Havant and South Downs College

New Teaching Building Project

CONSTRUCTION MANAGEMENT PLAN

January 2024
Rev 01

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1.0 INTRODUCTION

This Construction Management Plan (CMP) has been prepared by Blue Sky Building on behalf of Havant and South Downs College (HSDC) pursuant to the planning application to build a new teaching building on the college campus.

It has been prepared in accordance with best practice principles and Havant Borough Council (HBC) guidelines. These procedures will ensure that the interests of local residents, nearby businesses, road users, college occupants and the public are given appropriate attention by the contractor when appointed.

This report identifies how the critical construction activities will be undertaken, and covers the environmental, public health and safety aspects of the proposed development. When appointed, the contractor will be required to follow the procedures set out in this document and use them to inform their own detailed Method Statements for the project.

Key Reference Documents

There is a large body of environmental and safety requirements relevant to construction projects, in the form of primary legislation (Acts of Parliament), secondary legislation (Statutory Instruments, including Regulations and Orders) and statutory guidance and Codes of Practice. The contractor will be responsible for identifying new legislation and regulation and complying with all prevailing legislation at the time of construction including any requirements under Health and Safety regulations.

In addition to the environmental requirements described, the contractor will be responsible for obtaining licences from HBC before erecting any scaffolding, hoardings, gantries, temporary crossings or fences or depositing a skip on the highway.

2.0 NATURE OF THE PROJECT/ SCOPE OF WORKS

Scope of works

The project comprises the construction of a three storey teaching building within the confines of the existing college campus.

The proposed works include:

- Ground preparation
- Foundations
- Construction of a new three storey building
- Building envelope, flat roof finishes and windows
- Below ground drainage within the site
- Internal fit out of teaching rooms, circulation, plant areas reception and toilets
- Hard and soft landscaping externally

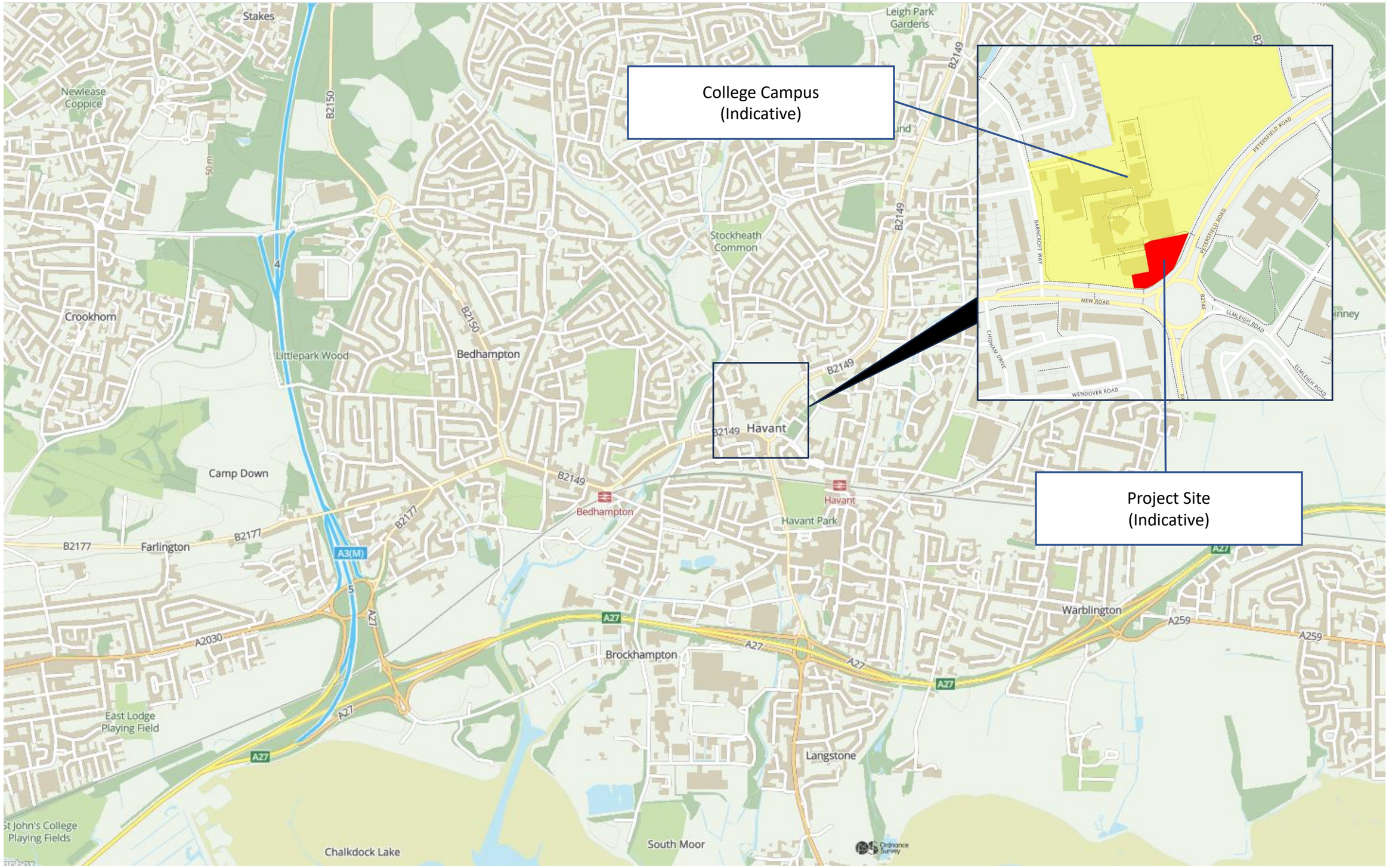
Site Location

The site is on the college campus of Havant and South Downs College (HSDC) within the town of Havant, Hampshire.

