Securing of all loose materials that could become airborne in high winds
- Where possible, positioning of plant in order to ensure that exhaust fumes or dust etc. are vented away from occupied buildings and ensure they are fully maintained to avoid any nuisance
- Vehicles carrying dusty materials will be suitably sheeted, as may be appropriate limit and enforce the speed limits of vehicles over unmade surfaces#

Review of BWB Air Quality assessment: (Full document – Appendix 8)

BWB provided a range of potential mitigation measures in their appended report, however based on our practical experience, and in line with British Best Practice standards, these have been discredited in this scheme due to the nature of the works to be undertaken and due to the unique nature of the site and surrounding environment. For example, it is not possible to fit a wheel wash at the entrance to the site and furthermore The Rylands Project will not have haul roads and as such specific speed limits cannot be implemented. Russell WBHO will of course maintain best practise standards with regards to cleanliness of the surrounding roadways and provide cleaning as and when required.

Please see the below extract (Tables 4.4 & 4.5 with RWBHO Comments in RED text)

Table 4.4: Mitigation Measures for a Low Risk Site

Category	Mitigation Measures	
	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. Accept	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. Only implement if necessary.
	Display the head or regional office contact information. Accept	
Site Management	Record all dust and air quality complaints, identify cause(s), take appropriate measures to reduce	None
	emissions in a timely manner and record the measures taken. Accept	
	Make the complaints log available to the local authority when asked. Accept	
	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. Accept	
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. Accept	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. Accept
	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. Accept	
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. Accept	Fully enclose site or specific operations where there is a high potential for dust production and the site is active for an extended period. Accept where practicable.
	Erect solid screens or barriers around dusty activities or the site boundary that are at least as high as any stockpiles on site. N/A not applicable to this site.	Keep site fencing, barriers and scaffolding clean using wet methods. Fencing and barriers will be maintained as required.
	Avoid site runoff of water or mud. Issue not expected on this site.	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. Accept
		Cover, seed or fence stockpiles to prevent wind whipping. N/A

Category	Mitigation Measures	
	Highly Recommended	Desirable
Operating vehicle/ machinery and sustainable travel	Ensure all vehicles switch off engines when stationary – no idling vehicles. <i>Accept</i>	Impose and signpost a maximum-speed-limit of 15 mph on surfaced and 10 mph on un-surfaced haul roads and work areas. <i>N/A - Issue not expected on this site.</i>
	Avoid the use of diesel or petrol powered generators and use mains electricity or battery powered equipment where practicable. <i>Accept - Mains electricity to be used where possible</i>	Ensure equipment is readily available on site to clean any dry spillages - cleaning up spillages as soon as reasonably practicable after the event using wet cleaning methods. <i>Accept</i>
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.	<i>Accept</i>
	Ensure an adequate water supply on site for effective dust/particulate matter suppression/mitigation, using non-potable water where possible and appropriate.	None <i>Accept</i>
	Use enclosed chutes and conveyors and covered skips.	<i>Accept</i>
	Minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine water sprays on such equipment wherever appropriate.	<i>Accept</i>
Waste Management	Avoid bonfires and burning of waste materials. <i>Accept</i>	None

Table 4.5: Mitigation Measures Specific to Construction and Trackout

Category	Mitigation Measures	
	Highly Recommended	Desirable
Construction (Low Risk Site)	None	Avoid scabbling (roughening of concrete surfaces) if possible. Accept
		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. Accept
Trackout (Low 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. Accept
		Avoid dry sweeping of large areas. Accept
		Ensure vehicles entering and leaving the sites are covered to prevent escape of materials during transport. Accept
		Record all inspections of haul routes and any subsequent action in a site log book. Accept
		Implement a wheel washing system (with rumble grids to dislodge accumulated dust and mud prior to leaving the site where reasonably practicable).

N/A - Issue not expected on this site.
Wheels will be cleaned if necessary.

4.0 **Traffic Management plan.**

Public Highway Interface

We have engaged with Utilities Design & Planning Ltd. (UDP Ltd.) to carry-out key pavement / highways management works.

An application is to be submitted for a closure of:

- Partial closure of Bridgewater Place
- Partial closure of pedestrian zones on Tib Street
- Loading bays on Tib Street
- Temporary removal of some road signs, parking bays, bollards etc. along Tib Street.
- Removal of street furniture to Market Street
- Partial closure of foot paths on Market Street and High Street

(See Appendix 3 for Traffic management plans including main traffic routes to site)

5.0 **Storage of plant & Materials**

Materials will generally be stored within the site boundary.

