

The Ridgeway Primary School Expansion Project



Hampshire
County Council

Construction Management Plan

Revision: C

27th March 2015

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2.0 Introduction

This document sets out the site control measures and strategies which will be employed to, as far as is reasonably practicable, minimise the impacts of construction operations and traffic on the local environment.

This plan has been developed to support the planning application for the expansion of The Ridgeway Primary School. The Construction Management Plan will be a 'live' document and will be monitored and reviewed throughout the duration of the project to ensure that it reflects current site activities and hazards. The plan will be distributed to all key stakeholders and sub-contractors involved with the project, to ensure that the measures set out are followed at all times.

Galliford Try Construction has developed this plan as the principle contractor for the school expansion project, working in collaboration with Hampshire County Council and Reading Borough Council. The RBC Guidance Notes for Activities on the Public Highway within the Borough of Reading (2nd Edition) has also been consulted during the development of this plan.

3.0 Project Description

The expansion of The Ridgeway Primary has the primary objective of increasing the school from its current 1 form of entry capacity to a 3 form of entry. This will involve the following key work activities;

- Construction of a new steel framed 2 storey teaching block
- Construction of a new hall, kitchen and admin block which will include a new main entrance
- Refurbishment of existing classrooms and installation of additional WCs
- New vehicular access for deliveries and visitors off Hill Brow
- Demolition of the existing kitchen/dining block

The school is located on Willow Gardens, a small cul-de-sac off Linden Road in the Whitley area of Reading. Linden Road is a 30mph residential street which completes a loop off Beech Road, which is accessed off Shinfield Road, a busy road running into the centre of Reading to the north. The main school entrance is located on Willow Gardens via a controlled access gate, while a separate pedestrian access point is located on the schools Southern boundary accessed via Hill Brow. Being located in a small cul-de-sac the existing main entrance is tight causing regular congestion especially for delivery vehicles and is unsuitable to serve as either a construction access or long term delivery/visitor entrance for the expanded school. This is also exacerbated by many of the residents

of Linden Road parking their vehicles along the pavement and road which makes access through Linden Road difficult. Consequently part of the school expansion includes creating a new construction access/delivery & visitor access road into the school grounds off Hill Brow.

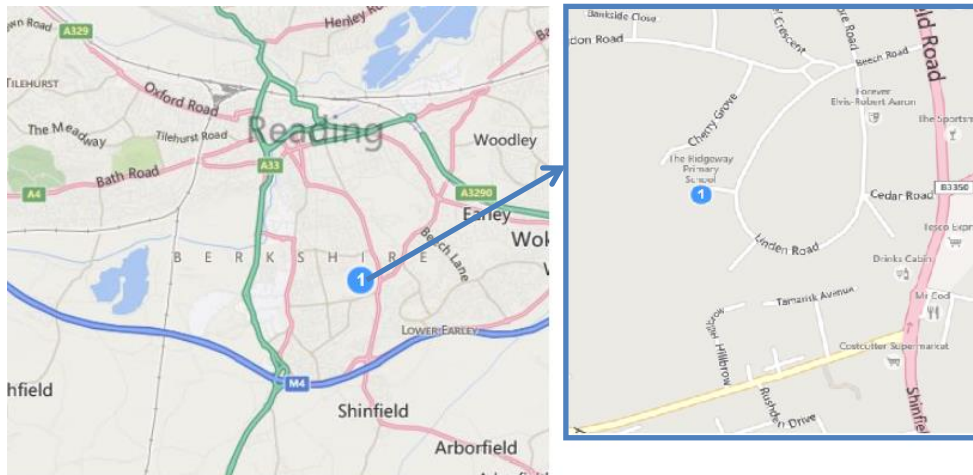


Figure 1
The Ridgeway Primary location in Reading, with a close up of the local area to the school

The existing school building is a single storey brick clad building with a pitched roof, built in the 1930s. Temporary classrooms were installed at the school in 2013 to begin the expansion of the school, in advance of the new build taking place. See Figure 2 below for an aerial photo of the school site, which also gives a better understanding of the area around the school. The two new buildings are being built to the West of the existing school buildings, to create a central courtyard and maximise the use of the views down towards The Cowsey to the West (refer to Figure 3 below). The new vehicular access is being constructed off Hill Brow to be used for construction access and delivery vehicles and visitors for the expanded school. To facilitate this new entrance, Reading Borough Council have procured land from three properties in Laburnum Gardens which enables a clear access route off Hill Brow to be constructed.