The site is located within the confines of the existing college campus at its south eastern boundary. The boundary is adjacent to New Road, the B2149 and the roundabout that they intersect. The site is a greenfield plot that sits next to the existing Sports Hall and School of Business

The following drawings appear overleaf:

BSB-HAV-001 – Site Location Plan



BLUE SKY BUILDING founded on excellence	**PROJECT:** New Teaching Building **CLIENT:** Havant and South Downs College **TITLE:** Site Location	**DRAWING NO; BSB-HAV-001** **REVISION NO & DATE; Rev 0 – 27/09/2023**

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3.0 CONSTRUCTION METHODOLOGY

This section of the document will identify the specific methodology and phasing of the project.

Pre-Commencement

Prior to commencement of works on site a period of pre-construction planning and activities are required to ensure works can commence.

- Production of a detailed task specific Construction Method Statements;
- Neighbour liaison before the commencement on site to explain the nature of works;
- Further site investigations to inform the design;
- Formulation of project Construction Phase Plan and risk assessments under CDM;
- Preparation and submission of safe system of work and licence applications for removal of Asbestos Containing Materials (ACMs).
- Formulation of Site Waste Management Plans and environmental plans as per the current DEFRA guidelines;
- Production of detailed works programmes and sequencing;
- Highways condition surveys to be carried out prior to commencement on site and issued to HBC highways (any damage to the local highway caused by construction vehicles associated with this development will be repaired at the cost of the applicant;
- Liaison with HBC and neighbours regarding vehicle movements and parking bay suspensions;
- CCTV surveys of existing drainage;
- Baseline environmental monitoring; and
- Mobilisation of selected plant and operators;

Site Establishment

Site establishment works will comprise the securing the construction site. Specific site establishment activities will include:

- Erect perimeter hoarding to secure the site and prevent intrusion. Hoarding to incorporate vehicle access and pedestrian gates

- Establish construction site office and welfare facilities for the workforce in temporary cabins located within the site boundary
- Contractor's contact details to be provided on the site fencing
- Vehicle and pedestrian access to the works will be controlled by fully trained gatemen and traffic marshals
- Installation of site temporary electrics, lighting, water and fire alarms. Where possible the site will operate from connections to permanent utility supplies rather than generators
- Establishment of site security provisions to ensure that the site is protected against unauthorised or unlawful entry and potential theft from site
- Connections to existing utilities as required will be carried out at an appropriate point in liaison with the statutory service providers
- Wheel cleaning facilities will be established at the site exit

General

The initial phase is the demolition of the existing buildings and breaking up of hardstandings.

It is not envisaged that a tower crane will be required. Local lifting operations, as required, will be carried out with a small visiting mobile crane. Cladding is likely to be fixed to the structure with an independent external scaffold.

Material handling and distribution, including lifting, will be by a telehandler.

Programme

The works are envisaged to commence Q1 2024 and to complete Q4 2024.

4.0 THE CONSTRUCTION SITE

This section outlines the requirements relating to site management practices, ranging from the location of accommodation and equipment to the operation of equipment on site. It outlines a number of procedures that should be implemented during site operations. These relate to working hours, site layout & appearance, and good housekeeping.

Representatives from the contractor and HBC should regularly inspect the construction site to ensure that these procedures are followed. The contractor must follow a 'good housekeeping' policy at all times.

The specific measures to be implemented by the contractor will include:

Working Hours

The planning consent will likely stipulate that no noise should be audible at the site boundary outside of these hours:

07:30 to 18:30 Monday to Friday
07:30 to 13:00 Saturday

Good Housekeeping

The contractor will follow a 'good housekeeping' policy at all times. This will include, but not necessarily be limited to the following. The contractor will:

- ensure considerate site behaviour of the contractor's staff;
- ensure the noise from lorry reversing alarms and the like are kept to minimum levels;
- prohibit open fires;
- ensure that appropriate provisions for dust control and road cleanliness are implemented;
- remove rubbish at frequent intervals, leaving the site clean and tidy; frequently inspect, repair and re-paint as necessary all site hoardings to comply with the conditions of the HBC Licence – all flyposting and graffiti is to be removed as soon as reasonably practicable and within 24 hours of notice from HBC;
- maintain toilet facilities and other welfare facilities for its staff;
- remove food waste;
- prevent vermin and other infestations; and
- undertake all loading and unloading of vehicles in a safe manner, ensuring the safety of pedestrians, cyclists and road users as identified on the logistics drawings.

Public Information

The site entrance notice boards will display all necessary health & safety material. contractor's emergency contact details will be posted on the site hoarding.

Security

The contractor will ensure that the site is secure and will prevent unauthorised entry to or exit from the site. Site gates will be closed and locked when there is no site presence. Alarms will incorporate an appropriate cut-out period. Access and egress will be via controlled security gates.

Hoardings, Site Layout and Facilities

The site will be completely secure to deter public access. The proposed hoarding line and gates are shown on the enclosed plans. It is intended to provide protection from noise and dust at all times through the erection of encapsulating scaffolds and physical barriers as appropriate to the task.

Site welfare and office arrangements will be established inside the site boundary.

