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# Maybrook House Construction Management Plan

Prepared for:

**Deansgate Ventures Ltd**

**29.05.2026**

A Construction Consultancy Business based on

**people, personalities and performance**

Edmond Shipway

| | |
|---|---|
| Document / Project | Construction Management Plan – Maybrook House |
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# 1.0 Introduction

This Construction Management Plan has been prepared to set out the proposed management arrangements for the redevelopment of Maybrook House. It identifies the key controls for logistics, public protection, health and safety, environmental management, stakeholder liaison, and statutory compliance. The document will be reviewed and updated as the design, procurement strategy, and construction methodology develop.

# 2.0 Project Overview

The proposed development comprises the redevelopment of Maybrook House, 48–58 Deansgate, Manchester, M3 2EG, located at the corner of Deansgate and Blackfriars Street within Manchester city centre.

The works involve the refurbishment, alteration and extension of the existing building to create a 238-room hotel. The scope includes internal reconfiguration, strip-out and fit-out works, façade upgrades, window replacement, building services installations, and the construction of a two-storey vertical extension.

Due to the constrained city-centre location, the works will require careful management of construction logistics, public protection, delivery movements, noise, dust, vibration, and stakeholder liaison. Consideration will be given to the building's interface with Deansgate, Blackfriars Street, neighbouring businesses, pedestrians, road users, and any retained ground-floor commercial occupiers.

The project will be delivered in accordance with applicable statutory requirements, including the Construction (Design and Management) Regulations 2015, the Health and Safety at Work etc. Act 1974, relevant environmental legislation, Manchester City Council requirements, and applicable highway licensing procedures.

This Construction Management Plan sets out the proposed arrangements for managing the construction phase of the development. It identifies the key controls for site logistics, health and safety, emergency access, public protection, environmental management, waste, welfare, and neighbour liaison. The CMP will be reviewed and updated as the construction methodology, programme, procurement strategy, and contractor appointments are developed.

# 3.0 Statutory Compliance

The Maybrook House development will be planned and delivered in accordance with all relevant statutory duties, regulations, local authority requirements, and industry best practice guidance. The appointed Principal Contractor will be responsible for ensuring that construction activities are carried out safely, legally, and with appropriate regard to neighbouring occupiers, the public, the highway network, and the surrounding city-centre environment.

The project team will comply with the Construction (Design and Management) Regulations 2015. The Client, Principal Designer, Principal Contractor, designers, and contractors will fulfil their respective duties under the regulations. The Principal Contractor will prepare, maintain, and regularly review the Construction Phase Plan before construction works commence and throughout the construction period.

The works will also be undertaken in accordance with the Health and Safety at Work etc. Act 1974 and all applicable Health and Safety Executive guidance. Suitable risk assessments and method statements will be prepared for construction activities, with particular focus on high-risk operations such as demolition, structural alteration, façade works, lifting operations, work at height, temporary works, hot works, and interface with retained occupiers and the public.

The project will comply with relevant environmental legislation and guidance, including controls relating to noise, vibration, dust, air quality, waste management, pollution prevention, and protection of the public realm. Environmental controls will be developed in consultation with Manchester City Council where required and will be implemented through the Construction Phase Plan, Site Waste Management Plan, and activity-specific method statements.

All works affecting the public highway, footway, or public realm will be subject to the appropriate Manchester City Council approvals, permits, and licences. This may include licences for hoarding, scaffolding, temporary works, skips, mobile cranes, loading bays, road or footway occupation, and any required traffic management measures. The Principal Contractor will ensure that permits are obtained before any such works commence and that all licence conditions are followed.

The project will also take account of relevant British Standards, approved codes of practice, and guidance documents, including those relating to demolition, noise and vibration control, fire safety in construction, temporary works, work at height, lifting operations, asbestos management, and construction logistics.

Statutory compliance will be monitored throughout the project by the site management team through inspections, audits, contractor reviews, permit systems, and regular project coordination meetings. Records of approvals, permits, inspections, training, incidents, complaints, and corrective actions will be retained as part of the project documentation.

# 4.0 Management Structure

A clear management structure will be established for the Maybrook House development to ensure that all construction activities are properly planned, coordinated, supervised, and controlled. The structure will provide clear lines of responsibility for health and safety, logistics, quality, environmental management, stakeholder liaison, programme delivery, and statutory compliance.

The final project management structure will be confirmed once the Principal Contractor and key trade contractors have been appointed. However, the anticipated management structure for the construction phase is set out below.

## 4.1 Roles and Responsibilities

| Role | Key Responsibilities |
|---|---|
| Client / Developer | Overall responsibility for commissioning the project and ensuring suitable arrangements are in place for the management of health, safety, design, construction, and statutory compliance. |
| Principal Designer | Coordination of health and safety matters during the pre-construction phase, including design risk management and provision of relevant information to the Principal Contractor. |
| Principal Contractor | Overall control of the construction phase, including preparation and maintenance of the Construction Phase Plan, site safety, logistics, welfare, environmental controls, and coordination of contractors. |
| Project Manager / Employer's Agent | Monitoring project progress, programme, cost, quality, reporting, and coordination between the Client, design team, consultants, and Principal Contractor. |
| Contracts Manager / Project Director | Senior management responsibility for delivery of the works, client liaison, programme oversight, resource planning, and escalation of key risks or issues. |
| Site Manager | Day-to-day management of the site, including supervision of works, coordination of trades, site inspections, inductions, daily briefings, and implementation of site rules. |
| Health and Safety Manager / Advisor | Review of risk assessments and method statements, site audits, accident and near-miss investigations, training compliance, toolbox talks, and advice on statutory health and safety duties. |
| Logistics Manager | Management of deliveries, vehicle bookings, access routes, traffic marshals, material storage, waste movements, and coordination with neighbouring occupiers and highway requirements. |
| Temporary Works Coordinator | Coordination and control of temporary works, including scaffolding, hoarding, propping, façade support, lifting platforms, and any temporary structural arrangements. |

