

The existing barrier controlled turning circle by the front entrance to the building has been updated with the provision of a new bus drop off area, 6 disabled parking spaces, 2 pedestrian level crossings and a zebra crossing, all which are located within the barriered area of the turning circle.

The whole site has also been heavily landscaped with new concrete and wooden seats, shrub planting, new trees and 2 types of hard-wearing concrete paving laid around the entire perimeter of the building. The entrance plaza has been vastly upgraded providing additional easy access cycle parking and seating at the front of the building along with metal security bollards around the perimeter of the pedestrian areas and footways around the site.

The updated landscaping makes for a more pleasant and safer pedestrian environment around the building, improving the pedestrian and vehicular interactions within and around the site.

2.2 Parking

2.2.1 Car Parking Provision

Although the main Abraham Moss car park is not for sole use of the AMLLC, the car park provides the nearest and best formalised parking to the site.

Table 2.1: Proposed Abraham Moss Parking Provision

Type of Spaces	Main Car Park	Overspill Car Park	Total
Regular	40	236	276
Electric Charging	2	0	2
Disabled Access	10	0	10
Total	52	236	288

Table 2.1 presents the updated parking provision for the main Abraham Moss car park (as shown in Figure 2.1) as well as the overspill car park which will not change.

2.2.2 Cycle Parking

The redeveloped AMLLC will provide 4 new stainless steel Sheffield cycle stands which will provide 8 extra cycle spaces situated at the front of the building within the entrance plaza. This provision is in addition to the 16 existing spaces provided to the rear of building and the 4 spaces by the Metrolink station as identified in Table 2.2.

Table 2.2: Proposed Abraham Moss Cycle Parking Provision

Cycle Parking Location	Number of Spaces	Status
Entrance Plaza	8	New
Behind AMLLC	16	Existing
Metrolink Stop	2	Existing
Total	25	

2.3 Site Access

2.3.1 Vehicular Access

Vehicular access to the site will be taken from the main Abraham Moss site access off Crescent Road.

All deliveries and service access will occur in the gate-controlled area to the rear of the new building, as shown in Figure 2.1. Access to this area will be via the barrier-controlled Abraham Moss internal access road which leads from the Abraham Moss car park to the gate-controlled area. Delivery or service vehicles will be able to park, service/deliver and turn before departing back out along the internal access road to the main car park and subsequently to main Abraham Moss vehicular access off Crescent Road.

All internal School coach and bus drop off's/pick-up's (for school trips/sporting events, etc) will be undertaken at the new bus drop off in the updated turning circle at the front of the site.

2.3.2 Pedestrian Access

Pedestrian access to the site will be unchanged from existing with pedestrian access available from the main Abraham Moss site access and the main school access off Crescent Road as well as from Woodlands Road via the Metrolink pedestrian crossing to the south of the site (as shown by the red pedestrian routes in Figure 4.3 and Figure 4.4 in Section 4.4.2).

The development proposals show a much improved pedestrian environment with enhanced pedestrian crossings to the north and south of the site (by the entrance plaza and Metrolink crossing), wider and newly paved footways around the perimeter of the site and a more spacious and pleasant entrance plaza which includes new seating, trees and raised shrub planting and bollards which provide a safety barrier between the pedestrian environment and car park and access road.

Access and egress for mobility impaired/disabled persons has been improved and made safer by the development proposals as the pedestrian environment has been improved (as described above) and the relocation of the disabled access spaces to the front of the building by the entrance plaza means disabled access spaces are now close to the main pedestrian access.

3. POLICY AND GUIDANCE REVIEW

This section considers the policy context of the proposed development, specifically regarding Travel Plans.

The following documents are reviewed:

- The National Planning Policy Framework (February 2019); and
- Guide to Development in Manchester Supplementary Planning Document and Planning Guidance adopted April 2007.

3.1 The National Planning Policy Framework (February 2019)

At national level, the key relevant policy consideration is the National Planning Policy Framework (NPPF), published in February 2019. It sets out the Government's planning policies for England and how these are expected to be applied. The NPPF constitutes guidance for local planning authorities and decision-makers both in drawing up plans and as a material consideration in determining applications.

Paragraph 111 of the NPPF states that all developments which generate significant amounts of movement should be required to provide a Travel Plan, to ensure that developments are designed where practical to:

- Give priority to pedestrian and cycle movements, and have access to high quality public transport facilities;
- Address the needs of people with disabilities and reduced mobility in relation to all modes of transport;
- Accommodate the efficient delivery of goods and supplies;
- Create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians, avoiding street clutter and where appropriate establishing home zones; and
- Be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.

