look. design | planning | build

CONSTRUCTION MANAGEMENT PLAN

New Pond Row Surgery, Lancing, West Sussex

BN15 8AN

CONTENTS:

- Section 1 – Introduction
  - 1.1 Overview
  - 1.2 Structure of this document
  - 1.3 Purpose of this CMP
  - 1.4 Compliance with relevant standards, legislation and guidance
  - 1.5 Responsibilities and incident reporting procedures

- Section 2 – Construction Logistics Plan
  - 2.1 Hours of working
  - 2.2 Site housekeeping
  - 2.3 Fencing and hoarding
  - 2.4 Lighting and security
  - 2.5 Site facilities
  - Site safety

- Section 3 – Managing the Construction Process and Environmental Impact
  - 3.1 Introduction
  - 3.2 Dust and air quality
    - 3.2.1 Dust
    - 3.2.2 Air quality
  - 3.3 Traffic and accessibility
  - 3.4 Noise and vibration

- Section 4 – Demolition Method Statement

- Section 5 – Considerate Constructors Scheme

SECTION 1 – INTRODUCTION

1.1 OVERVIEW

Condition 20 of the Planning Decision Notice for the above noted application requests that a Construction Management Plan be submitted prior to the commencement of the development. This Construction Management Plan (CMP) have been prepare to provide all of the necessary information requested.

It covers specific legislative requirement; compliance with British Standards and general aspects of the construction works potentially affecting local residents and the environment.

Within this CMP, the term 'construction' relates to all activities carried out on the site before and during the construction phases.

1.2 STRUCTURE OF THIS DOCUMENT

- Section 1 provides background information relating to the CMP and its enforcement.
- Section 2 sets out arrangements on the site, key activities, access and hour of working.
- Section 3 sets out the minimum standard of construction practice and the mitigation measures:
  - Traffic and accessibility
  - Noise
- Section 4 provides details of how the demolition will be undertaken.
- Section 5 sets out how we will Register and work with the Considerate Constructor Scheme.

1.3 PURPOSE OF THE CMP

The purpose of this plan is to define the minimum standards of construction practice that will be maintained, in so far as they affect the environment, amenity, safety and well being of local residents, the general public and employees of local businesses. It aims to assure local residents and affected parties that potential impact to the environment will be mitigated in accordance with recognised best practice, guidance and legislative standards.

The CMP will be adopted by the Contractor through discussions with Adur & Worthing Counciland other statutory bodies in particular the Environment Agency. It will apply throughout the construction process.

1.4 COMPLIANCE WITH RELEVANT STANDARDS, LEGISLATION AND GUIDANCE

There are numerous Codes, Standards and Acts of Parliament which cover environmental and related matters, and these are referred to as applicable in this CMP. Notwithstanding those references, the Principal Contractor and its sub-contractors will comply with all legislative requirements applicable at the time of construction. Wherever this statement makes reference to legislation, standards or codes it will be our responsibility to ensure that the current versions are used at all times. Examples of key relevant legislation or guidance applicable to the Project include:

- The Control of Pollution Act 1974
- Health & Safety at Works Act 1974
- Environmental Protection Act 1990
- The Construction (Design and Management) Regulations 2007
- Construction (Health , Safety and Welfare) Regulations 1999
- Management of Health & Safety at work Regulations 1999
- Control of Substances Hazardous to Health Regulations 1999
- BS 5228.1:2009 Code of practice for noise and vibration control on construction and open sites –Part 1: Noise
- The Control of Dust and Emission from construction and demolition – Best Practice Guide – Greater London Authority and London Councils

1.5 RESPONSIBILITIES AND INCIDENT REPORTING PROCEDURES

A Project Manager will be appointed to supervise the activities on the construction site at all times when the site is operational. The Project Manager will be responsible for ensuring that the CMP is adhered to and will hold meetings with the Client, Agent and statutory bodies as necessary. Any incidents of non-compliance with the CMP will be reported as soon as reasonable practicable.

The Project Manager will be the first point of contact for members of the public in the event that there are complaints or disturbance. Contact details will be clearly displayed on hoardings around the site. All complaints will be logged and appropriate action taken within two days. A

written report will be provided within 5 days.

SECTION 2 – CONSTRUCITION LOGISTOCS PLAN

2.1 HOURS OF WORKING

Normal working hours on site will be Monday to Friday 0800 – 1800 hours with occasional working on Saturdays between the hours of 0800 – 1300 hours if required. No works will be undertaken on Sunday or on Bank Holidays.

