



DEVELOPMENT  
SOLUTIONS

**Austringer Capital  
Limited**

**212-214 High Holborn,  
London, WC17 7BW**

**Construction  
Management Plan**

**December 2016**

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# 1. Site Establishment and Plan

This Site Establishment and Management Plan is a document detailing the potential environmental impacts of works at 212-214 High Holborn and the ways that these impacts may be reduced by the implementation of best practice management strategies and practices which have been outlined below.

## Site Compound

Due to restrictions on clear space in the surrounding areas the arrangements for site office and welfare will be established within the building and a phased approach for construction will be adopted. At specific junctures within the construction programme the option of accommodating site set up within the scaffolding structure or the rental of available office space within the locality will be assessed.

The preferred main contractor will look to have formalised a licence agreement with Local Authority that permits the temporary use of any council owned land such as the footpath adjacent to the site in advance of any requirements.

Any such areas will be fully surveyed and returned to their previous condition prior to completion and release back into the public domain. A site office, meeting room, welfare facilities and temporary WC's will be located in this area should the preferred main contractor wish to do so. Should the overall compound be the preferred route, it will need to be double stacked to allow sufficient facilities to be provided as required under CDM Regulations due to the limited space but could be elevated to minimise the impact on the footpath below.

The perimeter will have solid hoarding erected to prevent unauthorised access and maintain privacy for adjoining tenants, any windows facing residential properties will be sealed shut for the duration of the temporary establishment.

## Temporary highways and pedestrian routing arrangements

In recognition of the importance of maintaining clear and uninterrupted traffic flow for emergency services, public transport and other road users along the A40 High Holborn, the preferred main contractor will liaise closely with TFL Highways team in identifying a mutually acceptable solution including any package of temporary highways/footpath works

The preferred contractor will look to obtain agreement with TFL Highways team to close off an element of the A40, High Holborn directly in front of the site which can be used to manage deliveries. It will be proposed that the road section taken will be full hoarded and using a banksman to manage the delivery of vehicles as required

A temporary traffic restraining order will look to be submitted to TFL Highways team requesting to temporarily suspend/relocate/manage the bus stop adjacent to 208 High Holborn. This will reduce any public risks and assist during agreed times for delivery vehicles.

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### **Security Fencing / site perimeters**

The footpath along the front of the site will be closed and an alternative route will be agreed with TFL. Any agreement will allow sufficient width of road to remain once solid hoarding has been erected to define any agreed road and footpath closure. The hoarding will be erected in accordance with stringent Highways Authority requirements and regularly inspected and maintained, but also include any required signage and traffic management required from TFL Highways team. The overall site boundary will also be fully hoarded in accordance with stringent Highways Authority requirements and regularly inspected and maintained, which will not only provide security for the works but will also provide an effective barrier for noise and dust and maintain privacy.

### **Deliveries, loading, unloading and materials storage**

The Traffic Management Strategy for the project is one of minimising the interface wherever possible between Public and Site Traffic, and reducing the number of deliveries where practicable, including the staging of deliveries such that the volume of traffic is kept as even as possible avoiding peaks, and controlling vehicular movements on the project.

This plan recognises the importance of maintaining a free flow of traffic on A40 High Holborn as a primary route for TFL.

- Delivery hours will be limited to within the stated working hours, however specific attention will be given to co-ordinating deliveries as early as possible in the working day. This condition will form part of subcontract documentation and subcontractors and suppliers will be reminded of this at pre-start meetings and on official order documentation.
- Deliveries will be booked in with the site management team and logged on the delivery register, the register will be maintained and updated to ensure delivery allocation slots to avoid congestion and ensure vehicles can access the site without waiting.
- The gateman will be in position half an hour before start of work and before the earliest delivery time.
- Large vehicular deliveries that arrive unannounced will be immediately diverted away from High Holborn and will be reported to the Project Manager, who will action immediately with the directors of the offending company

It is recognised that all deliveries are not notified to the principal main contractor; such deliveries are usually smaller, deliveries by third parties and on occasion simply not booked in. Deliveries from overseas often have difficulty in providing accurate arrival times. The Project Manager will then manage the delivery situation with the priority to get the vehicle unloaded and moved on as speedily as possible. Other options open to the team are to send deliveries away (persistent offenders) or temporarily send deliveries away with an agreed return time.

Muck away Lorries and concrete delivery wagons will be booked in and will only occur early on in the Project when other deliveries are less numerous, muck Lorries and skip waggons will be sheeted prior to leaving site, the gateman / transport monitor will be responsible for ensuring this happens.

### **HGV / Large Vehicle Movement and routing.**

The Incoming and outgoing routes for HGV deliveries have been identified to minimise the impact of these vehicle movements on the surrounding streets and area. The site is located on the main arterial routes of the A40 High Holborn, The road is a wide 2 lane carriageway and is a regular bus route that does narrow shortly after the site location. Suitable access and egress routes have been identified.