Emergency Planning and Response

The contractor will develop a plan for emergencies to incorporate:

- Emergency procedures including emergency pollution control to enable a quick response.
- Emergency phone numbers and the method of notifying HBC and statutory authorities. Contact numbers for the key staff of the contractor will also be included. The contractor will display a 'contact board' at the site and compound entrances identifying key personnel with contact addresses and telephone numbers, so that members of the public know who to contact in the event of a report or query.
- Site Fire plan and management controls to prevent fires.
- A plan to reduce fire risk and potential fire load during construction, operation and subsequently during maintenance or repair. The project will comply with any third-party requirements as may be appropriate at specific sites.

Materials Handling

Deliveries and materials handling will be planned and managed to meet the needs of the ongoing access arrangements. Vehicles will be sized to safely navigate the turning onto the campus and marshals will be deployed to control access and egress.

Where articulated vehicle deliveries are occasionally unavoidable (possibly for structural steel components for example) and operations demanding multiple vehicles (bulk deliveries of concrete or muck away), special arrangements will be made accordingly.

Operatives Parking

The contractor will discourage on site parking due to the confined nature of the site and the need to ensure that welfare, accommodation, plant and vehicle offloading on the highways is avoided. Sustainable transport will be encouraged, either by the use of public transport or cycling. Cycling to site will be encouraged with bicycle storage and facilities available on site.

5.0 SITE LOGISTICS

The efficient management of the site logistics will be vital to the success of the project. A key strategy of logistics for a construction project is to ensure that the products and materials arrive on site at the time and in the quantities that are required.

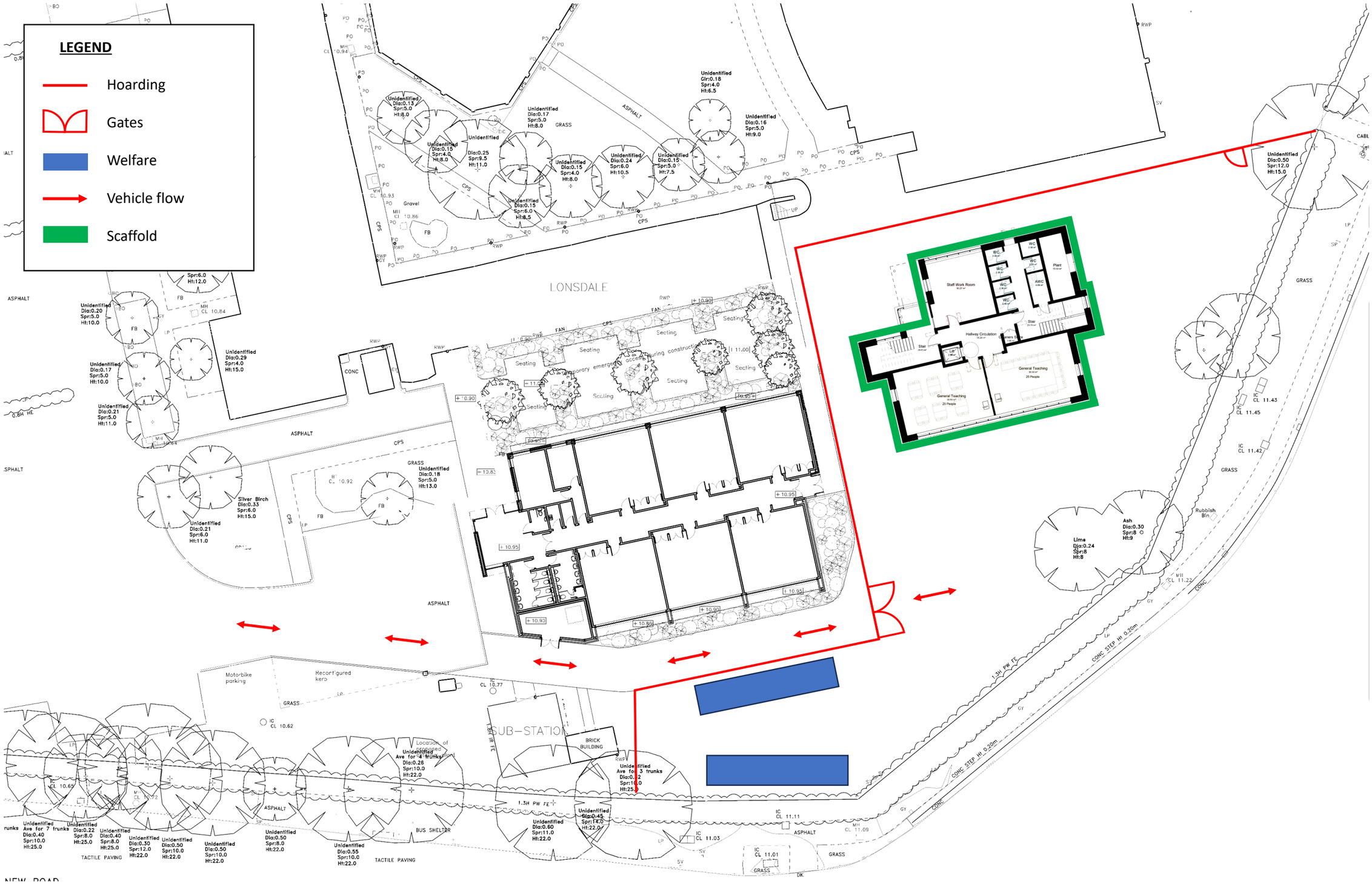
The contractor will ensure that the necessary pre-planning is undertaken and that the quality of the communication between those planning the project and those supplying the products and materials is maintained throughout the duration of the project.