3.2 Guide to Development in Manchester Supplementary Planning Document and Planning Guidance adopted April 2007

This Supplementary Planning Document (SPD) sets out the requirement for Travel Plans in line with PPG13.

3.3 Summary

The policies and guidance reviewed focus on the importance of encouraging the use of sustainable transport modes. This Framework Travel Plan accordingly aspires to meet this aim.

This Framework Travel Plan has been prepared in accordance with the requirements of MCC policy on Travel Plans.

4. ACCESSIBILITY AND EXISTING CONDITIONS

4.1 Site Location

The existing site is currently occupied by the existing AMLLC, which are community facilities located to the west of the Abraham Moss community complex comprising the Library, Leisure Centre, AMCS (which includes a high school, primary school and nursery), theatre, adult learning college, site café and shop.

The Leisure Centre offers a wide range of facilities including a gym, ladies only gym, swimming pool, sports hall, squash courts and a health suite and the council operated library operates on the ground floor of the Leisure Centre.

The Leisure Centre is open 6.30am to 10.00pm, Monday to Friday, and 9.00am to 5.00pm, Saturday to Sunday, and the library is open from 9.00am to 5.00pm on Mondays, Tuesdays, Fridays and Saturdays, and from 9.00am to 8.00pm on Wednesdays.

The site's location provides excellent access to sustainable transport modes as it is located within a short distance from several local bus services, a Metrolink stop and cycle routes.

4.2 Local Highway Network

The Abraham Moss site is located on Crescent Road which is a 2-lane urban single carriageway approximately 12m wide with footways either side running from A665 Cheetham Hill Road in the west to Waterloo Street/Hazelbottom Road in the east. The road is subject to a 30-mph speed limit with a 20 mph 'school zone' stretching from Charminster Drive to the east until Greenhill Road in the west. A 2m wide hatched central lane runs from Greenhill Lane to Ash Tree Lane, creating lanes of approximately 3.65m east and west of the site access with on-street parking either side.

The local area is residential in nature with many small roads off Crescent Road, providing access to local housing and other buildings and amenities to the north and west of the site. The residential roads to the north of the site (Crescent Avenue, Maureen Avenue, Ash Tree Road, Wellington Road, Halliworth Road and Duchess Road) all fall within the 'school zone' and are subject to 20 mph speed limits.

Crescent Road provides a good east-west link to A665 Cheetham Hill Road which a major north-south strategic A-road connecting to Heaton Park, Middleton, Bury and the M60 to the north and Manchester city centre to the south. Waterloo Street is another north-south link road connecting Blackley in the north to Cheetham Hill in the south.

Waterloo Street connects to the A6010 Queen Street and Rochdale Road in the south. A6010 Queen Street is part of the north Manchester ring road, connecting Salford in the west with East Manchester to the east. Rochdale Road runs parallel to Waterloo Road and, like Cheetham Hill, is a major north-south route into Manchester city centre from Middleton and Rochdale Road in the north. These north-south A-roads are major strategic commuter routes into Manchester city centre.

To the south and west, the Abraham Moss site is bordered by Woodlands Road and Greenhill Road. Woodlands Road is a west-east route linking A665 Cheetham Hill Road to the A6010 Queen

and Greenhill Road is a north-south link linking Crescent Road to A665 Cheetham Hill Road and further onto A6010 Queen Street and Bury New Road.

4.3 Car Parking

4.3.1 Site Car Park

There are 51 car parking spaces in the main Abraham Moss car park adjacent to the existing building. This parking is not dedicated parking for the AMLLC and is for the use by the general public, the full Abraham Moss site and Metrolink station, providing 36 standard spaces, 2 electric charging spaces and 13 disabled access spaces.

Additional to the 51 space main car park, there is a 236 space overspill car park which, like the main site car park, is used by the full Abraham Moss site, Metrolink users and the general public. All spaces are standard spaces with no designated electric charging or disabled access spaces. This section of the car park is barrier controlled, opening at 6.00am and closing at 9.00pm, Monday to Sunday.

Table 4.1 presents the total parking provision available at the Abraham Moss site. There are 287 spaces in total, with 2 electric charging spaces and 13 disabled access spaces split between the main car park and overspill car park.

