Blenheim House construction

CONSTRUCTION METHOD STATEMENT

193-197 High Holborn,
Fifth-Floor Extension
London, WC1V 7BD

REVISION 0

DATE OF ISSUE: 3rd April 2018

CONTENTS

1.0 INTRODUCTION

1.1 Site Description

The site is located on the south side of High Holborn, in close proximity to the junction with New Oxford Street within the Bloomsbury Conservation Area. The buildings on the site comprise the former Holborn Town Hall and Library which are Grade II Listed. The building extends to 4 storeys with a mansard roof/basement and has a decorative stone façade with Baroque details by Hall and Warwick 1906-08 and an eastern wing in the French Renaissance style by W Rushworth 1894. The building had a former part 3-4 rear wing which was extended in the early 2000s to form the current 5 storey rear wing on the south western side of the building. The building is in office use (B1) at ground – fourth floor levels apart from the ground/basement of the former Holborn Library at the east of the site which is in use as a restaurant (A3).

The surrounding properties comprise a variety of buildings ranging from 4 to 11 storeys. The Victorian building directly to the east of the site at 199, 200 and 201 High Holborn is a Grade II Listed 5-storey building with a set-back roof extension. The building directly to the west of the site is a modern 9 storey office building with large roof level plant rooms and a 7-storey rear wing onto the Smarts Place frontage. Holborn Tower and Commonwealth House opposite the site are 10/11 storey buildings. To the rear of the site are connected modern 4-5 storey office buildings which front onto Dragon Lane and Stukeley Street. The closest residential properties are located at 19-33 Stukeley Street and Green Dragon House to the south east of the site. The buildings in the area are predominantly in use as offices at upper floor level, with retail/restaurant uses at ground floor. There are other listed buildings in the vicinity of the site including 127-129 and 207 High Holborn which are Grade II Listed and 208 which is Grade II* Listed.

The site is located in the Central London Area and is within 200 metres of Holborn underground station, and within 500 metres of Tottenham Court Road underground station. It is also in close proximity to multiple bus stops and routes.

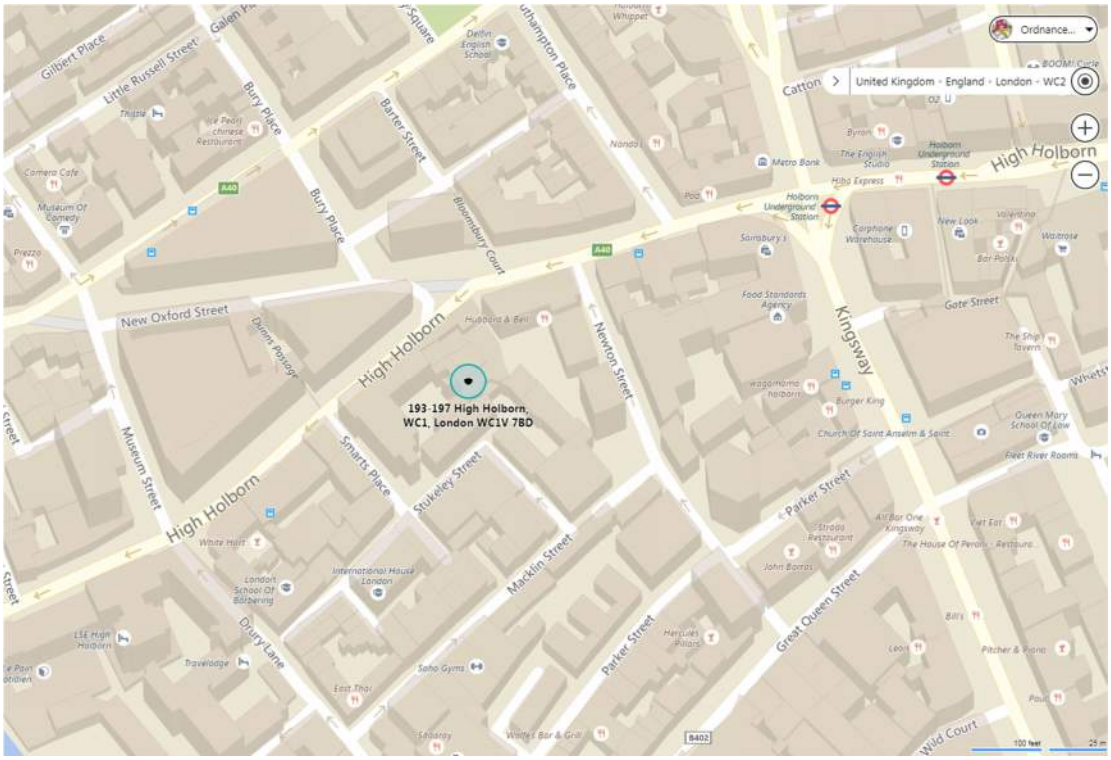

Figure 1: Site Location Plan

1.2 The Proposed Development

The proposed development includes external alterations and extensions including a fifth-floor rear extension, the installation of roof plant and associated servicing pipework drops contained within black cast iron pipework and internal alterations including the installation of a new heating /cooling system with plant units located on all floors and associated internal servicing pipework.

The proposed fifth floor rear extension would be located on the south western side of the building above the existing 5 storey rear wing to provide additional office (B1a) floorspace. The rear part of the proposed extension would measure approx.12 m depth by 10 m width and would match the layout of the existing building below, which wraps around the lightwell. This part of the extension would have a height of approx. 4 m with a flat roof and would be constructed from materials and windows to match the existing building below including replicating the existing bay windows. A small rear terrace with an area of 8 sq. m would be provided above the existing rear service core to the rear of the extension. The extension would provide 87 sq. m of additional office floorspace. The adjoining front part of the proposed extension would extend over the area presently occupied by the lift overrun to the rear of the existing mansard roof. This part of the extension would measure approx. 6 m depth, 7 m width and 4 m height with a flat roof. It would be constructed from materials to match the existing building. This part of the extension would extend the stair core up to access the new extension and would provide toilets for the proposed office space.