Materials will then be transported to the relevant floors via a goods hoist. Due to the tight nature of the project all deliveries will need to be booked in through the Russells site management team to prevent any back log or congestion inside the site boundary/surrounding public highway.

All deliveries of goods & materials for the frame contractors will be through site entrance. Materials will be transported via the tower crane as per the logistics plan appended in Appendix 2 at the back of this document.

6.0 **Construction and demolition methods.**

Refer to “Contractors Task Method Statement for Demolition” within Appendix 5.

A specialist contractor is to be appointed to complete the demolition works. Required to complete the works in this method will be:

- Adequate mains water supply.
- Temporary discharge licence for disposal of treated run off water
- Filtration system capable of treating run off water and discharging into existing combined sewer system at an adequate rate.

Specific RAMS to cover the removal of the existing rooftop structures and of the alterations throughout the building will be developed following appointment of the specialist sub-contractor and in advance of the works commencing. In general, the Method Statement will address the following:

- Delivery of equipment to roof level
- Prevention of debris falling beyond the building perimeter
- Public protection measures
- Access and egress arrangements
- Temporary works & fall prevention
- Debris clearance & removal

Specific RAMS can be made available upon request.

Construction of the new 4 storey extension will begin upon completion of the demolition operation. Piling from Sub-Basement floor level, then commence the production of the new slip form cores.

The 4 storey extension will be completed as a steel frame construction from the 7th floor following the formation of Core 1 & 2. the crane will be positioned inside the footprint of the building (See appendix 2).

7.0 **Human Impact Management Plan**

On the Rylands Project, we will manage “Human Impact” in two key ways:

- Environmental Impacts
- Community Plan

We will identify and manage environmental ‘impacts’ and ‘aspects’ throughout the project

The following areas will be considered:

Aspect: The part of Russells activities that can interact with the environment.

Impact: The effect on the environment, good or bad, that results from Russells activity

Noise: Under section 60 and 61 of the control of pollution act 1989 permissible levels of environmental noise as agreed with the local authority must be adhered to.

Waste and Resource Use: including minimisation, recycling, disposal, selling ‘waste’, waste streams, compliance, secondary aggregates, timber.

Biodiversity: There are no real biodiversity issues on site.

Land Management: Rylands Building has been considered during the design and will be managed to ensure no damage or alteration will be caused by the construction of the project to adjacent land / properties.

Community: Russells will liaise with the local community to discuss the impact the project will have on the local environment and local businesses and maintain a good working relationship with the local community & businesses.

We will develop an Aspects and Impacts Register (A&I Register), this will form part of our detailed Health, Safety & Environmental Construction Phase Plan. The Russells Health, Safety & Environmental Advisor or Sustainability Manager will provide support as necessary, throughout the life of the scheme.

Control measures to reduce the risk will be implemented and the risk regularly reassessed to ensure the control measures have, in fact, reduced the risk.

The Rylands Building Site Management Team will ensure that the A&I Register is monitored and regularly reviewed (especially when there is a change in work activity or location).

24 hour contact numbers and email address will be displayed on the site entrance so members of the public are able to contact the RWBHO team.

7.1 Community Plan

Russells recognise that we can have a significant impact on the communities in which we operate and by engaging, respecting and understanding our community stakeholders we can make a positive contribution to their environment and quality of life.

8.0 Hoardings

All areas of the construction site will be clearly demarcated / secure at all times (from non-construction related persons or vehicles), also to keep all construction activities confined within the defined areas.

Hoarding will be temporary 'Herras' type fencing during initial weeks, then switched to 2400mm tall timber hoarding. Metal solid panel hoarding may be used in non-public facing areas.

