Demolition Management Plan

Royal Mail Group
Revision 3

02.11.15

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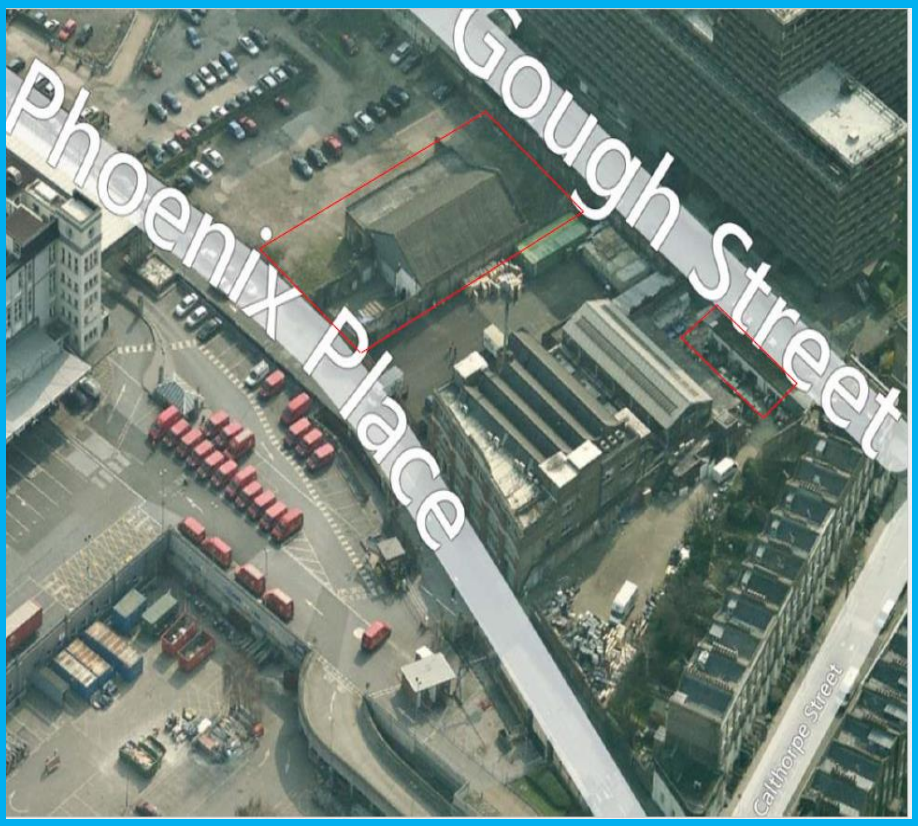

Overall, this document sets out to identify potential nuisance to local residents, businesses and general public and detail specific mitigation measures that ensure that the impacts are kept to an absolute minimum, ensuring industry best standards are in operation at all times.

1.0 INTRODUCTION

The purpose of the 'Demolition Management Plan' is to identify how the critical construction activities will be undertaken, and specifically covers the environmental, public health and safety aspects of the proposed development. The baseline for this document is The Guidance document for Contractors Working in Camden but we have viewed these requirements as the minimum standards to be achieved and have identified improvements in most areas under consideration. This document details:

- the specific obligations on the Contractor when undertaking the works;
- the specific measures to be used during the demolition and
- the specific details of the control measures for each environmental issue.

Key considerations within this document are:

- **Noise during demolition.**

We have recognised the sensitive nature of this site, and identified appropriate machinery to properly undertake the demolition works.

- **Working hours.**

To ensure that the impact of the construction is kept to a minimum on this project

Deliveries.

Deliveries to the site will be directed through Phoenix Place

- **Waste removal.**

Waste will be loaded into tipper lorries or compactor lorries within the site compound only, whilst they are being loaded.

Programme.

The overall duration for the site works from commencement of demolition to completion of demolition is 6 weeks. Petrone House Demolition is due to commence in Nov 2018 and the storage space to the back of Calthorpe House Nov 2015

Code of Construction Practice

The Code of Construction Practice sets out the standards and procedures for managing the environmental impact of constructing major projects where construction of these projects has the potential to affect the environment, amenity and safety of local residents, businesses and the general public including the surroundings in the vicinity of the proposed works.

The Code of Construction Practice covers all aspects of construction work that could reasonably be anticipated to impact on the local community and the environment throughout the construction of the proposed works. This report sets out:

- The general principles to be applied during construction and the context within which mitigation measures will operate and be developed
- The specific provisions for construction site operations; and
- The specific environmental issues that need to be considered throughout the period of construction works.

