Construction Environmental Management Plan

New Horizons Academy Trust
Seaside Primary School

Freshbrook Road, Lancing BN15 8DL

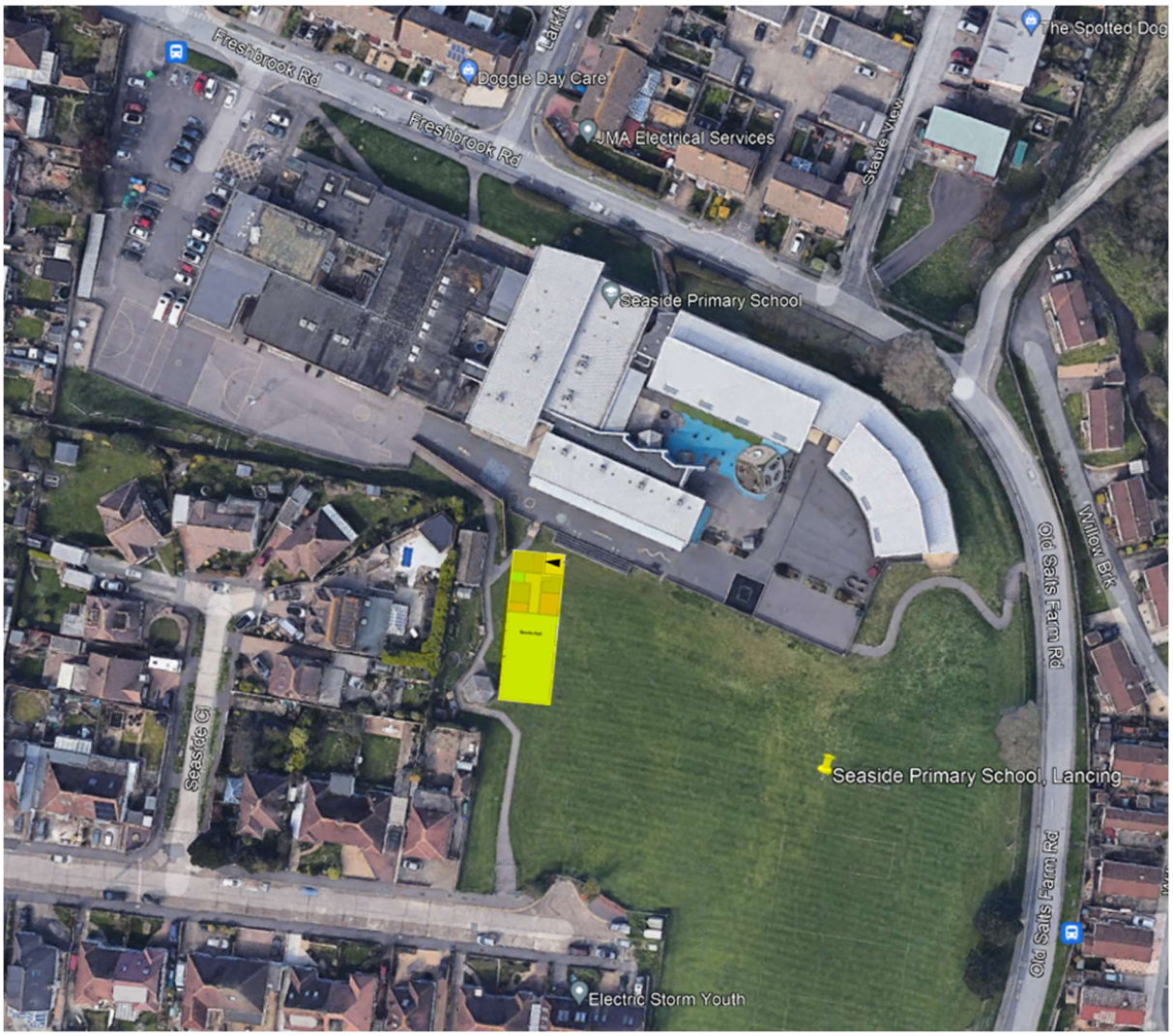
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1. INTRODUCTION

The Works comprise the construction of new sports hall. The site is located to the south of the existing school buildings as shown below. The proposal includes minor associated hard landscaping works.



The existing site comprises a Primary School which requires a new sports hall. The surrounding area is largely residential.

The properties in close proximity to the site will be occupied throughout the works.

2. TRANSPORTATION OF SITE OPERATIVES

As far as practicable, it is our intention that operatives will arrive at the site via public transport or car/van sharing where reasonably practicable.