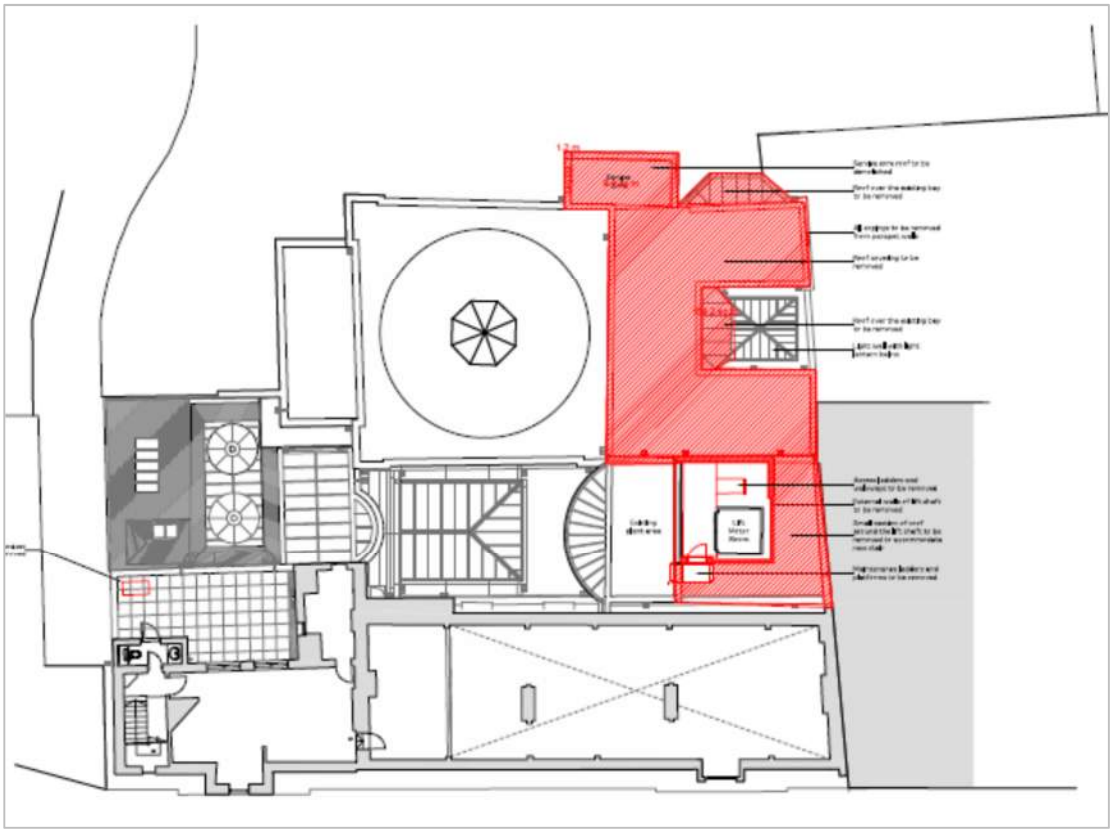

Figure 2 : Plan showing 5th floor extension area

2.0 CONSTRUCTION PROGRAMME

Planning & Preconstruction

Commencement: April 2018
Completion: July 2018

Construction

Commencement: August 2018
Completion: May 2019

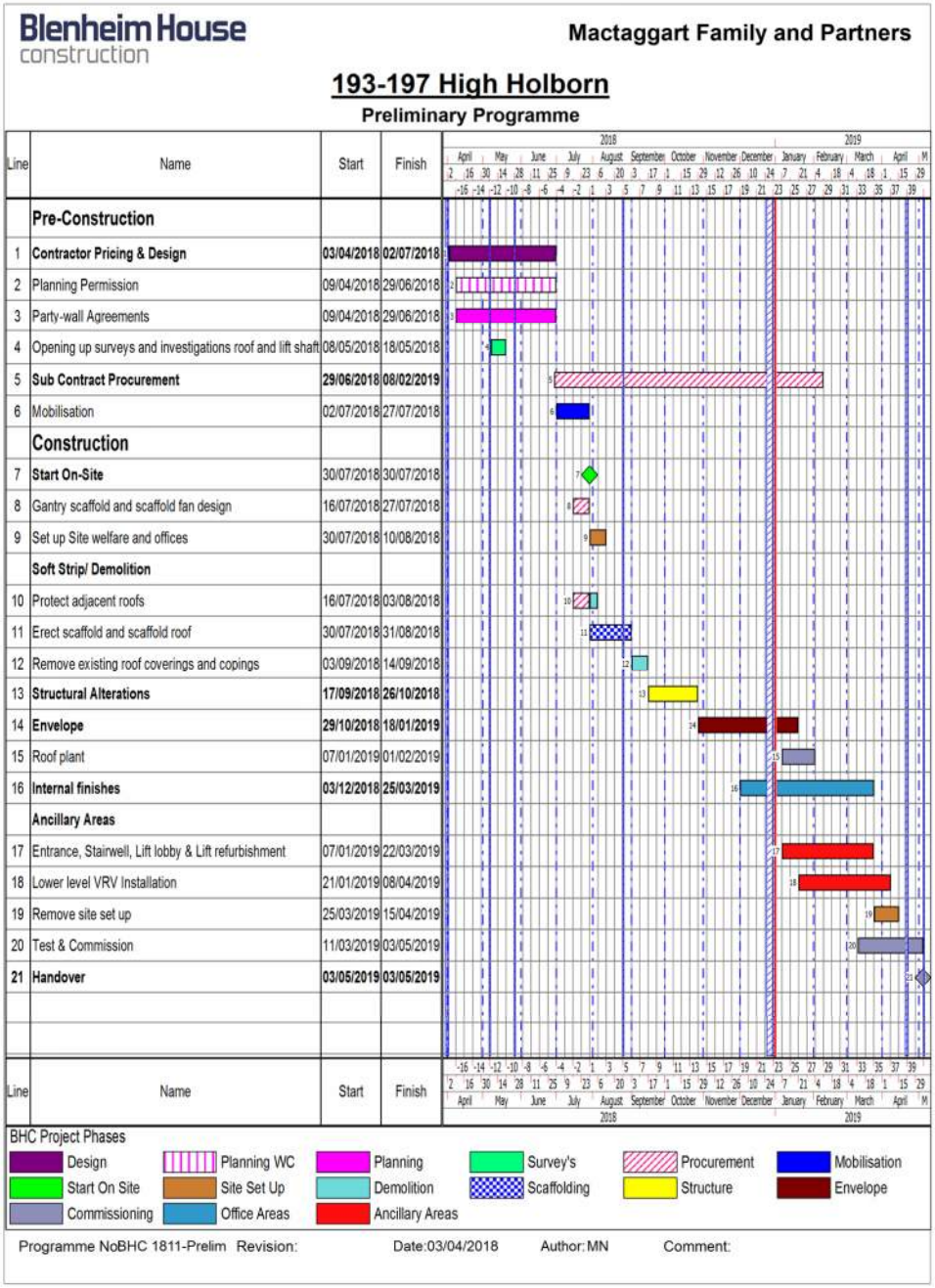

Figure 3 : Preliminary Programme

3.0 MAIN CONSTRUCTION ISSUES

Because of the unique location of this project, the main issues to consider in carrying out the works safely and as expediently as possible are:

- Restricted access, unloading and distributing materials,
- Keeping the building weathertight,
- Noise, vibration and dust.
- Structural stability and temporary works

3.1 Restricted Access for Unloading on Site

The principal access to the development will be from High Holborn. Vehicles delivering to the site will be recommended to arrive via High Holborn from the east and Southampton Row from the north. Because of local constraints they will continue south in Kingsway and take the right turn into Great Queen Street. From Great Queen Street vehicles will turn right into Newton Street in order to re-join High Holborn. The site is just past the junction with New Oxford Street on the left hand side. We propose to apply for a temporary traffic order (T.T.O.) in order to create an unloading bay outside 193-197 High Holborn for the fifth-floor extension works. There is a single yellow line there at the moment. Please refer to figure 4, the route to and from site, and figure 5, proposed unloading bay.