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. Each section of the Code of Construction Practice sets out the main Statutory Provisions, Regulations, Codes of Practice and Standards relevant to each environmental topic. However, 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.

Planning conditions/ working hours

Certain aspects of construction such as working hours are controlled by conditions contained in any planning permission under the Town and Country Planning Act.

Licences

In addition to the environmental requirements highlighted above, the Contractor will be responsible for obtaining the required licences before:

- Erecting any scaffolding, hoardings, gantries, temporary crossings or fences on the highway;
- depositing a skip on the highway; and
- operating a mobile cranes, aerial platform, concrete pump lorry or any such equipment

2.0 NATURE OF THE PROJECT/SCOPE OF WORKS

Project location

The project is located at

Petrone House

Phoenix Place

WC1X 0DL

Scope of works

- The works to Petrone House and Calthorpe House Single Storey Outbuildings consist of:

- Asbestos removal
- Dismantle of redundant M, E & PH installations and ancillary services
- Demolition of Buildings
- Break up of floor slabs and grub out foundations
- Site clearance; removal of all demolished materials

A temporary works engineer will review all temporary works developed by the Principal Contractor prior to any works commencing.

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3.0 METHODOLOGY FOR DEMOLITION, NEW CONSTRUCTION, SEQUENCE AND PROGRAMME

The overall Construction Programme for these works will be 6 weeks, however this will be dependent on the Asbestos R&D Survey which will be completed prior to commencement.

The sequencing for demolition will be broken into

This section of the document will identify the specific methodology which we have identified for the project.

- Enabling/lead-in works
- Site Establishment
- Asbestos Removal & Soft Strip
- Termination of services
- Soft Strip
- Structural Demolition

1. Enabling/lead-in works

Prior to commencement of works on site a period of pre-demolition planning and activities will be carried out to ensure works can commence in full at week 1 of the demolition programme. Production of a Site Environmental Management Plan in accordance The Guidance document for Contractors Working in Camden.

- Mobilisation of selected plant and operators.
- Formulation of project Health and Safety Plan and risk assessments.
- Formulation of Site waste management plans and environmental plans as per the current DEFRA guidelines.
- Development of project specific construction phase method statements.
- Production of detailed works programmes and sequencing.
- Surveys of existing services and structures to confirm demolition methodology and load testing capabilities.
- Highways condition surveys to be carried out prior to commencement on site.
- Services investigations/surveys for decommissioning purposes.
- CCTV surveys of existing drainage.
- Hazmat and asbestos demolition and refurbishment (D&R) surveys, testing and ASB5 notifications to the HSE.
- Biological surveys for guano, rat infestation, syringes etc.
- Licence applications and approvals, notices, hoardings and scaffolding
- Section 80 of demolition (notification to Local Authority) approval in place.
- Neighbour liaison before the commencement on site to explain the nature of works.
- Temporary works design.

Site establishment and logistics

Site establishment is the preparation of the site to carry out the demolition and enabling process. The activity is generated from vacant possession of the structures by their existing tenants/occupiers and full possession of site and will include the following activities.

- Securing the Petrone House site to the south side with the erection of a 2.4m height close boarded hoarding. The Site perimeter to the north, east and west will be formed using the existing brickwork walls.

- Vehicle and pedestrian access to the site will be via separate entrances controlled by fully trained gatemen and traffic marshals.

- Installation of site temporary electrics, lighting, Fire alarms etc.

- Establishment of site security provision with to ensure that the site is protected against unauthorised or unlawful entry, potential theft from site and also the more recent phenomena of urban explorers.

- Diversions of existing utilities as required and isolation of existing services and systems within the building

- The Provision of welfare facilities for use by staff and personnel. The Existing Facilities provided by the Principal Contractor within the Calthorpe House Compound will be utilised throughout the duration of the works.

- Emergency routes on site specified and clearly signposted.

2. Asbestos removal and soft strip de-construction

An R&D asbestos survey will be undertaken to identify any asbestos ls present within the existing buildings An(ASB5 notification) will be submitted in accordance with current legislation in order to complete these works.

Advanced soft strip/service Isolations

The first operation will be to isolate any live services to an area an advanced survey of all existing services would have been carried out in the pre-construction phase to highlight termination/zoning points.

Running concurrent with the service isolation will be a safety review of the existing structure to highlight any dangerous areas e.g. exposed edges, exposed asbestos etc. These areas will be isolated and have the relevant warning signs positioned any exposed edges or voids will be hand railed off.

Soft strip works

Following on from the initial soft strip, asbestos removal work, any other hazardous materials removed and any live services terminated and confirmed as such, the main soft strip of all fixtures and fittings within the existing structures will be carried out.