| | |
|---|---|
| Environmental Manager / Site Environmental Lead | Implementation of environmental controls relating to noise, dust, vibration, waste, pollution prevention, water management, and monitoring records. |
| Quality Manager / Clerk of Works | Inspection of workmanship and materials, review of quality records, monitoring of benchmark areas, snagging, non-conformance reporting, and close-out of defects. |
| Fire Marshal | Monitoring of fire precautions, escape routes, hot works controls, firefighting equipment, fire drills, and emergency evacuation procedures. |
| First Aiders | Provision of first aid support during working hours, maintenance of first aid supplies, and recording of accidents or treatment provided. |
| Traffic Marshals / Banksmen | Safe control of vehicle movements, pedestrian interfaces, delivery arrivals, reversing manoeuvres, and access to and from the service yard. |
| Community Liaison Contact | Communication with neighbours, local businesses, residents, ground-floor occupiers, and Manchester City Council where required. Responsible for recording and coordinating responses to complaints. |
| Trade Contractors | Delivery of their respective work packages in accordance with approved risk assessments, method statements, programme requirements, quality standards, site rules, and statutory obligations. |

## 4.2 Communication and Coordination

The Principal Contractor will establish regular communication procedures to ensure effective coordination between the site team, design team, consultants, trade contractors, neighbouring occupiers, and relevant authorities.

Daily briefings will be held with site operatives and supervisors to communicate the planned activities, key risks, delivery movements, exclusion zones, and any changes to site arrangements. Toolbox talks will be undertaken regularly and following any incident, near miss, or significant change in working method.

Weekly coordination meetings will be held with the site management team and trade contractors to review progress, upcoming works, health and safety matters, logistics, temporary works, environmental controls, quality issues, and interface risks. Meeting minutes and action trackers will be maintained.

Monthly progress meetings will be held with the Client and wider project team. These meetings will review programme performance, statutory approvals, design information, commercial matters, health and safety performance, environmental monitoring, neighbour liaison, risk items, and upcoming milestones.

## 4.3 Reporting Lines

The Principal Contractor will act as the lead party responsible for day-to-day control of the construction phase. Trade contractors will report to the Site Manager or relevant package manager. The Site Manager will report to the Contracts Manager or Project Director, who will maintain regular communication with the Client, Project Manager, and professional team.

Specialist roles, including the Health and Safety Manager, Logistics Manager, Temporary Works Coordinator, Environmental Lead, and Quality Manager, will support the Site Manager and provide technical oversight within their areas of responsibility.

## 4.4 Site Records

| **Record** | **Purpose** |
|---|---|
| Site induction records | Evidence that operatives and visitors have received site-specific information |
| RAMS approvals and briefings | Confirmation that works have been reviewed and communicated before starting |
| Toolbox talk records | Evidence of ongoing workforce training and communication |
| Inspection records | Monitoring of health, safety, quality, fire, welfare, logistics, and environmental controls |
| Permit-to-work records | Control of high-risk activities such as hot works, lifting, work at height, and temporary works |
| Delivery booking records | Management of site logistics and vehicle movements |
| Waste transfer documentation | Evidence of legal waste handling and diversion from landfill |
| Incident and near-miss reports | Recording, investigation, and close-out of health and safety events |
| Complaints register | Recording and resolution of issues raised by neighbours or the public |
| Meeting minutes and action trackers | Coordination, accountability, and follow-up of project actions |

# 5.0 Programme and Phasing

The construction programme for the Maybrook House development will be developed by the appointed Principal Contractor in coordination with the Client, design team, consultants, trade contractors, and relevant statutory authorities. The programme will be designed to ensure that the works are delivered in a safe, logical, and coordinated sequence, while minimising disruption to neighbouring occupiers, pedestrians, road users, and the surrounding city-centre environment.

The project involves the refurbishment, alteration, façade upgrade, and vertical extension of an existing city-centre building. As such, the works will be phased to manage the constraints of the site, including limited space for storage, interface with Deansgate and Blackfriars Street, retained or neighbouring commercial occupiers, public footways, and the need to maintain emergency access at all times.

The final construction programme will be confirmed prior to commencement. However, the anticipated sequence of works is set out below.

## 5.1 Anticipated Construction Sequence

| **Phase** | **Description of Works** |
|---|---|
| Phase 1: Pre-commencement and enabling works | Final surveys, statutory approvals, condition surveys, party wall matters where required, service investigations, temporary works design, traffic management planning, and confirmation of site logistics arrangements. |
| Phase 2: Site set-up and hoarding | Installation of site hoarding, signage, welfare facilities, access controls, temporary lighting, fire precautions, security measures, and pedestrian protection measures. |
| Phase 3: Soft strip and internal clearance | Removal of non-structural partitions, redundant finishes, fixtures, fittings, and services. Waste will be segregated and removed under controlled logistics arrangements. |
| Phase 4: Structural investigations and alterations | Opening-up works, structural surveys, strengthening works, formation of new openings, temporary works, and any required structural alterations to support the proposed hotel layout and extension. |
| Phase 5: Façade works and window replacement | Façade cleaning, repair, replacement or upgrade works, window replacement, scaffold access, debris netting, protection fans, and public protection measures to the Deansgate and Blackfriars Street frontages. |
| Phase 6: Vertical extension and roof works | Construction of the two-storey vertical extension, roof alterations, waterproofing, weatherproofing, parapet works, and installation of any roof-level plant support requirements. |
| Phase 7: Mechanical, electrical and public health installations | Installation of main plant, risers, distribution routes, drainage, ventilation, life safety systems, electrical infrastructure, and hotel services. Works will be |

| | |
|---|---|
| | coordinated with builders' work openings and fire-stopping requirements. |
| Phase 8: Internal fit-out | Construction of hotel bedrooms, corridors, back-of-house areas, public spaces, finishes, joinery, ceilings, partitions, doors, ironmongery, decorative works, and associated fittings. |
| Phase 9: Testing, commissioning and inspections | Testing and commissioning of building services, fire alarm systems, life safety systems, lifts, ventilation, water systems, electrical installations, and controls. Quality inspections and statutory inspections will be completed during this phase. |
| Phase 10: Snagging, final clean and handover | Completion of snagging, final quality checks, removal of temporary works, demobilisation, final cleaning, handover documentation, as-built information, operation and maintenance manuals, and transfer of the completed areas to the Client. |