The contractor will ensure that the overall logistics plan for the site incorporates the following key features:

- The site will be fully secured in a 1.8m high fence line
- Site access will be via the campus car park accessible from Barncroft Way.
- Wheel washing will be by handheld jet wash or proprietary facility inside the site boundary.
- Where possible materials will be delivered in smaller vehicles that can safely negotiate the college campus.
- Concrete will be delivered as ready mix and pumped via a static pump and boom.
- Contractor accommodation will be in cabins located inside the site boundary.

The following drawings appear overleaf:

BSB-HAV-002 – Site Logistics Plan



PROJECT:	**New Teaching Building**	**DRAWING NO; BSB-HAV-002**
CLIENT:	**Havant and South Downs College**	**REVISION NO & DATE; Rev 0 – 27/09/2023**
TITLE:	**Site Logistics**	

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6.0 TRAFFIC MANAGEMENT

This section highlights the measures by which the contractor will avoid nuisance to the public that may arise from increases in traffic flows and temporary rearrangements of the road network associated with the construction works. Measures have been considered in relation to access routes, site access, timing of movements, environmental standards and parking.

The site is within an operational college campus and construction vehicles will need to share circulation roads within the campus with business as usual traffic. Access will be solely along Barncroft Way.

Vehicles

The types of vehicles envisaged to require access to the site is as follows;

- Low Loader – 6 axle HGV
- Concrete Mixer – 4 axle HGV
- Muck Away Lorry – 4 axle HGV
- Mobile Crane – 5 axle HGV
- Flat Bed Articulated Lorry – 6 axle HGV
- Various 7.5 t vehicles
- Various 3.5 t vehicles

Access Routes

The contractor will use designated construction traffic routes for deliveries to the site and removal of waste. Access routes to and from the site to be used by heavy goods vehicles (HGVs) will be agreed with HBC prior to initiation of the construction programme, to minimise disruption to the road and pedestrian network. The Strategic Road Network (SRN) and Major Road Network (MRN) will be used as far as possible but neither adjoins the site. Construction traffic will be directed to approach and leave the site from the A3(M) and A27.

The contractor will provide further detail when appointed, and when the source of specific materials is better known. The following routing is therefore subject to contractor confirmation.

Route to Site

Vehicles will approach the site from the A3(M) heading southbound, the A27 heading eastbound or the A27 heading westbound. All vehicles will exit the A27 at the Havant Bypass onto Park Road South and proceed along Park Road North to the roundabout. At the roundabout vehicles will turn left onto New Road and immediately right onto Barncroft Way.

Construction Traffic Forecasts

The number of lorry movements, hours of operation and any lorry holding areas will be agreed in advance with HBC. The contractor will maintain an up-to-date log of all drivers that will include a written undertaking from them to adhere to HBC's approved routes for construction traffic.

There will be no daytime or overnight parking of lorries within the vicinity of the construction site.

Estimated numbers of construction related vehicle journeys for the construction period will be assessed based on volumes of structural materials together with excavated waste. An assessment will also be made for the fit-out period. Where possible material will be delivered in small quantities on small vehicles directly into the site.

The flow of vehicles will be controlled by the use of a web based delivery management system that can limit the availability of delivery slots and the frequency that they are made available.

Currently the anticipated average daily number of vehicles is expected to peak at approximately 15 vehicles per day (or 30 movements) when concrete pours are taking place.

Vehicle Management/CLOCS

The project will adopt Construction Logistics and Community Safety (CLOCS) standards for all delivery vehicles. (CLOCS Standard for construction logistics, V1.2 2014) Fleet Operator Recognition Scheme (FORS) Bronze accreditation as a minimum will be a contractual requirement, FORS Silver or Gold operators will be appointed where possible. Where FORS Bronze operators are appointed, written assurance will be sought from subcontractors and suppliers that all vehicles over 3.5t are equipped with additional safety equipment (as per CLOCS Standard P13), and that all drivers servicing the site will have undertaken approved additional training (e.g., Safe Urban Driving + 1 x e-learning module or Work Related Road Risk Vulnerable Road User training + on-cycle hazard awareness course + 1 x e-learning module etc.). CLOCS Compliance will be included as a contractual requirement.

Desktop checks will be made against the FORS database of trained drivers and accredited companies as outlined in the CLOCS Standard Managing Supplier Compliance guide. These will be carried out as per a risk scale based on that outlined in the CLOCS Managing Supplier Compliance guide.

Checks of FORS ID numbers will form part of the periodic checks and will be carried out as per an appropriate risk scale. Random spot checks will be carried out by site staff on vehicles and drivers servicing the site at a frequency based on the aforementioned risk scale. These will include evidence of further training, license checks, evidence of routing information, and checks of vehicle safety equipment. Results from these checks will be logged and retained and enforced upon accordingly.

Collision reporting data will be requested from operators and acted upon when necessary.

Delivery Management

Timing of deliveries will be strictly controlled and restricted to 09:00 and 16:00 on weekdays.

To minimise the likelihood of congestion during the construction period, strict monitoring and control of vehicles delivering to site will be implemented. Construction deliveries will be carefully planned with delivery times agreed with each subcontractor and supplier using an online booking system.

Delivery schedules will be produced in order to look at the profiles of pending deliveries, and to regulate deliveries and eliminate bottle necks.

Wheel cleaning facilities will be established inside the site boundary when ground works are underway.

All vehicle movements to and from the site will be managed by competent banksmen and traffic marshals.

Operatives Journeys to Work

Due to the restricted nature of the site it is likely that significant numbers of workforce can be encouraged to travel by public transport. The contractor should discourage parking within the site compound and use all reasonable endeavours to prevent overspill of parking elsewhere onto the campus.