Vigilance regarding the structural integrity of the buildings will be maintained at all times by operatives and site staff during the soft stripping works as parts of the building will be exposed for the first time.

Working from the highest level downwards soft stripping will be carried out using hand-held tools and small machines with appropriate shear and grapple attachments in a general soft stripping exercise as per the following:

- The works will be accessed from the existing floor levels or from aluminium towers.
- Competent, trained persons will be used to erect the aluminium mobile towers.

All of the works will be carried out by trained operatives using hand tools/hand-held plant to assist in the stripping process as the materials are stripped they will be removed to ground or first floor level by using rubbish chutes or service The material will then be deposited into skips/container lorries within the loading areas for removal from site.

Materials will be sorted into types as far as possible. Any plasterboard will be kept separate from normal soft strip materials and disposed of at an appropriate licensed waste disposal site or sent to an appropriate recycling station

During the soft strip works the operatives will be split into two gangs:

1. A soft stripping gang who will remove the materials from the existing structure.

2. An attendance gang who will control the distribution of waste to the ground floor from the workface.

Ceiling hangers, trunking, conduit, pipework and other non-structural metalwork will be cut out using oxygen/propane burning equipment, angle grinders or mechanical dismantling.

A 'Hot-Works' permit to work system will be enforced when any works of this nature are undertaken and fire extinguishers will be prominent. Hot works will cease two hours before the end of a working shift and the area thoroughly checked prior to breaks or to leaving site.

It will be impressed on the workforce that the site has a ‘No Smoking’ policy except for in designated areas and will prevent the accumulation of rubbish on the site.

Windows will be opened for the purpose of ventilation. Oxygen and propane bottles will be stored upright in a lockable cage.

By regularly removing the accumulated debris, the potential fire risk that loose combustible material imposes, is minimised/removed.

Soft strip debris arising from the structures will be processed at ground level for disposal from site.

4. Structural demolition

Progressive 360 machine Demolition

- Progressive machine de-construction will involve the use of excavators fitted with hydraulic breakers and appropriate sheer and grapple attachments. The buildings are single storey and on this basis the following will be adopted.

- Due to the sensitive nature of the site and its surroundings we propose a system of scaffolding & encapsulation with Monoflex sheeting. This will be fully designed by specialist contractors.

- The immediate area around the de-construction area will be fenced off and warning signs erected. Drop zone(s) within the de-construction area will be established and further demarcation established.

- The design of exclusion zones to areas where large plant are operating will be sufficient to allow the safe operation of that plant.

- Working from one end to the other in a systematic bay by bay and section by section manner, the pulveriser will effectively 'munch' the roof sections into smaller sections. The resultant 'munched' material will drop into designated exclusion zones.

- As the works progress the resultant associated walls and columns are to be removed, once the relevant sections of the roof have been removed. The steelwork will be progressively exposed and severed using oxygen/propane burning equipment. The column will be carefully folded onto the ground floor slab. This operation will be executed in a controlled manner, ensuring the column being pulled over is not excessive in size and weight.

- The walls will be pushed inwards onto the floor by the 360 degree excavator. The process is to be repeated in this manner systematically working from one end to the other. The sequence will be the roof, internal walls, side walls and finally rear walls.

- Once the external columns and panels have been de-constructed the ground floor slab will be broken out using 360º excavators,

- The ground floor areas are to be broken out using 360 degree excavators fitted with hydraulic breakers, ripping hooks or bucket. Once the slabs have been broken up and stockpiled by the excavator, the materials are then to be reduced in size, if necessary, using 360 degree excavators(s) fitted with concrete pulverizing attachments

- Careful consideration will be given to the stability of the building at all times. Any load bearing walls will be identified prior to de-construction commencing to ensure that they are maintained until structurally redundant.

- Dust emissions will be controlled at the working face and loading away area by a fine water spray.

- The quantity of water emitted by the sprays will be regulated and controlled to prevent any flooding at ground floor level.

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 operation.

These relate to working hours, site layout and appearance and good housekeeping.

Representatives from the Contractor and Camden Council should regularly inspect the construction site to ensure that these procedures are adhered to. The Contractor must follow a 'good housekeeping' policy at all times. The site should be cleared by the Contractor on completion of the development.

The specific measures to be implemented by the Contractor at BPMA will include:

Working hours

Core working hours determined by the planning permission; however, our expectation is that they will be from 8am – 6pm on weekdays and 8am – 1pm on Saturday.

Good housekeeping & Considerate Constructors Scheme

Prior to commencement of any construction activities the developer will ensure the project is registered under the Considerate Constructors scheme. All site activities will take place with this in mind.

