

**CONSTRUCTION**

**MANAGEMENT**

**PLAN FOR**

***1 Pirton Road  
Hitchin  
Herts  
SG5 2BD***

Date: 16<sup>th</sup> December 2024

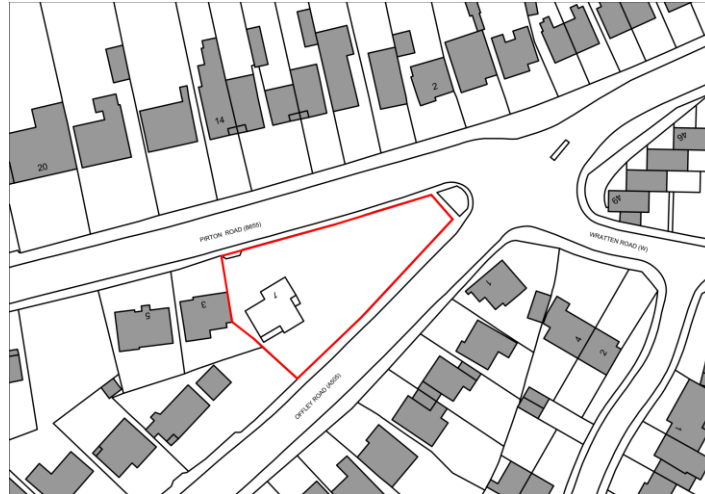
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## **1 PROJECT PARTICULARS**

### **1.1 PROJECT LOCATION**

The proposed site is located on both Pirton Road & Offley Road, Hitchin. The site is a Dual aspect site.



### **1.2 PROJECT DESCRIPTION**

The project involves the construction of 9 private high quality new build apartments 8 two-bedroom apartments and 1 one-bedroom apartment.