Cycle storage should be provided at the site.

Pedestrians

The contractor will, having agreed a suitable scheme with HBC, implement and maintain a pedestrian diversion plan to safeguard pedestrians during the works

The following drawings appear overleaf:

BSB-HAV-003 – Traffic Routes – Region
BSB-HAV-004 – Traffic Routes – Local

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PROJECT: New Teaching Building

CLIENT: Havant and South Downs College

TITLE: Traffic Routes - Regional

DRAWING NO; BSB-HAV-003

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PROJECT: New Teaching Building

CLIENT: Havant and South Downs College

TITLE: Traffic Routes - Local

DRAWING NO; BSB-HAV-004

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7.0 SITE WASTE MANAGEMENT

The contractor must use working methods that minimise waste. Any waste arising from the site must be properly categorised and dealt with in accordance with appropriate legislation. Opportunities for re-using or recycling construction or construction waste should be explored and implemented.

The contractor will carry out the works in such a way that as far as is reasonably practicable the amount of spoil and waste (including groundwater, production water and run-off) to be disposed of is minimised, and that any waste arising from the site is properly categorised and dealt with in accordance with the appropriate legislation and guidance.

The disposal of all waste or other materials removed from the Site will be in accordance with the requirements of the Environment Agency, Control of Pollution Act (COPA), 1974, Environment Act 1995, Special Waste Regulations 1996, Duty of Care Regulations 1991 and the Waste Management Regulations 2006.

In general, and in accordance with the principles of the UK Government's 'Waste Strategy 2010', a principal aim during construction will be to reduce the amount of waste generated and exported from the Development site.

This approach complies with recognised waste hierarchy whereby the intention is first to minimise, then to treat at source or compact and, finally, to dispose of off-site as necessary. All relevant subcontractors will be required to investigate opportunities to minimise and reduce waste generation, such as:

- Agreements with material suppliers to reduce the amount of packaging or to participate in a packaging take-back scheme.
- Implementation of a 'just-in-time' material delivery system to avoid materials being stockpiled, which increases the risk of their damage and disposal as waste.
- Attention to material quantity requirements to avoid over-ordering and generation of waste materials.
- The Government has set broad targets of the use of reclaimed aggregate, and in keeping with best practice, subcontractors will be required to maximise the proportion of materials recycled.

- Segregation of waste at source.
- Re-use and recycling of materials off-site where re-use on-site is not practical (e.g., through use of an off-site waste segregation facility and re-sale for direct re-use or re-processing). Our expectations in this regard are shown in the following table.

Material	Target	Probable Location
Architectural salvage	100% re-used	Several architectural salvage companies.
Metals	100% recycled	Every effort will be made to recycle these materials on site with any surplus being taken to waste transfer station.
Hardcore (brick/block/ concrete etc.)	100% recycled	Taken off-site to be crushed and reused.
Excavated material/ clay etc.	100% recycled	Clay – 100% processed for re-use as fill (subject to analysis).
Timber	Up to 85% re-used The amount re-used will depend on the material	We will attempt to salvage any re-useable timber for hoardings, battening, shuttering etc. for possible use on site with the balance being retained by the contractor.
Glass	100% recycled	Numerous processing facilities.
Mixed waste	The amount recycled will depend on the material	An absolute minimum will remain for transport to landfill.
Asbestos	100% landfill	Taken to a licensed site.

8.0 NOISE AND VIBRATION

The contractor will monitor and control levels of noise and vibration from the site. Measures for reducing such levels are set out of this section.

Best Practicable Means

Best Practicable Means (BPM) of noise control will be applied during construction works to minimise noise (including vibration) at neighbouring residential properties and other sensitive receptors arising from construction activities.

The general principles of noise management are given below:
Control at source:

- Equipment – noise emissions limits for equipment brought to site.
- Equipment – method of directly controlling noise e.g., by retrofitting controls to plant and machinery.
- Equipment - indirect method of controlling noise e.g., acoustic screens.
- Equipment - indirect method of controlling noise e.g., benefits and practicality of using alternative construction methodology to achieve the objective as opposed to more conventional but noisier techniques; selection of quieter tools/machines; application of quieter processes.

Control across site by:

- Administrative and legislative control,
- Control of working hours,
- Control of delivery areas and times,
- Physically screening site,
- Control of noise via Contract specification of limits.

Many of the activities which generate noise can be mitigated to some degree by careful operation of machinery and use of tools. This may best be addressed by toolbox talks and site inductions.

Noise Control Measures

The contractor shall comply with the recommendations set out in BS5228:2009 and in particular with the following requirements:

- Delivery vehicles and mechanical plant will be maintained in a good and effective working order and operated in a manner to minimise noise emissions. The contractor will ensure that all plant complies with the relevant statutory requirements;
- HGVs will be equipped with broadband, non-tonal reversing alarms;
- Compressor, generator and engine compartment doors will be kept closed and plant turned off when not in use;
- All pneumatic tools will be fitted with silencers/mufflers;
- Care would be taken when unloading vehicles to avoid un-necessary noise;
- The use of particularly noisy plant will be limited, e.g., avoiding use early in the morning;
- Restrict the number of plant items in use at any one time;
- Plant maintenance operations will be undertaken at distance from noise-sensitive receptors;
- Ensure that operations are designed to be undertaken with any directional noise emissions pointing away from noise-sensitive receptors;
- When replacing older plant, ensure that the quietest plant available is considered;
- Drop heights will be minimised when loading vehicles with rubble;
- Vehicles should be prohibited from waiting at the site with their engines running;
- Local hoarding, screens or barriers should be erected to shield particularly noisy activities;
- Temporary noise screens will be used to reduce noise from particularly noisy activities and the height of perimeter hoarding will be extended where this would assist in reducing noise disturbance at sensitive receptors; and
- Hours of operation should be strictly enforced and any deviations other than those previously identified will be with the consent of the local authority;
- Limiting of high impact activities (including piling and excavation works) to specific times of the day. For example, this may include 1 hour on – 1 hour off, or the restriction of such activities to between 09:00-12:00 and 14:00-17:00;
- Vehicles, plant and equipment will undergo regular servicing and maintenance to prevent irregular noise levels;