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 hoarding Licence – all flyposting and graffiti is to be removed as soon as reasonably practicable
- maintain toilet facilities and other welfare facilities for its staff;
- remove food waste;
- frequently cleanse wheel washing facilities, if used;
- prevent vermin and other infestations; and

- Undertake all loading and unloading of vehicles within the site compound accessed from Phoenix Place.

Public information

The site hoarding will display the Contractor's signboard together with publicity material including up-to-date information on the site programme and telephone contacts details for the Contractor's site representative.

Security

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

Hoardings, site layout and facilities

The site will be completely secure to deter public access. The proposed hoarding line and gates, all of which will be in accordance with the CoCP.

Office accommodation, toilets and welfare facilities will be located within the Calthorpe House site compound.

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 Camden Council and statutory authorities. Contact numbers for the key staff of the Contractor will also be included. The Contractor will display a 'contact board' on the hoarding 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.
- London Fire and Emergency Planning Authority (LFEPA) requirements for the provision of site access points.
- 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.

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.

All deliveries, compactors and skips will access the Petrone House Compound via the main gate on Phoenix Place This will be controlled at all times during normal working hours and only permitted personnel will be granted access to the site.

Site deliveries will be restricted and will only take place between 9.30am and 4.30pm Monday to Friday and between 8am and 1pm on Saturdays wherever possible. Only in exceptional circumstances will deliveries take place outside these hours.

The Project is located on a popular cycle route and for this reason is it a requirement for Contractors working on the project to have a minimum bronze accreditation within The Fleet Operator Recognition Scheme (FORS)

- Demolition Traffic will be controlled with the following measures implemented at all times:
- All vehicles to switch off engines – no idling vehicles
- A trained Traffic Marshal will bank all vehicles onto site
- Effective vehicle cleaning and specific wheel-washing on leaving site
- All loads entering and leaving site to be covered
- No site runoff of water or mud
- All non-road mobile machinery (NRMM) to use ultra-low sulphur tax-exempt diesel (ULSD) where available
- On-road vehicles to comply with the requirements of a possible future Low Emission Zone (LEZ) as a minimum
- Hard surfacing and effective cleaning of haul routes and appropriate speed limit around site Storage of Materials

General Principals:

- Ensure that all waste is collected, segregated and disposed of safely and in accordance with statutory regulations.
- Waste/Skip containers will be placed as close as possible to the point of origin and clearly identified for each specific type of waste
- External storage areas will be kept free of animals/rodent infestations
- The Supervisors / Manager are responsible for ensuring that the number of containers provided is compatible with the volume of waste produced.
- All waste generated on the site will be stored in a safe and practical manner so as to ensure the minimum of offence to members of the public and employees.

logistics drawings below

- Hazardous waste will be transferred only by an authorised contractor who holds all relevant licenses and approvals from the enforcing authority which in this case is the Environment Agency.

6.0 TRAFFIC MANAGEMENT

This section highlights the measures by which the Contractor can 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, marking of lorries, timing of movements, environmental standards, vehicle registration and parking.

The specific measures to be implemented by the Contractor at the BPMA will include:

The Contractor will maintain, as far as reasonably practicable, existing public access routes and rights-of-way during construction.