In conjunction with public transport usage initial use of vehicles dropping off work tools and other large equipment that cannot be carried on public transport will be carried out.

During the site induction, we will advise personnel of the following:-

Parking:-

Parking will be on site or in the school car parks as noted below. Contractors will not park in Seaside Avenue, Seaside Close or Seaside Road.

a) Phase 1 – 19 Sept to 23 Dec 22
The site managers, operatives, tradesmen and visitors will park within the site area

b) Phase 2 – 04 Jan to 24 Mar 23
The site managers, operatives, tradesmen and visitors will park within the site area. This will be supplemented by up to 16 car spaces allocated to the Contractor within the school carpark.

The Pilbeam site team will be vigilant in ensuring that site personnel or visitors do not park illegally or inconsiderately.

Public Transport:-

Alternatives to private car use have been considered by Pilbeam and efforts are made to communicate the advantages of public transport to all site personnel. Site personnel are always encouraged to use public transport.

Site meetings are arranged with a view to ensuring that attendees can use the public transport system to arrive and disperse from the meetings. Details of the local bus and rail networks – identifying key routes to the project will be posted on site notice boards and will be covered in the site induction to promote the use of public transport.

The Pilbeam site team are encouraged to become familiar with the local transport systems and operating times and to pass this information onto all personnel on site.

3. HOURS OF WORK

The hours of work will be:

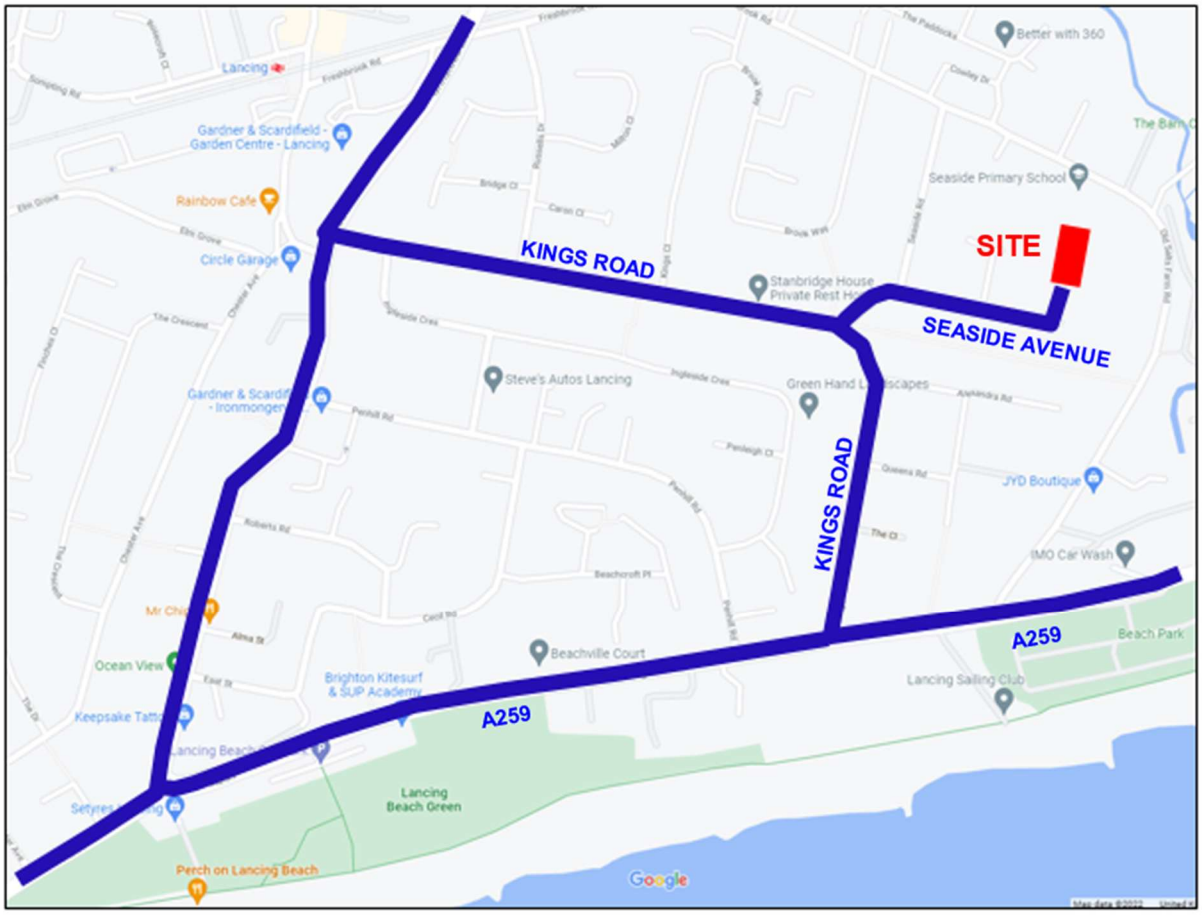
Monday to Friday - 8am to 6pm
Saturday - 8am to 1pm
Sundays & public holidays – No working

Site staff and operatives will arrive and leave the site before and after these hours.

