

HIGHAM CONSTRUCTION LIMITED

CONSTRUCTION MANAGEMENT PLAN

**REFURBISHMENT WORKS AT
125 PORTLAND STREET,
MANCHESTER M1 4QD
ISSUE 16.09.22**

Revised 26.01.23

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1 PROJECT DETAILS

1.1 Introduction

This Plan has been prepared to meet the requirements of Planning Condition 5 of Manchester City Council Planning reference 130103/FO/2021 – “Prior to commencement of works, a detailed construction/fit out management plan must be submitted to Manchester City Council.”

It is the intention of this Plan to provide sufficient information about the systems used by the Principal Contractor to show its commitment to promote health, safety and environmental matters during construction.

1.2 Key Participants

Client

Portland Street Estates Ltd
2nd Floor
1 Ashley Road
Altrincham
Cheshire WA14 2DT
Tel: 0161 928 7171
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Principal Designer

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2 Dunham Road
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Contact: Graham Ellis
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Designer

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Amazon House
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Manchester M1 3PJ
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Principal Contractor

Higham Construction Ltd
2nd Floor
1 Ashley Road
Altrincham
Cheshire WA14 2DT
Tel: 0161 928 7171
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1.3 Description

The refurbishment works comprise:-

- a) Alterations and extensions to the ground floor main entrance onto Portland Street;
- b) Addition of a ground floor break out area to the side of the building creating external space;
- c) Addition of refuse storage area;
- d) New fenestration and replacement windows throughout; and
- e) Internal redecoration generally.

1.4 Project timescale

The anticipated completion date is December 2023

2 EXISTING SITE CONDITIONS

2.1 Existing structure

125 Portland Street is a six storey building built in the 1970s and is of concrete frame construction with red brick and stone around aluminium windows.

2.2 Surrounding land use

The building is in Manchester City centre. There are various hotel, hospitality and commercial buildings nearby.

2.3 Entry, exit and site storage arrangements

a) The main point of entry to and exit from the site is from Dickinson Street. Once on site, the rear staircase and the lifts in the building will be used. The rear staircase is also one of the means of escape from the building in case of fire or emergency.

b) It is intended to create a secure site compound within the curtilage of the building. This compound will be used for the storage of materials and for skips. See Appendix B.

c) The site is separate from any adjacent buildings and it is not anticipated that the construction works will have any effect on the operation of those buildings.

2.4 Restrictions affecting the site

a) The works are taking place in an occupied building in Manchester City centre, with all the attendant difficulties of restricted times for noisy works, the delivery of materials to site and the disposal of waste from site. The Principal Contractor has been involved in similar projects in other parts of Manchester City centre and has developed management systems to deal with any issues that may arise during the course of the construction works. In the event that other third party works take place in the locality of the site which might have an impact on this project, the Principal Contractor will liaise with its counterpart(s) to ensure that all construction works can proceed with minimum disruption.

b) In terms of neighbourhood liaison, the Principal Contractor will advise existing tenants of the building and the users of any adjacent buildings of the general nature of the construction works and will endeavour to ensure that the construction works are carried out with the minimum of disruption.

2.5 Hazardous materials

a) Asbestos

An asbestos survey carried out by CSS Ltd in July 2021 revealed that Asbestos Containing Materials (ACMs) were present in two areas on the Ground Floor and presumed in other areas on the Ground Floor and Basement. The ACMs have been labelled even though no works are currently taking place in these areas. Prior to any works taking place the ACMs will be removed by a licenced contractor. All employees and contractors have been made aware that if any other ACMs are discovered or suspected, work must stop immediately whilst further investigation takes place.

b) Other hazardous substances

Other hazardous substances, either discovered during any strip out works or intended to be used during the main project works will be managed in accordance with the Control of Substances Hazardous to Health Regulations 2002.

2.6 Existing services

All existing services will be identified prior to works commencing. An electrical contractor will make safe any electrical equipment affected by the project works and, where necessary, install temporary 110v power and lighting to allow works to continue. There is a water supply to the fourth floor of the property. There is no gas supply in the areas affected by the project works.