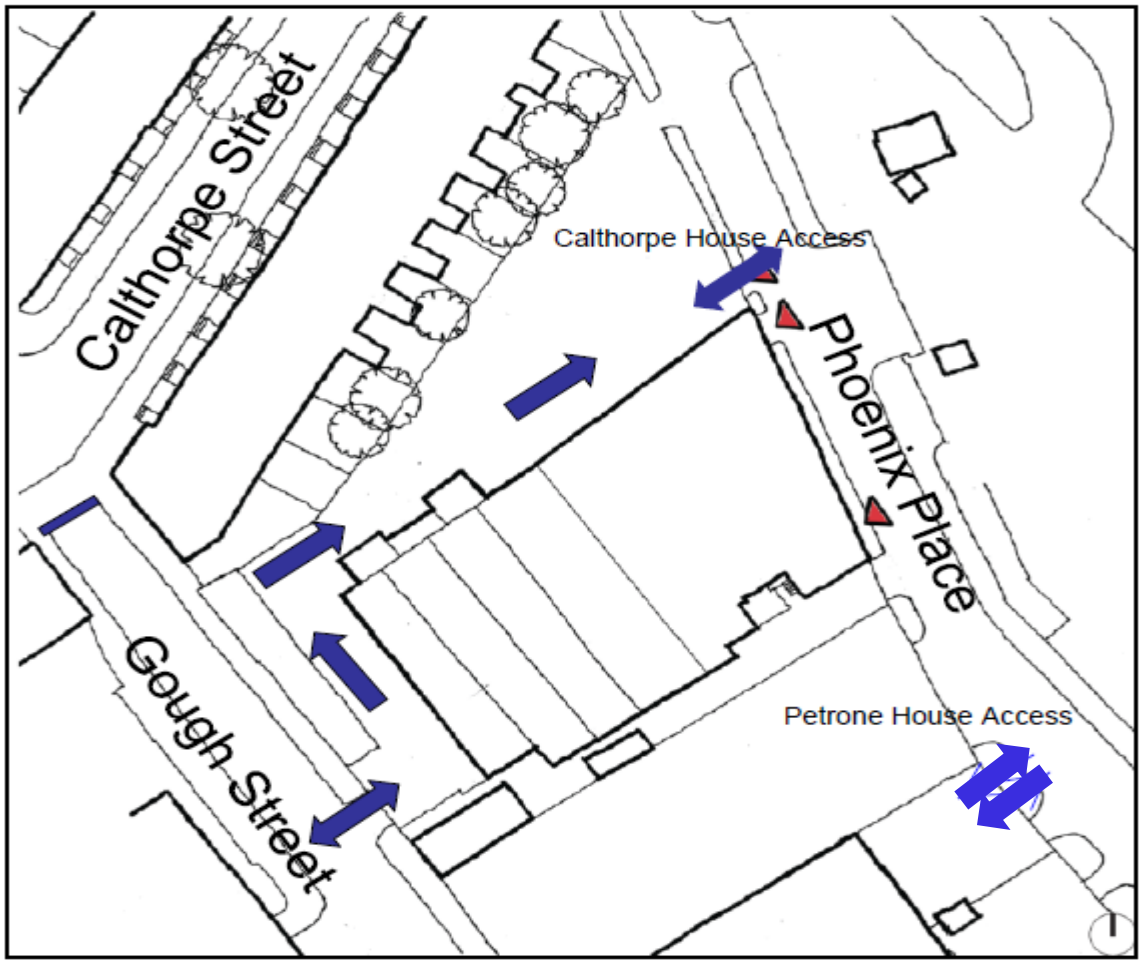
Access routes

The Contractor will use designated construction traffic routes for deliveries to the site and removal of waste etc. in accordance with the

Access routes to and from the site to be used by heavy goods vehicles (HGVs) will be agreed with Camden Council prior to initiation of the demolition and construction programme, to minimise disruption to the road and pedestrian network. It is anticipated that the strategic road network will be used as far as possible for this purpose, with the majority of construction traffic assumed to be approaching the site from Grays Inn Road. The largest delivery vehicles are expected to be 10m rigid.

- The number of lorry movements, hours of operation and any lorry holding areas will be agreed in advance with Camden Council and the Police. Currently expected to be no more than 4 per hour. The Contractor will maintain an up-to-date log of all drivers that will include a written undertaking from them to adhere to Camden Council's approved routes for construction traffic.
- There will be no daytime or overnight parking of lorries within the vicinity of any construction site, except with agreement of Camden Council, in specified holding areas for lorries awaiting to deliver or remove materials to or from the site.
- All deliveries will pull into the site compound and unload or load at this point. There will be no unloading from the highway.
- There is no requirement for suspension of parking bays or traffic management orders
- At the point construction activities take place it is not envisaged that the number of deliveries will have a significant impact on the surrounding roads or have a cumulative effect on any local developments