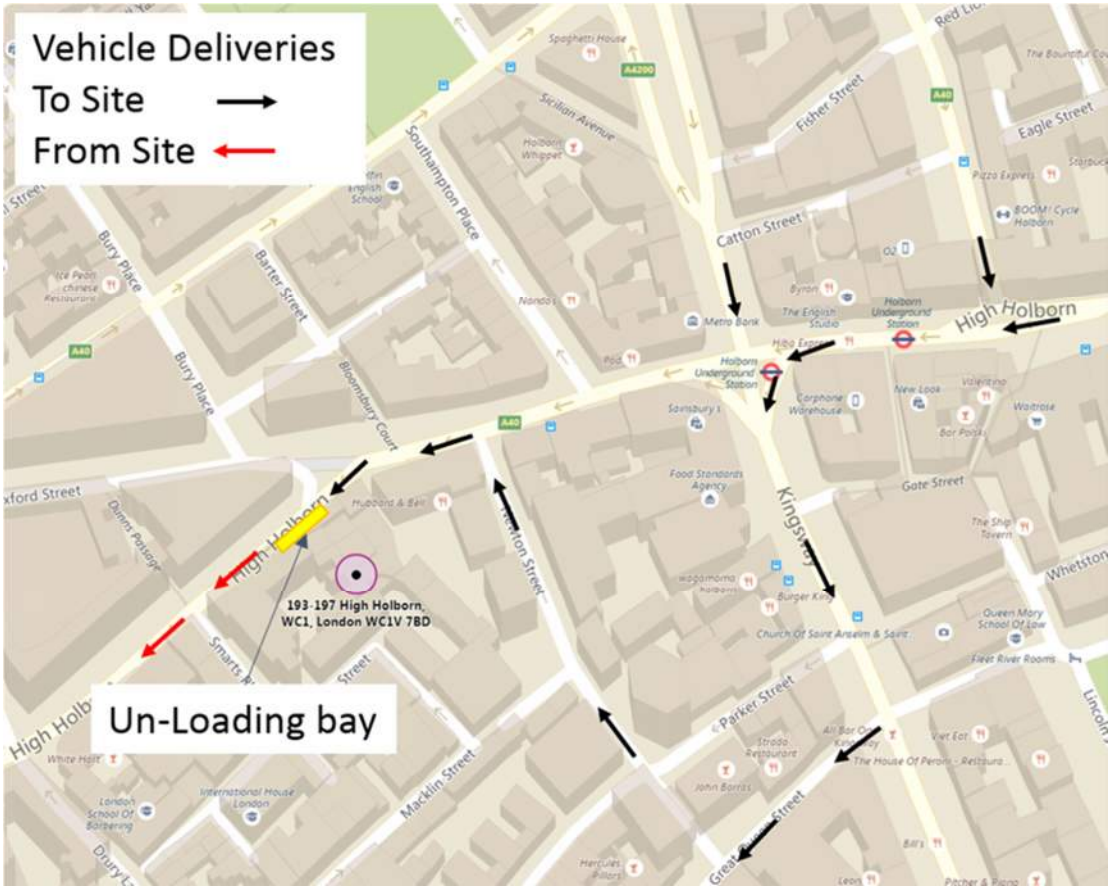

Figure 4: The route to and from site

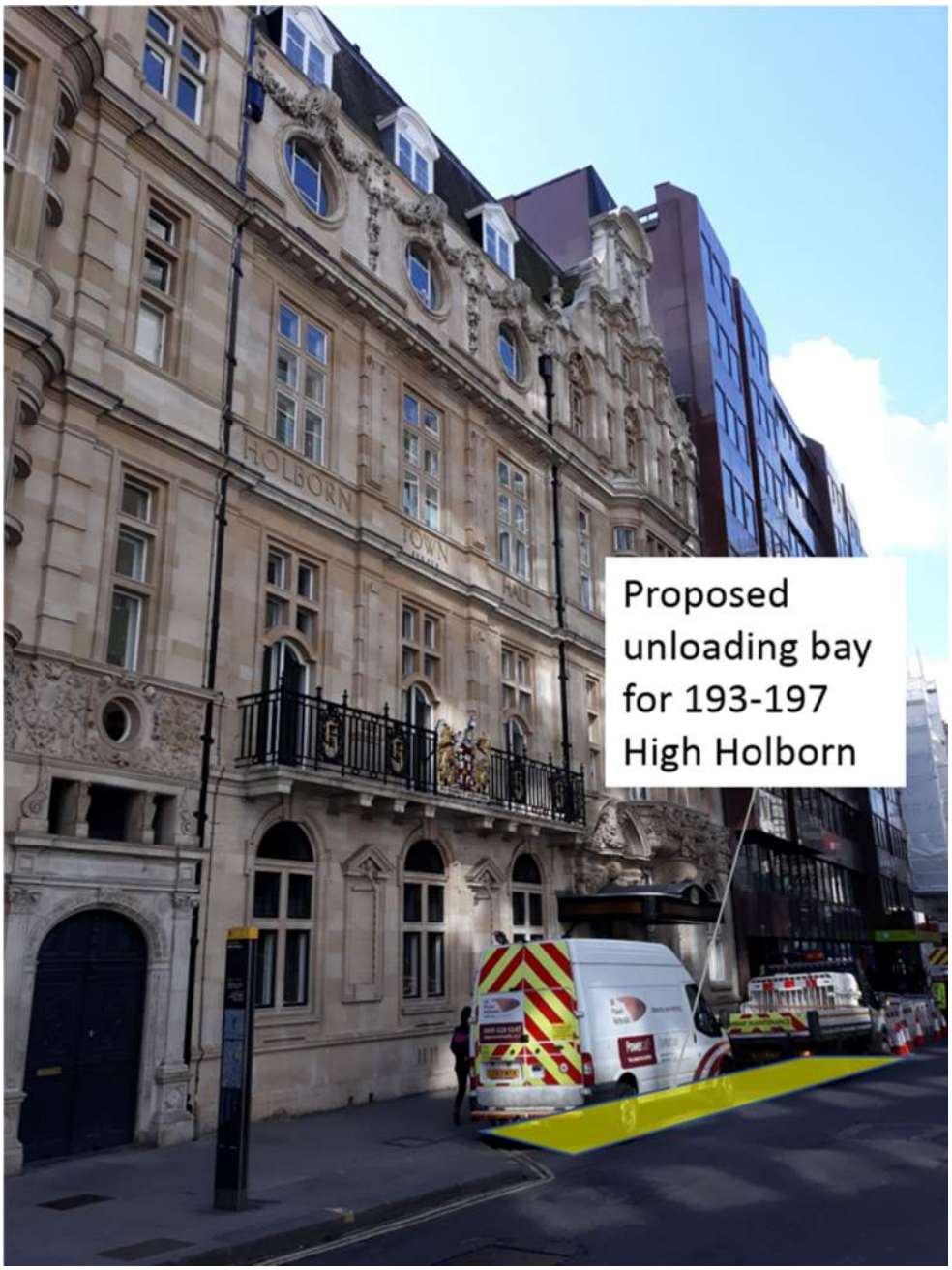

Figure 5: Proposed unloading bay

3.1.1 Unloading materials

Although the fifth-floor rear extension is a relatively small extension; the rest of the building will be fully operational as commercial offices throughout the works and it will not be feasible to transport all of the equipment and materials required through the building all the way up to the roof. The first operation to take place therefore, will be to create a totally separate means of access from the outside. We propose to erect a material handling gantry at first floor level outside the frontage to 193-197 High Holborn. The gantry will be double boarded and sheeted and open to pedestrian footfall underneath. On the gantry an access scaffold from first floor level up to the roof level will be located, with a 1.2 tonne goods hoist and an external scaffold stair for site use. A lifting beam will be provided to hoist the materials directly from waiting lorries up to the gantry and the goods hoist will then take them to the roof.

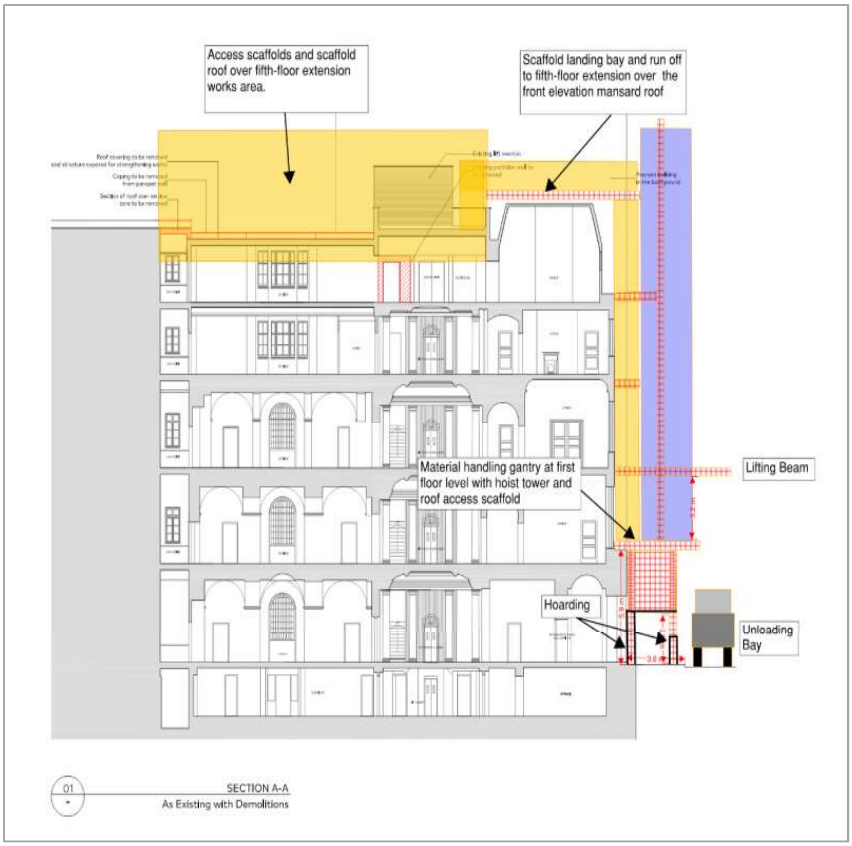

Figure 6: Proposed unloading arrangement on section