Figure 2
Aerial photo of the existing school. As previously stated Ridgeway is largely surrounded by woodland (The Cowsey) and residential properties. The new vehicular access will be off Hill Brow through the area of woodland between Hill Brow and the school grounds.

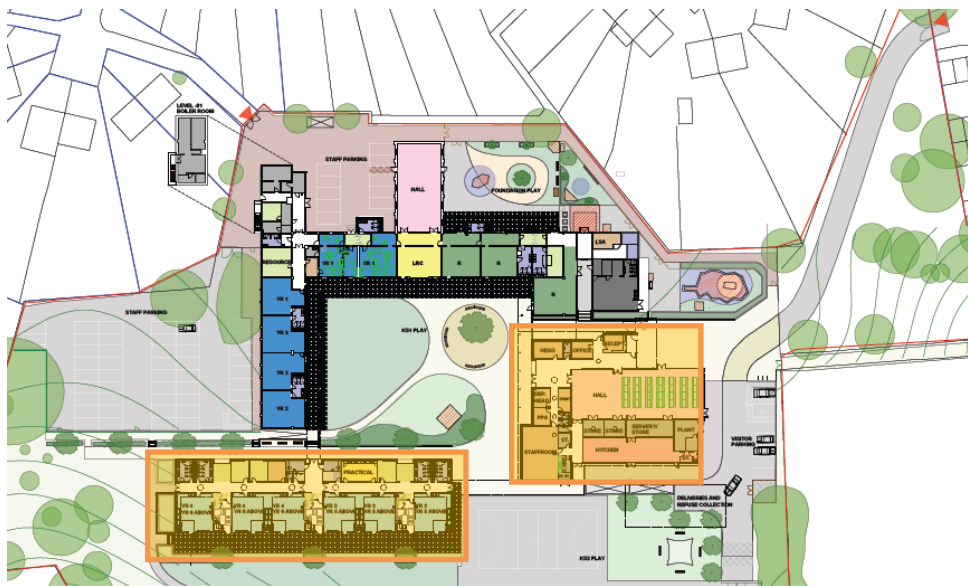


Figure 3

The proposed plan left indicates the proposed whole site strategy including the new parking areas.

1. The areas of new buildings are shaded in orange. (A full site proposal plan is included in Appendix C)

4.0 Site Operations

This section details the control measures Galliford Try will employ on this project to ensure construction activities are safely controlled at all times and that the impact of these operations is minimised on all stakeholders as much as is reasonably practicable. Appendix A illustrates the proposed location of the construction site fencing, compound and work areas and should be read in conjunction with the following sections.

4.1 Site Management

As principal contractor, Galliford Try will have responsibility for health, safety and environmental aspects of all construction operations on site. Control of operations will be coordinated by the site management team on site which includes a Project Manager who will be the main point of contact for all site related issues and a Site Manager for day to day running of the site.

Prior to any sub-contracted works commencing on site, strict controls are used to ensure that suitable method statements, risk assessments and environmental control plans are in place. These documents are all reviewed prior to works commencing and are monitored and updated as works progress. A general risk assessment of the works has been undertaken by GT management and is included in Appendix E. Safety of the general public, school staff and pupils and site operatives is of paramount importance to Galliford Try.

4.2 Communication

To ensure that all stakeholders of the project are all made fully aware of any disruption to the local area caused by construction activities it will be important to provide effective communication in

advance of works. Galliford Try will work closely with Hampshire County Council, Reading Borough Council and Ridgeway Primary to identify the stakeholders and ensure they are consulted and updated throughout the construction process.