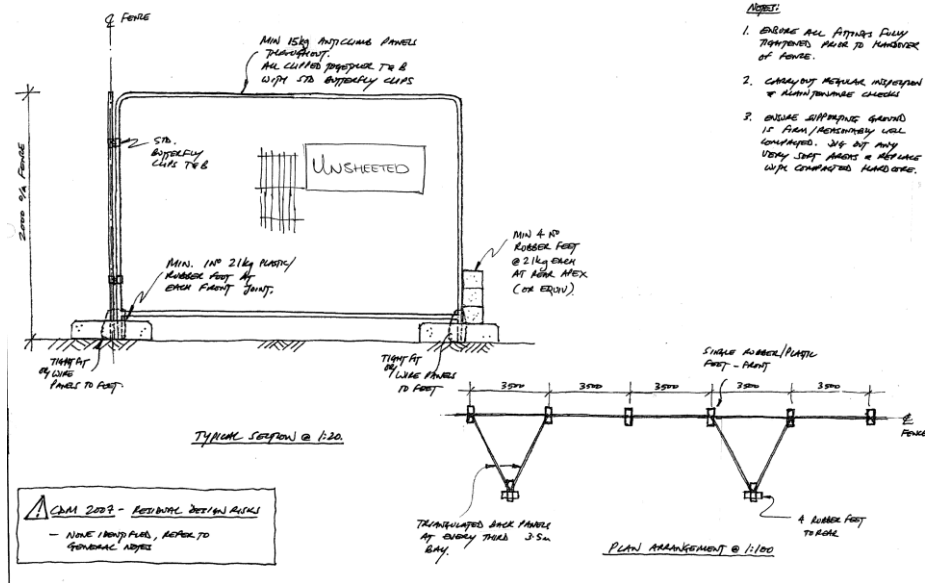
Timber hoarding will be painted white. Any branding will be subject of negotiations between RWBHO and MCC.

Hoarding will be inspected daily and inspection register maintained on site.

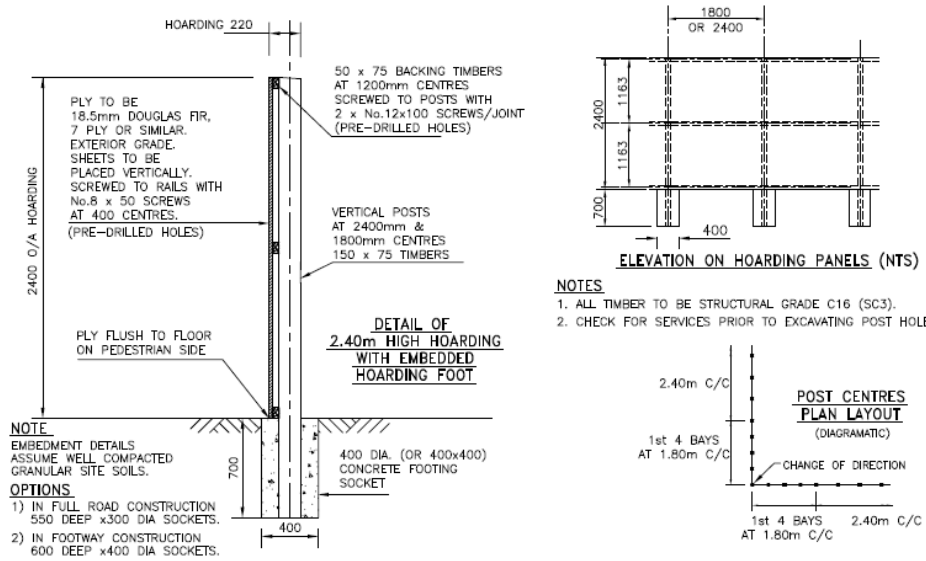
A Temporary works design will be completed by our external Temporary works design consultant in line with the Russells temporary works policy. Typical details are identified below:

See below typical hoarding details:

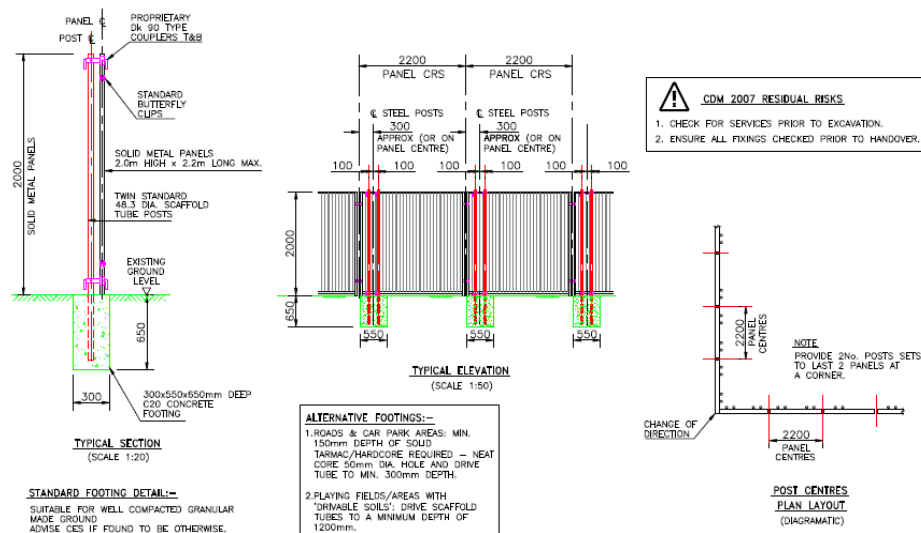
RWBHO Typical Herras Fencing:



RWBHO Typical Timber Hoarding:



RWBHO Typical Solid Metal Hoarding:



See appendix 2 – “logistics plan” for site/hoarding layout. Hoarding line along Bridgewater place will be illuminated to ensure area remains safe/well-lit during the works.

9.0 Dust & Dirt

Dust will be controlled for the duration of the job by water suppression especially during hot dry days. Road sweepers will be brought to site as required to keep the site clean and dust build up to a minimum.

Water suppression will be used during clean up works to prevent exposure to silica dust to working operatives and people in the nearby vicinity.

The site will be kept clear and tidy at all times throughout the day, operatives will collect all rubbish and ensure all wagons are clean and fit for road use prior to leaving site. Any dirt/rubbish on the nearby roads and footpaths which are the responsibility of Russells will be cleaned.

If necessary, specific mechanical dust extraction and mitigation measures will be used to remove airborne dust.

Façade cleaning operations will not produce significant dust due to the cleaning process using only water. Localised areas of stone repair and replacement will be risk assessed on an individual basis.

Scaffolding surrounding the building will receive a full wrap of Monarflex sheeting that will provide a further barrier to the migration of any airborne contaminants beyond the perimeter of the building.

In addition to the scaffolding, the work to replace the windows will be undertaken in a ‘Just-In-Time’ approach. This ensures that the existing windows will remain in place until such time as the new windows are ready to be installed. This will further contain dust & dirt to within the building.

Control and mitigation measures as set out in the BWB Air Quality Assessment will be adopted as per the appended report with RWBHO comments.

10.0 Recycling & Disposal

Due to the tight nature of the project there is limited space for the storage of waste/recycling skips. We will be storing 'wheelie' type container bins on the ground floor to be loaded from the upper floors and to be cleared from site by the appointed waste management company at regular day intervals.

11.0 Cranes

11.1 Mobile Cranes

The list of operations which are currently envisaged to require a mobile crane are:

- Roof plant removal
- Lifting the Brokk's and Bobcat's onto the roof
- Erection of hoist to 4 storey extension.
- Installation and dismantle of the tower crane.

All lift plans will be covered be completed by a trained competent appointed person and covered by a temporary works check certificate in line with the Russell's temporary works policy.

11.2 Tower Crane

We have assessed the various crane types and have decided that the Luffing Jib Crane, is most suited to our requirements and will help maximise the efficiency in construction of the structural frames. The crane will be sited within the footprint of the building for the construction phase until the completion of the 4 storey extension.

The crane will be positioned within the new atrium void to minimize works following removal.

The crane will be fitted with automated limiting (SMIE) system which will prevent any oversailing past the site boundary.

Refer to Appendix 6 - Crane Plan

12.0 Scaffolding / Access

External working platforms / access will generally be via a mixture of:

- Hoist
- Scaffold fans to be constructed for protection whilst the scaffold is being erected as last line of defence for falling materials.
- Scaffold to full perimeter
- Cradles to complete the façade as required.

The presence of the adjacent Metrolink infrastructure on Market St and High St has been considered and incorporated in to the scaffold proposal. Key considerations include:

- Working adjacent to HV cables
- Protection to network assets (such as OHLE cables)
- Pedestrian movement to all elevations
- Pedestrian safety on the Market St / High St corner
- Hoarding lines
- Maintaining line-of-sight for metro link driver / operators.

NOTE: The OHLE cable fixing points have been examined and found to be 'face fixed' in all locations. There is no risk of disconnection through internal works. Externally the OHLE cables

and fixings will receive signage and protection measures in line with Metro link requests and as per the previously issued [Scaffold Methodology Statement Rev D 01/06/2023. \(Appendix 10\)](#)

13.0 Noise Assessments and Use of Vibrating Tools and Equipment Procedures.

NOISE

Russells Ltd and its sub-contractors will ensure that, where reasonably practicable, nobody on site is exposed to noise in excess of 80dB(A). Where noise levels are suspected to be at or above 80dB(A) the direct employer will be responsible for ensuring a suitable noise assessment is carried out. Suitable hearing protection must be made available to all affected personnel on request. Sub-contractors undertaking work that continuously exceeds the noise level of 85dB(A) hearing protection zones must be set up with clear warning signs positioned.