## 5.2 Programme Management

The Principal Contractor will prepare and maintain a detailed master construction programme. This will identify key activities, milestones, dependencies, statutory approvals, procurement lead-in periods, inspections, testing, commissioning, and handover requirements.

A short-term lookahead programme will also be maintained, typically covering the next two to six weeks of activity. This will be reviewed at regular site coordination meetings to identify upcoming constraints, high-risk activities, delivery requirements, design information needs, and interfaces between trades.

Progress will be monitored against the agreed programme and reported to the Client and project team through regular progress meetings. Where delays, risks, or changes are identified, the Principal Contractor will review the impact and agree mitigation measures with the relevant parties.

## 5.3 Interface with Neighbours and the Public

The phasing of the works will take account of the site's location on Deansgate and Blackfriars Street, both of which experience regular pedestrian and vehicle movement. Activities with the potential to affect the public highway, footways, neighbouring properties, or local businesses will be planned in advance and coordinated with Manchester City Council where required.

Advance notice will be provided to neighbouring occupiers and stakeholders before significant or disruptive activities, such as scaffold erection, façade works, crane operations, road or footway restrictions, noisy works, or major deliveries.

The programme will remain a live document and will be updated as construction methodology, contractor appointments, statutory approvals, and site conditions develop.

# 6.0 Working Hours

The working hours for the Maybrook House development will be agreed with Manchester City Council and will be set to minimise disruption to neighbouring occupiers, local businesses, pedestrians, road users, and the surrounding city-centre environment.

Unless otherwise agreed in writing with the Local Planning Authority, the proposed standard construction working hours are as follows:

| **Day** | **Proposed Working Hours** |
|---|---|
| Monday to Friday | 07:30 – 18:00 |
| Saturday | 08:30 – 14:00 |
| Sunday and Bank Holidays | No works permitted |

Noisy works will be carefully controlled and will only be undertaken during agreed working hours. Where practicable, particularly disruptive activities such as breaking out, drilling, cutting, demolition, façade removal, or structural alterations will be programmed to avoid early mornings, late afternoons, and periods of peak pedestrian activity.

Saturday working will be limited to activities agreed as appropriate for weekend working. Noisy works on Saturdays will not commence before 08:30.

Any requirement for works outside the standard working hours will be subject to prior agreement with the Client and, where required, Manchester City Council. Out-of-hours works will only be undertaken where necessary for safety, logistics, statutory authority requirements, emergency works, abnormal deliveries, crane operations, service connections, or activities that cannot reasonably be carried out during normal hours.

Where out-of-hours working is proposed, the Principal Contractor will prepare a suitable justification and mitigation plan. This may include advance notification to neighbours, additional supervision, reduced-noise methods, lighting controls, revised delivery arrangements, and measures to protect public safety.

Deliveries to site will be managed through a booking system and, where practicable, scheduled to avoid peak traffic and pedestrian periods. Delivery times will be coordinated with the logistics plan, highway requirements, neighbouring occupiers, and any restrictions imposed by Manchester City Council.

The Principal Contractor will monitor compliance with the agreed working hours throughout the construction phase. Any complaints relating to working hours, noise,

deliveries, or disturbance will be recorded in the complaints register, investigated, and addressed through appropriate corrective actions.

# 7.0 Site Set-Up and Welfare

The site set-up for the Maybrook House development will be planned to provide a safe, secure, and efficient working environment while minimising disruption to neighbouring occupiers, pedestrians, road users, and the surrounding city-centre area. The final site layout will be developed by the appointed Principal Contractor and will take account of the constrained location at the junction of Deansgate and Blackfriars Street.

The site establishment arrangements will include suitable hoarding, controlled access points, welfare facilities, site offices, storage areas, waste management zones, emergency routes, temporary services, fire precautions, and public protection measures. These arrangements will be reviewed and updated as the works progress.

## 7.1 Site Establishment

Prior to the commencement of construction activities, the Principal Contractor will establish the site in accordance with the approved logistics strategy, Construction Phase Plan, statutory requirements, and any conditions imposed by Manchester City Council.

The initial site set-up will include, where required:

| Item | Requirement |
|---|---|
| Hoarding and barriers | Secure site hoarding and barriers to separate the works from the public highway, neighbouring occupiers, and retained commercial areas. |
| Signage | Clear health and safety signage, emergency contact details, site rules, directional signage, and public information notices. |
| Access control | Controlled entry points for operatives, visitors, deliveries, and waste collections. |
| Welfare facilities | Toilets, washing facilities, canteen/rest area, drying room, changing facilities, and first aid provision. |
| Site offices | Accommodation for site management, meetings, document control, inductions, and contractor coordination. |
| Temporary services | Temporary power, lighting, water, drainage, communications, and fire alarm systems where required. |
| Fire precautions | Temporary fire points, extinguishers, escape routes, alarms, signage, and fire marshal arrangements. |
| Waste areas | Designated waste segregation and collection areas, managed to avoid obstruction and nuisance. |
| Storage zones | Controlled storage areas for materials, plant, and equipment, with priority given to internal storage where practical. |
| Public protection | Measures such as pedestrian segregation, lighting, protection fans, scaffold netting, and safe access routes. |

## 7.2 Site Access and Control

Construction access will be carefully controlled due to the site's city-centre location and its interface with Deansgate, Blackfriars Street, neighbouring businesses, pedestrians, cyclists, and road users.