Galliford Try is an associate member of the Considerate Constructors Scheme and takes its responsibilities to the local community and environment very seriously. Some of the measures that will be implemented on the project include;

- Contact details for the Project Manager posted on the site hoarding and construction area fencing.
- Information notice board erected at the site entrance and in other suitable locations to inform local residents and stakeholders of upcoming works
- Galliford Try will feed into the schools communication system to make parents and staff aware of any potential disruption
- Periodic letter drops to local residents throughout the project to update them
- Galliford Try will hold regular meetings with the school to inform them of progress, potential disruption and any interfaces between normal school operations and the construction works.
- Where appropriate Galliford Try will utilise social media to assist with the communication of the works to enable interested parties to stay updated with upcoming works.
- Communication will be reviewed and approved by relevant parties prior to its general release.

4.3 Noise and Vibration

Galliford Try will endeavour to minimise noise and vibration disturbance throughout the project by employing appropriate measures during the different stages of project delivery. Galliford Try will create Local Impact & Nuisance Management Plans for each of the sub-contract packages to tailor measures specific to each element of work and will use guidance from BS 5228 'Noise Control on Construction and Demolition Sites' as the best practice guideline. Some of the control measures which we will utilise on this project include;

- Tool Box Talks In accordance with BS5228 will be provided to operatives on noise and vibration to ensure the whole workforce is aware of best practice for reducing noise and vibration.
- Works shall be planned in advance with the Primary School, and where appropriate, Highways Department of the Local Authority, to ensure that if specific school operations at specific times require low levels of noise, operations will be sequenced to avoid this.
- Where possible pedestrian routes will be placed away from any areas where noisy operations may take place.
- Within task specific method statements, noise advisory levels and noise action levels will be identified to ensure safe control over the works.
- Plant and equipment will be powered down when not in use to avoid unnecessary noise and vibration.
- All plant and equipment will be properly maintained in accordance with manufacturer's instructions.

- Plant will be selected with the task in mind to ensure appropriate size plant and equipment is used in accordance with task requirements.

4.4 Air Quality

Construction operations can have a detrimental impact on air quality when not managed properly. Given the construction site is located directly adjacent to a primary school where young children will be playing outdoors, it is of additional importance to ensure that air pollution is kept to a minimum. Specific control measures to reduce pollution will be detailed in the Local Impact & Nuisance Management Plans outlined in section 4.3. The following measures will be used to minimise the impacts of construction work;

- When possible materials will be ordered so as they do not require cutting on site to eliminate the need for cutting operations
- Cutting activities will be damped down with water at all times
- No burning of materials or bonfires will be permitted on the site at any time
- All non-road mobile machinery (NRMM) to use ultra-low sulphur tax exempt diesel (ULSD) where available
- All loads entering and leaving site will be covered
- Any temporary site roads stoned up areas will be damped down during dry periods to prevent dust from spreading
- The requirements for dust suppression generally will be monitored daily and called in as and when required.

4.5 Site Security

Galliford Try will establish a secure compound around the construction areas of the project as per Appendix A – Logistics Plan. The GT compound will be secured by heras fencing or plywood hoarding with pedestrian and vehicular safe access points. The gates into the site at the Hill Brow entrance will be installed such that they will open into the site so as not to obstruct the pedestrian footpaths/roadways outside of the site. All hoarding/fencing will generally be located behind the existing school fences to ensure a secure site, but as a result of being set back from any footpaths will not require lighting.

Any plant left on site will have immobilisers fitted and the keys will be secured away from the plant in a safe location. Construction work areas will be fenced off with either solid hoarding or heras fencing, double clipped with anti-tamper clips to ensure no access is available to the construction areas. No storage of plant or materials will be undertaken on the public highways at any time.

Emergency contact details for the Project Manager will be clearly visible on the site perimeter at the site gates if any emergency requires it. Daily fence checks will be undertaken by the site team to ensure that the site perimeter is secure to prevent unauthorised access. Galliford Try will hold assemblies within the school to communicate the dangers of construction sites to the school children to reduce the risk of pupils trying to access the site.

4.6 Working Hours

Core working hours for the site are proposed to be;

Mon – Fri: 08.00 – 18.00 and Sat: 08.00 – 1300

Galliford Try personnel will always be present whenever any work is taking place on site.