Vehicle Routes



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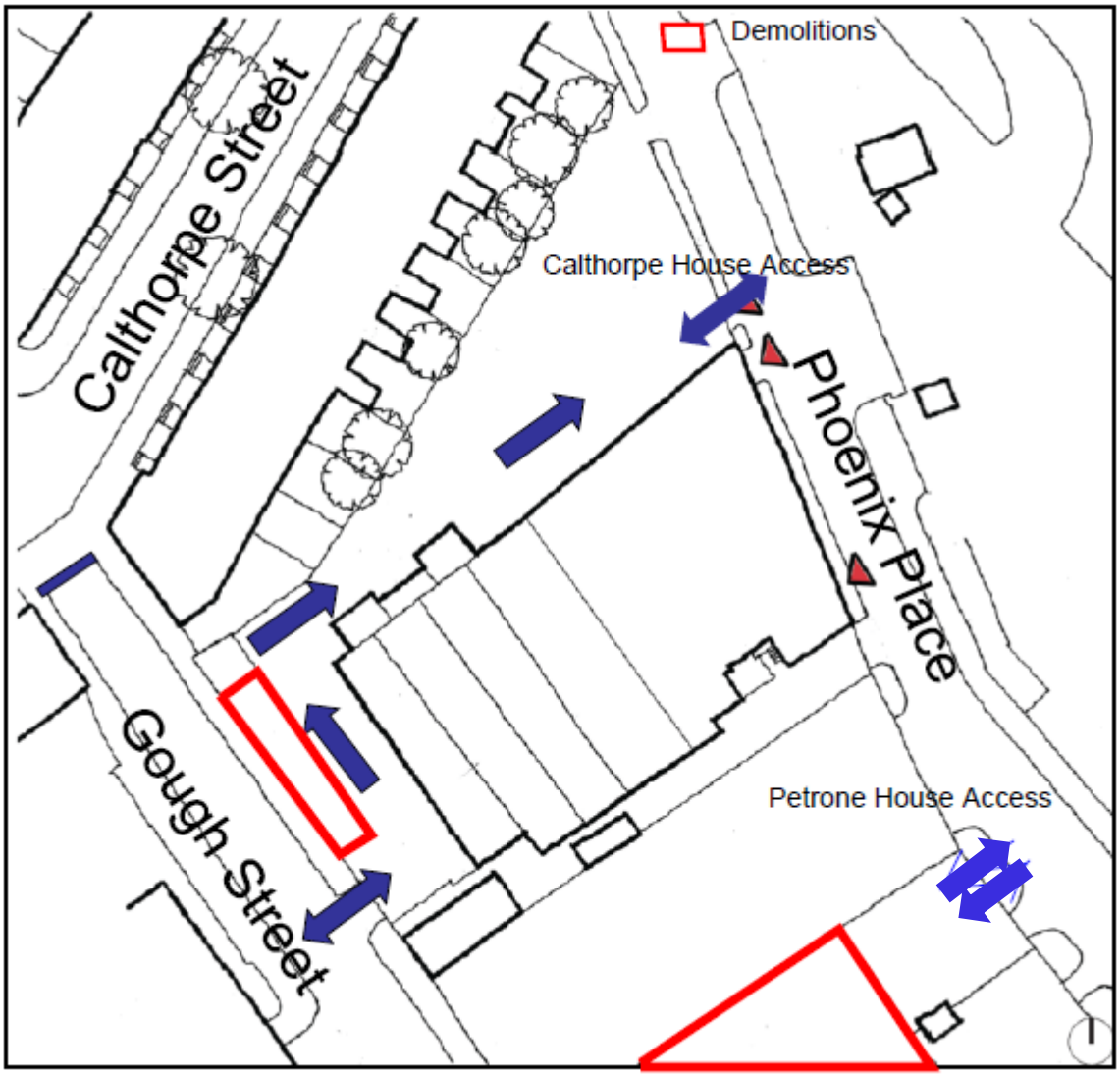
Demolition maximum 10 vehicles per day



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 demolition waste should be explored and implemented.

The specific measures to be implemented by the Contractor at BPMA will include:

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 waters 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.

A formal and detailed Waste Management Plan will be obtained from the successful Contractor. 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 demolition and construction will be to reduce the amount of waste generated and exported from the Development site.

In addition the Mayor of London's draft London Plan includes targets of 80% reuse of construction and demolition waste and 60% reuse of that waste as aggregates in London by 2011, so that London will have a reliable supply of building materials to support high levels of building and transport construction to 2016.

This approach complies with the 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 Contractors 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.
- Re-use of materials wherever feasible (e.g. re-use of crushed concrete from demolition process for fill (crushed using an on-site concrete crusher); re-use of excavated soil for landscaping; re-use of internal equipment and plant from existing buildings). Concrete will be taken off the site for crushing and re-use.

- The Government has set broad targets of the use of reclaimed aggregate, and in keeping with best practice, Contractors will be required to maximise the proportion of materials recycled.

- Segregation of waste at source where practical.

- 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 in London.
Structural steel for re-use	100% re-used	Any complete sections salvaged during the demolition works will be retained by the Contractor for re use in temporary works.
Metals	100% recycled	Every effort will be made to recycle these materials on site with any surplus being taken to waste transfer station.
Hard-core (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 (subject to analysis).
Timber	Up to 80% 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 for use on site with the balance being retained by the Contractor.
Glass (non-tempered, non-laminated and non-bomb proofing film etc.)	100% recycled	Processing facility in Greenwich.
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.

Overall, the waste management for the site is likely to comprise of the following:

- **Soft Strip**. As the materials are stripped they will be removed to ground or first floor level by using either drop zones within existing lift shafts or service risers or by utilising the existing lifts with wheelie bins. The material will then be deposited into skips/container lorries within the loading areas for removal from site.