The primary site access for construction vehicles and deliveries is anticipated to be via the existing service yard, accessed from Parsonage Lane, subject to final agreement with Manchester City Council and the approved logistics plan. Access arrangements will be managed by trained traffic marshals or banksmen where vehicle movements interface with pedestrians or the public highway.

Operatives, visitors, and delivery drivers will be required to report to the designated site entrance or site office on arrival. All personnel entering the site will be recorded through a sign-in system and will be required to comply with the site rules.

Visitors will not be permitted to access live working areas unless they have received a site briefing, are wearing appropriate personal protective equipment, and are accompanied by a member of the site management team.

## 7.3 Induction and Site Rules

All operatives, supervisors, visitors, and subcontractors will be required to receive a site-specific induction before entering live construction areas. The induction will explain the site rules, emergency arrangements, traffic routes, welfare locations, fire precautions, first aid arrangements, public interface risks, environmental controls, and any specific constraints associated with the Maybrook House site.

The induction will include, as a minimum:

| **Topic** | **Information to be covered** |
|---|---|
| Site layout | Access points, welfare areas, work zones, escape routes, and muster points. |
| Emergency procedures | Fire alarm, evacuation process, emergency contacts, first aid and assembly points. |
| Traffic management | Vehicle routes, pedestrian segregation, banksman instructions, and delivery controls. |
| Public protection | Interface with Deansgate, Blackfriars Street, retained occupiers, and neighbouring properties. |
| Health and safety rules | PPE, permits, working at height, hot works, lifting operations, manual handling and reporting procedures. |
| Environmental controls | Noise, dust, vibration, waste segregation, spill response, and pollution prevention. |
| Behaviour standards | Respect for neighbours, no unauthorised parking, no idling, no smoking outside designated areas, and professional conduct. |

Induction records will be maintained by the Principal Contractor and retained as part of the project health and safety documentation.

## 7.4 Welfare Facilities

Suitable and sufficient welfare facilities will be provided in accordance with the Construction Design and Management Regulations 2015. Welfare facilities will be established before major works commence and will be maintained throughout the construction phase.

Due to the constrained city-centre nature of the site, welfare provision is expected to be located within the existing building footprint where practical, potentially on upper floors or other suitable internal areas subject to access, safety, fire, and services requirements.

The welfare facilities will be kept clean, safe, heated, lit, and ventilated. A regular cleaning regime will be implemented, with cleaning records maintained where appropriate.

## 7.5 Site Security

The Principal Contractor will implement suitable site security arrangements to prevent unauthorised access and protect workers, the public, plant, materials, and neighbouring occupiers.

Security measures may include:

- Secure hoarding and gates
- Controlled access
- CCTV or monitoring
- Lighting
- Lockable storage
- Out-of-hours checks

Given the location on Deansgate and Blackfriars Street, the security strategy will consider city-centre risks, including high pedestrian footfall, evening activity, anti-social behaviour, and unauthorised access attempts.

## 7.6 Temporary Services and Lighting

Temporary services will be installed and maintained by competent persons. These may include temporary electrical supplies, lighting, water, drainage, communications, and fire alarm systems.

Temporary lighting will be provided to work areas, welfare facilities, access routes, stairs, escape routes, loading areas, and pedestrian interfaces where required. Lighting will be positioned to provide safe working conditions while avoiding unnecessary glare or nuisance to neighbouring properties, road users, and pedestrians.

Temporary electrical installations will be inspected and maintained in accordance with relevant statutory requirements and industry guidance. Cables will be routed to avoid trip hazards, damage, obstruction, and interference with escape routes.

## 7.7 Housekeeping and Material Storage

Good housekeeping will be maintained throughout the works. Work areas, access routes, escape routes, stair cores, loading areas, and welfare areas will be kept clean, tidy, and free from unnecessary obstruction.

Materials will be delivered on a Just-in-Time basis where practical to reduce the need for on-site storage. Where storage is required, materials will be stored safely in designated areas and secured to prevent movement, damage, theft, or obstruction.

Waste materials will be removed from work areas regularly and transferred to designated waste segregation areas. Combustible materials will not be allowed to accumulate and will be stored in accordance with the fire safety strategy.

## 7.8 Review of Site Set-Up

The site set-up will be reviewed regularly as the project progresses. Changes to access routes, welfare locations, hoarding lines, scaffold arrangements, storage areas, temporary services, fire precautions, or pedestrian management will be communicated to the workforce through briefings, signage, toolbox talks, and updated site plans where required.

The Principal Contractor will ensure that the site set-up remains suitable for each phase of the works and continues to protect workers, retained occupiers, neighbouring businesses, pedestrians, road users, and the wider public.

# 8.0 Logistics and Traffic Management

The logistics and traffic management strategy for the Maybrook House development will be designed to ensure that deliveries, vehicle movements, waste collections, and site access are managed safely and efficiently.

Due to the site's city-centre location at the junction of Deansgate and Blackfriars Street, careful control will be required to minimise disruption to pedestrians, cyclists, road users, neighbouring businesses, retained occupiers, and emergency services.

## 8.1 Site Access

The primary construction access point is anticipated to be via the existing service yard, accessed from Parsonage Lane, subject to agreement with Manchester City Council and the final logistics plan.

Construction access from Deansgate will be avoided where practicable due to high pedestrian and vehicle activity.

## 8.2 Delivery Management

Deliveries will be controlled through a Just-in-Time booking system to reduce congestion and avoid unnecessary vehicle waiting.

Delivery drivers will be given clear instructions on approved routes, arrival times, site access, and restrictions on parking or idling.