2.2 SITE HOUSEKEEPING

A 'good housekeeping' policy shall be applied on the site at all times. This shall include, but not necessarily be limited to, the following requirements:

- All working areas to be kept in a clean and tidy condition
- All working area shall be no smoking, a designated smoking area will be agreed within the site compound.
- No burning shall be allowed on site
- All necessary measures shall be taken to minimise the risk of fire, the requirements of the local fire authority will be adhered to at all times
- Radios are only to be used at a level for personal use and will not be audible at the site boundary.
- Waste is to be stored in designated containers and removed at frequent intervals
- Toilet facilities will be provided for all site staff
- Food waste will be removed frequently
- Vehicle wheels will be cleaned prior to leaving site (it is our intention to prevent any mud or debris from being transferred onto the public highway). If any dirt is transferred onto the highway, this will be swept up initially and then a road sweeper employed to fully clean the area.
- Working area will be inspected frequently and site inspections carried out at any time without prior notice.

2.3 FENCING AND HOARDINGS

The contractor shall ensure that all working areas are sufficiently and adequately fenced off from members of the public and the surgery, and to prevent animals from straying onto the working area. Temporary hoarding will be erected consisting of 2.0m high plywood faced timber framed hoarding.

All hoarding shall be maintained in a neat and tidy condition and to provide contact details for the nominated staff members. All fencing and hoarding shall be removed as soon as reasonable practicable after completion of the works.

2.4 LIGHTING AND SECURITY

Construction equipment and lighting will be sited so as to minimise visual intrusion and light spillage at nearby residential properties, in so far as is consistent with site safety. Site lighting shall be positioned and directed to minimise nuisance to residents and disturbance of wildlife.

We will comply with the Institute of Lighting Engineers Document Guidance Notes on Reduction of Light Pollution (2000) is so far as is reasonably practicable and applicable to the construction works.

Adequate security shall be exercised to prevent unauthorized entry to or exit from the site. Site gates will be closed and locked when there is no site activity and site security measures shall be implemented as necessary to ensure the safety and security of the site and public.

2.5 SITE FACILITIES

Temporary cabins providing welfare facilities will be provided on site.

The risk of infestation by pests or vermin will be minimised by adequate arrangements for the disposal of food and waste or other material attractive to pests. If infestation occurs, we will take such action to deal with it as required by the local authorities.

On completion of the work, we will clear and clean all working areas and accesses as works proceed and when no longer required for the works.

All surplus soil and materials shall be removed when they are no longer required on site.

2.6 SITE SAFETY

A set of Emergency Procedure and Contacts will be prepared and maintained which will be prominently displayed on site at all times. Such procedures will be followed in the event of a site emergency. They will contain emergency phone numbers and the method of notifying emergency services.

All site work will be carried out under the provisions of the Health & Safety at work Etc Act 1974. Health & Safety Inductions will be made to all staff before they enter the site initially followed by regular updates and awareness raising.

SECTION 3 – MANAGING THE CONSTRUCTION PROCESS AND ENVIRONMENTAL IMPACT

3.1 INTRODUCTION

This section sets out the mitigation measures that are proposed in relation to the development in order to minimise and to manage the potential environmental impact of construction.

3.2 DUST AND AIR QUALITY

Measures to reduce the levels of dust and prevent the deterioration of the local air quality are included in a CMP as best practice and ensure that levels do not become significant.

3.2.1 DUST

All necessary measures will be taken to avoid creating a dust nuisance during construction. Best Practicable Means will be used to minimise the creation and emission of dust, the following measures take into account guidance prepared by the Building Research Establishment (BRE) on Control of Dust from Construction and Demolition Activities and The Control of Dust and Emission from construction and demolition – Best Practice Guide – Greater London Authority and London Councils.

These include:

- Water suppression or dust extraction technology to be fitted to drilling and grinding equipment.
- Where appropriate, drilling and excavation surfaces will be wetted
- During dry condition, debris piles will be kept watered as necessary to that no dust nuisance may be caused.
- Vehicle wheels will be cleaned prior to leaving site and the join access road kept clean at all times (it is our intention to prevent any mud or debris from being transferred onto the public highway). If any dirt is transferred onto the highway, this will be swept up initially and then a road sweeper employed to fully clean the area. The gateman will be responsible to ensure the cleanliness at all times.
- Suitable measures will be taken during the construction period to prevent the deposition of mud and dirt on the public roads and to prevent the propagation of dust from the site
- Sheeting of lorries during transportation of construction materials and spoil export
- Site roads will be formed to minimise dust.
- Areas will be sheeted as necessary to prevent the spread of dust.
- Areas will be wetted down in dry periods as much as necessary, but without wasting water.

