

Construction Management Plan

PROJECT: 153 HEMDEAN ROAD

Date: 15-02-2019

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1.0 PROJECT DESCRIPTION

1.1. Introduction

This document describes how Ayre Chamberlain Gaunt intends to manage the construction & environmental challenges of the project, focusing primarily of the following aspects:

- Liaison with our neighbours
- Minimisation of noise and vibration
- Engaging the local community
- Minimising complaints
- Managing logistics of deliveries and workforce to and from the construction site
- Controlling Emissions from the site Noise, Dust, Vibration and
- Water

It recognised that the site on Hemdean Road is a frequently used route north from the centre of Caversham, and that use will peak around drop off times related to both Caversham Primary School (opposite) and Hemdean House School. At all times the local stakeholders, residents and people from the locality that use Hemdean Road need to be facilitated with no inconvenience or risk posed to them.

The content of this Construction Environmental Management Plan will be embodied into our Construction Phase Health & Safety Plan that will be a live document that gets developed throughout the works and will be constantly monitored, looking for ways to improve the efficiency of the plan.

This document outlines the controls and measures necessary to satisfy planning conditions 4, 5 & 6.

Condition 4

No development shall take place before a scheme has been submitted to and approved in writing by the Local Planning Authority, which specifies the provisions to be made for the control of noise and dust emanating from the site during the demolition and construction phase. Thereafter, the use shall only be undertaken in accordance with the approved scheme.

Reason: To protect the occupants of nearby residential properties from noise and dust during the development of the site. Policies: CS34, DM4

Condition 5

The hours of construction, demolition and associated deliveries shall be restricted to the hours of 0800hrs to 1800hrs Mondays to Fridays, and 0900hrs to 1300hrs on Saturdays, and not at any time on Sundays and Bank or Statutory Holidays without prior written approval from the Local Planning Authority.

Reason: In the interests of the amenities of nearby residents.

Policies: CS34, DM4.

Condition 6

No development shall take place, including any works of demolition, until a Construction Method Statement has been submitted and approved in writing by the Local Planning Authority to provide for:

(A) The parking of vehicles and site operatives and visitors – to be shown on a Plan not less than 1:500.

(B) Loading and unloading of plant and materials used in constructing the development – Areas to be shown on a plan not less than 1:500

(C) Storage of plant and materials used in constructing the development – Areas to be shown on a plan not less than 1:500

(D) The erection and maintenance of security hoarding / scaffolding if required.

(E) Wheel washing facilities

(F) Measures on site to control the deposition of dirt / mud on surrounding roads during construction.

(G) Footpath Closures /Road Closures needed during construction

(H) Traffic Management needed during construction.

(I) Times, routes and means of access into and from the site for construction traffic and delivery vehicles (including the removal of waste from the site and methods of preventing deposition of materials on the public highway).

The approved Construction Method Statement shall be adhered to throughout the development process unless agreed otherwise in writing by the Local Planning Authority.

Reason: In the interests of safety, protecting the amenity of local land uses, neighbouring residents and highway safety in accordance with Policy CS20 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM12 of the Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

1.2. Description of the Project

The Project works involve the following:

Demolition of existing bungalow, earthworks and retaining required to create levels for construction of 3 new dwellings – 1 no. 3 bed detached house & 2 no. 4 bed detached houses.

The project requires an amount of excavation and soil removal, phasing and minimisation of disruption to the surrounding residents, and community is a key consideration in the construction.

Local stakeholder interaction will be key to developing a good working relationship with the local community.

1.3 Site Location

The address of the site is 153 Hemdean Road, Caversham, RG4 7QU.

The site is a vacant brownfield site.

The surrounding land use is residential and educational.

The access to the project is via Hemdean Road.

1.4 Programme

The construction programme for the delivery of the project is 65 calendar weeks with mobilisation commencing on the 29th April 2019 and with Completion date of September 2020.