- Static plant, when in operation, is to be sound attenuated using methods based on the guidance and advice in the BS 5228, where practical;
- Implementation of Best Practice Means (as defined in Section 72 of the COPA) by subcontractors at all times, and are to carry out all work in such a manner as to reduce disturbances from noise and vibration;
- Preference for electrically powered plant, to mechanically powered alternatives, where practical;

Delivery Traffic

The contractor will incorporate the following measures into the scheme to avoid noise related impacts from construction traffic:

- Vehicles will not wait or queue up with engines running on the public highway;
- Vehicles will be properly maintained to comply with noise emissions standards;
- Deliveries will be restricted to be within working hours of the site; and
- Design and routing of access routes will minimise vehicle noise and the need to perform reversing manoeuvres.

Noise Control Provisions – Screens and Scaffolds

Throughout the critical demolition, below ground and structural construction, works will take place behind the close boarded hoarding and sheeted scaffolds where practical. The hoarding and sheeted scaffold provides the following benefits during the construction stages of the works:

- It acts as a visual screen hiding the on-going works.
- Dust arising will be contained.
- With the use of the hoarding and solid acoustic barriers, noise is contained.

Scaffolding will be erected where required for walls and roof access. Scaffolds will be clad in Monarflex or similar sheeting to minimise noise and dust escape.

Solid timber barriers will be erected at ground level to further screen the below ground level works and prevent noise break out.

Vibration Control

Vibration is a further, but minor risk during the demolition and substructure phases. The measures taken to reduce the acoustics of these operations will assist in mitigating the effects of vibration on neighbours, and their property.

9.0 AIR QUALITY

The contractor will, as far as reasonably practical, seek to control and limit emissions to the atmosphere in terms of gaseous and particulate pollutants from tools and equipment used on site and dust from construction activities. Special precautions must be taken when materials containing asbestos are encountered.

Throughout the project, the contractor will ensure the following:

- Where potential dust producing activities are taking place, screens remain in position. This will include all demolition, excavation and structural works.
- There is no burning of waste materials on site.
- There is an adequate water supply on the site.
- Disposal of run-off water from dust suppression activities and cleaning is in accordance with the appropriate legal requirements.
- All dust control equipment is maintained in good condition and record maintenance activities.
- Site hoarding, barriers and scaffolding are kept clean.
- If necessary, clean public road and pavement using wet sweeping methods.
- All vehicles carrying loose or potentially dusty material to or from the site are fully sheeted.
- Plant working on site to have exhausts positioned such that the risk of re-suspension of ground dust is minimised (exhausts should preferably point upwards), where reasonably practicable.
- Materials with the potential to produce dust are stored away from site boundaries where reasonably practicable.
- Minimise the amount of excavated material held on site.
- Sheet, seal or damp down unavoidable stockpiles and skips of material held at site, where required.
- Avoid double handling of material wherever reasonably practicable.
- Sheet or otherwise enclose loaded bins and skips.
- Minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine water sprays on such equipment wherever appropriate.
- Use prefabrication of goods and materials to reduce the need for grinding, sawing and cutting on site wherever reasonably practicable.
- Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction.

- The engines of all vehicles delivering to site are not left running unnecessarily to prevent exhaust.
- That conveyor equipment will be well maintained, with regular servicing and maintenance carried out.
- Use low emission plant fitted with catalysts, diesel particulate filters or similar devices.
- Use ultra-low sulphur fuels in plant.
- That plant will be well maintained, with routine servicing of plant and vehicles. On site servicing and maintenance to be carried out where possible.
- Carry out site inspections regularly to monitor compliance with dust control procedures set out above and record the results of the inspections, including nil returns, in the logbook detailed.
- Increase the frequency of site inspections when activities with a high potential to produce dust are being carried out and during prolonged dry or windy conditions.
- Record any exceptional incidents causing dust episodes on or off the site and the action taken to resolve the situation in the logbook detailed in above.

10.0 MANAGING THE ENVIRONMENTAL IMPACT OF CONSTRUCTION

This section sets out the requirements on the contractor for managing the environmental impacts of constructing the development. The contractor must demonstrate in detail how the requirements of this CMP and specific Planning Conditions will be met.

The contractor must demonstrate the management, monitoring, auditing and training procedures that are in place to ensure compliance with HBC Environmental requirements and the CMP. The contractor will set out the specific roles and responsibilities of their personnel in managing and monitoring all of the works, including any subcontractors.