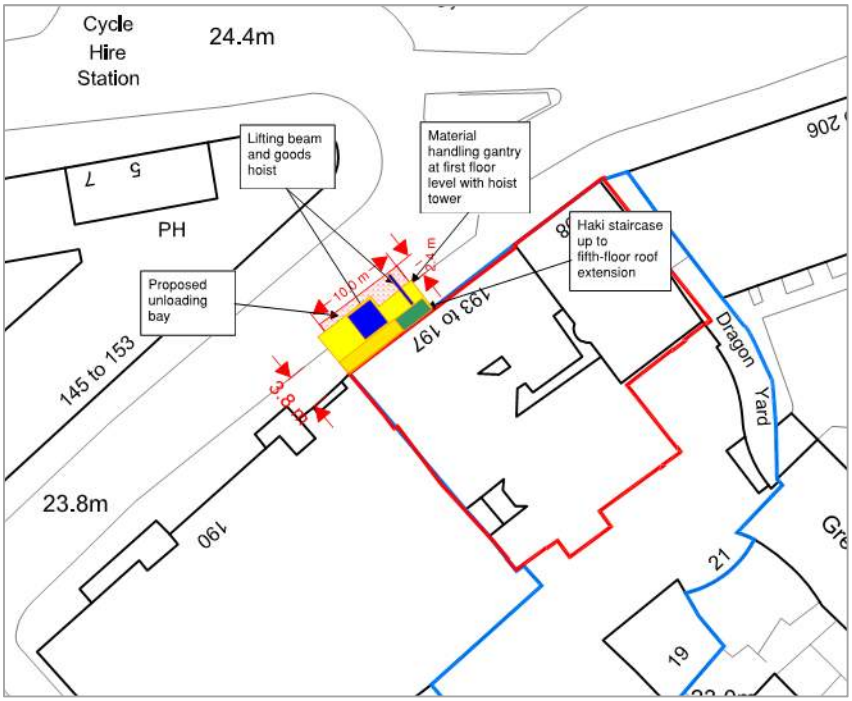

Figure 7: Plan of proposed unloading arrangement

3.1.2 Mobile Crane Delivery

Most of the day to day materials required will be transported up to the roof by the goods hoist, but bulky items like structural steel and structural timber will need to be lifted up to the roof from High Holborn using a mobile crane. This will require a lane closure and will have to be carried out 'out of hours'. The arrangements for the unloading by mobile crane in High Holborn will need to be made at least 8 weeks in advance with the London Borough of Camden Council Highways department and TFL representatives.

3.1.3 Distributing Materials

A lifting beam and a rack and pinion goods hoist will be provided on the front elevation as shown in figures 6,7 & 8. The delivery lorry will be located in the unloading zone described and the materials will be hoisted up to the gantry at first floor level from where they can be distributed to the floors utilising the goods hoist and a pallet truck. An extended-cage goods hoist with a capacity of 1.2 tonnes will be provided. The goods hoist will be connected to the roof area at the top by a double boarded and sheeted scaffold loading bay.