4. MANAGEMENT OF DELIVERIES & MATERIALS DISTRIBUTION

Management of Deliveries

The site entrance is on Seaside Avenue. Access to the site will be via Seaside Avenue / Kings Road. Traffic will be directed from the A27 to the north and A259 to the south of the site location. Refer to the outline traffic route plan below.



Construction traffic will only be directed to access the site outside of school drop off and pick up times so that we do not to add to the congestion in the area at these times.

School day timings

- School gates unlocked at 8.30am
- Registration 8.40am
- School day ends for all children 2.50pm

Vehicle movements will be managed to avoid peak times such as pick up and drop off times from the school and 'rush hour'. We have noted that Kings Road, Seaside Avenue, Seaside Road and other local road are congested during peak periods. Therefore, extra caution is to be observed during these busy times.

Where possible we will not have any vehicle movements to and from the site between the following times:

8.15am – 9.00am
2.30pm – 3.15pm

All vehicle movements will be under the control of a designated Banksman, to ensure that unloading only takes place within the designated times.

We will ensure that the site activities do not bring mud and debris onto the road. We will ensure that we clean the areas of public road around our site entrance. All our delivery drivers must wear head and foot protection and high visibility clothing when delivering to the site. There is to be no construction staff parking on site and once unloaded vehicles must leave.

The Site Manager will have a weekly meeting with a representative from the school to discuss upcoming site activities and significant deliveries. On days when there are special school events such as school plays and sports days for example, no traffic movements will be planned where possible.

Materials Handling & Distribution

Generally, materials will be offloaded via tail lift and pallet truck and distributed horizontally either manually or by pallet truck. All manual handling will be subject to a site specific Manual Handling Risk Assessment. Materials will generally be distributed vertically via the mechanical platform hoist.

A mobile crane will be used to off load and erect the timber frame materials from the delivery vehicles which will be parked outside the site in Seaside Avenue. Loading and unloading of vehicles is only to take place within the confines of designated loading area