If for any reason work is required to be undertaken outside of these hours, this will be communicated to all relevant parties for prior agreement.

Delivery time restrictions will be strictly enforced by Galliford Try. Deliveries will be made between 09.00 and 17.00 Monday to Friday and 08.30 – 12.00 on Saturdays. Further information on the controlling of deliveries can be found in section 9.2.

5.0 Environmental Management

5.1 Ecology

John Wenman Ecological Consultancy have undertaken ecological surveys on the site in 2013 and an extended survey in 2014. The school is set in a residential area with housing and associated gardens bordering the site to the east. The school is surrounded on the north, south and west by an area of open space called the Cowsey designated as a Local Wildlife Site comprising of approximately 20 hectares of grassland and woodland.

The report makes the following conclusions and recommendations which will be actioned by the project team at the relevant stage of the project to ensure the relevant mitigations measures are implemented:

- Bats - No evidence of bats was witnessed during the initial survey, however the existing dining hall and kitchen block which is due for demolition has the potential for roosting bats and a survey during the May-August season should be undertaken to establish if they are present or not prior to demolition.
- Birds - There is the potential for nesting birds within the hedgerows/trees of the site. There are numerous trees and hedges that require removal to facilitate the new access road and these works will need to be carried out during the appropriate season to avoid nesting.
- Reptiles – Additional surveys will be required to confirm the presence or absence of reptiles in the Laburnum Gardens land.
- Mitigation Measures – A series of mitigation measures have been proposed included bat boxes, log piles and thinning of woodland to offset the impact of the project and improve the areas of retained woodland/ecology.

5.2 Local Nuisance

The Construction Liaison Representatives for the project shall be Tony Harris & Mark Parsons (contact details can be found in the Key Contacts section 10.0)

The project shall be registered with the Considerate Constructors Scheme and measures will be implemented to reduce all elements of nuisance caused by the construction of the works.

Contact details for the public to use to make any complaints or query regarding the project shall be posted on the fencing for the work areas. Galliford Try will also supply a number of update notice boards and online systems to enable people to comment via the internet. The Construction Liaison Reps will feed any comments/complaints back to the relevant individuals within the school and council upon receipt. Letter drops will also be undertaken in advance of works starting, with periodic updates on progress with information on any aspect of the project which may impact the local residents.

To reduce the visual impact of construction activities from public areas, 2.44m solid plywood hoarding shall be installed to screen off the construction activities for the build elements of the project if required, although due to location of the construction works within the school grounds, this is not anticipated. Heras fencing will be used during the construction of the car parking areas.

Wheel washing facilities will be provided on site during relevant periods of the project to ensure that no debris is carried onto the local highways. Road-sweepers will also be available on call in the event of any accidental debris spill on to the road.

Parking will be available within the site to eliminate the need for site operatives parking in the nearby residential areas, refer to section 9.3 for further information on parking enforcement.

5.3 Hazardous Substances

Any materials which fall under the COSHH regulations shall be stored in a suitable container in accordance with the COSHH sheet and manufacturer's instructions. In general these materials shall be stored in a locked enclosure, with appropriate bunding to ensure that no discharge into the local environment is possible.

A spill kit will be available for all storage areas and an action plan will be in place to deal with any accidental discharges such as spillages, along with emergency plans for relevant activities.

5.4 Tree Protection

An Arboriculturalist Survey of the site has been undertaken by SJ Stephens Associates on behalf of Reading Borough Council in advance of the design works commencing on the project. Some trees classified as medium-high value have been identified around the construction areas for retention. Appropriate Tree Protection fencing will be installed to protect these trees from any damage during construction and suitable signage will be positioned on the fencing. Any work within the Root

Protection Zone will be carried out under a suitable method statement prepared by an Arboriculturalist and where appropriate, under supervision from an Arboriculturalist.

Tree Protection fencing will be checked regularly to ensure it is providing a suitable barrier to plant.

6.0 Public Safety

The safety of the public and the workforce is paramount to Galliford Try during all construction operations.