Figure 8: Proposed lifting beam and goods hoist

3.2 <u>Keeping the building weathertight.</u>

At roof level the proposed extension area will be fully enclosed with an access scaffold and a sheeted scaffold roof to ensure that the lower occupied levels remain weathertight throughout the alterations. The 4th floor level of offices will need to be temporarily vacated during the works to enable additional scaffold supporting structure to be provided, especially where the access scaffold will over sail the neighbours. Please refer to the diagram in figure 9. The scaffold structure will be specially designed for the project and where boundary conditions exist a party wall surveyor will be employed in order to coordinate the various agreements that will be required.

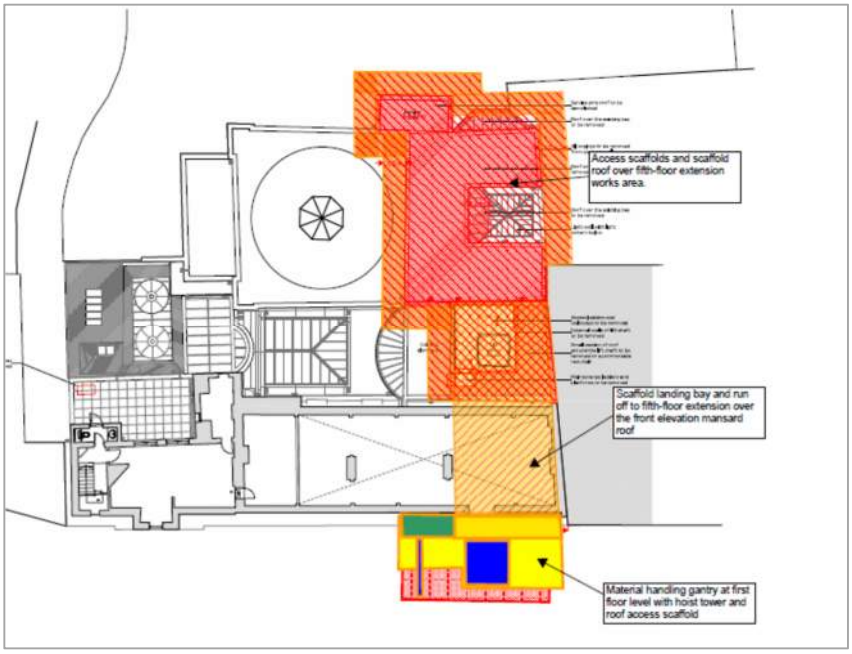

Figure 9: Plan of high level scaffold roof

3.2 Noise, Vibration and Dust

The biggest environmental risks arising from the project will be noise, vibration and dust impacting on neighbouring properties and businesses

The following constraints relate to this project: -

- To comply with all the obligations and restrictions with regard to noisy working (including works causing vibration) and dust emission contained within: -
    - The London Borough of Camden Council - Environmental Health
    - The Control of Pollution Act 1974
    - BS 5228-1: 2009 'Code of Practice for Noise and Vibration Control on Construction and Open Sites' Part 1
- All other statutory obligations and good practice guidelines

The management of noise will be afforded the highest priority; however, it has to be noted that the creation of noise, audible at the site boundary and within neighbouring properties is inevitable when carrying out works of this nature. The management regime will therefore focus on minimising noise where practical and, perhaps more importantly, minimising the adverse impact of that noise.

Typical works that generate noise audible at the site boundary include: -

- Removing part of the existing roof coverings and parapet.
- Forming openings and removing stairs in order to reconfigure the core area.
- Breaking out/ cutting back masonry in order to make new structural connections.

- Breaking out/ cutting back masonry for the proposed new window openings on the rear elevations.
- Removal of the demolition material.
- Drilling of walls, floors and soffits to accept fixings for dry lining, brackets, supports, etc.
- General building activities, including cutting materials, erecting scaffolding, using a hoist, etc.

To minimise the generation of noise, the following precautions will be employed: -

- Non-percussive techniques will be employed for breaking-out or cutting concrete, where practical. This may include diamond sawing or diamond drilling and hydraulic crushing (although these techniques still generate audible noise). Furthermore, some elements will still require percussive breaking, although such instances will be closely monitored to ensure that a quieter alternative is not available.
- All plant will be fitted with silencers. Breakers will be fitted with baffles to reduce noise and vibration.
- The use of Generators will be avoided if possible in favour of battery tools or tools connected into the site 110v supply.
- The site working hours will be as permitted by the planning conditions however, working hours on noisy operations will be restricted to the following times (Monday to Fridays only, excluding public holidays): - 08.00 - 10.00, 12.00 - 14.00 and 16.00 - 18.00.
- Where practical, the use of portable acoustic screens (such as Echo Barrier) will also be considered, to reduce and absorb noise.
- Demolition debris will be bagged up where ever possible and transferred into wait and load vehicles by hand or by a proprietary form of debris chute in order to minimise noise (and dust) transfer to the outside environment.
- Medium and light-duty breakers, supplemented by hand-tools, will be used for particularly noise-sensitive locations, where non-percussive techniques are impractical.
- Shot-firing of fixings into masonry or concrete or steel will be avoided.
- The use of radios and personal audio devices will not be permitted on site.

We will endeavour to minimise the impact of noise, as well as reducing the actual noise. We will make early contact to advise neighbours of potentially noisy activities and, where practical, accommodate their specific needs. In addition, a liaison officer will be appointed from the site team and the contact numbers will be displayed on the site notice board and on the newsletters to ensure direct communication is possible at all times.

The use of external noise and vibration monitoring is not proposed for this project; however, a hand-held noise meter will be retained on site so that noise assessments can be monitored in-house and so that working practices can be refined if necessary.

During breaking out and structural alteration works dust will be suppressed at source by damping down at all times using a water hose with a fine mist spray. All skips and waste away Lorries leaving site will be fully sheeted to prevent any dust arising, they too will be damped down whilst being loaded.

All waste will be collected and disposed of off-site.

3.3 Structural Stability and Temporary Works

Prior to carrying out the fifth-floor extension works, we will ensure the following precautions have been taken: -

- A refurbishment /demolition asbestos survey has been carried out for the works areas and the recommended actions have been taken.
- A desktop study has been carried out to reveal any existing structural information.
- A structural survey including opening up works has been carried out.
- A conditions survey of the adjoining properties has been carried out.
- A geometric survey, to accurately locate the initial positions of the structures, has been carried out measuring back to the primary structure wherever possible.
- Weather protection to any exposed party walls is installed as works progress.
- Where temporary works are required, for scaffolding and structural alteration, a temporary works consultant and site temporary works coordinator will be appointed.
- Continual monitoring of survey points is carried out until the new structures are installed and tied in.
- Any making good of the adjacent buildings is carried out to the approval of the party wall surveyor on completion of the works.