Completed Workplace Noise Assessments or Sub-contractors equivalent will be filed in the site H&S file.

On completion of the noise assessment Russells Ltd and its sub-contractors will provide relevant information, instruction and training to employees at risk from excessive noise levels.

Suppliers of plant will be required to supply guidance on anticipated noise levels.

All compressors, percussion tools & vehicles will be fitted with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

Under Section 60 and 61 of the Control of Pollution Act 1989 permissible levels of environmental noise may have been stated by the local authority, in this instance the levels must be adhered to.

Except where expressly permitted, no operations which are audible at the adjacent noise sensitive buildings shall be carried on:-

- outside the hours of 08.30 hours to 18.00 hours Monday to Friday and 08.00 hours to 14.00 hours on Saturdays.

USE OF VIBRATING TOOLS AND EQUIPMENT PROCEDURES.

Russells Ltd and its sub-contractors will, through the careful planning and design of the works, take reasonable steps to eliminate the need for vibrating tools and equipment to be used on site. Where this cannot be achieved equipment suppliers will be required to provide adequate information to allow Russells Ltd or its sub-contractors to carry out a suitable risk assessment. Affected personnel will be trained on vibration reduction techniques and, where appropriate, included in a health surveillance scheme.

Completed Vibration Exposure from Powered Hand Tools Assessments will be recorded in Form HS 031 or Sub-contractors equivalent together with a daily record that operatives have not exceeded the 'exposure limit value' while on site. Completed records will be filed in the site H&S filing system. Where applicable evidence of health surveillance should be provided.