### **1.3 PROJECT TIMESCALE**

Commencement: February 2025

Completion: March 2025

Duration: 59 Weeks

### **1.4 WORKING HOURS**

Working Hours

Monday to Friday: 8am – 6pm

Saturday: 8am – 1pm

Sunday & Bank Holidays: No Work at any time

## **2 DEVELOPMENT IMPACT**

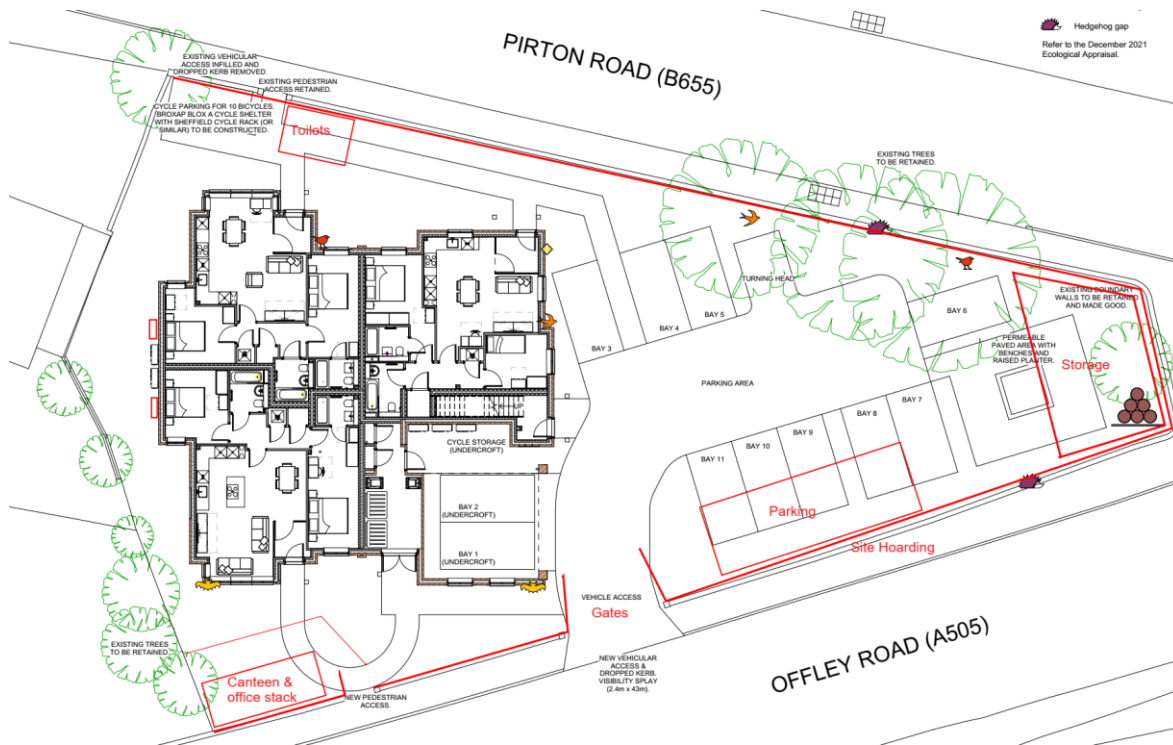
### **2.1 PRECOMMENCEMENT**

Prior to undertaking works we will carry out a survey of the roads and footways adjoining the site before any works take place. Communication will be made by the contractor to the Highways Development Compliance Officer prior to works beginning on site.

## 2.2 COMPLETION

Contractor will attend to and be liable for all damage or disturbance caused as a direct consequence of the works he has undertaken. Extent to be agreed with Highway Development Compliance Officer.

## 3 SITE ESTABLISHMENT & COMPOUND



### 3.1 SITE COMPOUND

Management offices will be located at the front of the site near the new entrance off of Offley Road with secure pedestrian walkways erected to the offices.

Contractor's car parking for construction staff and visitors will be provided where possible on site as per plan included. At certain points of the Construction Phase on-Site Parking may not be available to all contractors and parking will be in the surrounding roads while obeying the highway code and or any permit systems in place at all times. Vehicle Sharing and use of Public Transport will be communicated at all times to alleviate the amount of site staff vehicles. Site Security will be established to the front of the site in a prominent position clearly visible to incoming traffic.

All welfare facilities will be located within the site welfare area as shown. The main material store and subsequent vehicle movements for deliveries and use of telehandler will be located away from the site welfare and parking to create safe zone for the workers and visitors within the site welfare.

### **3.2 SITE BOUNDARIES**

A secure, solid perimeter hoarding will be erected to both elevations on Pirton Road and Offley road prior to actual site works commencing. The secure perimeter hoarding will ensure that the site is kept totally separate from public thoroughfares.

The hoarding along Clophill Road will be setback from the road so as not to require any further protection and ensure visibility for vehicles exiting site.

The contractor will employ a strict regime for boundary management and daily inspection. Site vehicle access gates will be shut at all times and will only be opened to allow authorised vehicle movements to take place. Pedestrian access to the site will be provided at a separate entrance to that of vehicles.

### **3.3 ACCESS & EGRESS**

Construction traffic will arrive to the site via the main vehicular access off Offley Road. Access gates set back from the road will be established in the hoarding, with clear visibility in both directions. A traffic marshal will be utilised to co-ordinate deliveries and pedestrian movement across the site entrance.

Crushed and screened concrete/rubble will be used to form hardstanding areas around the site to reduce/eliminate excess dirty leaving site from construction traffic.

### **3.4 DELIVERY & TRAFFIC MANAGEMENT**

To reduce the impact of site parking and deliveries we will:

- Develop a traffic management plan to establish clear routes for vehicle movements supported with prominent way-finding signage. Deliveries will be instructed to arrive at the site from Offley Road either from A602 or A505. When exiting site vehicles will follow the same route away from Offley Road and towards the A505 or A602
- All major deliveries will be managed and co-ordinated by key members of the site team. Weekly Delivery Schedules will be agreed with the Supply Chain to ensure main routes do not become congested with 'waiting' vehicles. The delivery schedules will take account of peak traffic times on and around the site.
- A traffic marshal will control the movement of lorries in and around the site

The above will be enforced within package tender documents and reinforcing at Supply Chain pre-start meetings and H&S inductions.

### **3.5 UNLOADING/DISTRIBUTION & STORAGE**

Designated loading zones will be established within the site area for dealing with deliveries. These zones will include a holding area for short term containment of goods to facilitate effective offloading and movement of delivery vehicles on / off the site.

Following acceptance of a delivery and as required by programme and site progress, materials will be distributed from the holding area to the site storage area or relevant location on site. Materials handling and hoisting on site will be mainly carried out by rough terrain telescopic forklift. Concrete pumps will be employed to place concrete for foundations and floor slabs where required.

It is our intention to adopt a 'just in time' approach for materials through effective planning, thus minimising storage space required. A designated storage area will be established for a limited amount of materials. This will be strictly managed to control content. A member of the site team will be designated as an appointed person responsible for the management and co-ordination of key vehicle movements and lift operations. They will also be responsible for ensuring that all plant and equipment is operated within current health and safety guidelines.