Only vehicles that can be safely accommodated will be permitted to attend site at any one time.

## 8.3 Vehicle Routing and Restrictions

Construction traffic will be directed to use appropriate strategic routes into Manchester city centre, including the A56 and A57, before approaching the site via the agreed local route.

There will be a strict no-waiting, no-idling, and no unauthorised parking policy on Deansgate, Blackfriars Street, and surrounding public highways.

## 8.4 Traffic Marshals

Trained traffic marshals or banksmen will manage vehicle movements where they interface with pedestrians, cyclists, road users, or the public highway.

They will assist with safe vehicle entry and exit, pedestrian protection, unloading activities, and prevention of highway obstruction.

## 8.5 Loading, Unloading and Waste Collections

Loading and unloading will take place within the site boundary where practicable. Where temporary use of the public highway is required, the appropriate Manchester City Council approvals will be obtained.

Waste collections will be pre-booked and coordinated to avoid congestion. Waste will be stored in designated areas before collection.

## 8.6 Highway Licences and Permits

Any works affecting the public highway, footway, loading bays, or public realm will be subject to the relevant Manchester City Council permits or licences.

This may include approvals for hoarding, scaffolding, skips, bay suspensions, crane operations, temporary traffic management, or footway diversions.

## 8.7 Pedestrian and Public Protection

Safe pedestrian routes will be maintained around the site wherever practicable. A minimum clear footway width of 1.5 metres will be maintained where possible.

Where this cannot be achieved, a suitable protected walkway or agreed diversion will be provided.

### 8.8 Emergency Access

Emergency access will be maintained at all times. The designated emergency route will be kept clear for fire, ambulance, police, and other emergency services.

### 8.9 Road Cleanliness

The Principal Contractor will take measures to prevent mud, dust, debris, or construction materials being deposited on the public highway.

This may include wheel cleaning, road sweeping, covered loads, and regular inspections of site entrances and surrounding footways.

### 8.10 Monitoring and Review

The logistics and traffic management arrangements will be monitored throughout the project and updated where required to reflect changes in the programme, site layout, access arrangements, or Manchester City Council requirements.

## 9.0 Public Protection and Pedestrian Management

Public protection will be a key priority throughout the Maybrook House development due to the site's location on Deansgate and Blackfriars Street, both of which experience regular pedestrian, cyclist, and vehicle movement.

The Principal Contractor will ensure that suitable measures are in place to protect members of the public, neighbouring occupiers, road users, and visitors to nearby businesses during the construction works.

### 9.1 Hoarding and Site Boundary

The site boundary will be secured using suitable hoarding or barriers to separate the construction works from the public highway and neighbouring areas.

Hoarding will be maintained in good condition and will include appropriate warning signage, emergency contact details, lighting where required, and clear information for pedestrians.

Where hoarding, scaffolding, or barriers affect the public footway, the relevant Manchester City Council approvals will be obtained before installation.

### 9.2 Pedestrian Routes

Safe pedestrian routes will be maintained around the site wherever practicable.

A minimum clear footway width of 1.5 metres will be maintained where possible. Where this cannot be achieved, a suitable protected walkway or agreed pedestrian diversion will be provided.

Pedestrian routes will be kept clear, well lit, clearly signed, and free from unnecessary obstruction.

## 9.3 Scaffold and Overhead Protection

Where scaffolding is required, it will be designed, installed, inspected, and maintained by competent contractors.

Scaffold fans, debris netting, toe boards, brick guards, and other protection measures will be provided where required to reduce the risk of falling materials affecting pedestrians, vehicles, or neighbouring occupiers.

Particular attention will be given to works on the Deansgate frontage and areas of high pedestrian activity.

## 9.4 Vehicle and Pedestrian Interface

Construction vehicle movements will be carefully managed where they cross or affect pedestrian routes.

Trained traffic marshals or banksmen will be used to control vehicle movements at site access points and to protect pedestrians during deliveries, waste collections, and unloading activities.

Site gates will be managed to prevent vehicles entering or leaving the site unless it is safe to do so.

## 9.5 Signage and Lighting

Clear signage will be provided to direct pedestrians safely around the site and to warn of construction activity.

Temporary lighting will be provided where required to maintain safe routes during hours of darkness or poor visibility. Lighting will be positioned to avoid unnecessary glare to neighbouring properties, road users, or pedestrians.

## 9.6 Protection of Neighbouring Occupiers

The works will be managed to reduce disruption to neighbouring businesses, residents, and retained occupiers.

Safe access to neighbouring premises will be maintained where practicable. Any activities likely to affect access, footways, servicing, or trading arrangements will be communicated in advance.

## 9.7 Monitoring and Review

Public protection and pedestrian management measures will be inspected regularly by the site management team.

Any issues identified through inspections, complaints, near misses, or changes to the works will be reviewed and addressed promptly. Arrangements will be updated as required throughout the construction phase.

# 10.0 Health and Safety Management

Health and safety will be managed as a priority throughout the Maybrook House development. The Principal Contractor will be responsible for planning, managing, monitoring, and coordinating the construction works in accordance with the Construction (Design and Management) Regulations 2015 and all relevant health and safety legislation.

The Principal Contractor will prepare and maintain a Construction Phase Plan before construction works commence. This will set out the arrangements for managing site risks, welfare, emergency procedures, public protection, fire safety, traffic management, and contractor coordination.

### 10.1 Risk Assessments and Method Statements

All contractors will be required to prepare suitable Risk Assessments and Method Statements for their works before starting on site.