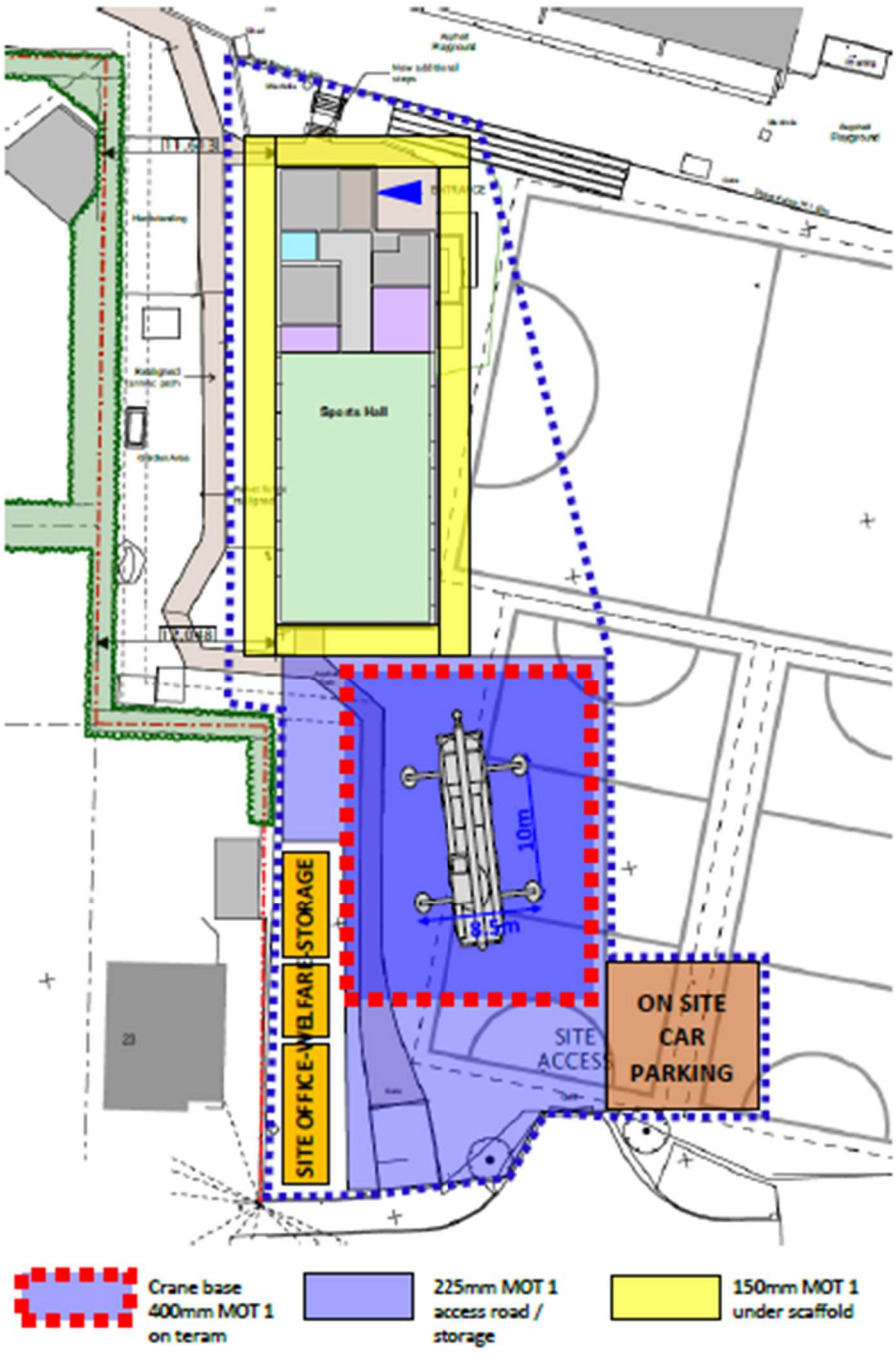
Due to the limited storage space, available on site and the peak hour's traffic hours associated with the local roads; site deliveries will be made on a just in time basis and booked in advance.

Materials are stored on site in a way to prevent the likelihood of damage which would otherwise become waste. To achieve 'just in time' deliveries efficiently, accurate progress reporting is required on a regular basis to fully understand the programme position of the project.

The material delivery schedule for that forthcoming period can then be fully in line with what materials are required.

5. SITE ACCESS, COMPOUND & STORAGE

The main site welfare and office area will be located within the site area and within the School grounds, as shown below. This will be immediately inside the site area off Seaside Avenue.



Facilities will include:

- Site office (stacked above the canteen welfare unit) Any windows overlooking the adjoining houses garden will be kept shut with shutter kept closed.
- Canteen / Drying room with hot and cold running water
- Toilets with hot and cold running water
- Storage (small goods)
- IT facilities
- Key safety signs at the site entrance and around the site as necessary.

A single point of access will be provided for all operatives, site staff and visitors via the compound and this will be separate from any vehicle gates.

All the site workforces are to report to the site office before starting their days work. They will be required to sign in and to notify management where they are to be working. They will also sign out when they leave site

The site will be fully protected by Heras security fencing panels on all sides of the site area.

6. SECURITY, FENCING & SIGNAGE

As mentioned previously areas of our construction work will be safely isolated from any public/School areas with a Hears fenced boundary.

Warning and information signage will be displayed at regular points around the Heras fencing and at the site entrance.

Site security will be assessed by the Site Management throughout the construction period.

The security assessments will consider the Risks to property, plant and persons. The severity and likelihood of any security incidents will vary depending on the phase of construction works.

Security provision during working hours will be controlled by Pilbeam site staff. The site will be supervised at all times during working hours. Regular checks of the perimeter Heras fences and entrance areas will be carried out. In addition, during the works a single secure point of access will be provided as details on the Logistics Plan. These access points will be managed, and all operatives, visitors and staff will be required to sign in and out.