The most significant element of temporary works for this project will be the scaffolding requirements comprising of loading bays, lifting beam and hoist on the front elevation and the roof top, access scaffold /temporary roof over the fifth floor works area.

Figure 10: Example BHCLtd roof extension scaffold at Ambika House

4.0 SEQUENCE OF WORKS

4.1 Scaffold Erection.

The scaffold erection will be the first operation to be carried out, the initial construction will consist of the unloading bay at first floor level which will need to be erected out of normal working hours due to the heavy footfall on High Holborn. It will also be necessary to create a protected walkway in the road whilst the initial gantry construction is underway. Once the gantry structure and decking are complete the pedestrian walkway will be lined with hoarding and lighting and opened up to pedestrian thoroughfare. The temporary walkway will then be removed from the road and the unloading bay will be set up as described in section 3.1. Works will then continue during normal working hours to complete the installation of the front elevation lifting beam, goods hoist and access tower/ hoist tower and proceed to the fifth floor works access scaffolding and scaffold roof for weather protection.

4.2 Opening-up and Enabling Works

The extent of the opening up and enabling works will depend on the final structural solution. If the existing roof is to be removed altogether then a scaffold crash deck will be erected beneath the proposed fifth-floor extension in order to provide both a crash deck and working platform. However, it may be possible to retain as much of the existing roof structure as possible and install a new floor over the top using a lightweight steel frame design solution. The removals of parapet copings, roof coverings and alterations to masonry will mainly be carried out by hand using a combination of methods varying from hand held power tools for masonry removal, to diamond drilling and sawing for small areas of concrete removal. Recyclables' such as masonry, broken concrete, timber, metals and plasterboard will be segregated on site and consigned in separate loads, however further recycling of the general waste will also take place at the waste transfer station where more room is available for screening. Records of all waste removed and of the waste handled and recycled further at the transfer station will be kept on site. Materials for disposal will be placed in wheelie bins and transported to the loading gantry using the goods hoist. From the gantry, materials will be loaded directly into wait and load vehicles using the lifting beam.

Figure 11: BHCLtd Example of a roof top extension at Regents House in the neighbouring London Borough of Hackney

4.3 Structure

Whether the fifth-floor extension structural solution comprises of steelwork or structural timber there is likely to be a requirement for a mobile crane visit in order to lift the longer lengths up to roof level. The mobile crane to carry out the lifting operations will be set up in High Holborn at a pre-arranged time agreed with LBCC. Erection of the structure would then be carried out using established hoisting methods such as Genie Hoists or block and tackle with A frames. Aluminium access towers or podiums will be used to access end connections. It is anticipated that pockets will be made in the existing masonry walls with pad stones cast in to receive the new structural elements. A safe system of work will be devised for the

provision of the new steelwork or structural timber at all times. Prior to the placing of the decking, perimeter edges will have guard rails fitted and nets will be placed below the works area to prevent the risk of falls from height.

4.4 Envelope

The external envelope is likely to consist of a cavity wall made up of traditional brickwork to match the existing building façade and an internal skin of 100mm concrete blockwork. The brickwork and blockwork will be delivered to site on pallets which will be distributed using the lifting beam and goods hoist and laid out on the floor plate. Mortar will be delivered to site dry packed but pre-mixed; 110-volt electric mixers will be set up at the point of use to add the water. The windows will be installed in one go after the masonry is complete. The external scaffold will be adapted once for the external masonry to 1.5m lift heights and then put back to 2m lift heights in order to install the traditional sash window units. The roof works will commence as soon as the fifth-floor extension walls are complete so that the scaffold roof and scaffold supporting structure can be rationalised.

4.5 Finishes

The finishes will be high quality office finishes.

5.0 SITE SET-UP AND LOGISTICS

5.1 Deliveries and Waste Removal

Access to site for unloading will be from High Holborn as described in section 3.1. Materials will be off-loaded within the general unloading area indicated on the site layout shown in figure 5, lorry mounted hydraulic cranes or mobile cranes will be provided for major deliveries. A goods hoist and pallet trucks will be provided for unloading and distribution throughout most of the contract. Generally, materials will be scheduled to arrive on site to suit the progression of the works. Upon arrival they will be checked for suitability and quality, and then they will be distributed directly to the point of use.

5.2 Size and Frequency of Delivery Vehicles

Deliveries will be planned so that they do not inconvenience other road users, businesses and neighbours in surrounding properties. They will be coordinated and arranged so that they only arrive on site during working hours. We will arrange weekday deliveries to avoid the peak hours of 8am to 9.30am and 4.30pm to 6.00pm where ever possible. Vehicles will be met at the site by a trained banksman who direct them safely to the unloading zone. Rigid body delivery vehicles will be used to bring materials to and from this site. They include:

Wait-and-load lorries for demolition materials (approx. size 7.5m long and 2.4m wide), supplemented by standard 8 yards skips for general waste (approx. size 7m long and 2.4m wide) if used for short duration (not overnight).

- Wait-and-load lorries for demolition materials (approx. size 7.5m long and 2.4m wide), supplemented by standard 8 yards skips for general waste (approx. size 7m long and 2.4m wide) if used for short duration (not overnight).
- Flat-bed delivery vehicles for the delivery of various materials including scaffolding, steelwork, reinforcement, bricks / blocks, timber, roofing materials, plaster, joinery etc. (approx. size 8.5m long and 2.45m wide).
- Curtain-side delivery vehicles for the delivery of various materials including timber, roofing materials, plasterboard, joinery etc. (approx. size 10m long and 2.45m wide).
- Small vans and pick-up trucks (approximate size 6m long x 2.1m wide).

The projected vehicle movements are: -

- Site set up, scaffolding and external access: 1 per day / wait and load
- Structural alteration, steelwork: 1 per day / wait and load
- Envelope works: timber/masonry/roofing mats: 2-3 per day /short stay
- Fit-out works: Plasterboard/ M&E / Finishes: 3 per day /short stay

5.3 Materials Unloading and Distribution

Materials will be off-loaded onto the gantry using the beam hoist or mechanical off load if fitted. From the gantry, they will be distributed to the point of use using the goods hoist and a pallet truck or suitable trolley. Care will be taken not to exceed the safe slab loading capacity and materials will be distributed and stored accordingly.

5.4 Pedestrian Access

The footpath on the front elevation will remain open for the duration of the project. A pedestrian access gate will be provided adjacent to the proposed gantry on High Holborn and the proposed site access scaffold stair. A safe pathway will be maintained at all times to allow pedestrians to get to the site offices, welfare facilities and works areas separately from delivery and works vehicles. We will install keycode access for access for employees and staff, and a separate call button for visitors. Visitors to site or those who have not been inducted will be shown the way to the site offices.