RAMS will be reviewed by the Principal Contractor and briefed to operatives before the relevant activity begins. Particular attention will be given to high-risk activities, including:

| **Activity** | **Key consideration** |
|---|---|
| Work at height | Scaffold, roof works, façade works, and vertical extension works |
| Lifting operations | Crane lifts, hoists, plant movements, and material handling |
| Structural alterations | Temporary works, propping, openings, and strengthening works |
| Demolition and strip-out | Dust, noise, waste removal, and service isolation |
| Hot works | Fire prevention, permits, and fire watch arrangements |
| Electrical works | Isolation, temporary supplies, and live service risks |
| Public interface | Protection of pedestrians, neighbouring occupiers, and road users |

## 10.2 Site Inductions and Briefings

All operatives, supervisors, visitors, and contractors will receive a site-specific induction before entering live working areas.

Regular briefings and toolbox talks will be provided to communicate site rules, current risks, emergency procedures, logistics arrangements, environmental controls, and changes to working methods.

Daily briefings will be used where required to communicate specific activities, exclusion zones, deliveries, lifting operations, or high-risk works planned for that day.

## 10.3 Competence and Training

The Principal Contractor will ensure that all operatives and contractors are suitably competent for the work they are undertaking.

Relevant training records, qualifications, permits, licences, and competency evidence will be checked where required. Plant operators, scaffolders, traffic marshals, first aiders, fire marshals, and those undertaking specialist works will hold appropriate certification.

## 10.4 Inspections and Monitoring

The site management team will carry out regular inspections to monitor health and safety standards. These will cover work areas, access routes, welfare facilities, scaffolding, fire precautions, temporary works, plant, lifting equipment, housekeeping, and public protection measures.

Any unsafe conditions or non-compliance will be recorded and addressed promptly. Corrective actions will be communicated to the relevant contractors and followed up until closed.

## 10.5 Accident, Incident and Near-Miss Reporting

All accidents, incidents, dangerous occurrences, and near misses will be reported to the Principal Contractor and recorded in the site records.

Incidents will be investigated to identify causes and corrective actions. Lessons learned will be communicated to the workforce through briefings or toolbox talks where appropriate.

Where required, incidents will be reported to the relevant enforcing authority in accordance with statutory requirements.

## 10.6 Personal Protective Equipment

Minimum PPE requirements will be established for the site and communicated during induction. This will typically include safety boots, high-visibility clothing, hard hats, gloves, and eye protection.

Additional PPE will be identified through task-specific RAMS and provided where required, such as respiratory protection, hearing protection, fall arrest equipment, or specialist protective clothing.

### 10.7 Review

Health and safety arrangements will be reviewed regularly throughout the project and updated where required to reflect changes in the works, site layout, programme, risk profile, legislation, or contractor activities.

## 11.0 Fire Safety, First Aid and Emergency Procedures

Fire safety, first aid and emergency arrangements will be established before construction works commence and maintained throughout the Maybrook House development. The Principal Contractor will be responsible for ensuring that suitable procedures are in place, communicated to all site personnel, and reviewed as the works progress.

### 11.1 Fire Safety

A site-specific fire safety plan will be prepared and implemented. This will identify fire risks, escape routes, fire points, alarm arrangements, emergency contacts, and responsibilities.

Fire safety measures will include:

| **Measure** | **Requirement** |
|---|---|
| Fire alarm | Suitable temporary fire alarm or warning system provided where required |
| Fire extinguishers | Located at appropriate points and checked regularly |
| Escape routes | Kept clear, signed, and adequately lit |
| Fire marshals | Appointed and briefed on their duties |
| Hot works | Controlled by permit and fire watch where required |
| Combustible materials | Stored safely and not allowed to accumulate |
| Smoking | Permitted only in designated areas, if provided |

Fire drills will be carried out at suitable intervals, and findings will be recorded.

### 11.2 First Aid

Suitable first aid provision will be available during working hours. The number of trained first aiders and first aid facilities will be based on the size and nature of the workforce and the risks associated with the works.

First aid arrangements will include:

| Item | Requirement |
|---|---|
| First aiders | Trained first aid personnel available on site |
| First aid kits | Stocked and accessible in suitable locations |
| Accident book | Maintained by the site management team |
| Emergency information | Displayed clearly on notice boards and welfare areas |
| Hospital details | Nearest suitable accident and emergency facility identified |

# 12.0 Environmental Management: Noise, Dust and Vibration

Environmental impacts from the Maybrook House development will be managed to minimise disruption to neighbouring occupiers, local businesses, pedestrians, road users, and the wider city-centre environment.

The Principal Contractor will be responsible for implementing appropriate controls for noise, dust and vibration throughout the construction phase.

## 12.1 Noise Control

Noise-generating works will be planned and managed to reduce disturbance as far as reasonably practicable.

Control measures will include:

| Measure | Requirement |
|---|---|
| Working hours | Noisy works to be carried out within agreed working hours only |
| Plant selection | Use of well-maintained, suitable plant and equipment |
| Acoustic controls | Barriers, screens or enclosures used where required |
| Sequencing | Noisy activities planned to avoid unnecessary overlap |
| Communication | Advance notice given to neighbours before particularly disruptive works |

## 12.2 Dust and Air Quality

Dust will be controlled during demolition, strip-out, façade works, masonry cutting, loading, and waste handling activities.

Control measures will include:

| Measure | Requirement |
|---|---|
| Damping down | Water suppression or misting used during dust-generating works |
| Housekeeping | Regular cleaning of work areas, access routes and site boundaries |
| Covered loads | Vehicles carrying dusty materials to be sheeted where required |
| Waste control | Waste stored and removed in a controlled manner |
| Monitoring | Dust levels and complaints reviewed by the site management team |

## 12.3 Vibration Control

Vibration-generating activities will be managed to reduce the risk of nuisance or damage to neighbouring properties and sensitive occupiers.

Control measures will include:

| Measure | Requirement |
|---|---|
| Method selection | Low-vibration methods used where practicable |
| Monitoring | Vibration monitoring undertaken where required |
| Sequencing | High-vibration works planned and controlled |
| Inspections | Nearby structures reviewed where necessary before intrusive works |
| Response | Works reviewed if vibration complaints or exceedances occur |

## 12.4 Monitoring and Complaints

Noise, dust and vibration controls will be monitored by the site management team throughout the works. Where required, baseline surveys and monitoring equipment will be used during higher-risk activities.