The specific measures to be implemented by the contractor will include:

- The contractor will liaise with HBC's Environmental Inspectorate on a regular basis, agreeing routine arrangements for each construction activity and ensuring compliance with the CMP.
- The contractor will be responsible for establishing and maintaining contact with HBC and the college representative; keeping them informed of construction matters likely to affect them.
- This liaison will include the regular and frequent distribution of Newsletters and attendance at meetings at the request of HBC with representatives of local residents' groups. (See community relations in the next section).
- The contractor will advise the local authority within 24 hours of any incidents of non-compliance with environmental controls or health and safety issues. The contractor will respond to any reports referred by HBC, Police or other agencies within 24 hours, or as soon as reasonably practicable.
- The contractor will maintain on site, a system for recording any incidents and any corrective action taken for inspection by the Council's representatives. This will be forwarded to the Council on a regular basis.

- The contractor will ensure as far as is reasonably practical, that necessary action has been taken and steps to avoid recurrence have been implemented.
- The contractor will provide an information and reporting telephone 'Hot Line' staffed at all times during working hours. Information on this facility shall be prominently displayed on site hoardings. The contractor's nominated persons will attend monthly reviews with HBC's Environmental Inspectorate, or otherwise as requested.
- The contractor will maintain environmental management procedures and temporary works designs taking due cognisance of ground conditions, ensuring groundwater, production water and run-off to be disposed of is minimised.
- The contractor will facilitate HBC's Environmental Inspectors to undertake regular planned inspections of the site to check compliance and associated records.
- Implementation of the Environmental Management Plan in liaison with the Project Ecologist. The contractor will prepare for approval specific elements within his method statement and risk assessment addressing how the requirements of the EMP are to be managed.
- The contractor will comply with the Arboricultural Method Statement published by Arbtech Consulting Ltd dated 13th October 2023.

11.0 AUTHORITIES AND PUBLIC LIAISON

This section sets out the processes involved in liaising with local authorities and the public prior to the commencement of development activities.

The contractor should provide HBC's Environmental Inspectors with a full programme of activity for the works before commencement. Specific information and details for the site have been outlined within this section.

The specific measures to be implemented by the contractor will include:

- Inform on the nature and timing of all main site activities relating to the CMP.
- All site construction staff are to be made aware of the requirements of the CMP and will be made responsible for its implementation.
- Sufficiently in advance of works, the contractor will provide the HBC Environmental Inspectors with a full programme of works. This will include:
- detailed method statements for construction and enabling activities at the project in line with the principles identified in this report
- details of site traffic movements showing the projected number of vehicles; what is being delivered, when peaks in activities occur, traffic marshalling arrangements.
- routes to site for deliveries.
- a health and safety plan.

Community Relations

Contact with neighbours and the general public throughout the construction programme will be pro-actively maintained, with regular update meetings on no less than a quarterly basis and the issuing of a brief news sheet on progress. Update sheets will be maintained on the site hoarding.

The contractor will nominate community relations personnel, who will be focussed on engaging with the local community. The contractor will ensure that occupiers of nearby properties and residents are informed in advance of works taking place, including the estimated duration. The contractor will inform local residents and businesses likely to be affected by such activities at least 14 days prior to undertaking the works, as well as applying for the appropriate permits and licences.

In the case of work required in response to an emergency, HBC, and all neighbours will be advised as soon as reasonably practicable that emergency work is taking place. Potentially affected occupiers will also be notified of the 'hotline' number, which will operate during working hours.

To successfully develop and implement a 'Neighbour and Public Relations Strategy', the following actions will be undertaken:

- Initial Contact: Once the contractor has been appointed, formal contact will be established with the nearest neighbours and those who could potentially be affected by the construction works; and
- Contact during Works Period: A single point of contact for neighbour and public relations will be established, with a senior member of the project staff nominated for the role. Contact details for this single point of contact will be displayed on the site hoarding. Outside normal working hours, site security will act as the main point of contact via a dedicated phone number. Security will alert the staff contact if necessary (available 24 hours). Should there be any complaints, these will be logged, fully investigated and reported to the relevant department within the HBC as soon as possible. The complainant will be informed as to what action has been taken.

Complaints Procedure

Complaints received by the site will be dealt with as follows:

- A site representative will telephone or visit the complainant to establish the exact details and nature of the complaint;
- Where the nuisance is or was temporary and has such ceased, the complainant will be informed, and appropriate remedial action taken;
- Where the nuisance is sporadic a visit will be arranged accordingly to ensure the complaint is verified subjectively;

- A noise/ vibration / dust measurement regime shall be established and measured against project standards. Where the measurement exceeds the project specifications further mitigations and measures will be established to bring evidence in line with the project standards.
- the contractor will notify HBC of all complaints received and exceedances of trigger levels within 2 days of the event.

REFERENCES

The contractor shall comply with all relevant legislation, standards, codes of practice, and guidance for the works being carried out including (but not exclusive to) those listed in this section.

Legislation

- The Explosives Regulations 2014
- Clean Air Act 1993
- Public Health Act 1961
- Health and Safety at Work, etc. Act 1974
- Control of Pollution Act 1974
- Control of Pollution (Amendment) Act 1989
- Environmental Protection Act 1990
- New Roads and Street Works Act 1991
- Lifting Operations and Lifting Equipment Regulations 1998
- Special Waste Regulations 1996
- Control of Lead at Work Regulations 2002
- Control of Asbestos Regulations 2012
- Ionising Radiations Regulations 2017
- Electricity at Work Regulations 1989
- Control of Noise at Work Regulations 2005
- Controlled Waste (Registration of Carriers & Seizure of Vehicles) Regulations 1991
- Environmental Protection (Duty of Care) Regulations 1991
- Management of Health & Safety at Work Regulations 1999
- Provision & Use of Work Equipment Regulations 1998
- Personal Protective Equipment at Work Regulations 1992
- Construction (Design & Management) Regulations 2015
- Control of Substances Hazardous to Health Regulations 2002
- Work at Height Regulations 2005
- Dangerous Substances and Explosive Atmosphere Regulations 2002
- Manufacture and Storage of Explosives Regulations 2005