### **3.5 WASTE MANAGEMENT**

Maintaining a high standard of site cleanliness is essential to allow works to progress in site in an effective and a safe manner. Our approach to site cleanliness will be to make supply chain responsible, through site constraints issued as part of enquiries and orders.

In addition to this we will have a multi task labour force whose core activity will be to police site cleanliness and to coordinate the removal of waste containers filled by the supply chain contractors. A designated Waste Management Compound will be set up within the site. This will allow for the segregation of waste in separate skips including:

- Specialist Waste (e.g. oil drums, paint tins, spray cans etc)
- Gypsum based products (e.g. plasterboard)
- General waste (covered with waste transfer notes)

### **3.6 TEMPORARY SERVICES**

An M&E Co-ordinator will be responsible for the design, installation and periodical testing of temporary services and electrical equipment.

General power on site will be 110v and will be distributed via transformers located at central locations around the site. Our M&E Contractor will install the temporary supplies and lighting ensuring they are available on site to carry out maintenance and planned changes to the layout.

General safety lighting will be provided through all circulation areas reinforced with specific mobile task lighting being employed taking account of specific operations as the building close in.

The site will generally be covered with security lighting that will be of a low energy nature and be controlled via photo cells to ensure that it is only lit during hours of darkness. Lighting will be sited such that it does not increase light pollution to the neighbouring areas.

All temporary services will have identified isolation points to enable (1) quick and effective isolation in case of an emergency and (2) efficient management of energy usage. Meters will be installed as applicable to facilitate monitoring of energy usage.

### **3.7 FIRE PREVENTION & EMERGENCY PROCEDURES**

Emergency procedures will be developed and agreed in the construction phase health and safety plan. These procedures will include an emergency contact notice list details of all relevant authorities and services will be displayed on site.

The project manager will be responsible for establishing a Fire Safety plan which will be updated as required during the construction process.

Designated fire 'call points' will be established around the site in strategic locations supported with an evacuation plan and directional signage identifying the escape routes and muster point.

Fire wardens will be appointed from within the Construction Management Team and regular Fire Drills will be carried out as the project progresses to ensure the evacuation strategy put in place is up to date and effective.

### **3.8 SITE SECURITY**

Security on site during the Construction Phase will be provided at the site entrance at all times while the site is operational.

In addition to manning the security office at the site access the security staff will also be responsible for:

- Delivering site safety inductions for visitors to the site
- Recording vehicle movements on and off site
- Checking deliveries against the delivery schedule
- Validating deliveries that have not been notified with Site Staff
- Ensuring operatives/staff and visitors are equipped with PPE on entry
- Liaison with Security/Emergency Services

Site lighting will be provided across the site as required and will be varied in design according to where the service is required and to ensure that light pollution is not suffered above and beyond current levels to the project neighbours.

Where continuous site lighting is required will be of a low energy nature and will remain lit throughout the hours of darkness (Photocell Controlled). Areas of this nature will include adjacent to the security office, around the main office accommodation and storage. As the project progresses the building will also be illuminated in this manner internally and externally.

Areas such as container storage will be externally lit with fittings that controlled by photocells and movement detectors which will therefore only be illuminated when it is dark and there is activity in the immediate area.

The need for alarms in Site Office, Welfare accommodation and secure containers and/or in the building as it progresses will be risk assessed on an on-going basis.

Pedestrian Access to the site will be controlled by site security staff.

In addition to the measures described above we will take a proactive approach to Crime Prevention and will engage with the local Police Crime Prevention Officer to put in place measures and procedure to reduce the possible incidence of crime that could be associated with the site.

Measures commonly used by the police in this respect include

- Publicity, involving the media, posters, leaflets, Police publications
- Exhibitions, group talks

- Security surveys, strategies provided to individuals, industry and commerce, tailored to their specific needs

We will augment any assistance extended to us by the Police by incorporating information into the site safety induction that will provide practical guidance to site staff and operatives on good security practice, eg:-

- Lock up all tools when you not using them.
- To discourage theft, permanently mark company/personal property for quick visual identification
- Remove ignition keys from all unattended plant.
- Immobilise all plant when not in use
- Whenever possible, park vehicles off the road
- Return all keys to the Site Manager or whoever is responsible for the keys.
- If you have been given a security pass - wear it!
- Report any thefts or suspicious behaviour immediately to the Site Manager
- Order the minimum amount of materials needed and, as with any deliveries, make sure that there is someone trustworthy on site to accept them
- When ordering plant from hire companies make sure that there will be a responsible person on-site to accept delivery

These security measures will be discussed fully with supply chain management at tender and pre-contract meetings and will be explained to operatives during Site Induction to ensure they understand their responsibilities on the site and perform to the required standards.