Table 4.1: Abraham Moss Parking Provision

Type of Spaces	Main Car Park	Overspill Car Park	Total
Regular	36	236	272
Electric Charging	2	0	2
Disabled	13	0	13
Total	51	236	287

4.3.2 On-Street Parking

On-street parking is available either side of the carriageway directly to the west of the site access until Duchess Road and to the east of the site access from Greenhill Lane to Cheetham Hill Road, with double yellow lines around some of the roads that connect onto Crescent Road.

On-street parking is also readily available on most residential streets within a 200m walk from the site, namely; Crescent Avenue, Maureen Street, Ash Tree Road, Wellington Road, Hallworth Road and Duchess Road to the north and Greenhill Road, Greenstead Avenue and Woodlands Road to the south-west of the site.

4.3.3 Cycle Parking

The main cycle parking facilities for the site (Figure 4.1) are provided to the rear of the existing leisure centre underneath a covered cantilevered section of the adjacent offices. The cycle parking facilities are shared facilities for the whole Abraham Moss site and contain 16 Sheffield stands for approximately 32 bicycles. There are also 4 Sheffield stands by the Metrolink station with parking for approximately 8 bicycles

Figure 4.1: Abraham Moss Cycling Parking Provision



4.4 Access

4.4.1 Vehicular Access

Vehicular access to the existing AMLLC is currently taken from the existing Abraham Moss site access which is located to the far west of the Abraham Moss site, as shown in Figure 4.2.