British Standards

- BS 5228 Code of Practice for noise control on construction and open sites
- BS 5607 Code of Practice for safe use of explosives in the construction industry
- BS 6187 Code of Practice for demolition
- BS 7121 Safe use of cranes

Guidance

- HSE Guidance booklets:
- HSG 47 Avoiding danger from underground services
- L21 Management of health and safety at work
- L101 Safe work in confined spaces

HSE Guidance Notes

- GS 6 Avoidance of danger from overhead electric lines
- CS 15 The cleaning and gas freeing of tanks containing flammable residues
- EH 40 Occupational exposure limits (revised annually)

HSE Construction Information Sheet

- No.45 Establishing exclusion zones when using explosives in demolition.

Asbestos Removal Legislation

The Health and Safety at Work etc. Act 1974
The Control of Pollution Act 1974
The Special Waste Regulations 1996
The Personal Protective Equipment at Work Regulations 1992 (as amended)
The Control of Asbestos Regulations 2012
Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
The Construction (Design and Management) Regulations 2015

Approved Codes of Practice

- L21 Management of health and safety at work: Management of Health and Safety at Work Regulations 1999 (second edition)
- L24 Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992
- L25 Personal protective equipment at work (Second edition). Personal Protective Equipment at Work Regulations 1992 (as amended). Guidance on Regulations
- L64 Safety signs and signals. The Health and Safety (Safety Signs and Signals) Regulations 1996
- L87 Safety representatives and safety committees (third edition)
- L95 A guide to the Health and Safety (Consultation with Employees) Regulations 1996
- L127 The management of asbestos in non-domestic premises (second edition)
- L143 Work with materials containing asbestos. Control of Asbestos Regulations 2012
- L144 Managing health and safety in construction: Construction (Design and Management) Regulations 2015

British Standards

- BS 8520-1:2009 Equipment used in the controlled removal of asbestos-containing materials. Controlled wetting equipment. Specification
- BS 8520-2:2009 Equipment used in the controlled removal of asbestos-containing materials. Negative Pressure Units
- BS 8520-3:2009 Equipment used in the controlled removal of asbestos-containing materials. Operation, cleaning and maintenance of class H vacuum cleaners
- BS EN ISO 13982-1:2004+A1:2010 Protective clothing for use against solid particulates. Performance requirements for chemical protective clothing providing protection to the full body against airborne solid particulates (type 5 clothing)
- BS EN ISO/IEC 17020:2012 General criteria for the operation of various types of bodies performing inspection
- BS EN ISO/IEC 17024:2012 Conformity assessment. General requirements for bodies operating certification of persons
- BS EN ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories

HSE Guidance Booklets & Leaflets

- HSG189/2 Working with asbestos cement
- HSG210 Asbestos essentials task manual. Task guidance sheets for the building, maintenance and allied trades
- HSG213 Introduction to asbestos essentials. Comprehensive guidance on working with asbestos for the building, maintenance and allied trades
- HSG227 A comprehensive guide to Managing Asbestos in Premises
- HSG247 Asbestos: The licensed contractor’s guide
- HSG248 Asbestos: The analyst’s guide for sampling, analysis and clearance procedures
- HSG264 Asbestos: The survey guide
- INDG188 Asbestos alert (pocket card) for building maintenance, repair and refurbishment workers
- INDG223 A short guide to managing asbestos in premises. (Rev 3)
- INDG255 Asbestos dust kills – keep your mask on (Rev 1)
- INDG289 Working with Asbestos in Buildings
- OC 282/28 Fit testing of respiratory protective equipment face pieces.

INTRODUCING BLUE SKY BUILDING FOUNDED ON EXCELLENCE

In 2012, Julian Daniel, our Founder and Managing Director spotted the opportunity to create a company of his own, Blue Sky Building, which would embody the enthusiasm and passion he feels for the industry.

Blue Sky Building is an innovative construction management company which delivers unique solutions. Our founding directors boast a combined experience of over eight decades, uniting their background in the delivery of bespoke construction with the expertise and skills needed to manage complex engineering and construction projects, particularly in the midst of the kind of city centre environment prevalent in London and the South East.

We act as a trusted collaborator, setting the kind of standards other constructors aspire to, by offering our clients quality, professionalism and innovation. We've built our reputation upon offering a bespoke service each time, tailored to meet the individual needs of each client.

We know our industry and understand how the construction process works. We study our clients' business and we understand the wider business climate, bringing all three together in a pursuit of excellence which is as relentless as it is refreshing.

At Blue Sky Building, no resource is more valuable than the people charged with delivering our vision. The principles we work around are excellence, quality and safety and the values underpinning our work are intelligence, honesty, integrity and trust.

Our Promise:

- A focus on the client;
- Clarity of leadership and direction;
- Accessible and practical advice;
- Input and ownership up to Director level;
- Appropriate and timely communication;
- Simple solutions to complex issues;
- Advice which is independent and maintains the integrity of the clients' procurement process;
- In depth knowledge of the market and links to key trade contractors; and
- Value added throughout - from design, through procurement and on to construction.

OUR SERVICES

CONSTRUCTION DELIVERY
PRECONSTRUCTION
PROJECT MANAGEMENT
CONSULTANCY

OUR VALUES

INTELLIGENCE
HONESTY
INTEGRITY
TRUST