3 SITE MANAGEMENT

3.1 Site management team

Project Manager – G Bell (07739 078466)

Site Manager – To be confirmed

3.2 Responsibilities

The site management team will be responsible for:-

- Communication with all site personnel, tenants, visitor and the public
- Preparation of Construction Phase Health and Safety Plan complete with all risk assessments and method statements
- Safe systems of work
- Welfare facilities
- Fire and emergency procedures
- Health and safety records
- Site induction and training
- Site security
- Accident reporting and investigation
- Liaison with enforcement authorities
- Site Visitors record
- Providing PPE to authorised visitors

4 SITE SPECIFIC ISSUES

4.1 Working hours

The site will be open from 0700 to 1630 Monday to Friday. No works will take place on Saturdays, certain Jewish holidays, Bank holidays or public holidays. If Sunday working is considered necessary, the hours will be by arrangement and subject to any Manchester City Council restrictions.

4.2 Construction methods

The Principal Contractor will endeavour to ensure that the project works are carried out in accordance with best industry practice and has systems in place to manage both its own activities and those of subcontractors (see sections 5 and 6 below). Method statements and risk assessments are integral to the execution of the project works and will be used to control the works and to minimise the impact of such works on the environment and the surrounding community.

It is not expected that the project works will involve the use of any cranes.

Temporary works may be required for the project and such works will be managed with the same degree of care and attention as to the design and construction of the project works themselves. The temporary works may involve access scaffolds, both internal and external, propping works, falsework and formwork.

4.3 Noisy works

'Best practice' means of reducing noise will be employed during construction. These include restricting any noisy works to the City Council's permitted working hours (currently 0730 to 1630, Monday to Friday) and working closely with the occupiers of adjacent and adjoining properties. As mentioned above (see 2.4), the Principal Contractor has been involved in similar projects in Manchester city centre and has developed systems to ensure that the works will be carried out with the minimum of disruption to other parties.

During the development of the Construction Phase Plan, the Principal Contractor will give consideration to the erection of hoardings, either around specific areas of the works to mitigate the impact of any noisy works and/or for security purposes. Any such hoardings requiring a permit will conform to any conditions required by the City Council.

Because of the nature of the project works, it is not anticipated that noise or vibration monitoring equipment will be required.

4.4 Dusts

'Best practice' means will be used to control and mitigate emissions of dusts generated during any demolition and construction works. Where practicable, equipment used for cutting, grinding or sawing will be fitted with means of dust suppression and enclosed extraction. Where such measures are not practicable, dust suppression techniques, eg, using water, will be used. An adequate water supply will be available on site for this purpose. All personnel will be required to wear appropriate respiratory PPE when engaged in work likely to generate dusts.

4.5 Waste management

The Principal Contractor will use 'best means' to manage waste on site. These will include applying the 'hierarchy of waste' principle, where prevention is the preferred option and disposal the worst, with minimisation, re-use and recycling being considered from the designer phase onwards. Designated areas within the site compound and in vacant parts of the building itself will be used by the Principal Contractor for this purpose.

Waste generated for disposal will be put into skips within the site compound and will be removed from site on a regular basis by licenced contractors. A record of all waste transfer notes will be kept.

The Principal Contractor will assess the situation once the project has commenced and will review the arrangements for the storage of any materials deemed suitable for re-use or recycling. An appropriate Site Waste Management Plan will form part of the Construction Phase Plan.

4.6 Deliveries/Collections

These will be managed so as to minimise any disruption or inconvenience to the occupiers of adjacent and adjoining building, and to the general public. All deliveries and collections will be supervised including, where necessary, the use of banksmen. No materials will be left on any public areas.

4.7 Vehicular activities

It is anticipated that the only vehicles on site will be those making deliveries of materials and collecting waste. All such vehicular activities will be coordinated by the Principal Contractor to ensure that vehicles will only be on site for the minimum time necessary.

The project does not require any excavation works.

There is no parking on site for any contractor or employee vehicles.

In view of the above, the Principal Contractor does not consider that wheel washing controls are required.

As the works will be carried out within the existing site layout and no alterations to any roadways are taking place, no routing strategies or swept path analyses are required.