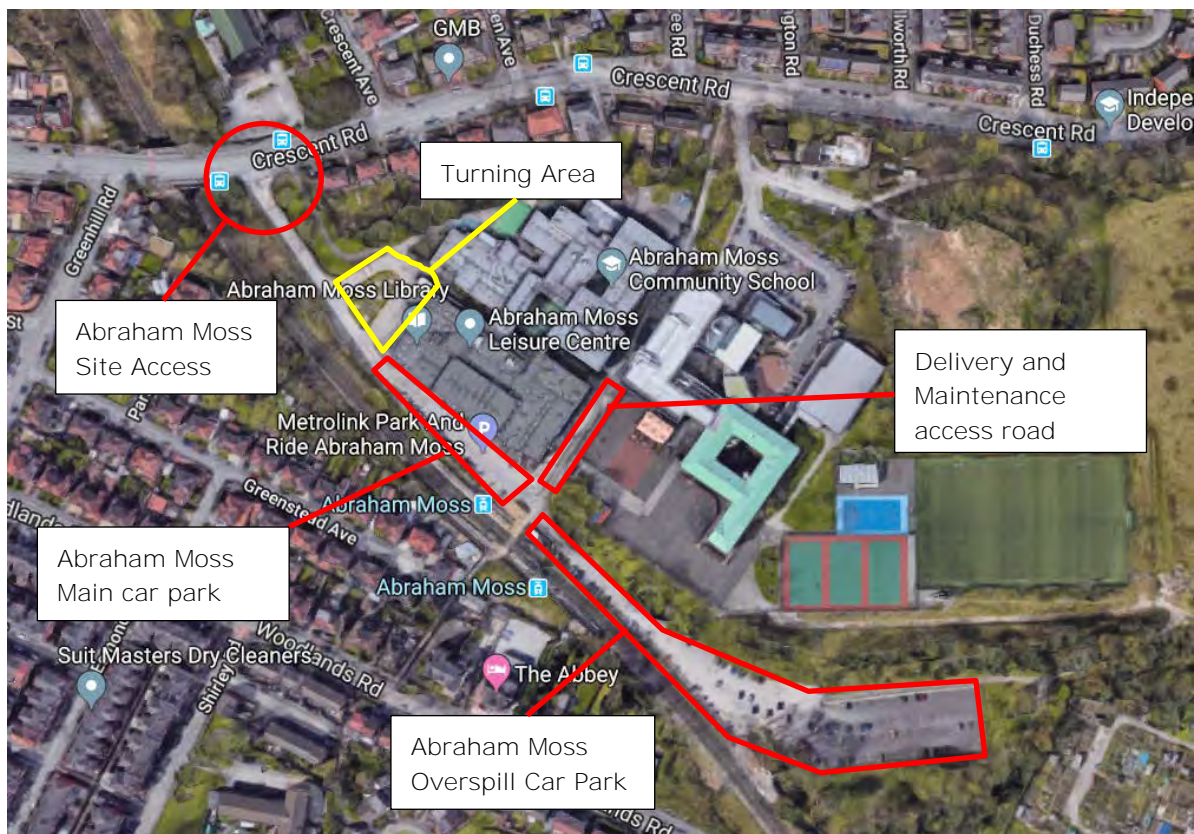


Figure 4.2: Existing Site Access

To access the AMLLC from the highway network, vehicles enter the main Abraham Moss site access via a priority T-junction off Crescent Road. The access junction has a wide flared entrance allowing cars and light and heavy goods vehicles to enter and exit safely into the main site access road and main site car park. The access connects through to the Abraham Moss overspill car park and also provides access to the main delivery and maintenance access road for the AMLLC, AMCS and the other buildings on site to rear of the existing building, as shown in Figure 4.2 above.

The Abraham Moss site has 5 mph speed limit throughout the car parks and access road.

4.4.2 Pedestrian Access

Pedestrian access to the site is taken off Crescent Road by the main site access and off Woodlands Road via the Metrolink pedestrian crossing to the south-west of the site. The pedestrian accesses and crossing points are shown in Figures 4.3 to 4.5 below with the red arrows denoting the pedestrian access routes and the yellow arrows denoting the carriageway and Metrolink pedestrian crossings.

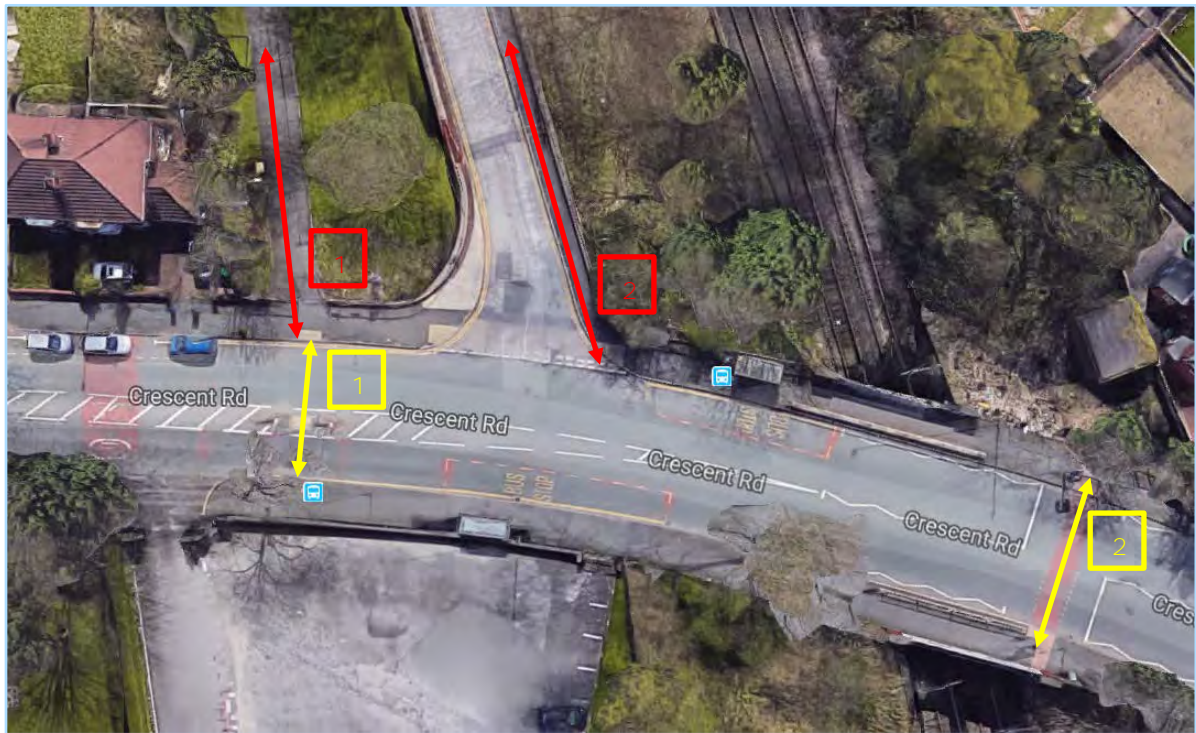


Figure 4.3: Pedestrian Access (Abraham Moss Main Site Access) – Aerial View



Figure 4.4: Pedestrian Access (Abraham Moss Main Site Access) – Street View

Two pedestrian footways are provided into the Abraham Moss site off Crescent Road, as shown in Figure 4.3 and 4.4. Pedestrian access 1 is a gated access providing a wide footway down to the site segregated from the access road via a wide grass verge. Pedestrian access 2 is via a pedestrian footway along the eastern boundary of the Abraham Moss site access road which stretches from Crescent Road, south to the Metrolink station, providing good access to and from Crescent Road to the Metrolink station and the main site car park.