2.0 TRAFFIC MANAGEMENT STRATEGY

The main aim of this section of the Construction Management Plan is to show that, the project has sufficient access and space within the demise of the site hoardings to facilitate construction without any detrimental effect on the highways or the local community.

Within this plan, careful consideration has been given to planning the designated routes and access point for construction works to minimise disruption to local residences and local businesses.

2.1 Traffic Management

Traffic management will be controlled by ACG's Site Manager and they will be accountable for construction traffic management on a day-to-day basis.

The Site Manager will develop the traffic management plan as the works progress in line with the contents of this Construction Management Plan, covering all aspects of traffic management, whether vehicle or pedestrian and will address all interfaces with the local Highways department and emergency services. Our Site Manager will monitor and ensure compliance.

The plan will be reviewed weekly by the Project Manager, who will hold review meetings to discuss lessons learnt, how things can be improved and what has worked well.

2.2 Vehicle Management

The list below provides basic ground rules that will be followed with the construction vehicle management:

- One member of the ACG site team is to be designated as Site Manager. They will have undergone suitable training to fulfil this role and will be accountable for all logistics.
- Our Site Manager will meet daily with all deliveries etc. These will be supplemented by weekly/monthly look ahead meetings as deemed necessary
- Traffic Marshalls are to be suitably trained Contact numbers of Site Manager and Traffic Marshall to be displayed in prominent positions
- Compliance with the Traffic Management Plan will be a pre-requisite of supply chain orders
- Remote holding area for deliveries ahead of designated time slot
- Deliveries only brought to site upon confirmation from Banksman/Traffic Marshall and Supply
- Chain Supervisor that they are ready and in a position to receive the delivery
- All operatives including management team will be encouraged to use public/green transport
- Bicycle racks will be provided for Construction personnel within the site compound and welfare area
- All deliveries will occur (Monday to Friday 09.30 – 15.00 & 15.45 – 17.00, plus Sat 08.00 – 13.00), scheduled deliveries will be concentrated between 09.30 – 14.30.
- Vehicles will be requested to access the project via Hemdean Road.
- Signage will be placed at suitable locations on approach Road's
- Just-in-time delivery methods will be used
- All deliveries will be booked 2 days in advance with the Site Manager
- All vehicles entering and leaving the site will be escorted by a Banksman/Traffic Marshall
- All delivery drivers will be made aware of delivery driver rules on their first visit to the site

- Signage will be erected in appropriate locations warning pedestrians of site construction traffic movements
- Measures will be put in place to ensure construction traffic leaving the site are clean from construction waste and mud
- Banksman/Traffic Marshall accountable for ensuring all vehicles are clean prior to leaving the confines of the site
- Facility of road sweeper to attend at short notice will be set up should any mud spread to the Hemdean Road.
- All pedestrian footpaths in the immediate location will be swept immediately if fouled
- Vehicle management on site will be managed by our Site Manager
- No vehicles will be allowed to stop and lead to congestion on surrounding Roads
- Wherever possible, off- peak deliveries will be the preferred option.
- Deliveries will be on an as needed basis. This approach will assist in ensuring logistics are managed safely.

2.3 Management of Deliveries

Wherever practical, all subcontractors and suppliers will be encouraged to ensure that materials are delivered by backed lorries. Articulated vehicles will only be permitted where essential in instances when they are the only form of transport that can reasonably be used.

Details of the largest vehicles that will typically be used for the construction of the project are as follows:

- The piling rigs will be delivered on flat back trailers, overall length is 15.5m, and overall width is 2.5m.
- Typical deliveries will be made via Rigid Lorries, overall length 12m, and overall width 2.5m.

The main unloading area is identified on the logistics 1976_GAD_120.

We are aware that there may be other construction projects that will be happening close by. We will keep in close contact with other contractors undertaking these works to ensure they are fully aware of our logistic arrangements and likewise that we are aware of theirs to avoid any unplanned conflict.