5.5 Site Offices and Welfare Facilities

Site facilities will be established on the fourth floor of 193-197 High Holborn. They will consist of offices for Blenheim House and subcontractors, a meeting room, site canteen, changing/drying facilities and toilets. These facilities will be maintained to a high standard and retained until the end of the contract,

5.6 Parking

There is no on-site parking and staff or subcontractors will be encouraged to use public transport to travel to and from site. We will also advise subcontractors that parking in the local area is very restricted and that residents' parking bays are not to be used. We will monitor parking, especially on neighbouring streets, to ensure that project staff and operatives do not cause a nuisance or hazard to other road users.

5.7 Scaffolding

General access will be provided by tube and fitting scaffolding which will be erected and inspected by competent, fully trained staff and operatives in accordance with the scaffold designs and current legislation. Scaffolds to the external elevations will be enclosed in fire resistant Monarflex sheeting, printed with the Employer's logo (details to be agreed). A scaffold alarm will be fitted, complete with motion sensors. All scaffolding will be managed by our Temporary Works Coordinator and the design checked by a Temporary Works Designer.

Figure 12: The site setup at High Holborn will be similar to our setup at 50 St James's Street, with sheeted access scaffolds, a lifting beam and a goods hoist.

Where scaffold loadings are being borne by the pavement, checks will be made for the presence of vaults and back-propping installed where necessary.

Hanging scaffolds will be utilised to provide access to the roof perimeter above adjoining properties, whether suspended from the façade scaffolds or supported independently. Internally, scaffolding will be provided to protect shaft and riser openings, provide access to staircases and as edge protection.

The scaffold, gantry and hoarding will be covered by a London Borough Camden Council Building Licence.

5.8 Hoisting and Cranes

Visiting mobile cranes will be provided when required. These operations will generally be carried out at by arrangement with the London Borough Camden Council Highways Officers. The beam and goods hoist will be provided for the duration. An appointed person will prepare site specific lifting plans for all lifting operations to be carried out.

5.9 Secure Hoarding

A 2.4m high timber hoarding will be erected on all accessible boundaries to the site with top and bottom painted timber trim. Appropriate lighting and baulk timbers will also be installed. When the scaffolding is in place, Monarflex sheeting will be dressed down to the top of the hoarding to help prevent dust from being emitted.

Figure 13: Secure hoarding

6.00 NEIGHBOURS

6.1 Neighbours

We fully understand the importance of working with our neighbours in order to minimise inconvenience to them and hence avoid issues relating to our works.

Prior to our commencement on site, we will visit the surrounding properties to explain our proposed operations, to gain an understanding of individuals' concerns and to establish points of contact and methods of communication. We will issue a pre-start newsletter to properties in the vicinity of the works and follow this up with further newsletters at regular intervals throughout the project. Separate notifications will be issued for any major works (such as lane closures) that may impact local businesses and residents.


Blenheim House construction

CARNABY COURT
LONDON W1

Figure 14: Sample news letter

A liaison officer will be appointed from the site team and a 24hr emergency contact number for the liaison officer will be displayed on the site notice board and on the newsletters to ensure direct communication is possible at all times.

Specific matters affecting neighbours include: -

- Impact of noisy works, vibration and dust.
- Installation of the rear and over sail scaffolds
- Installation of scaffolds to the man elevations and the first-floor scaffold gantry
- Security implications for having scaffold adjacent to the windows of neighbouring properties.

Pre-commencement condition surveys will be undertaken in all neighbouring properties, generally accompanied by the Employer's Party Wall Surveyor, plus externally to pavements, facades and other areas.

6.2 Considerate Constructors Scheme

We fully recognise the importance of building and maintaining relationships with all people and organisations affected by the construction of this project. The project will be registered with the Considerate Constructors Scheme.

We will undertake to operate the project in accordance with the Considerate Constructors' code of practice and maintain a clean, tidy and safe site while also ensuring that requirements regarding the environment, site welfare facilities, the workforce and the general public are met.

Figure 15: recent CCS awards for Blenheim House

6.3 Site Cleanliness

All subcontractors will be contracted to maintain tidy work areas and clear all waste materials to a central point or waste-away vehicle. Our site management team will ensure this policy is adhered to.

7.0 HEALTH AND SAFETY

The Company and its entire staff are totally committed to maintaining the highest standards of health and safety on our sites and we have an excellent track record in this regard. Our Company's Health and Safety Policy Statement is included overleaf and prefaces our detailed company Health, Safety and Environmental Policy Manual which sets out our commitment to health and safety management. Richard Taylor is the Director responsible for Health & Safety.

Our Company's Health, Safety and Environmental Policy Manual detail our organisational requirements for health and safety and the Company's safety management structure. Using a work activity index this document acts as a reference for controlling the works on site and is an invaluable aid to the site team. This links together with our Company's Management and Communication Manual to actively control the works by providing a monitoring system and documents to ensure that the works are correctly managed and controlled.

A draft Construction Phase Plan will be produced and commented upon by the Principal Designer. This will be updated prior to commencement on site and then updated regularly as the works progress.

We will assess each activity on site and will only permit work to start when appropriate risk assessments and method statements have been produced. We take a proactive role in compiling the health and safety information for each subcontractor to ensure our site operatives work in a safe manner on a safe site.

In parallel with the internal management commitment to the effective control of health and safety, we employ Matrix Risk Management to both advise us on procedure and practice and also to audit each site to ensure we are maintaining the highest standards.

We are fully committed to the CSCS scheme and actively encourage all our subcontractors to partake in the scheme; we believe that the active improvement of health and safety awareness and training of all operatives on site is of benefit to this project and the industry as a whole.

We are members of many industry safety initiatives and organisations including the Royal Society for the Prevention of Accidents (RoSPA) and the Construction Health and Safety Group (CHSG), and we are an accredited member of the Contractors Health and Safety Assessment Scheme (CHAS). We believe that by taking an active role in such organisations we can educate not only those directly employed by Blenheim House Construction, but all personnel involved in our construction activities.

During the construction phase of the project we will maintain and extend the existing temporary fire alarm to the site offices and welfare accommodation. A site-specific fire plan for the project will be drawn up and will include such things as location of fire points, actions in case of fire, assembly points etc. During the design of the project consideration must be given to the potential risks noted in current edition of 'Fire Prevention on Construction Sites' published by the Loss Prevention Council's (ninth edition, dated October 2015).

Company Policy for Health and Safety

The health and safety of our employees is of prime importance to the company and is essential to the efficient operation of its activities.

The responsibility for safety at work rests upon all sectors of management, and the company will ensure that this policy is implemented throughout the organisation. The company will take all reasonably practicable precautions to ensure the health, safety and welfare at work of all its employees and any others directly or indirectly affected by their work by providing:

a) A safe working environment by the design, construction, operation and maintenance of all plant, equipment and facilities.
b) Safe systems of work, as set out in the CITB Construction Site Safety Notes GE 700, document available on all sites or as defined in agreed method statements for specific activities. This is clearly identified as our **ARRANGEMENTS/PROCEDURES** (Section 3).
c) Additional policy information can be found within the addendum document contained within our office at Chertsey.
d) Adequate instruction, information, training and supervision.
e) Effective facilities for the treatment of injuries that occur at work.
f) Effective fire prevention, emergency evacuation and fire control procedures, in accordance with the requirements and recommendations of the above Safety Notes document.
g) Adequate arrangements for consultation between management and employee representatives.
h) The making of such tests, examinations, samples and records as are necessary to monitor the working environment.