Wide footways run along each side of Crescent Road with 2 pedestrian crossing facilities close to the Crescent Road/Site Access junction as shown in Figure 4.3. The first pedestrian crossing

across Crescent Road is via a pedestrian island to the west of the Crescent Road/Site Access junction opposite pedestrian access 1. The second pedestrian crossing across Crescent Road is via a Pelican crossing to the east of the Crescent Road/Site Access junction.

There are further pedestrian crossings to the east of the Crescent Road/Site Access junction around the AMCS site access which provides crossing opportunities close to the school.



Figure 4.5: Pedestrian Access (Abraham Moss Metrolink Access off Woodlands Road) – Aerial View

Alternative to the main site pedestrian accesses off Crescent road there is an internal footpath (red route in Figure 4.5) to the south of the existing AMLLC, that runs from the Metrolink station (and Woodlands Road) across the Abraham Moss main car park (via zebra crossing) to a footway that runs alongside the delivery access road which links through to the front of the school and to Crescent Road via centre of the Abraham Moss site.

The footways and car parks are lit for safety during the morning and evening dark periods.

4.4.3 Cycling Access

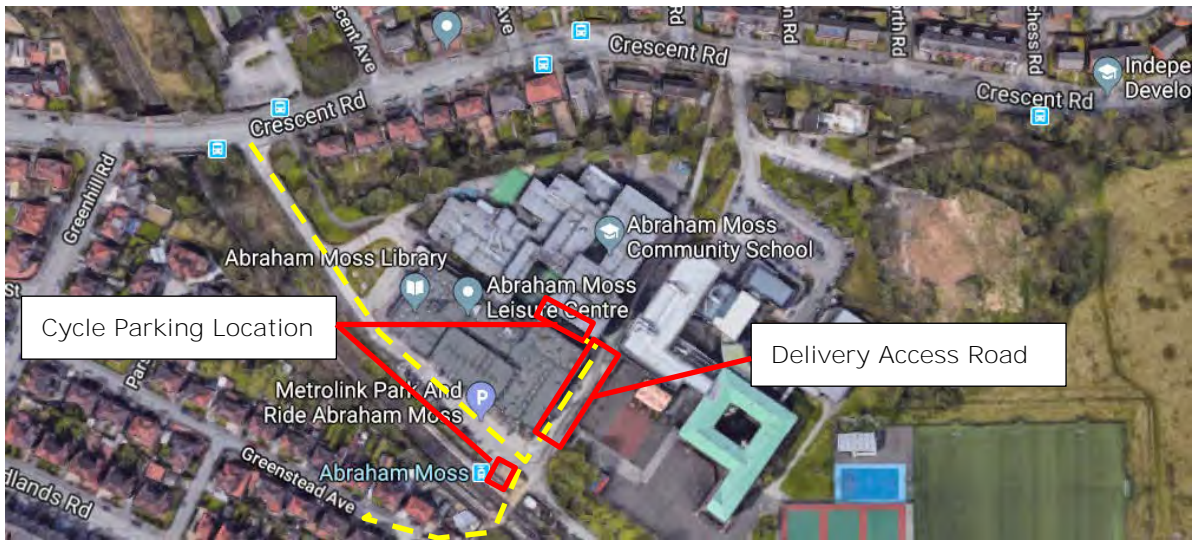
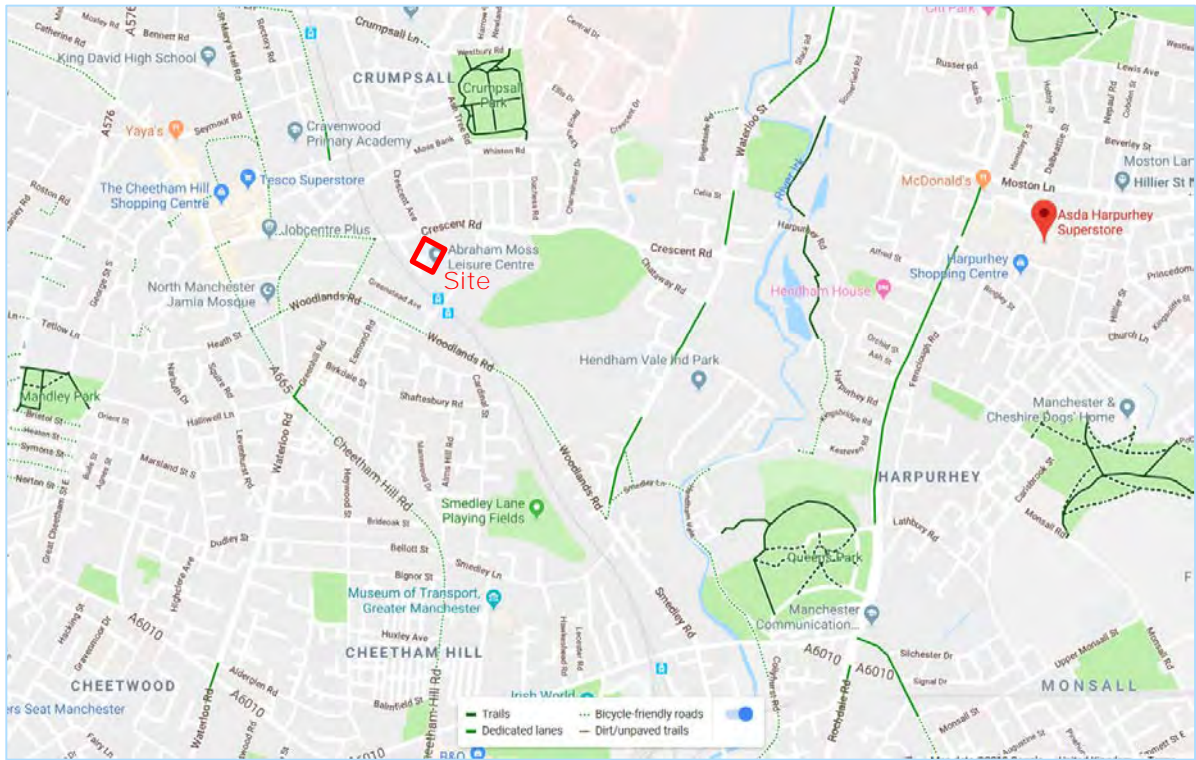