At the end of the working day the site will be secured of all personnel and secured

7. SITE INDUCTION

Before any operative is allowed to work on the Seaside Primary School site, they will be formally inducted. This will not just be on health and safety issues but also on the specific site rules, including security and behavior. The Site Manager will formulate the induction presentation to ensure the individuality of the Seaside Primary School site is fully addressed. Some of the subjects covered during the induction will include, but not limited to:

i. Site personnel / site management team
ii. Significant site hazards
iii. Details of the works
iv. Working hours
v. Site rules and Community Respect
vi. Who's working on site
vii. CDM regulations
viii. Risk assessments & COSHH Assessments
ix. Emergency evacuation and evacuation plan
x. Fire safety
xi. Fire-fighting equipment
xii. First aid and accident reporting
xiii. Nearest hospital
xiv. Site permits
xv. PPE
xvi. No drugs or alcohol policy
xvii. Tools and equipment
xviii. Ride on plant
xix. Skills Cards
xx. Vibrations at work
xxi. HSE 5 ways to reduce risk
xxii. Good housekeeping
xxiii. Site welfare facilities
xxiv. Working at height
xxv. Manual handling
xxvi. Site logistics
xxvii. Traffic management on site
xxviii. Asbestos
xxix. Environmental Management Policy and responsibilities
xxx. Waste disposal
xxxi. Quality Management
xxxii. Any questions

There will be no exemptions from the induction. No one will be allowed onto the site without completing an induction and without the correct levels of PPE, which includes the mandatory, hard hats, Hi Viz, and safety boots, and any other task specific PPE.

8. FIRE SAFETY PLAN & ESCAPE ROUTES

As with all our sites, fire prevention procedures on this project will be detailed in the site specific Fire Safety Plan which will be managed, implemented and monitored by the Site Manager.

Key considerations of the Fire Plan will include:

a) Only one controlled designated smoking area on site, not immediately adjacent to the neighboring property.
b) Fire risk within on site temporary accommodation and internal working areas
c) The appointment of a fire marshal
d) The issuing of Hot works permits

The fire escape routes will be clearly marked and will communicated to all parties throughout the project duration.

We seek to maintain wherever possible two means of fire escape from work faces and one of the duties of the subcontractors is to ensure that escape routes are always kept clear of materials, equipment and rubbish.

The contractors will use all designated safe escape routes from the building at times of emergency. If they hear a fire alarm, they are to make their way immediately and calmly to the nearest exit.

- Do not delay for any reason
- Do not take any risks
- Do not attempt to tackle any fire yourself
- Do not stop to collect personal items
- Do not use a lift

We shall take into consideration the proximity of local residential housing and School buildings when considering the location of the sites fire muster points and emergency escape

9. SAFETY MANAGEMENT

In developing the methodology for Construction works upon the Seaside Primary School Project the health and safety of staff and pupils, members of the public, site operatives, site visitors and others affected by the works is paramount.

The risk to health and safety arising from the construction works including traffic movements in the vicinity of the site will be assessed and measures will be put in place to avoid or mitigate those risks. Copies of all individual risk assessments will be kept on site with all other relevant documentation.

A comprehensive and site-specific Construction Phase Health and Safety Plan will be developed and issued for the works on site. The plan will be reviewed and approved by the Principal Designer, who will issue of the Form F10 from the Health and Safety Executive. The Site Manager will regularly review and update the plan as necessary as the works proceed. The plan contains full details of health and safety arrangements for the project and demonstrates how the works will be managed to comply with all statutory regulations. Regular safety inspections and audits are carried out to ensure compliance with the Construction Phase Health & Safety Plan.

A communications strategy will be implemented to ensure all operatives, construction staff and visitors receive suitable induction and are adequately informed of the site rules and emergency procedures. On-going two way site communication will be encouraged by "toolbox talks" and regular Health and Safety meetings.

Key issues to be included in the Construction Phase Health and Safety Plan include:

1 PROJECT SAFETY STATEMENT
2 SCOPE AND OBJECTIVES OF THE PLAN
3 PROJECT INFORMATION
4 DESCRIPTON OF WORK
5 REFERENCE / DESIGN INFORMATION
6 PROJECT ORGANISATION
7 RESPONSIBILITIES
8 SAFETY MANAGEMENT
9 SAFETY MONITORING & SURVEILANCE
10 RISK MANAGEMENT
11 EMERGENCY ARRANGEMENTS
12 SITE SET-UP
13 MANAGEMENT OF SPECIFIC SITE RISKS
14 GENERAL HEALTH & SAFETY ARRANGEMENTS

10. CONSTRUCTION METHOD STATEMENT

Site Set Up

The site will we set up as described in sections 5 and 6 of this

Services

Prior to any works commencing all services within the around the site boundary we will located, identified and marked on site and those that are redundant will be disconnected