- All vehicles will be escorted by either a Banksman/Traffic Marshall to its place of off-loading
- Once materials have been off-loaded the Banksman/Traffic Marshall will check with the vehicle can safely exit the project
- Vehicles will be checked for cleanliness
- Vehicles are escorted out of the site/offloading area.

2.4 Delivery Booking System

A delivery booking system will be implemented for the Project. All deliveries will be booked using this system.

The system will contain timeslots to which the supply chain or principal contractor's team can allocate a delivery. Once the delivery slot is taken it cannot be double booked. All supply chain members will be provided with access to the system. Any deliveries not booked and arriving to site without having been prebooked or following the protocol of this traffic management plan will not be allowed to enter the site.

This level of discipline is essential for ensuring the process is managed safely with no impact on the local community. This process will be owned by the Site Manager with a deputy covering for sickness and holidays.

Wherever possible, deliveries will be co-ordinated to arrive outside of the busiest commuter times. The traffic marshal will also be accountable for ensuring all deliveries exiting site receive a cleanliness inspection prior to leaving site.

A just-in-time basis will be applied to all deliveries, bulk delivering of materials will not be allowed.

2.5 Abnormal Deliveries

The construction of the project will require, from time-to-time, a number of abnormal deliveries. Examples of these are piling rigs and steel beams necessary to complete the superstructure. All abnormal deliveries will be carefully planned, well in advance, so as to ensure all co-ordination with local authorities, residents etc. is undertaken and completed in a timely and proactive way.

Any additional traffic management required will be provided within specific method statements for these individual operations so as to ensure abnormal deliveries offer no risks to pedestrians and other road users.

2.6 Monitoring the Traffic Management Arrangements

- Congestion can be reduced by an efficient management and coordination strategy
- ACG will monitor on a daily basis the use of the site access
- ACG Site Manager will be accountable for all logistics
- Full time Banksmen/Traffic Marshalls, dedicated to daily logistical operations, will ensure the safety of pedestrians at all times and will monitor the daily online delivery booking system
- Sub-Contractor's/Suppliers deliveries which arrive on site not having booked the delivery will be turned away, the responsible contractor/supplier will be contacted to understand the reasons for the non-compliance and to ensure no further incidents occur
- All delivery drivers will receive a site delivery drivers induction prior to entering the construction area
- The regular monitoring of construction operative's daily mode of transport will be undertaken to ensure public /green transport is being used in favour to the use of individuals' cars where this is possible. This will ensure resident parking is not impacted upon and reduce construction generated CO2 omissions
- A copy of the Traffic Management Plan will be added to all supply chain orders and discussed in detail at all pre-orders and site inductions
- All abnormal loads will be notified in advance to the local council with all statutory requirements being met.

2.7 Pedestrians

Pedestrians walk in close proximity to the site and need to be safe guarded from site operations at all times. To ensure pedestrian safety at all times, clear and concise signage be will located in the area making them aware of construction traffic operating at all times through the day.

Traffic Marshalls will be on duty during normal site working hours to ensure pedestrians are guided away from potential risk areas.

Our site team will be briefed on the potential for vulnerable persons to be in the vicinity of the site and to be particularly careful and respectful when dealing with any situations that may arise.

The site area emergency escape routes and assembly point will be identified and kept clear of obstructions at all times.

All vehicles leaving site will be marshalled safely onto the public highway. A speed limit of 5 mph will apply to all vehicles within the site and in Hemdean Road.

3.0 MINIMISING NOISE AND DUST

3.1 Noise & Vibration Emissions Control

Mitigation of noise through best practice means will be employed at all times in accordance with section 72 of the Control of Pollution Act 1974. We will also follow BS5228:2009, both parts 1, 2 and A1 2014 'Code of practice and noise vibration control on construction and open sites' as guidance and recommendations for methods and vibration control relating to construction works.