Figure 4.6: Abraham Moss Cycle Parking Location and Cycle Route

To access the main cycle parking to the rear of the site, cyclists can either enter via the main Abraham Moss site access, via the AMCS site access (which also provides access for other businesses on the site and general public) or cross the Metrolink crossing and cycle to the rear of the leisure centre via the delivery access road (shown in Figure 4.6). The Metrolink cycle parking is easily accessible from the Abraham Moss main car park by the Metrolink line entrance.

As shown in Figure 4.7 below, there are no on-street cycling facilities/lanes along Crescent Road in the vicinity of the site. There are some dedicated cycle lanes along Waterloo Street and Rochdale Road on main roads to the east of site and there are some bicycle friendly roads to the west and south of the site along Woodlands Road, Cheetham Hill Road and on roads west of Crescent Road close to its junction with Cheetham Hill.



Source: Google maps

Figure 4.7: Cycle Lanes/Trails (North Manchester)

4.5 Public Transport

4.5.1 Bus Services

The “Buses in Urban Developments” document published by the Institution of Highways and Transportation (IHT) in January 2018, recommends a maximum walking distance to bus stops as presented in Table 4.2.

Table 4.2: Recommended Maximum Walking Distances to Bus Stops

Situation	Maximum Walking Distance
Core bus corridors with two or more high-frequency services	500 metres
Single high-frequency routes (every 12 minutes or better)	400 metres
Less frequent routes	300 metres
Town/city centres	250 metres

Source: https://www.ciht.org.uk/media/4459/buses_ua_tp_full_version_v5.pdf

Figure 4.8 below shows the locations of all bus stops (red dots) within 400m of site. It can be seen that there are 8 bus stops located along Crescent Road (close the Abraham Moss car park access and the main School access) and Charminster Drive.



Figure 4.8: Bus Stop Locations

The 8 bus routes that serve the bus stops situated with 400m of site, and a summary of the services, are presented in Table 4.3 below.