Consideration of the public, school staff and pupils will be the first consideration during all activity planning. Robust and secure fencing will border the site to ensure that access is not possible for pupils or other members of the general public. When undertaking refurbishment works in other areas of the school, secure fencing and access points will be established before any work starts, which will be checked and approved by the school, to ensure that the site is safe before starting work. Daily checks will be undertaken to check the fencing is maintained in good condition.

The construction site will have its own dedicated access to limit the interface with other school traffic, however a managed crossing point will be required to allow the existing pedestrian entrance into the school to be safely used. Adequate warning signage will be placed on all fencing to ensure the hazards are clearly visible to all passing pedestrians.

When construction vehicles or deliveries are passing through site roads they will be attended by a banksman, who will also be in attendance at the site entrance to ensure that vehicles are brought into the site in a timely safe manner.

A holding area for deliveries within the site will be established as per the logistics plan in Appendix A to ensure that deliveries are not blocking the main road and/or footpath.

Galliford Try will ensure sufficient control of all sub-contracted works to ensure that no risks are placed on the general public.

During the construction phase of the project, fire assembly points will be clearly shown on site traffic management plans and agreed with the school. Joint fire drills will be held with the school to ensure that all parties understand the fire routes and assembly points. Additional fire drills will be held in the event of significant changes in the fire safety plans due to different phasing of the project.

7.0 Drainage and Dewatering

It is not envisaged that excavations for foundations will be required below the water table for this project. However when installing the attenuation tanks/services & drainage systems there is a chance that excavations will be required below the water table which may necessitate dewatering. In the event this is required, settlement tanks will be used to ensure silt is removed from ground water, prior to release into a suitable outlet (likely Thames Water foul system, subject to obtaining a relevant permit to discharge)

In the event of excessive rainfall during the ground-works phase of the project, Galliford Try will provide settlement tanks into which any excess water can be pumped into which will allow silt to settle before any water is discharged. Relevant statutory permits from Thames Water will be acquired should any discharge into drainage systems be required.

8.0 Waste Management

Skips for construction waste will be located within the Galliford Try secure compound and all construction waste will be placed within these skips. Under no circumstance will any construction waste be placed within school or public bins.

Waste segregation will take place on site with Timber, Inert, Plasterboard, Metal and General waste skips located in the compound at suitable points during construction.

All waste which leaves site is recorded and statistics are provided to Galliford Try on a monthly basis on waste recovery/recycling and waste to landfill. A Site Waste Management Plan will be created and used throughout the project.

Waste carriers licences and Tip licences will always be checked prior to any waste removal off site. A designated individual will be responsible for checking all tickets, licences.

Pollution mitigation measures will be active throughout the construction process in accordance with the Pollution Prevention Guidelines produced by the Environment Agency. Spill Kits will be available adjacent to any fuel storage areas and these will always be in securely locked containers with suitable bunding to prevent any uncontrolled releases.

9.0 Traffic Management

The measures detailed below will be provided to all sub-contractors and suppliers who visit the site. Galliford Try will include the measures within its on-site Local Impact & Nuisance Management Plans and Project Environmental Management Plans. Please also refer to logistics plans in Appendix A.

9.1 Site Access

The project is split into numerous distinct phases as shown in Appendix E – Phasing Plans, however the access strategy for the various phases will remain consistent for the duration of the project. As part of the new scheme a new access road for delivery vehicles and visitors is being created off Hill Brow (see Figure 4 and 5 below for location). This access road will be used as a dedicated construction access point duration the construction to keep clear segregation between school traffic and construction traffic. This will also eliminate the need for construction vehicles to use Linden Road or Willow Gardens which are generally unsuitable for large vehicles.



Figure 4
Location of new access through lay-by into Ridgeway school.



Figure 5
View of Hill Brow leading up to location of new Ridgeway delivery access and temporary construction access.

The first activity for the project will be to establish this new construction access off Hill Brow by clearing the area and forming the new roadway into the school. This is illustrated in Appendix A – Logistics Plan. Once this is created the construction compound and work areas will be established within the school grounds to provide safe segregation between the school and the construction work.