As part of the Construction Phase Plan, the Principal Contractor will require all delivery and collection vehicles to be compliant with any current legislation, guidance and codes of practice, including sheeting over.

4.8 Storage facilities

As above, there will be a designated area within the site compound and with the building itself for the storage of materials and waste. The areas will be made secure to prevent any unauthorised access or removal of materials. Any loose tools used on site will be locked securely when not being used. Any harmful materials or substances will be stored and used in accordance with the Control of Substances Hazardous to Health Regulations 2002.

4.9 Site security

Access to and egress from the site will be via Dickinson Street (see Appendix B) which is kept secure. No unauthorised personnel will be permitted on site. A site log system will be used to control personnel movements and as a roll call in case of evacuation. A member of the site management team will be responsible for ensuring that the site is made safe and secure, and intruder alarms activated at the end of each working day.

Entry onto the site will only be permitted to personnel who have attended induction training. Any person brought onto site as a temporary visitor who has not been inducted, will be fully supervised at all times.

4.10 Liaison with adjoining/adjacent properties

Prior to the commencement of any works, the Principal Contractor will liaise with the occupiers of any adjoining or adjacent properties. This liaison will continue as the works progress and will particularly focus on any occupiers of properties which could be regarded as potential sensitive receptors to noise issues.

As part of the liaison process, the Principal Contractor will establish procedures whereby if there are issues raised by occupiers of adjoining or adjacent properties, then these are dealt with as expeditiously as possible, on a basis satisfactory to all parties.

Access to the site compound is via Dickinson Street and the Principal Contractor will ensure that this access is kept clear at all times so that the activities of any occupiers of adjoining or adjacent properties are not affected, as well as keeping such access clear for emergency services.

4.11 Site information

Information about the project, including an emergency contact number, will be displayed at the site entrance.

4.12 Scaffolding

The principal element of the project involves new fenestration and the replacement of the majority of the windows in the building. This will involve the erection of scaffolding with full debris netting around the building to access the windows and specifically, a cantilever fan over the front entrance area, also fully netted, to protect the public. At the present time, tenders have been invited for this scaffolding. The phasing of the erection of scaffolding has yet to be determined as it depends on the production scheduling of the replacement window units. Whilst a significant proportion of the scaffolding will be within the curtilage of the site, part will be over the public pavement. When the production programme is finalised, application will be made to Manchester City Council Highways for any scaffolding permits required. Scaffolds over the public pavements will comply fully with MCC Highways requirements.

5 HEALTH AND SAFETY MANAGEMENT

5.1 Objectives

The Principal Contractor, together with all contractors, the Principal Designer and others involved with the design, management and construction of this project, will comply in all respects with current health and safety and environmental legislation, regulations and guidance. The Construction Phase Plan developed by the Principal Contractor will reflect all these elements.

The responsibilities for monitoring health and safety will operate at various levels bearing in mind that everyone has a duty to ensure the health and safety of themselves and others.

5.2 Weekly safety inspections

The Principal Contractor will carry out a weekly safety inspection to ensure that all health and safety and environmental systems are being adhered to. A record of all such inspections will be kept on site.

5.3 Personal protective equipment (PPE)

The Personal Protective Equipment Regulations 1992(as amended) requires employers to provide, maintain, store and replace appropriate personal protective equipment to employees (including 'limb b') who may be exposed to a risk to their health and safety while at work. The Principal Contractor will undertake this duty and will fulfil its obligations under the regulations, including providing training and instruction to employees.

5.4 Induction and training

Prior to starting work on site all personnel will receive a site specific induction from the Principal Contractor. A register and record of all inductions will be kept on site.

Safety training certificates will be required for any operatives appointed to operate particular plant and equipment and must be submitted to the Principal Contractor prior to commencement of operations.

5.5 Method Statements and Risk Assessments

Comprehensive 'site specific' risk assessments and method statements will form the foundation for safe working on site. All contractors will be required to submit such documents for approval by the Principal Contractor before any works commence. A register of all such documents will be kept on site.

Where appropriate, all permits to work will be co-ordinated through the Principal Contractor. All permits will have a specified time period. Permits to work will be required for any 'hot' work or working on roofs. A record of all permits to work will be kept on site.