Examples of specific methods employed to reduce the noise and vibration impact of the works will be:

- Carefully select methods and plant to minimise the potential for noise generation e.g. use of diamond cutting and hydraulic construction techniques as opposed to percussive method for breaking out
- Use of solid hoarding around the perimeters of the site
- Ensure plant is inspected and maintained at regular intervals
- Ensure that each potential noise generating activity is carried out with appropriate noise reduction equipment, and that baffles and silencers are used
- All compressors, percussion tools and vehicles will be fitted with effective silencers
- All trade contractors will be made familiar with acceptable noise levels to be produced without causing undue disruption to residents and the local community, which will form a pre-requisite of their appointment.
- Loading and unloading of vehicles, dismantling of equipment such as scaffolding or moving of equipment or materials around site will be conducted in such a manner as to minimise noise generation and where practical will be conducted away from noise sensitive areas closest to the existing buildings. The elevation of site nearest adjacent residential properties will be particularly sensitive to noise. Likewise, plant known to emit noise primarily in one direction will be orientated to direct noise away from noise-sensitive areas.
- Positioning plant away from site boundaries and noise sensitive areas whenever practical
- No transistor radios to be used on site
- Plant and equipment to be switched off when not in use

We will use our experience and expertise and that of our supply chain to schedule out the works we feel will generate the most noise. Two weekly noise look-ahead predictions will be prepared and displayed on the site community notice board which will be positioned on the outside of the site hoarding for viewing by interested parties.

Careful programming of the works is also essential to ensure any particularly noisy elements of the work not to take place at the same time and to reduce the duration of noisy activities wherever possible. This will extend to regular co-ordination meetings with Key stakeholders

3.2 Air Emissions Control

Dust and airborne pollutants can cause a nuisance to surrounding areas as it is a risk to the health of stakeholders and can be a source of ill feeling towards a construction project. Best practice guidance will be followed to minimise airborne pollutants; this includes:

- Carefully selecting methods and plant to minimise creation of dust and emissions which affect air quality

- Ideally, cutting, grinding and sawing should not be conducted on site and pre-fabricated material should be brought in as with the precast frames, bathroom pods and cladding system
- Where products are site cut, dust suppression / extraction must be used
- Undertaking dust causing activities away from areas close to the site boundaries with potential receptors
- Use of hoarding and timber, plywood and polythene screens
- Considering wind direction before undertaking activities and dampening material down in dry weather
- No engines left idle when plant is not in use
- Enclosing stockpiles or keeping them securely sheeted
- Covering / sheeting all loads entering or leaving the site
- Water will be used to minimise dust during demolition and cutting of masonry
- Forced Dust extraction will be the first option (e.g. wall chasing, cutting etc.)
- Sheetting will be used on Lorries and damping down where necessary. Dust and noise suppression will be dealt with in method statements, risk registers and toolbox talks. within the site compound will be watered during dry periods to avoid the generation of dust.

Generally, dust will be controlled through the use of dust suppressant tools during construction. The site and surrounding areas will be kept tidy, materials will be properly stacked, rubbish will be removed promptly and the approach roads will be kept free from mud or other debris. The temporary road within the site compound will be watered during dry periods to avoid the generation of dust.

Dust and noise suppression will be evaluated on a trade-by-trade basis with risk assessments, method statements and toolbox talks being the tools to mitigate possible risks. ACG will monitor all works on a daily basis.

Whilst we do not envisage dust to be an issue during the construction phase, we will monitor for dust emissions at appropriate locations and monitor the dust generated by construction activities.

3.3 Monitoring (Noise, Dust and Vibration)

By implementation of Best Practice Measures, we anticipate that noise levels over a 10 hour working day at adjacent receptors should generally not exceed recommendations for a site in rural, suburban and urban areas. We will therefore make every effort to work within these parameters wherever possible. This will be measured as 'significance based upon fixed limits', as described in annex E of BS 5228.

It should be noted that there will be isolated times isolated may generate higher than normal noise levels. In such instances, the residents affected will be made aware of these forthcoming activities well in advance through measures and notifications as described in the community engagement sections of this plan.