Directional Signage will be placed near to the site to assist delivery drivers in finding the site to avoid them taking the incorrect route and causing further congestion. Warning signage will be placed near to the site entrance to warn motorists and pedestrians/cyclists of the location of the site entrance and the hazards from it i.e. large vehicles.

Letter drops to local residents will be sent out prior to the project starting and in advance of any change in the access strategy to ensure they are well informed and have the opportunity to offer comments to the construction team. Residents will also be encouraged to inform Galliford Try management of any contractor parking which takes place within the residential areas, to assist with the management of construction traffic.

A speed limit of 5mph will be enforced for site vehicles and deliveries and will be signed on all access and egress points. This will assist in reducing the noise impact of plant and deliveries.

Managed crossings are to be used on this project to keep construction traffic and the general public segregated at all times. These will be established with swing gates and managed by a dedicated banksman to ensure that secure lines are maintained at all times.

9.2 Deliveries

Site Deliveries will be managed by the Galliford Try gateman for the project who will be in contact with relevant sub-contractor supervisors and Galliford Try management via site radios. Delivery time restrictions will be **strictly** enforced by Galliford Try. Deliveries will be made between 09.00 and 17.00 Monday to Friday and 09.00 – 12:30 on Saturdays.

All deliveries will be subject to the Galliford Try delivery induction which covers a basic site induction and ensures the competence of the driver and all deliveries on site will be recorded. The key elements of this Construction Management Plan will be included within this induction.

Galliford Try site management will coordinate daily deliveries to stagger arrival times to avoid congestion. All loads entering and exiting the site will, where practicable, be covered.

All vehicles will be checked prior to leaving the site for muck on wheels to ensure no debris is taken off site onto local roads. If required the wheels will be hosed down to remove any excess debris on site, at the wheel washing point indicated on the logistics plan.

No deliveries will be undertaken on the public highway at any time.

Deliveries will follow the routes as shown in Figure 7 below;

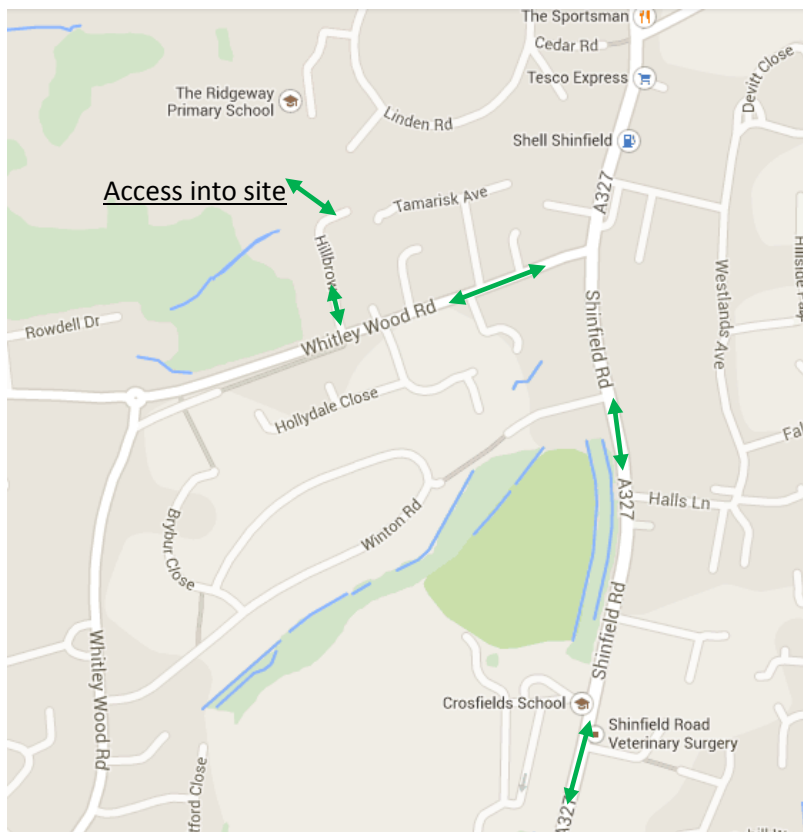


Figure 7

Proposed routing of delivery vehicles and construction traffic for the duration of the project.