Deliveries from the East will be directed along High Holborn to the site.

Deliveries from the North via Southampton Row will be directed left onto the A40 one way system around the A40 loop past the Cochrane Theatre turning right to approach site from the East.

Deliveries from the West will be directed along the A40 one way system around the A40 loop past the Cochrane Theatre turning right to approach site from the East.

Delivery vehicles will leave the site in a westerly direction along the A40 one way system.

This condition will form part of subcontract documentation and subcontractors and suppliers will be reminded of this at pre-start meetings and on official order documentation and vehicles will be directed further by the site gateman.

### **Staff, operatives and visitors parking.**

The preferred main contractor will look to negotiate the temporary hire of a number of car parking spaces at the Bloomsbury Square car park for the duration of the project.

These parking spaces will provide dedicated parking not only for the site based staff but also regular visiting management staff.

A number of these spaces will also be retained for site visitors.

Site operatives and sub-contractors parking will be directed to one of the Local Authority pay and display car parks located at:

Bloomsbury Square Car Park

London Shaftesbury Car Park

This condition will form part of subcontract documentation and subcontractors will be reminded of this at pre-start meetings and on official order documentation.

Our site management team will monitor parking in the immediate vicinity of the site and any contractors found to be parking in the local vicinity will be reminded of the site parking rules.

## 2. Working Hours

The site working hours will be restricted to the following hours:

Monday – Friday            08:00hrs – 18:00hrs

Saturday                    08:00hrs – 13:00hrs

Sunday & Bank Holidays      No Working.

These hours will be strictly adhered to by the site management team who will ensure no activities take place outside of these hours.

Only deliveries that are specifically agreed will be permitted outside of these hours.

### 3. Recycling and Site Waste

The preferred main contractor will compile and implement a compliant site waste management plan for the works.

This will consist of a plan that aims to reduce the generation of onsite waste by reviewing the building components design, the project manager will nominate a waste Champion who will seek to target construction methods and products that will assist in the overall reduction of waste generated from site activities.

He will identify what types of waste will be generated at each stage of the works and proactively seek opportunity for recycling where possible, where not he will source the most economic methods of waste reduction and or disposal aiming to reduce waste to landfill by utilising and specifying waste and recycling targets at the early stages of the project.

Responsible and certified waste handling contractors will be used to ensure any waste is correctly recycled or disposed of responsibly and legally and the appropriate records will be held on file.

The waste champion will set targets at the commencement of the construction works and will continually monitor performance against these targets.

At completion of the scheme the waste and recycling statistics will be reviewed and benchmarked to allow the company to measure performance against published statistics for waste minimisation and recycling.

## 4. Control of Pollution Events

### Noise

The preferred main contractor for the scheme will want to ensure that disturbance to the local neighbourhood resultant from any noise generated by the works is eradicated or minimised.

As such they will ensure that all Contractors and sub-contractors engaged on the project must have due regard to BS 5228-2:2009 "Code of Practice for Noise Control on Construction and Open Sites" and the Control of Pollution Act 1974.

They will actively seek working methods and innovative solutions that assist in reducing the generation of noise from their building activities

They will take a collaborative approach with local residents, businesses and local authorities by communicating our intentions well in advance of any noisy operations and before we start work.

Gaining and understanding for the neighbours lives and business operations and planning activities so that any noisy operations avoid noise sensitive times for neighbouring residential properties and businesses.

They will post newsletters and display updates with regards forthcoming activities, progress and information as well as giving project contact details and outlining their procedures and protocol for handling complaints.

As a considerate contractor they will take a considerate approach to residents and business premises that could be affected by the works.

They will ensure where practicable that they:

- Select working methods with due regard for minimising any noise generated by the activity
- Use solid hoarding at site perimeter to muffle any noise generated.
- Service vehicles and maintain machinery regularly;
- Fit noise-reducing devices such as silencers or baffles to generators, plant and machinery;
- Carry out regular noise assessments;
- Source hire equipment and plant targeting the quietest alternatives;
- minimising the use of vehicle reversing alarms;
- turning off engines when they are not in use;
- checking that brakes are properly adjusted;
- using vehicle horns only in the case of emergency;



## Dust

The preferred main contractor for this scheme will ensure that any nuisance to the local neighbourhood resultant from any dust generated by the works is eradicated or minimised.

As such they will ensure that all Contractors and sub-contractors engaged on the sites must have due regard to The Control of Substances Hazardous to Health Regulations 2002 (COSHH) which cover activities which may expose workers to construction dust.

They will actively seek working methods and innovative solutions that assist in reducing the generation of dust from building activities.

Where unavoidable they will locate cutting operations away from neighbouring properties and erect dust screens as well as implementing dust control measures.

They will post newsletters and display updates with regards forthcoming activities, progress and information as well as giving project contact details and outlining our procedures and protocol for handling complaints.

As a considerate contractor they will take a considerate approach to residents and business premises that could be affected by dust generated by the works.