5.6 Welfare

Site Office

The Site Office will be located on the Ground Floor.

First Aid

An appointed person will always be on site. The First Aid Box and Accident Book will be kept in the Site Office.

Toilets, washroom and changing facilities

Toilets, washrooms and changing facilities will be located on the Ground Floor.

Canteen

Facilities will be provided on the Ground Floor where there will be clean drinking water and cups, a clean, warm area where site personnel may make hot drinks and prepare and eat food. Seating with backs will also be provided. The canteen will be non-smoking and will be cleaned on a regular basis.

5.7 Accidents/Incidents

All accidents and incidents will be reported in accordance with the requirements of The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013. Records of all accidents will be recorded in the Accident Book. Copies of all accidents and incidents reports will be issued as required to the Principal Designer and the Client.

Both Principal Contractor and individual contractors will investigate all accidents and incidents. The Principal Designer and Client will be invited to accompany any investigations and will be issued with reports as required.

6 SELECTION PROCEDURES

6.1 Contractors

In accordance with the requirements of the Construction (Design and Management) Regulations 2015, all contractors will be subject to an appropriate selection procedure to ensure that they have the competence and resources for the management of health and safety.

The Construction Phase Plan will be made available to all contractors. Contractors will be required to submit site specific Method Statements and Risk Assessments which will identify the principal hazards likely to be encountered and detail the means by which the risk to health and safety will be minimised. Contractors may be required to demonstrate that they have approved systems in place to assess the competence and resources of their sub-contractors.

6.2 Designers

All designers will be required to demonstrate their competence and resources with regard to health and safety in accordance with current regulations. This will include providing evidence of their system for hazard identification and risk assessments within the design process.

7 COMMUNICATIONS

7.1 Objectives

Health and Safety information will be communicated in any of the following ways:-

- . Design risk assessments
- . Risk action reports
- . Reference on drawings
- . Specifications
- . Technical files for plant and equipment
- . Machinery and plant department risk assessments
- . Health and safety plans and files
- . Risk assessments and method statements

7.2 Consultation with Principal Designer

Regular liaison will be maintained between the Principal Designer and the Principal Contractor.

7.3 Consultation on site

All personnel on site will be consulted on health and safety issues through the following means:-

- . Induction
- . Training (where appropriate)
- . Written and verbal communications

8 FIRE AND EMERGENCIES

8.1 Introduction

Details of the action to be taken in the event of fire or emergency are set out in the Site Induction Form.

8.2 General control measures

- . Halogen lights will not be allowed on site unless rigidly mounted for general security lighting
- . Petrol operated plants and tools are not permitted on site without the Principal Contractor's authorisation
- . Combustible materials, LPG cylinders and other flammable materials are not to be stockpiled on site and contractors are to operate a "just in time" supply to the working areas.
- . Fire resistant materials to LP 1207 are to be used for the temporary protection of building finishes, materials, plant, etc.
- . Unattended sources of ignition, e.g., bitumen boilers, space heaters, are not to be permitted at any time.

8.3 Fire and emergency services

Access for the fire and emergency services will be kept clear at all times. All escape routes are clearly signed.

8.4 Fire alarm and extinguishers

Fire alarm call points, fire extinguishers and fire action plans are located throughout the building. The fire alarm system is tested by the concierge.