Construction Methodology / Sequence of Works

The works on site will be carried out broadly in line with the sequence detailed below:

a) Make safe existing services and isolate the site area with Heras fencing
b) Reduced level excavation
c) Drainage and service ducts, incl cellular soakaway
d) RC ground floor slab, including thickenings
e) CLT timber frame construction, incl roof beams, roof panels, wall panels
f) Single ply roofing system, incl fascias and soffits
g) Aluminium windows and doors
h) External render
i) Under floor heating
j) Screeds
k) 1st fix mechanical and electrical works
l) Plasterboard walls and ceilings, incl skim coat plaster
m) Carpentry works
n) Hall flooring system
o) Vinyl flooring
p) 2nd fix mechanical and electrical works, incl testing
q) Decorations
r) Fixtures, fittings and finals
s) Snagging, inspections and completion

11. ADJOINING RESIDENTS AND NEIGHBOURS

Prior to commencement on site and introductory letter will be sent to the surrounding houses and businesses to keep the local community informed of when the project will be starting and providing contact details should anyone have any queries of concerns during the project.

Further letters will be sent during the course of the works which will provide an update of what has been happening and what will be occurring in the forthcoming period.

A newsletter and photographs will be provided to the school regularly to enable the school to talk to the children about the works and keep them appraised of what is being done on site.

Tours for the children outside of the heras fencing can be arranged with the school should the school feel this would be of any benefit. A good time for this would be perhaps when there is a crane on site lifting the CLT frame and beams into place.

12. CONTROL OF DUST

The site is surrounded by live School buildings and residential properties. The nature of the CLT frame process means that a great deal of noisy or dusty superstructure activities can be avoided, however the following mitigation measures will be adopted where practicable to reduce and manage dust and other emissions from site activities and minimise disruption or nuisance to neighbouring occupiers:

Pre-project planning & effective management

a) Method statements to include processes for controlling dust
b) Preventative measures such as those detailed below

Site preparation and construction

a) The entire scaffold will be kept in a clean and tidy condition
b) Keeping fencing, barriers, scaffolding and screening clean
c) Construction areas to be clean and regularly swept to prevent the build-up of dust
d) Vacuum plant to be used with all dust generating equipment

Haulage routes, vehicles and plant

a) Unnecessary vehicle movements and manoeuvring will be avoided
b) Use of vehicles and plant with low emission levels
c) Regular maintenance of engines, plant and maintenance of equipment
d) Use of enclosed and sheeted lorries
e) Prevention of unnecessary engine idling
f) Use of particle control measures on all machinery which can generate dust

Materials handling, storage, stockpiles, spillage and disposal.

a) Use of handling methods to minimise dust generation
b) Keeping handling areas clean and free of dust
c) Damping down with water when loading materials onto vehicles and into chutes and skips
d) Storage of fine dry materials in enclosures or given adequate protection from wind, by sheeting
e) Ensure that skips are securely covered
f) Ensure methods and equipment are in place for immediate clean-up of accidental spillages of dusty or potentially dusty materials
g) Use wet handling methods for cleaning up spillages of cement powder
h) No burning of waste wood or other materials on site

13. CONTROL OF NOISE

The following mitigation measures will be implemented where practicable on site to minimise noise generated from site activities:

a) Controlled lorry movements
b) Use of modern plant with inherent noise suppression
c) Use of screens around static plant, and other temporary acoustic barriers where appropriate
d) Switching off plant which is not in use
e) Appropriate handling of stored materials
f) Consideration of working hours, particularly for noisy activities
g) With larger impact breakers, screens, sheeting and retention on enclosure facades would be utilised
h) Regular maintenance of plant in accordance with manufacturer's instructions
i) Regular communications held between contractors, local authority officers and neighbours

14. MUD / SUBSTANCES ON PUBLIC HIGHWAYS PREVENTION

All vehicles will be loaded / unloaded in the designated zone on site by means of the hiab, craneage or hand balled into site.

During the groundworks, if vehicles go on site a wheel washing area will be allocated on site to clean off its wheel and body to avoid depositing this on the public highway. We will use a stoned compound area on site to help keep the mud from going onto the roads.

Our site manager will regularly monitor the condition of the road and should anything be deposited on it, will clean this up manually straight away.

15. CONTROL OF WASTE

As much waste as possible will be recycled.

Pilbeam will appoint a responsible waste collection company to manage the site waste and we will be targeting a maximum amount of waste to be recycles as possible.

The site will be kept clean and tidy at all times with site waste collected in rubbish and bins and the site waste skip. The skips will be collected as soon as they are filled.