Monitoring of noise will be undertaken and compared against benchmark levels taken pre-works. Dust and Vibration monitoring at appropriate locations will be undertaken to ensure emissions of fugitive dusts generated by construction activities are controlled to an acceptable level.

3.4 Site Working Hours

In terms of construction hours, site occupation is permitted from 08.00 to 18.00 Monday to Friday and 08.00 to 13.00 hours Saturday. No works are allowed on Saturday afternoons, Sundays, bank or public holidays.

3.5 Materials and Storage

Construction materials will be delivered by adopting a just-in-time approach. This will allow materials to be stored in a controlled manner reducing damage and more importantly ensuring Health and Safety performs at the highest level. As the project nears its conclusion, storage space will be reduced on site as we systematically work our way out of site towards the main site access point.

3.6 Plant and Equipment

Due to the close proximity of noise sensitive receptors to the site boundary, the use of acoustic screens and/or enclosures will be adopted for static items of plant which generate noise levels that have the potential to cause disturbance over and above the deemed acceptable levels. Items of plant this might apply to, include hand held pneumatic breakers and circular saws for certain activities, particularly when required close to the site boundaries such as within the external works.

- Acoustic assessments to be undertaken on a trade-by-trade basis. Should assessments highlight the need for any acoustic treatment, this will be produced and implemented
- All vehicles and plant will be checked prior to use to ensure no mechanical faults and exhaust systems are operating efficiently
- No vehicles will be allowed to idle with engines running when not in operation
- Noise will be monitored at regular intervals throughout the day. If further suppression is required this will be actioned immediately with work being stopped until the correct procedures are in place.

3.7 Waste Minimisation

ACG will minimise waste in our commitment to safeguard the environment. In the first instance, we plan to do this by looking at all elements of the design to see where waste can be reduced by off-site design solutions and other solutions. This will then be followed through the pre-construction phase and onto the construction phase. The project will commit to recycle 90%+ of waste generated through the project.

4.0 COMMUNITY ENGAGEMENT AND LIAISON

4.1 Introduction

Ayre Chamberlain Gaunt Ltd are fully committed to engaging with the local communities where we are working. We are enthusiastic about our involvement in this project. We believe that we have a responsibility to the communities in which we work

4.2 Local Residents

The site is surrounded by residential properties, retail and commercial buildings. A pro-active approach is necessary in dealing with members of the public and adjacent stakeholders, especially in managing expectations. The occupants of nearby buildings will be made aware of the construction programme and informed of the works by the following measures.

We will collaborate with the local residents through participation in public presentations, project updates and general communication with neighbours and local groups. Our communication strategy includes:

Holding a monthly review meeting for members of the public and neighbours, to enable the local residents to discuss relevant issues with the site management team.

In addition to the regular scheduled community meetings described above, we will also run an open door policy whereby any member of the public is made to feel welcome and come and see us within our site offices.

We will issue regular newsletters updating residents of key events and site progress. These will be hand delivered to all residents in the local area. The newsletters will also be displayed at prominent positions on the site hoardings and on the community notice board.

Contacts and telephone numbers for out-of-hours emergencies will be displayed on the site hoarding.

We also intend to display monthly progress photos so that the residents can track progress that could otherwise not be seen from outside of the hoarding.

4.3 Local Business

During the project we will source as much of the materials as we can from within the local area. We will promote local construction spending where possible and within our welfare and site offices we will advertise local businesses, shops and hotels on the 'Community Noticeboard'.

4.4 Local Labour Programme

We aim to employ as much local labour as possible from within the Reading area. The only exceptions are trades that provide specialist services such as cladding, bespoke products/systems, named companies that have contributed to the design or where the required skills do not exist locally.

ACG will endeavour to source locally as many site staff such as welfare, general labour and site security.