- **Demolition.** Debris will be cleared using skid steer Bobcat or similar and deposited via the lift shaft well hole to be loaded into a waiting eight-wheeled tipper wagon or roll on/off skips or for processing off site.

- **Excavation**. Arising's will be loaded directly into a waiting eight-wheeled tipper for processing off-site.

8.0 NOISE AND VIBRATION

The Contractor must monitor and control levels of noise and vibration from the site.

Measures for reducing such levels are set out of this section. Some sites will require prior approval via Section 61 of the Control of Pollution Act 1974.

The specific measures to be implemented by the Contractor at BPMA will include:

Noise control

The Contractor's environmental team will undertake a noise assessment using noise predicting software which projects noise levels at adjoining properties based on the emissions made by specific plant. This noise assessment will be carried out in accordance with BS5228-1 2009 'Code of Practice for noise and vibration on construction and open sites and is above the requirements of the CoCP.

This assessment allows the Contractor to select the most appropriate plant, methodology and controls to minimise disruptions of buildings at close proximity of the adjacent structures (sensitive receptors) and in particular live and occupied premises during the demolition and piling work phases.

Noise levels will be monitored by the Contractor during the course of the works. Camden Council shall be given access to all noise readings if required as soon as they become available.

Although the noise levels to be included in a formal agreement between the Contractor and Camden Council are the maximum to be allowed, at sensitive locations the Contractor will be requested to achieve, where practicable, noise levels lower than the specified limits.

Noise control provisions – screens and scaffolds

Throughout the critical demolition, all works will take place behind an encapsulation scaffold clad in fire rated Monaflex sheeting to the perimeter of the existing structure. The encapsulation scaffold provides the following benefits during the de construction/construction stages of the works:

- It acts as a visual screen hiding the on-going works.
- Dust arising will be contained within the scaffold enclosure.
- With the use of the sheeting, noise is contained.
- The scaffold is easily adapted to suit the progress of the works.

The encapsulation scaffolding will be erected before any of the demolition works commence. The scaffold will then be struck progressively in line with the demolition working roof to ground floor.

At all times the scaffold will be one level above the working floor during the demolition works.

Vibration

In order to mitigate the impact of vibration on surrounding properties there are a number of areas which will be considered. Deliveries for heavy vehicles will be via Phoenix Place for the demolition of Petrone House and Gough Street for the removal of the storage area to the back of Calthorpe House.

A Phased demolition approach will be adopted. Earth moving and ground impacting operations will take place at different times and not run concurrently to minimise the amount of vibration impact.

Construction equipment used will be correctly maintained in line with manufacturers recommendations. Munchers will be used where practicable in lieu of breaking equipment and concrete cut into sections and removed to avoid the requirement for breaking where possible.

We do not envisage issues with surrounding structures as buildings within the proximity are at least 20m from the workface.

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 vehicles and plant used on site and dust from construction activities.

The contractor must submit, as part of their SEMP, a statement to Camden Council for approval that identifies proposed dust control measures before work starts. Special precautions must be taken if materials containing asbestos are encountered.

Throughout the project the Contractor will ensure the following:

- Where potential dust producing activities are taking place the screens remain in position. This will include the demolition, piling and structural works.
- There is no burning of waste materials takes place on site.
- There is an adequate water supply on the site.
- Disposal of run-off water from dust suppression activities is in accordance with the appropriate legal requirements.
- All dust control equipment is maintained in good condition and record maintenance activities.
- Strip insides of buildings before demolition of the structure and envelope.
- Site hoarding, barriers and scaffolding are kept clean.
- The provision of cleaned hard standing for vehicles. Regular cleaning of hard standings using wet sweeping methods, no dry sweeping of large areas.
- Loading of material into lorries within designated bays/areas.
- If necessary, clean public roads and access routes using wet sweeping methods.
- Vehicles working on site have exhausts positioned such that the risk of re-suspension of ground dust is minimised (exhausts should preferably point upwards), where reasonably practicable.
- All vehicles carrying loose or potentially dusty material to or from the site are fully sheeted.
- 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 of excavated material held on site, where required.
- Avoid double handling of material wherever reasonably practicable.

- Ensure water suppression is used during demolition operations.

- Use enclosed rubble chutes and conveyors where reasonably practicable or use water to suppress dust emissions from such equipment.

- 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 the rear elevation 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 and plant on site are not left running unnecessarily to prevent exhaust.

- Use low emission vehicles and plant fitted with catalysts, diesel particulate filters or similar devices.