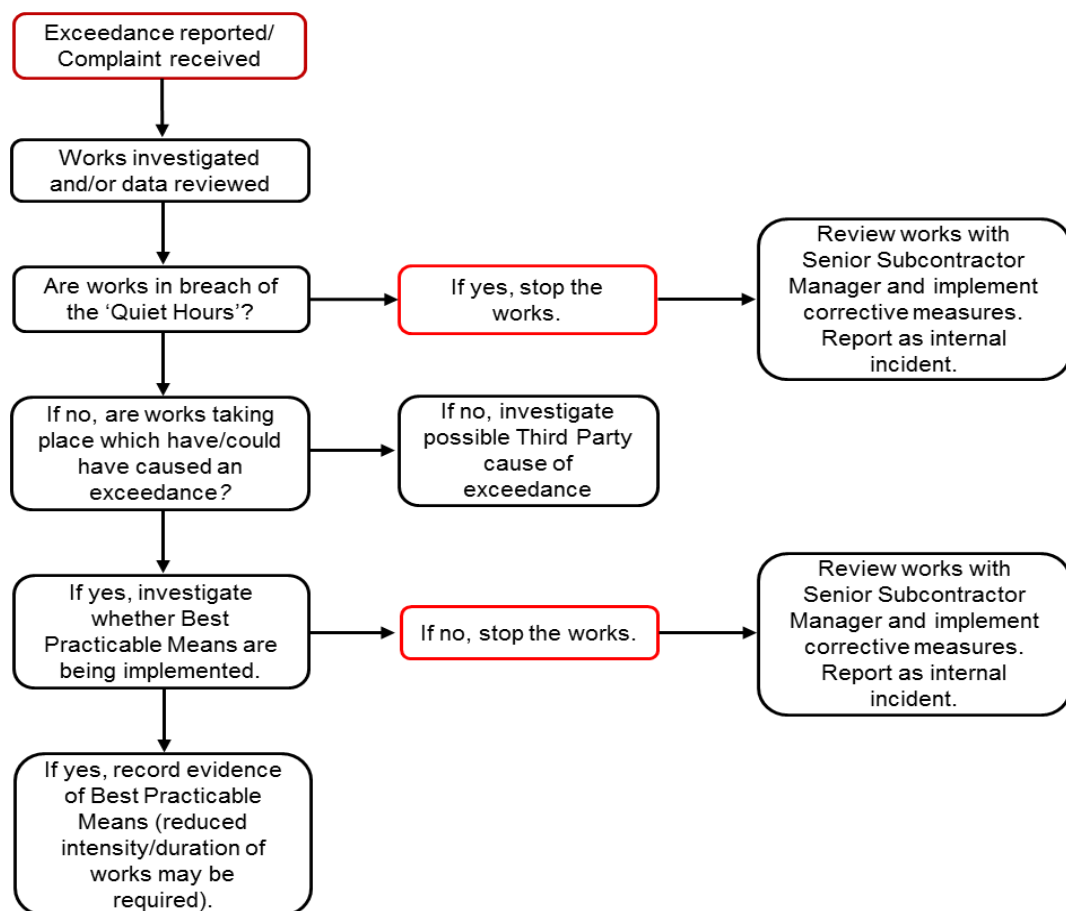
14.0 Consultation & Complaints

Russells manage public relations proactively through liaison with neighbours via newsletters, letters and community meetings. Contact details are provided on the public noticeboard for the public to directly contact us. Any complaints are logged and investigated by Russells with corrective action implemented as required. In the event of a complaint, the complainant should be directed to the most senior member of the Project team on Site. The following details should be taken (if the complainant is willing to provide them):

- Full name
- Address
- Contact telephone number
- Date/Time of the alleged incident
- Description of the complaint
- Location of the alleged incident
- Date/time complaint received

All personal data shall be managed in compliance with the Data Protection Act 2018.

All exceedances and complaints are to be investigated according to the following process



Appendix 1 – Draft Tender Programme

Refer to separate document

Appendix 2 – Site Logistics Plan

Refer to separate document

Appendix 3 – Traffic Management Plan

Refer to separate document

Appendix 4 – Site Waste management Policy

PR-EN013 – Site Waste Management Procedure

1. Responsibilities

- a. The requirements for a SWMP is no longer a legal requirement since January 2014, however can be requested by the client or required for BREEAM certification. It is an offence by the principal contractor if the waste produced is not recorded and waste described on the Waste Transfer Notes. In a principal contractor role, RUSSELLS is responsible for:
 - obtaining relevant information from sub-contractors;
 - updating the SWMP as the project progresses;
 - identifying waste removal contractors;
 - keeping the SWMP up to date;
 - ensuring that other sub-contractors know where the SWMP is kept;
 - allowing other sub-contractors and the client access to the SWMP during the project;
 - handing the completed SWMP back to the client at the end of the project, if required/requested
 - keeping a copy of the SWMP for two years.
- b. Ultimate responsibility for achieving the above lies with the business Managing Director. Operational responsibility must be assigned to the Project Lead who will implement Russells areas of responsibility of the SWMP.
- c. This person needs to:
 - negotiate during the tender process to define contractual responsibilities for completion and maintenance of the SWMP;
 - be able to communicate to everyone working on-site and motivate them to follow the SWMP;
 - be able to provide or source the necessary resources and training;
 - have a good knowledge of the contract and the various parties involved.

2. General

- a. The SWMP must identify:
 - the person responsible for waste management on-site;
 - the types of waste that will be generated;
 - waste management options for these waste streams;
 - the use of appropriate and licensed waste management contractors and sites;
 - a plan for monitoring and reporting on the quantity of waste.
- b. To be effective, it is vital that the SWMP is simple and easy to follow, with clear procedures for waste management.
- c. A SWMP involves the following stages:
 - writing the SWMP;
 - assigning responsibility for implementation;

- identifying likely waste arisings, types and amounts;
- determining the best waste management methods (on-and off-site) for the different wastes;
- optimising the supply and procurement of materials;
- communicating the plan on how it will be implemented;
- setting up systems to segregate and handle wastes on-site to encourage recovery;
- making sure the site complies with the Duty of Care;
- collecting data on waste generated during the project;
- reviewing and updating the SWMP upon a change in the project, waste management status
- drawing up recommendations for future projects.

3. Creating the SWMP

- a. The responsibilities for the production of the SWMP must be agreed at the start of the contract. The principal contractor is responsible for its production, implementation and use.
- b. If the SWMP is written at the pre-planning stage to take account of design and waste minimisation issues, then the developer or client or the architect's representative may be responsible, if the client requires a SWMP to be in place at this stage.
- c. If the SWMP is written at the tender stage or at the beginning of the construction phase, then the principal contractor will be largely responsible. The principal contractor may also have to develop and use any SWMP produced by the client. Sub-contractors will need to comply with the principal contractor's SWMP.
- d. It is important that the person or team writing the SWMP has adequate knowledge of waste issues and the construction programme. Ideally, they must also be responsible for implementation of the SWMP.
- e. The writer of the SWMP should be supported by the wider project team, which must be consulted in a partnership approach.
- f. The project team may include:
 - client;
 - design team;
 - regulators;
 - project team members;
 - HSEQ department;
 - sub-contractors (especially the demolition contractor);
 - relevant supply chain organisations,
- g. To ensure the SWMP is completed fully, a SWMP checklist should be used.