### **3.9 NOISE & DUST PREVENTION**

Having considered the issue of Noise Pollution on the project, we have identified the main sources of noise on the project as:

- Demolition
- Groundworks
- Site Vehicles and Site Plant operating on the site
- The measures we will take to reduce noise pollution will be as follows:
- We will work closely and cooperate fully in terms of working in normal site hours, as set out by Central Bedfordshire Council.
- Well maintained plant will be used to carry out all operations reducing plant noise to acceptable levels.
- Crushing of recovered concrete/masonry materials will be carried out, as far as possible from adjacent properties.

Noise arising from Site Vehicles and plant will be managed first of all by rigorously implementing the site hours.

Careful selection of plant and vehicles is essential. All plant used on the site will be regularly serviced/maintained to ensure it is operating correctly. The site induction for plant operators will cover the issue of noise specifically and they will be warned against over revving of plant and the operation of horns in all but necessary situations. Machine operatives will be advised to isolate plant/ equipment during idle periods reducing not only noise levels but encouraging efficient running of equipment and reduced fumes.

In terms of misbehaviour of operatives and staff on the site this will be guarded against by strict rules being out in place that will form part of Supply Chain method statements and will

be covered in site induction and toolbox talks. Any operative found in contravention of the required standards will be warned for a first offence verbally, followed by a yellow card and finally a red card and removed from the site permanently.

In relation to dust, after Demolition, ground movement is likely to be the main source of disruption.

Water spraying techniques will be utilised to suppress dust on the construction/working side during the works.

Dust is likely to present a problem during long dry spells and in these periods damping down across the site will be employed to avoid windborne dust crossing the site boundary and causing inconvenience.

With regard to the risk of mud being spread to adjacent highways, we will maintain wheel washing facilities on site and carefully maintain clean hard standings across the site to ensure the surrounding highways remain in a clean acceptable condition and are not impacted on by our work.

All the measures mentioned above and others will be captured and monitored in our proposals under the Considerate Contractors scheme.

## **4 CONSTRUCTION METHODOLOGY**

### **4.1 S278**

The S278 works involve creating a new entrance in line with the S278 agreement. We will liaise with the local authorities to ensure all relevant permits are in place.

### **4.2 CIVIL WORKS**

The civil works will largely involve working with the current levels of the site, reducing the need for spoil materials to leave site.

### **4.3 SUBSTRUCTURES**

Strip foundations and beam and block flooring will be installed. Drainage and Services connections outside the site will be made at the earliest point in the programme as possible and we will liaise with the local authorities and statutory bodies to ensure that relevant permits are in place and that connections are completed in line with our programme requirements.

### **4.4 SUPERSTRUCTURES**

When the substructures are suitably advanced the construction of the building will commence.

The building will be of traditional means construction. As the masonry rises the floors and stairs will be installed and the timber roof will be sited on the masonry structure.

### **4.5 BUILDING ENVELOPE**

As the superstructure and the floors are completed on a section by section basis the trades associated with the completion of the building envelope will follow.

Installation of doors and windows, and external doors will be coordinated with the installation of the roof structure and coverings to ensure that overhead working is avoided and that a weather tight structure is achieved in a timely manner with no adverse impact on health and safety standards, or programme.

#### **4.6 SERVICES INSTALLATION**

A designated M&E co-ordinator will be responsible for managing the design and installation of building services.

The services installation will generally follow the works sequence as outlined above, such that services can be installed, tested and commissioned before completion of the landscaping.

Consideration will be given to Acoustics, Air Sealing & Fire compartmentation with QA procedures put in place to ensure services do not compromise these requirements.

The M&E co-ordinator along with Site Management will be responsible for adopting and managing a sign-off process aimed at identifying and dealing with defects throughout the construction period. This process will commence at the first fix stage with a permit system being operated to log inspections and sign off to allow next stage of works to progress.

The process outlined above not only serves the construction process but also provide an early compliance check in regards to design. Throughout this process we engage closely with the Developer to ensure they are fully involved and informed on works progress and quality standards.

#### **4.7 INTERNAL FIT-OUT**

The internal fit-out will commence as soon as sections of the building are made watertight. Wet trades such as floor screeds, and plastering will be completed at the earliest opportunity to take account of drying out periods in readiness for applied finishes.