Any complaints relating to noise, dust or vibration will be recorded, investigated and addressed through appropriate corrective actions. Arrangements will be reviewed and updated as required during the project.

# 13.0 Waste Management and Sustainability

Waste management and sustainability will be considered throughout the Maybrook House development. The Principal Contractor will be responsible for reducing waste, managing materials efficiently, and ensuring that all waste is handled, stored, transported, and disposed of in accordance with legal requirements.

## 13.1 Waste Management

A Site Waste Management Plan will be prepared and implemented for the project. The plan will identify the main waste streams, storage arrangements, segregation measures, collection procedures, and disposal routes.

Waste will be segregated where practicable into appropriate categories such as timber, metal, plasterboard, packaging, inert waste, general waste, and hazardous waste.

All waste will be stored safely in designated areas and removed from site by licensed waste carriers. Waste transfer notes and consignment notes, where required, will be retained as part of the project records.

## 13.2 Waste Reduction and Recycling

The project will seek to minimise waste generation through careful procurement, accurate material ordering, reuse of materials where practical, and protection of materials from damage.

A target of 95% diversion from landfill will be adopted where achievable. Recycling performance will be monitored throughout the works.

## 13.3 Hazardous Waste

Any hazardous waste, including asbestos-containing materials, contaminated materials, oils, chemicals, aerosols, or fluorescent tubes, will be identified, segregated, labelled, stored securely, and removed by appropriately licensed contractors.

Hazardous waste will not be mixed with general waste streams.

## 13.4 Sustainability Measures

The project will seek to reduce its environmental impact through:

| **Measure** | **Requirement** |
|---|---|
| Local suppliers | Use local suppliers and waste facilities where practical |
| Efficient deliveries | Coordinate deliveries to reduce unnecessary vehicle movements |
| Plant emissions | Use low-emission plant and equipment where practicable |
| Energy use | Use energy-efficient temporary lighting and welfare equipment |
| Water use | Avoid unnecessary water consumption and prevent leaks |
| Materials | Use responsibly sourced materials where available |

### 13.5 Monitoring

Waste and sustainability performance will be reviewed throughout the project. Waste records, recycling rates, fuel use, energy use, and environmental incidents will be monitored where appropriate and reported through regular project meetings.

## 14.0 Security and Site Protection

Security and site protection measures will be implemented throughout the Maybrook House development to prevent unauthorised access, protect the public, and safeguard the works, plant, materials, and neighbouring occupiers.

The Principal Contractor will be responsible for maintaining a secure site boundary and ensuring that security arrangements are suitable for the site's city-centre location on Deansgate and Blackfriars Street.

### 14.1 Site Boundary and Access Control

The site boundary will be secured using suitable hoarding, barriers, gates, and signage. Access points will be controlled to ensure that only authorised and inducted personnel enter the site.

Visitors will be required to report to the site office, sign in, receive a briefing where required, and be accompanied when entering live working areas.

### 14.2 Protection of Plant and Materials

Plant, tools, equipment, and materials will be stored securely within the site boundary or internal areas where practicable.

Valuable or hazardous items will be locked away when not in use. Materials will be stored to avoid obstruction, damage, theft, fire risk, or risk to the public.

### 14.3 Out-of-Hours Security

The site will be secured at the end of each working day. Gates, doors, hoarding lines, scaffold access points, and storage areas will be checked before the site is closed.

Due to the city-centre location, additional measures such as CCTV, security lighting, alarms, or out-of-hours patrols may be used where required.

### 14.4 Public and Neighbouring Occupier Protection

Security measures will be coordinated with public protection arrangements to ensure that pedestrians, neighbouring occupiers, and retained commercial areas remain safely separated from the works.

Any shared access arrangements or interfaces with neighbouring occupiers will be clearly controlled, signed, and reviewed during the project.

### 14.5 Monitoring and Review

Security arrangements will be inspected regularly by the site management team. Any incidents of unauthorised access, vandalism, theft, damage, or anti-social behaviour will be recorded and investigated.

Security measures will be reviewed and updated where required as the site layout, construction phase, or risk profile changes.

## 15.0 Quality Assurance

Quality assurance procedures will be implemented throughout the Maybrook House development to ensure that the works are completed in accordance with the approved design, specification, statutory requirements, and agreed project standards.

The Principal Contractor will be responsible for coordinating quality control across all work packages and ensuring that trade contractors understand the required standards before works commence.

### 15.1 Quality Management

The Principal Contractor will establish appropriate quality management procedures for the project. These will include inspections, approvals, testing, record keeping, and close-out of defects.

Trade contractors will be required to work in accordance with approved drawings, specifications, method statements, manufacturers' guidance, and relevant British Standards.

### 15.2 Inspections and Testing

Inspections will be undertaken at key stages of the works to confirm that workmanship, materials, and installations meet the required standards.

Inspection and test records will be maintained for relevant work packages, including structural works, façade works, fire stopping, mechanical and electrical installations, and internal finishes.

### 15.3 Benchmarking and Sample Areas

Where appropriate, benchmark areas or sample installations will be agreed before wider works proceed. This may include hotel room finishes, façade details, bathroom installations, joinery, doors, ironmongery, and other repeated elements.

Approved benchmark areas will be used as the standard for future works.

## 15.4 Defects and Snagging

Defects, snags, or non-conformances will be recorded, allocated to the relevant contractor, and monitored until completed.

A structured snagging process will be undertaken before handover to ensure that completed areas are checked, corrected, cleaned, and ready for occupation.

## 15.5 Records and Handover

Quality records, test certificates, commissioning information, as-built drawings, warranties, product information, and operation and maintenance manuals will be compiled throughout the project.