They will ensure where practicable that they:

- Erect solid barriers to site boundary to minimise dust blowing out into the neighbourhood.
- Plan the site layout so that machinery and dust causing activities will be located away from sensitive receptors.
- Identify a responsible person in charge – Dust monitor.
- They will temporarily surface the site access routes to ensure free drainage and the reduction of dust generation.
- Erect dust screens around dust generating activity.
- Minimise dust generating activities
- Use water as dust suppressant where applicable
- Enclose stockpiles or keep them securely sheeted
- All vehicles to switch off engines – no idling vehicles
- Effective vehicle cleaning and specific wheel-washing on leaving site, see above.
- All loads entering and leaving site to be covered
- No site runoff of water or mud – Highway monitor.
- All non-road mobile machinery (NRMM) to use ultra-low sulphur tax-exempt
- On-road vehicles to comply with the requirements of a possible future Low Emission Zone (LEZ) as a minimum
- Temporary haul road surfacing and effective cleaning of haul routes and appropriate speed

- location of site equipment including supply of water for damping
- Identify a dust monitor to manage and maintain air quality. This person will have knowledge of pollution control and vehicle emissions.
- Use agreed wet cleaning methods and mechanical road sweepers on all roads at least once a day or as required.

### **Vibration**

The control of vibration risk will be achieved by selecting working methodology and by using machinery and equipment which produces lower levels of vibration, by restricting the duration of exposure by job rotation, by maintaining equipment, by modifications to the working conditions which help prevent an adverse environment and by use of Personal Protective Equipment as identified within the relevant risk assessments.

All plant selected will be suitable to allow HAV levels to be within acceptable levels.

Activities that have the potential to cause vibration are piling operations, excavating and breaking out concrete, cutting and grinding.

The piling methodology and associated plant for the installation of sub-structure will be selected with due regard for the site conditions, surrounding neighbouring properties and with the aim of mitigating disturbance due to noise and vibration.

Health surveillance and awareness training will also be available to the workforce.

### **Light**

The restricted working hours will eradicate the need for external floodlighting in the early stages of the project meaning standing floodlighting around the open site should not be a requirement.

As the nights draw in for winter there will be a requirement to illuminate the external and internal areas of the site to ensure safe access and egress.

The internal lighting will be contained mainly along internal corridors and stairwells and will comprise of 110v fluorescent tube type fittings suspended from soffits, these will not generate light pollution outside of the new building fabric and will be turned off as the site closes.

The external materials storage, loading areas and access / egress routes will be required to be illuminated at times of darkness.

A temporary lighting scheme will be developed that sites temporary floodlighting above the hoarding line along High Holborn that will be directed ONLY back into the site to ensure that light spill outside of the site perimeter is eradicated.

Every effort will be made to control artificial light escaping from the site by the fitting of diffusers / guards to any external floodlights and ensuring there is no light overspill into neighbouring properties.

This will be monitored closely by the preferred main contractors site management team.

## **Odour**

It is not envisaged that the works will generate significant levels of odour at the site boundary that could be deemed hazardous or cause disturbance to neighbouring properties

There will be some internal activities that involve the generation of localised odour such as solvent smells from paints spraying although these will be minimal and contained.

A list of hazardous materials will be contained on site and can be viewed as required by appointment via the preferred main contractor

Anyone using other hazardous materials not on this list will be required to produce a COSHH Assessment and data sheet for review and sign off by the principal contractor before it is brought to site.

The principal contractor will ensure, as far as is reasonably practicable, that the use of solvent-based materials is minimised in favour of water-based products.

The principal contractor will not permit the burning of any waste material on site.

The principal contractor will understand that materials being burnt that cause the emission of dark smoke for example from burning plastics, rubber and paints would be a contravention of the Clean Air Act 1993.

## 5. Work monitoring, communication and control

Once agreed The Management Plan will be made available on site to all trade package contractors.

The sub-Contractors will make the contents of the plan known to all relevant personnel in their own organisation and to sub-contractors and suppliers they may wish to use.

All updates to the controlled copy of the Management Plan will be communicated to sub-Contractors where relevant.

### Site Induction

The Preferred Main Contractors Project Manager will be responsible for inducting all personnel operating on the site.

Inductions must be recorded and kept in a site file. After induction, all personnel inducted will be asked to sign acknowledgement and understanding of the induction and their risk assessment and method statement.

Toolbox talks will be held as determined by changing site conditions. The Project/Site Manager will arrange talks and details of subjects and attendance to be kept in a site file.

A Health and Safety Information Board is to be displayed in the canteen area. It contains information on the evacuation plan, site risks, details on first aid and resuscitation, the health and safety law poster, etc.

The preferred main contractor will post newsletters and display updates with regards forthcoming activities, progress and information as well as giving project contact details and outlining our procedures and protocol for handling complaints.

An up to date and accurate log of complaints from the public will be kept on site, any discussions, agreements or actions resultant from complaints will be documented and recorded.