3.2.2 LOCAL AIR QUALITY

Precautions will be taken to to prevent the emission of smoke or fumes from construction vehicles and stored materials include volatile substances. Vehicles shall be well maintained and measured shall be taken to ensure engines and motors are not left running for long periods when not in use.

The works will comply with the provisions of the Environment Act 1995, the Clean Air Act 1993 and the Health & Safety at Work Etc Act 1974 and the Greater London Authority Best Practice Guidance 'The Control of Dust and Emissions from Construction and Demolition', 2006.

The works will also comply with the Control, of Substances Hazardous to Health Regulations (COSHH) 1999 and Health & Safety Executive (HSE) Guidance Notes EH 40/90 and EH 40/97 on Occupational Exposure Limits.

3.3 TRAFFIC AND ACCESSIBILITY

Site access:

Dedicated access to the area of the works is to be made via the existing entrance from Kings Road as indicated on the site plan. Access to the

surgery will be maintained off South Street.

Site access routes will be clearly signposted using finger boards on both streets. Access will be off of Kings Road using the existing parking entrance to the site. Clear concise signage will direct all site traffic in to the site compound which will be formed at the start of the project. Any turning/reversing vehicles will be supervised by a competent banksman. Immediately outside the site there will be larger signs warning the general public of the site access.

The site access will allow site traffic access to the compound area, away from the general public and everyday users of the existing buildings. The site management will supervise the site gates and a banksman/ gateman will be employed during busy times as and when necessary.

At the outset of the construction phase the principle contractor will form enclosed vehicle parking areas within the existing surgery parking. This will alleviate the need for site traffic to wait outside on the public highway as there will be ample space within the site compound, this also provides good clean area for car parking and will minimise the risk of dirt being taken off site from site traffic.

Work Programme:

The works will be carried out on Mondays to Fridays between 8.30am and 5.30pm. Any works outside these stipulated hours would require the contract administrator's prior approval and notification is to be given to the contract administrator at least 48 hours before these works are scheduled to take place.

The predicted traffic generation associated with the construction works are not expected to result in significant impacts on existing traffic on the surrounding road network. Nevertheless, a number of mitigation measures will be implemented to minimise effect on construction traffic movement,
particularly HGVs, as far as possible. These include:

- Material deliveries will be restricted between 8.30am and 5.30pm. Any deliveries outside these stipulated hours would require the contract administrator's prior approval and notification is to be given to the contract administrator at least 48 hours before these works are scheduled to take place.

- Large deliveries will be scheduled so that they do not coincide with other deliveries.

- Delivery companies are to be made aware of the required route for delivery to avoid vehicles getting stuck due to width restrictions or unsuitable routes.

- The designated route will involve and inward and an outward route in order to avoid excessive traffic and congestion on a single route. This will also prevent potential congestion at any pinch points along the route caused by large construction vehicles passing in opposite directions.

- Vehicles access will be controlled using a gate control banksman who will be responsible for the vehicle movement in and around the main entrance area.

- The designated routes for all construction vehicles will be as follows:

Adequate turning space will be provided within the site compound are to allow all delivery to fully enter the site before offloading to avoid any congestion on the public highway outside of the site area.

Any unusual loads planned will require a visit to site to ensure that suitable access is possible.

Where possible, heavy and special loads will be delivered to the site during off peak hours, subject to agreement and provided that this does not give rise to additional levels of construction noise

Materials and equipment will be stored securely on site to minimise unnecessary traffic movements

We will ensure that delivery and construction vehicles do not park on, or obstruct the highway.

Contractors and operatives will be encouraged to use public transport, come via works minibus or car share, as no parking will be available on the road. There will be some, albeit limited parking on site within the site compound area.

At the pre order meetings with sub-contractors, the parking restrictions on the public highway will be explained, and then form part of their

Contract.

At the initial site induction which all people have prior to starting work on site, the parking restrictions will be further explained.

The Gateman will watch for operatives and visitors to ensure that they don't park on the road and will inform anyone attempting to that they are not allowed to park on the highway.

Vehicles are not to arrive outside of the site opening hours and no vehicles should arrive over night and park up outside the site.