- Use ultra-low sulphur fuels in plant and vehicles.

- That plant will be well maintained, with routine servicing of plant and vehicles. On site servicing and maintenance to be carried out where possible.

- That all project vehicles, including off-road vehicles, hold current MOT certificates where required.

- 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 log book 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 log book detailed in above.

The Contractor will ensure that dust monitoring will be carried out during potential dust producing activities. The assessment will look at the dust raising potential of construction activities proximity to potential receptors and the duration of construction activities at each location.

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 prepare a Site Environmental Management Plan (SEMP) setting out how the requirements of Parts A and B of the CoCP will be met.

The Contractor will need to demonstrate via the SEMP, the management, monitoring, auditing and training procedures that are in place to ensure compliance with the CoCP. The SEMP will also need to set out the specific roles and responsibilities of the contractors' personnel in managing, monitoring all sub-contractors.

The specific measures to be implemented by the Contractor at BPMA will include:

- Once the contract for the building works has been placed the Contractor will produce a Site Environmental Management Plan (SEMP) for approval by Camden Council.
- The Contractor will liaise with Camden Council's Environmental Inspectorate on a daily basis, agreeing routine arrangements for each site's activities and ensuring compliance with the CoCP.
- The Contractor will nominate someone who has the responsibility of establishing and maintaining contact with Camden Council and local residents, and 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 Camden Council with representatives of local residents' groups. (See under community relations below).
- The Contractor's nominated person will advise the local authority within 24 hours of any incidents of non-compliance with the CoCP and health and safety issues. The Contractor will respond to any reports referred by Camden Council, 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 ameliorative action taken for inspection by the City 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 person will attend monthly reviews with Camden Council's Environmental Inspectorate, or otherwise as requested.

- The Contractor will facilitate Camden Council's Environmental Inspectors to undertake regular planned inspections of the site to check compliance with the CoCP and associated records.

Schedules of work

Prior to commencement of the works the Contractor will submit and agree schedules of work with Camden Council.

The schedule will include:

(i) Construction drawings

(ii) Programmes of major demolition works.

(iii) Demolition methodology.

(iv) Location of main storage areas during demolition and construction.

(v) Routes for construction traffic and traffic management arrangements, including accesses to site during demolition and construction phases

(vi) Site arrangement plans

(vii) Outline and detailed method statements.

(viii) Outline, and if necessary, detailed construction programmes

The Contractor will notify Camden Council of any revisions to the schedule.

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.

Contractors should provide Camden Council Environmental Inspectors with a full programme of activity for each development before it starts. Specific information and details for each site have been outlined within this section.

This is a key section within the CoCP and will be key to the success of the project.

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 CoCP, in particular the demolition, piling, new structural frame and external envelope.
- All site construction staff to be made aware of the requirements of the code and will be made responsible for its implementation.
- Sufficiently in advance of works, the Contractor will provide the Environmental Inspectors with a full programme. This will include:

  i) An outline method statement for works and activities affecting the highway

  ii) Detailed method statements for specific/special activities. Temporary works, removal of excavation material, and demolition waste, deliveries of heavy plant, deliveries of mechanical equipment.

  iii) Details of site traffic movements showing the projected number of vehicles, what is being delivered, when peaks in activities occur, traffic marshalling arrangements, holding areas, etc.

  iv) Routes to site for deliveries.

  v) A health and safety plan.

- The Contractor will agree detailed schedules of work with the Inspectors acting on behalf of Camden Council prior to commencement of development to assess the potential for nuisance.
- Liaison with Camden Council's Environmental Inspectors to agree working arrangements on site.

Community relations

The Contractor will provide community relations personnel, who will be focussed on engaging with the local community. The Contractor will ensure that occupiers of nearby properties and local residents, will be informed in advance of works taking place, including the estimated duration.

The Contractor will inform local residents 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, e.g. road closures for delivery, or use of mobile crane or abnormal deliveries to the site. The CoCP states that the most suitable method of informing residents is through newsletters.

Whilst the Contractor will provide monthly newsletters, we propose that an additional liaison group will be set up with representatives of the adjacent properties.

The Contractor's project director together with the nominated person (if different) will agree with these neighbours a schedule of regular review meetings. Sufficient time prior to activities will be allowed for the neighbours' reasonable concerns to be addressed. Where required and reasonable, requested ad-hoc meetings with these neighbours will be attended by the Contractor's project director and the nominated person.

In the case of work required in response to an emergency, Camden Council, 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.

This management plan will be reviewed at regular intervals and if there is a requirement to make changes these will be agreed with Camden Council prior to implementation.