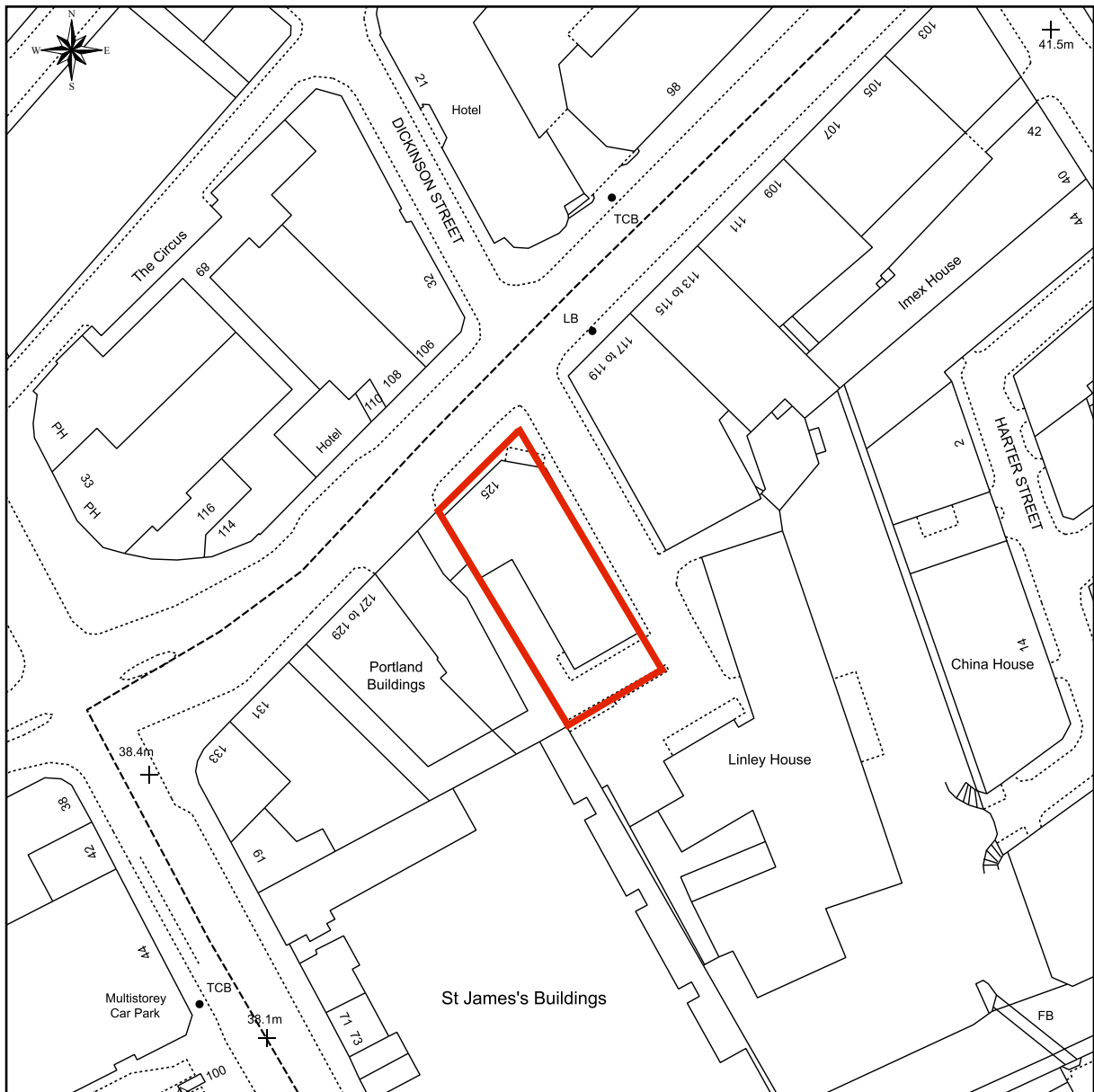
8.5 Storage of flammable materials

If flammable materials and gases are to be used, only minimum daily requirements will be taken to the workplace. No storage will be allowed in on site. No burning of materials will take place on site.

9 Further Actions

On receipt of approval of this Construction Management Plan from Manchester City Council, the Principal Contractor will proceed with the preparation and implementation of the Construction Phase Plan.

Location Plan of M1 4QD



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0m 20m 40m 60m 80m 100m

Scale: 1:1250, paper size: A4



emapsite[™]
plans

Prepared by: Andrew Burns, 23-03-2021

LINLEY HOUSE

Vehicular access

Full height scaffold in phases TBC

Site boundary edged red

Secure compound hatched blue

External hoist for duration of works

DICKINSON STREET

Full height scaffold in phases TBC

125 PORTLAND STREET

Full height scaffold in phases TBC

PORTLAND STREET

PORTLAND STREET ESTATES LIMITED
125 PORTLAND STREET
MANCHESTER M1 4QD

PROPOSED SITE COMPOUND

DRG NO PS 22-01-02 PRELIMINARY SCALE 1:100@ A2