4. Making the SWMP work

- a. The SWMP must be:
 - viewed as common practice on-site;
 - embedded within the businesses existing policies and site procedures.
- b. It is essential that the SWMP is supported by the management team and accepted by the project team (including sub-contractors). It is also important that the SWMP is communicated effectively to everyone on-site and be made widely available. Training should be given as required and records kept of this training.

5. Identifying likely waste arising, types and amounts

- a. Knowledge of the types of waste and the estimated amounts arising from each part of the work programme is essential in order to determine:
 - what types/numbers of containers are needed for the different project stages;
 - when best to implement segregation for different waste streams.
- b. Estimates should be recorded using table on the “Waste Data Chart” once the waste types have been identified. Waste can be split into three categories; Demolition, Excavation, Construction.

6. Planning for waste management

- a. The various options for the likely waste generated on-site should follow the waste hierarchy e.g. initially prevent and reduce waste; followed by re-use and recycling (on-and off-site); recovery of energy and finally disposal.
- b. Planning for waste management will help to:
 - decide whether any specialised equipment is required on-site, e.g. a mobile crusher for recycling aggregates;
 - provide advance warning if exemptions or licences are required;
 - plan for the appropriate use of space and containers.
- c. This information can be combined with the waste estimates to set targets for:
 - segregation on-site;
 - recycling of materials;
 - diversion of waste from landfill.

7. Optimising material supply and procurement

- a. The amount of waste generated on-site can be reduced significantly by looking at the way in which materials are procured and supplied to site.
- b. Wastage rates for materials can be reduced through:
 - better ordering systems;
 - less packaging;
 - take-back schemes.
- c. The business individual with the procurement responsibilities may therefore become part of the SWMP process.

8. Communication and training

- a. Communication of the SWMP is essential in order for all Russells’ staff, subcontractors and third parties to be aware of their responsibilities. The SWMP can be communicated through means such as site induction, toolbox talks and project review meetings. The SWMP must be held on site and be readily available to all sub-contractors and other third parties.

9. Segregation of materials and waste handling on-site

- a. To promote effective waste management, where practicable, waste materials must be segregated on-site. Information on construction recycling segregation is available in the CIRIA Environmental Good Practice on Site Pocket Book.

10. Working with sub-contractors

- a. All Russells' appointed sub-contractors must segregate the waste they produce where stated in the SWMP.
- b. Where sub-contractors remove their own waste, they must provide a waste transfer note containing the legally required information as per Environmental Protection Act 1990, Section 34; and the necessary certification.

11. Hazardous waste

- a. All hazardous wastes must be segregated in separate skips for disposal.
- b. Hazardous waste skips must have adequate identification signage and be secure.
- c. Avoid contaminating other wastes with hazardous materials (to avoid even higher disposal costs).
- d. Where sub-contractors remove their own waste, they must provide a hazardous waste consignment note containing the legally required information as per The Hazardous Waste (England and Wales) Regulations 2016; and the necessary certification. All 5 sections must be completed.
- e. For advice on all aspects of hazardous waste, including the rules governing its transfer off-site and disposal, contact the HSEQ Department.

10. Complying with the Duty of Care

- a. A SWMP must provide a framework to ensure that Russells complies with the Duty of Care requirements. These include:
 - ensuring that all wastes are stored safely and securely;
 - checking that all waste contractors have the appropriate licences;
 - filling out waste transfer notes properly;
 - filling out consignment notes for hazardous waste properly;
 - keeping copies of all waste transfer notes for two years, and hazardous waste consignment notes for three years.
- b. Practical ways for complying with Duty of Care requirements can be obtained from the business Health and Safety Department. Or by information available in the CIRIA Environmental Good Practice on Site Pocket Book.

11. Data collection and analysis

- a. Collection and analysis of data is required to monitor the effectiveness of the SWMP. A designated person is required to collect and report on relevant data at site level.

11.1 Data collection

- a. Data on the waste generated from the project may include:
 - i. type of waste generated on-site;
 - ii. amount of waste generated on-site;
 - iii. segregation rates;
 - iv. re-use on- and off-site, recycling rates and diversion of waste from landfill;
 - v. wastage rates of different materials;
 - vi. costs and savings;
 - vii. waste movements;
 - viii. sources of waste;
 - ix. waste profile over the course of project;
 - x. levels of damaged materials.
- b. The appointed waste management contractor may be able to provide waste data as follows:

- i. the type of waste generated (broken down by EWC codes);
- ii. tonnages generated/removed;
- iii. amounts recycled (typically for the waste facility overall and not per construction site).