The company expects employees to conform to this policy and to comply with the relevant sections of the Health and Safety at Work Act 1974, and to exercise all reasonable care for their own safety and that of others that may be affected by their acts and/or omissions.

The company is committed to pursue best practice in the industry for health and safety and will fully support its staff in this aim.

The overall responsibility for health, safety and welfare of the company and its personnel is vested in the Company Safety Director David Pearce.

The company will give full backing to this policy and to Matrix Risk Management Limited, whose function shall be to monitor the operation of the policy, and will support all those who endeavour to carry it out.

Signed Date: January 2018
(*Director for Company Health and Safety)*

7.0 ENVIRONMENT

Environmental Policy

Blenheim House Construction is committed to protecting the environment throughout all our business operations to ensure we reduce our impact on natural resources. We will actively manage the use of materials and wherever possible employ methods, systems and products to reduce our impact on the environment.

In particular we will:

- Educate our employees and subcontractors to ensure they are aware of our environmental commitment and they understand their environmental responsibilities
- Actively encourage employees and subcontractors to suggest environmental improvement initiatives
- Recycle waste materials where possible both on sites and in offices
- Use timber from sustainable and managed forests
- Liaise with the local community and minimise disturbance to our neighbours from our site activities
- Use biodegradable chemicals in cleaning operations and minimise the use of solvents
- Utilise methods to reduce our consumption of water and energy
- Efficiently manage delivery and transportation of materials, people and equipment
- Actively assist consultants, designers, subcontractors and Clients to select and use systems which reduce the impact of the whole project on the environment
- Use insulation materials produced using non-ozone depleting gases in their manufacture.
- Use environmentally friendly refrigerant systems
- Employ an Environmental Management Plan for each of our projects and undertake a specific review of the possible impacts and opportunities.

We will comply with the requirements of environmental legislation and approved codes of practice and continuously seek to improve our environmental performance. We will review this policy on an annual basis or where operations significantly change.

Signed Date: January 2018
(Director for Company Health and Safety)

8.0 SITE WASTE MANAGEMENT PLAN

Our intention is to sort the waste materials on site as far as practicable and then further recycling will take place at the waste transfer station. Blenheim House Construction will prepare a site waste management plan prior to the removal of any waste materials from site and all subcontractors, in particular the demolition subcontractor, will be encouraged to better the targets for recycling and waste minimisation set out in the plan. As a matter of course, all waste removed from site will be transported by carriers registered with the environment agency. Duty of care waste transfer notes will be logged into the Site Waste Management Plan (SWMP) and copies will be kept for record purposes.

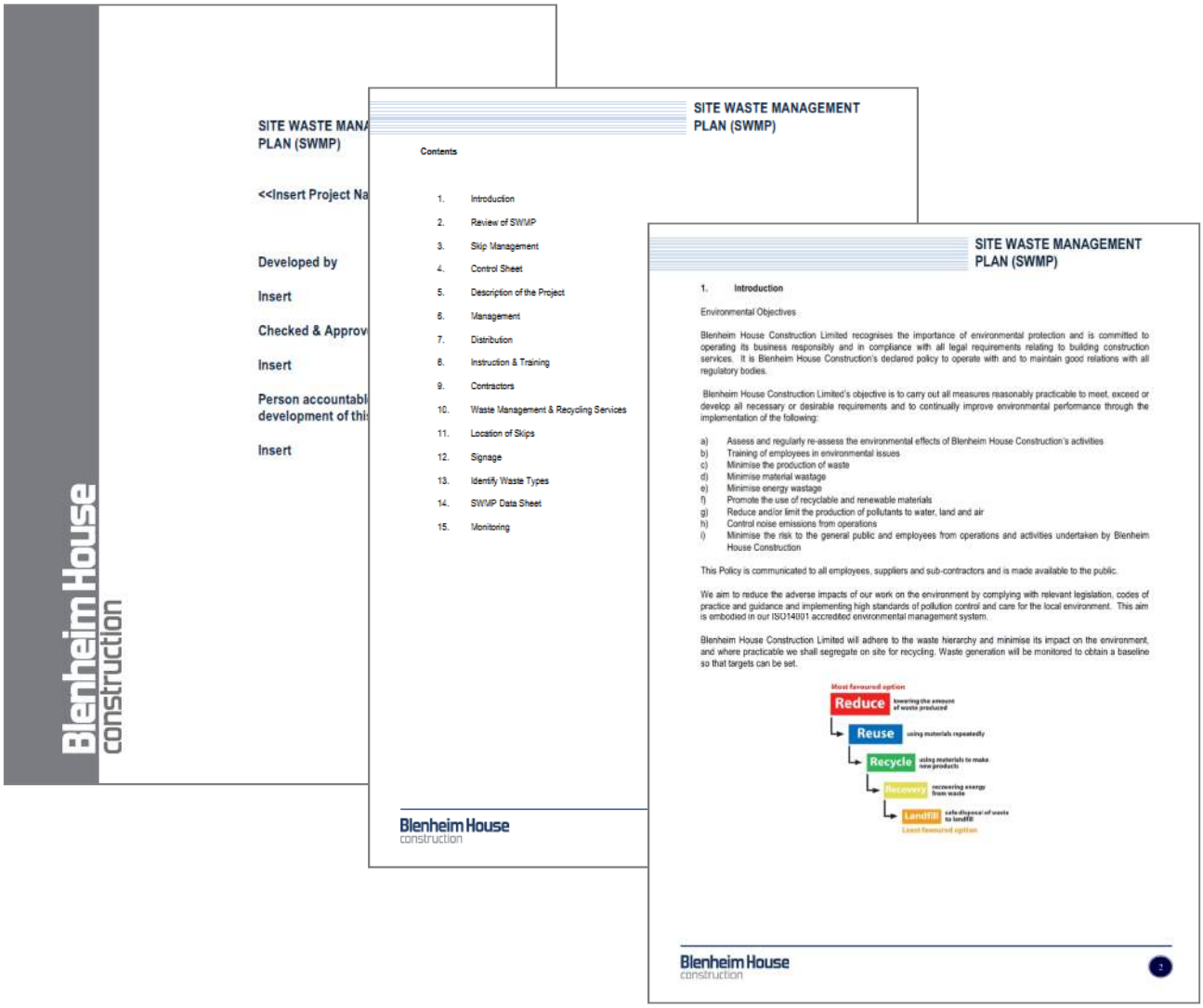

Figure 16 – Site Waste Management Plan