Wherever possible, the number of deliveries will be reduced by calling in materials in full loads, arranging for any collections to be made by the same vehicle delivering. When materials are coming from the same part of the country or and can be consolidated into one load, they will be.

In addition to that noted in Section 3.2.1 Dust - all debris on the public highway resulting from the construction will be cleared within a maximum 3 hours. Initially this will be done by operatives with brushes and if this isn't sufficient, a mechanical road sweeper will be called in to carryout additional cleaning.

It is the intention to minimise the amount of vehicles having to leave the clean hardstanding area, this will help to ensure roads are kept clean. We will have a dedicated Gate / Banksman who will ensure that the wheels of any vehicles leaving site are sufficiently clean and will ensure they are washed off as necessary.

The Gate / Banksman will monitor the cleanliness of the road so that any sweeping is carried out straight away and a mechanical sweeper called in if required.

3.4 NOISE AND VIBRATION

Unacceptable impacts arising from construction noise are not expected on the site. In general 'Best Practicable Means' as defined in Section 72 of the Control of Pollution Act 1974 will be employed to minimise noise and vibration. Furthermore, the guidance provided in British Standard 5228-1:2009 – Code of practice for noise and vibration control on construction and open suites – Part 1: Noise will be followed. Such measures control the noise at source by using effective acoustic enclosures, screens and barriers where necessary, and ensuring regular maintenance on

vehicles. The following measures will be implemented:

- Normal working hours will be 0800 – 1800 hours Monday to Friday, with occasional working 0800 – 1300 hours on Saturdays. No works take place on Sunday's or Bank Holidays.
- Compressors brought onto the site will be silenced or sound reduced models fitted with acoustic enclosures.
- All pneumatic tools will be fitted with silencers or mufflers
- The excavation and demolition of structures will, wherever possible be undertaken without pneumatic breakers, hydraulic attachments will be used in preference to breakers. Where the use of impact hammers is necessary, their attachment to larger heavy excavators can often reduce the level of vibration.
- Care will be taken during the erection of scaffolding to avoid impacts from banging steel.
- We will ensure good communication at with our neighbours at all times and notify them of any particularly noisy activities.

SECTION 4 – DEMOLITION MANAGEMENT PLAN

There will be a degree of demolition works required as part of the development. The demolition will be carried out in sections by the use of excavators with the required crushing or breaking equipment.

A Refurbishment and Demolition Asbestos survey will be carried out prior to any demolition works commencing. Any confirmed contaminated building waste or materials will be removed off site in lorries and disposed of according to appropriate waste management regulations and procedures.

Inert building materials will be carefully segregated, sorted and processed for recycling. This material will be used on site as a capping material or incorporated into the earthworks.

Noise and dust control measures will be undertaken as during the construction.

SECTION 5 – CONSIDERATE CONTSTRUCTORS SCHEME

The site will be registered under the Considerate Constructor's Scheme.

The Site Code of Practice forms the basis of all the Scheme's requirements, which include:

- All work is to be carried out with positive consideration to the needs of traders and businesses, site personnel and visitors, and the general public. Special attention is to be given to the needs of those with sight, hearing and mobility difficulties.

- Be aware of the environmental impact of your site and minimise as far as possible the effects of noise, light and air pollution. Efforts should be made to select and use local resources wherever possible. Attention should be paid to waste management. Reduce, reuse and recycle material where possible.

- The working site is to be kept clean and in good order at all times. Site facilities, offices, toilets and drying rooms should always be maintained to a good standard. Surplus materials and rubbish should not be allowed to accumulate on the site and spill over into the surrounding. Dirt and dust from construction operations should be kept to a minimum.

- General information regarding the Scheme should be provided for all neighbours affected by the work. Full and regular communication with neighbours, including adjacent residents, traders and businesses, regarding programming and site activities should be maintained from pre-start to completion.

- Respectable and safe standards of dress should be maintained at all times. Lewd or derogatory behaviour and language should not be tolerated under threat of severe disciplinary action. Pride in the management and appearance of the site and the surrounding environment is to be shown at all times. Operative should be instructed in dealing with the general public.

- Construction operations and site vehicle movements are to be carried out with care and consideration for the safety of site personnel, visitors and the general public. No building activity should be a security risk to others.

- Ensure that everyone associated with the site understands, implements and compiles with this Code.

- The Considerate Constructors Scheme poster is to be displayed where clearly visible to the general public. A site's contact details should be obvious to anyone affected by its activities