In order to engage local employment on the project, we propose a layered approach:

- Jobs advertised on our community notice board
- All jobs advertised through local employment vehicles
- Jobs advertised through the local Job centre

We will establish a working relationship with the local Job Centre. The overall construction programme and timings will be reviewed along with the direct labour roles that we will be engaging. We will then invite the centre to forward candidates for interviews and possible engagement.

All of our supply chain partners will be given the Job Centre contact details and encouraged to make contact at the earliest opportunity.

4.5 Training

Our supply chain is required to provide evidence of training for their local workforce within our own internal procurement / PQS process. Our Project Manager will ensure contractors have training plans in place.

4.6 Work Experience

Our site team are dedicated to attracting young persons to the construction industry and are proud to offer professional expertise, advice and training wherever possible. We also offer work experience. If any students wishing to gain experience in vocational trade related subjects on site then a candidate must have a minimum NVQ level 1 qualification in their chosen trade along with the appropriate trade CSCS card.

4.7 Employment

Unemployed local residents are encouraged to email their CV and scan relevant tickets/certificates along with their valid CSCS cards to our site. We will advertise any vacancies through the following means:

- Local Job Centre
- Our supply chain
- Our site community noticeboard on the site hoarding

A member of our site team will contact them by phone to ask a few additional questions and may then call them in for an interview.

4.8 Schools and Community Centres

When our sites are in the proximity of schools or community centres, a health and safety presentation on the dangers of a construction site is delivered by our Project Manager.

We will carry out site tours for students where we will brief them on the various trades and systems used (e.g. activities/construction processes/programmes/buildability/safety) and so on. We will also open these tours up to local schools.

We are aware that many schools have courses being run that could benefit from our site project and we would welcome the chance to get as many students as possible involved with ourselves.

5.0 MINIMISATION OF COMPLAINTS FROM NEIGHBOURS

We will implement a clear point of contact and action plan in the event of complaints. All complaints will be recorded and logged in our on-site complaints book and any complaint received, no matter how minor, will be treated seriously and dealt with in an efficient and timely manner. The complaints book will have a log that includes date of complaint, description of the complaint and all importantly a column of the action taken for all to see.

See section on 'minimisation of noise, dust and vibration' for measures that will be taken to reduce complaints in this respect. All site lighting will be directed into the works so as to minimise the pollution to neighbouring properties. Internal temporary lighting will be controlled via a time clock so as to minimise out of hours lighting. We will undertake daily perimeter safety checks around the external side of the hoarding, including any litter picking or waste that could have been left by any of the site operatives.

As well as our regular newsletters and attendance at community meetings to keep the residents informed and updated of construction activities, we will send out interim customer engagement questionnaires to gain feedback on how we are performing and welcome suggestions on how we could improve.

All site staff will have specific inductions on their first day that will include explaining the site rules. This will include amongst other things the following:

- Always be professional and courteous to neighbours and members of the public around the perimeter of the site.
- No swearing or fraternising with members of the public
- All operatives will be required to dress appropriately when arriving and leaving site. No shorts, bare chests or vests will be permitted
- PPE to be removed by operative before they depart site
- No transistor radios allowed on site
- No on-site parking
- No parking in residential areas adjacent to the site

6.0 MOVEMENT OF ALL CONSTRUCTION WORKERS TO AND FROM THE DEVELOPMENT

There will be no on-site parking for any construction personnel, whether management or operatives. Public/green transport for all construction personnel will be encouraged. The project will provide secure bike racks within the site compound. The use of a local supply chain will assist in minimising the volume of transport movement.

No parking associated with the site is to take place on the public highway at anytime. All operatives and management will be made aware of this. Travel arrangements will be discussed during all pre-orders to ensure buy-in from senior management prior to placement of orders and will be further covered during all site inductions.

If there is a requirement to drive to the project all personnel will be informed that they are to use local pay and display facilities only; using resident parking is not an option.

Parking in local residential areas has the potential to upset neighbours and we will liaise very closely on a regular basis with our neighbours to ensure parking does not become an issue, avoiding upset.