Maintaining the phased sequence outlined previously the fit-out will progress through 5 key phases as follows:

##### **First Fix**

Co-ordinated closely with the Mechanical and Electrical installation the first fix stage of the fit out will mainly be focused around installing floor screed and constructing partition walls (boarded one side).

Thorough check procedures will be implemented to ensure that the required quality levels are achieved. Any defects identified will be logged and tracked to ensure they have been rectified prior to advancing to the next stage.

As the first fix elements are completed, we will implement our 'permit to close' system. This system will operate on a room by room basis with detailed checking of installations against construction issue drawings and specifications. Although driven by the M&E co-ordinator input will be necessary from the package managers and the independent tester to ensure that any anomalies are identified and dealt with.

When all parties are satisfied that the first fix element is complete the permits will be signed off to provide clearance to progress to the next stage.

## **Second Fix**

Maintaining strong links with the Mechanical and Electrical installation teams the second fix stage will pre-dominantly entail completion of partition walls, firestopping, installation of ceilings, plastering, first fix joinery, and general preparations for applied finishes.

The aim will be to activate the building heating systems as early as possible during this stage of the works to assist with drying out create a suitable environment for the final finishing stages.

The permit system will again be implemented to ensure that checks are completed in areas that are to be closed with only maintenance access remaining i.e. ceilings. Our continuous snagging process will become more focussed on the standard of finish and ensuring areas are suitably prepared for applied finishes.

## **Finishes**

At this stage the M&E installations will be substantially complete and progressing into the pre-commissioning stage.

This stage of the works will be focused on 2<sup>nd</sup> fix joinery e.g. doors, fitted furniture, wall protection, wall and floor finishes. Having activated the building heating systems during the previous stage the aim will be to maintain a consistent environment to allow natural materials to acclimatise and avoid stressing due to sudden changes.

The snagging process during this phase will become very focused on the standards of finishes and quality of workmanship in driving towards a defect free facility. Where possible a lock down procedure will be implemented to minimise and control access through permits to substantially completed areas.

During this stage of the project the aim is to complete the construction works and achieve a 'dust free' environment to enable us to move into the final testing and commissioning of the building services.

## **Snagging/ De-snagging**

This stage of the process will run parallel with the testing and commissioning process. A final detailed snagging procedure will be implemented in conjunction with the Developer.

Utilising a 'snagging database' all snags identified will be logged and action lists issued to relevant sub-contractors with programmes allocated for completion of snagging.

The snagging works will be inspected and signed off with the database being updated regularly until all items are closed out.

At the appropriate stage a final builders clean will be carried out to prepare the building for completion.

## **Testing & Commissioning**

The commissioning of the new facility will be carried out in 4 distinct phases and all individual activities within these phases will be fully detailed on the commissioning programme prior to the commencement of the commissioning exercise. The four phases of commissioning are as follows:

- **Pre-Commissioning** – After all services have been installed the individual systems will be energised to ensure all component parts are working and that no faulty piece of equipment, needs replaced. In addition to checking that all equipment is working checks will be made to ensure that the items of plant are capable of achieving the outputs as specified. Each service will be 'signed off' as having passed each stage of the commissioning process.
- **Main Commissioning** – This will only be done after the main construction activities have been completed and the building has had a good standard of builders clean so that dust etc. has been removed from the building. Each service, in turn, will be run at all operational levels as specified in the output specification. This will include the need to accommodate the various conditions, not only variable daily conditions but also seasonal variations. When individual systems have been checked it will be necessary to run all systems simultaneously to ensure that the operation of one system does not affect the correct operation of another system.
- **Witness Testing** – After satisfying ourselves that all systems are functioning as intended a series of demonstration tests will be arranged with relevant individuals and / or organisations in attendance. Those in attendance are likely to include, Fire Officer, Building Control and property management staff.
- **Client demonstrations & Operational Training** – This important stage will be timetabled and the scope proposed to ensure the correct personnel are available and the level at which the training is given is relevant and worthwhile.

#### 4.8 EXTERNAL WORKS

The external amenity and landscaping areas can only be started once the external scaffolds around the perimeter of the building have been dismantled.

Around the perimeter of the building the hard landscaping works will follow the dismantling of the external access scaffolds.

During the last weeks of the contract, the site office accommodation will be re- located to a suitable location to facilitate the completion of the carparking / hard & soft landscaping. Following handover of the buildings all site accommodation will be removed and the areas used for this purpose will be cleaned, inspected and accepted along with the rest of the buildings.