11.2 Data analysis, benchmarking and setting targets

- a. Waste generated as part of the project must be analysed to:
 - i. provide feedback about the SWMP to site workers, clients, designers and other members of the project team;
 - ii. monitor performance in minimising waste;
 - iii. set realistic targets within the SWMP;

11.3 Key performance indicators

- a. KPI data can be used to compare performance across projects, against previous projects and - if appropriate - national averages. The two most common are typically:
 - i. volume of waste (m3) per £100,000 of project value;
 - ii. volume of waste (m3) per 100 m2 of project floor area.

12. Updating the SWMP

- a. Once the SWMP is implemented it must be reviewed by the project team to ensure it is:
 - i. being followed;
 - ii. practical and appropriate;
 - iii. amended as necessary.
- b. Whenever waste is removed from the site Russells, as a principal contractor, must record on the site waste management plan
 - i. the identity of the person removing the waste;
 - ii. the types of waste removed; and
 - iii. the site that the waste is being taken to.
- c. At project completion, Russells as principle contractor to sign the SWMP and explain deviations applied, if any.
- d. When any waste is removed the principal contractor must record on the plan
 - i. the identity of the person removing the waste;
 - ii. the waste carrier registration number of the carrier;
 - iii. a copy of, or reference to, the written description of the waste required by section 34 of the Environmental Protection Act 1990; and
 - iv. the site that the waste is being taken to and whether the operator of that site holds a permit under the Waste (England and Wales) Regulation 2011 or is registered under those Regulations as a waste operation exempt from the need for such a permit.
- e. As often as necessary to ensure that the plan accurately reflects the progress of the project, and as a minimum within six months, Russells, as the principal contractor must:
 - i. review the plan;
 - ii. record the types and quantities of waste produced;
 - iii. record the types and quantities of waste that have been—
 - (a) re-used (and whether this was on- or off-site);

- (b) recycled (and whether this was on- or off-site);
- (c) sent for another form of recovery (and whether this was on- or off-site);
- (d) sent to landfill; or
- (e) otherwise disposed of; and

iv. update the plan to reflect the progress of the project.

13. Record Keeping of Waste off Site

The responsible person will be required to create the Waste Transfer Consignment Notes and include an accurate description of waste which will also be described on the Waste Carrier tickets who is removing the waste off site. The Waste Transfer Consignment Notes must be issued as a season ticket for a period of maximum 12 months given that the waste description remains unchanged.

Russells Waste Transfer Notes will be kept electronically for the required 2 years. The responsible person will issue the WTN to the Registered Waste Carrier to complete the WTN by signing the Transferee section.

The waste figures recorded will then be transferred into the SWMP.

The original Waste Carrier tickets are sent into the Russells Head Office and is stored with the invoices and can be pulled up by the Russells Financial Department if requested by a third party. Some of the waste carrier contractors keep records of waste movements electronically which can be accessed by Russells remotely.

14. Applying the lessons learnt

- a. It is important that recommendations and lessons learnt from the implementation of one SWMP can be applied to other sites, throughout the business and throughout Russells.
- b. This can be achieved by various means:
 - i. debrief the client and project team in terms of the successes, targets, recommendations, good and bad practice.
 - ii. Include the SWMP as an agenda item for post-contract reviews.
 - iii. establish benchmarks and new targets based on SWMP experience, aiming for continual improvement.
 - iv. sharing best practice within Russells to improve SWMP efficiency.

15. Further Information Sources

- a. Further free advice on how to reduce the volume of raw materials and other resources used during a construction build is available from Government website - <https://www.gov.uk/waste-legislation-and-regulations>

16. Document retention

- a. Waste Transfer Notes must be retained for a period of two years

Appendix 5 – Demolition Plan

Refer to separate document

Appendix 6 – Crane Plan

Refer to separate document

Appendix 7 – Environmental Management Plan

Refer to Separate document

Appendix 8 – Air Quality Assessment

Refer to separate document

Appendix 9 – Woolgar Hunter Vibration Monitoring File note

Refer to separate document

Appendix 10 – Scaffold Methodology statement Rev D 01.06.2023

Refer to separate document