These records will form part of the final handover information provided to the Client.

# 16.0 Procurement and Contractor Competence

The procurement of contractors and suppliers for the Maybrook House development will be managed to ensure that all parties appointed to the project are suitably experienced, competent, and able to deliver their works safely, efficiently, and to the required standard.

The Client, Principal Contractor, and project team will select contractors based on their technical ability, relevant experience, resources, health and safety performance, financial standing, and ability to work within a constrained city-centre environment.

## 16.1 Contractor Selection

Contractors will be assessed before appointment to confirm that they have the appropriate skills, experience, supervision, labour, plant, and management systems required for their work package.

Selection criteria may include:

| Requirement | Description |
|---|---|
| Relevant experience | Experience of similar refurbishment, hotel, façade, structural, or city-centre projects |
| Health and safety record | Evidence of safe working practices, accident history, and suitable management systems |
| Technical competence | Ability to deliver the works in accordance with the design, specification, and programme |
| Resources | Suitable labour, supervision, plant, equipment, and supply chain capacity |
| Insurance | Appropriate insurances in place for the nature and value of the works |
| Environmental performance | Ability to manage waste, dust, noise, emissions, and pollution risks |

| | |
|---|---|
| Quality management | Procedures for inspections, testing, defect control, and handover information |

## 16.2 Pre-Start Requirements

Before starting on site, contractors will be required to provide relevant information for review and approval by the Principal Contractor.

This may include:

| **Information** | **Purpose** |
|---|---|
| Risk Assessments and Method Statements | To confirm safe systems of work |
| Training and competency records | To verify operative and supervisor competence |
| Insurance details | To confirm suitable project cover |
| Programme information | To coordinate works with the wider project programme |
| COSHH assessments | To control hazardous substances |
| Lifting plans | To manage crane, hoist, or mechanical lifting activities |
| Temporary works information | To coordinate any propping, scaffold, or support requirements |
| Quality plans | To confirm inspection, testing, and handover requirements |

## 16.3 Ongoing Competence and Performance

Contractor performance will be monitored throughout the project by the Principal Contractor and site management team.

This will include regular review of health and safety standards, quality of workmanship, programme performance, environmental compliance, site behaviour, supervision levels, and responsiveness to issues.

Where performance falls below the required standard, corrective actions will be agreed and monitored until closed out. Persistent non-compliance may result in escalation to senior management or removal from site.

# 17.0 Monitoring, Reporting and KPIs

Monitoring and reporting procedures will be implemented throughout the Maybrook House development to ensure that progress, health and safety, quality, environmental performance, logistics, and stakeholder matters are properly managed.

The Principal Contractor will be responsible for maintaining project records, reporting key information to the Client and project team, and ensuring that any issues are identified and addressed promptly.

## 17.1 Progress Monitoring

The construction programme will be reviewed regularly to monitor progress against planned activities and key milestones.

Short-term lookahead programmes will be used to coordinate upcoming works, deliveries, high-risk activities, inspections, and resource requirements.

Progress will be reviewed through regular site coordination meetings and client progress meetings.

## 17.2 Site Reporting

Regular reports will be prepared to record project performance and key issues. These may include:

| Report / Record | Purpose |
|---|---|
| Daily site records | Record labour, activities, deliveries, weather, and key events |
| Weekly coordination updates | Review upcoming works, logistics, risks, and contractor interfaces |
| Monthly progress reports | Summarise programme, health and safety, quality, environmental matters, risks, and photographs |
| Risk register | Identify, review, and manage project risks |
| Complaints register | Record and monitor any neighbour or public complaints |

## 17.3 Key Performance Indicators

Key Performance Indicators will be used to monitor the effectiveness of the project management arrangements.

Typical KPIs may include:

| KPI | Measure |
|---|---|
| Health and safety | Accidents, incidents, near misses, inspections, and RAMS compliance |
| Programme | Progress against the agreed construction programme |
| Quality | Snags, defects, non-conformances, and close-out times |
| Environment | Waste diversion, noise, dust, vibration, and environmental incidents |
| Logistics | Delivery compliance, highway issues, and vehicle-related incidents |
| Community liaison | Complaints received, response times, and resolution of issues |

### 17.4 Corrective Actions

Where monitoring identifies non-compliance, delays, defects, incidents, or recurring issues, corrective actions will be agreed, recorded, and tracked to completion. Lessons learned will be communicated to the relevant contractors and, where appropriate, to the wider workforce through briefings or toolbox talks.

### 17.5 Review

Monitoring, reporting and KPI arrangements will be reviewed throughout the project to ensure they remain suitable for the stage of works, project risks, and reporting requirements of the Client and project team.

## 18.0 Conclusion

This Construction Management Plan sets out the proposed arrangements for managing the construction phase of the Maybrook House development at 48–58 Deansgate, Manchester.

The project will be delivered with appropriate regard to health and safety, public protection, environmental management, traffic and logistics, waste control, quality assurance, and neighbour liaison. Due to the site's city-centre location at the junction of Deansgate and Blackfriars Street, careful planning and coordination will be required throughout the works to minimise disruption to pedestrians, road users, neighbouring occupiers, retained commercial uses, and the wider community.

The Principal Contractor will be responsible for preparing, implementing, monitoring, and updating the detailed construction arrangements before and during the works. This will include maintaining the Construction Phase Plan, coordinating contractors, managing site logistics, controlling high-risk activities, and ensuring compliance with statutory requirements and Manchester City Council approvals.

The CMP will remain a live document and will be reviewed as the project progresses. It will be updated where required to reflect changes in construction methodology, programme, site layout, contractor appointments, statutory approvals, or site conditions.

Through the implementation of the measures outlined in this plan, the Maybrook House development will be managed in a safe, organised, considerate, and compliant manner from site establishment through to completion and handover.