The A327 leads down towards the M4 Junction 11. Where possible all traffic will come via the south of the site. However if deliveries are bound from Reading Town Centre, they should also use the A327 Shinfield Road and come off at Whitley Wood Road.

9.3 Parking

An area for parking for site operatives and management will be established within the site extents to contain the impact of the additional workforce at the school. This area will be created on the existing grassed area as shown on the logistics plans. Under no circumstance will operatives be allowed to park along Linden Road, Hill Brow or in the local residential areas. This will be communicated to all sub-contractors in advance of beginning on site and at site inductions.

Sub-contractors will be encouraged to use shared vans to reduce overall vehicle numbers and public transport where practicable.

Galliford Try will provide a safe area for the storage of bicycles to encourage site operatives to cycle to work.

It is acknowledged that the local roads are generally short on parking for residents and school parents therefore Galliford Try do not want to add to the problem of limited parking. Periodic reviews of parking arrangements will take place throughout the project to ensure that the construction project it not having an adverse effect on the local residents.

Local residents will be encouraged to assist in the enforcement of the no contractor parking on residential streets by alerting site management to any occurrences so they can be dealt with immediately.

9.4 Public Transport

Galliford Try will encourage all sub-contractors and staff to use public transport wherever possible to commute to the site.

Galliford Try will include a section on public transport within the site induction to inform all operatives of the access via local buses, train or cycling. The school is located close to a number of local bus stops.

Details of the methods of public transport will be posted up within site canteens and welfare areas with times and costs to encourage personnel to use these methods.

9.5 Plant Selection / Emissions

Galliford Try has a comprehensive environmental management recording system to capture all emissions which are produced as a result of construction activities. Each month the data collated from the signing in register, delivery induction and records and other construction information is collated into a report to calculate total emissions. These are monitored and then targets are set for reducing these emissions. This is an important management tool and helps Galliford Try understand trends and set improvement targets.

To help reduce emissions all vehicles and plant will be turned off when not in use and not left idling. All vehicles will be properly maintained and serviced. Where possible silenced plant will be used to reduce the noise impact of construction operations. Where these items are unavailable or economically unsuitable and works are taking place close to residential properties, noise monitoring will be employed to ensure noise limits are within acceptable levels.

9.6 Highways Works

As described above, a new vehicular access point and road are being constructed as part of the works which will also serve as the temporary construction access. These will be constructed by Galliford Try at the beginning of the project programme to provide safe access into the site and then completed and handed over at the end of the project as permanent accesses.

Where applicable, the above works will be carried out under a section 278 agreement or a TTRO. The exact design and extent of this element of work is still under development, however the planning and delivery of this will be carried out in conjunction with the Reading Borough Council highways team and using the information within the Guidance Notes for Activities on the Public Highway within the Borough of Reading (2nd Edition).

When applicable, a TTRO will be submitted to the council according to the notice periods provided by them and traffic management plans will be produced specifically for this element of work.

10.0 Key Contacts

This project will be managed from Galliford Try's regional office in Guildford and a site office will be established at the school for site management to oversee the day to day running of the site. The personnel listed below will be involved throughout the duration of the project and can be contacted regarding any query or concern in relation to the project.

Tony Harris – Senior Project Manager – tony.harris@gallifordtry.co.uk -07850 637952

Mark Parsons – Senior Site Manager – mark.parsons@gallifordtry.co.uk – 07918 634109

Tariq Amin – Assistant Construction Manager – tariq.amin@gallifordtry.co.uk – 07718 516344

Nick Bathhurst - Health, Safety and Environmental Manager – 07776 994070

Guildford Office – 0870 336 4550

Contact details will be posted on the site hoarding along with specific details of the site management team.

Appendices

Appendix A – Site Logistics and Phasing Plan

Appendix B – Existing Site Plan

Appendix C – Proposed Site Plan

Appendix D – Construction Phase General Risk Assessment

Appendix E – Phasing Plans