Table 4.3: Bus Services

Service Number	Route	Frequency (Mon - Fri)
41	Middleton – Sale	15mins (04:31 – 23:30)
52	Failsworth – Eccles/Trafford Centre	10mins (04:45 – 23:13)
53	Cheetham Hill – Pendleton	30 mins (05:05 – 23:10)
94	Pilsworth – North Manchester General Hospital	60 mins (07:48 – 17:17)
116	Middleton – Dam Head	60mins (10:30 – 14:30)
151	Hollinwood – Mandley Park	60 mins (07:36 – 16:42)

Full details of the bus services and route plans are presented in Appendix 1.

4.5.2 Tram/Metrolink

Metrolink operate a tram line that runs along the western boundary of the Abraham Moss site. The Abraham Moss tram stop is approximately 200m to the west of the temporary site and can be

accessed from the Abraham Moss site car park. Metrolink operates tram lines around Greater Manchester from Manchester city centre to Manchester Airport, East Didsbury, Altrincham, Media City UK, Eccles, Bury, Rochdale and Ashton-Under-Lyne.

Two lines operate through Abraham Moss. The green line operates from Manchester Piccadilly to Bury and the blue line operates from Ashton-Under-Lyne to Bury. Trams operate every 12 minutes, every day of the week from 6.10am to 11.46pm, Monday to Thursday, from 6.10am to 00.46am, Friday and Saturday, and from 07.10am to 11.46pm, Sunday.

A full map of the Metrolink network can be found Appendix 2.

4.5.3 Trains

The closest rail station to site is Manchester Victoria Station which is 3.2km to the south of site and which is a 40 minute walk, 11 minute car/taxi ride or a 13 minute tram ride. Manchester Victoria is a major city train station connecting Manchester to small and large towns and cities throughout Greater Manchester and the North of England. The local area is served by Metrolink which operates on the disused train lines in the area and provides the best rail service opportunities in the area.

5. TRAVEL SURVEYS

5.1 Background

It is proposed that an initial survey of permanent site occupants should be carried out within 6 months of the proposed development beginning operations. The survey will also need to be taken during term time in order to be representative of the usual travel activities of staff and visitors to the development. This balances the requirement to acquire survey data as soon as possible with the need for the survey to be carried out during a representative period¹.

5.2 Travel Surveys Specification

The travel surveys are expected to be in the form of questionnaires for staff and visitors. The questionnaires will be based loosely on the TRICS Standard Assessment Method, formatted and tailored to the proposed development.

The questionnaire will offer multi-choice responses to record information concerning demographics, disabilities (if any), daily travel commitments and mode choices. The questionnaire will be fully accessible in a variety of media, version types and delivery/completion formats to ensure all staff and visitors are able to take part. Entry into a prize draw could be offered as an incentive to participate, to help achieve a high response rate. The travel survey should, as a minimum, collect information on each respondent's:

- Origin point/destination point;
- Main mode of travel to/from the site;
- Distance travelled;
- Usual arrival/departure times; and
- Attitudes to travel (eg reasons for travel choices, willingness to consider sustainable modes).

5.3 Follow-up Actions and Repeat Surveys

Following the initial survey, the 'full' Travel Plan should be produced within 3 months.

A travel survey of all site users should be carried out every 12 months thereafter, as a means of regularly updating the Travel Plan. The annual surveys will be undertaken at similar times of the year, to ensure comparable data as far as practicable.

¹ In line with UK Department for Transport guidance on surveys 'neutral', or representative, periods are usually Mondays to Thursdays, avoiding holiday periods, school holidays and other abnormal traffic periods. Recommended periods are late March and April (excluding Easter), May (excluding Bank Holiday weekends), June, September (excluding return to school weeks) and October.

6. AIMS, OBJECTIVES, TARGETS AND INDICATORS

6.1 Framework Travel Plan Aim

The primary purpose of the Framework Travel Plan is to promote and make available to staff and visitors, sustainable travel choices to and from the site.

6.2 Framework Travel Plan Objectives

This aim is to be achieved through the following objectives:

1. Ensuring good accessibility to the site by non-car modes;
2. Actively promoting non-car travel choices, through facilities and information provision within the development and incentives for new occupants; and
3. Marketing and raising awareness of the Framework Travel Plan and its purpose.

6.3 Travel Plan Targets

The targets for this Framework Travel Plan link to the aims and objectives of the Plan and provide a measure of how well they are being achieved.

To enable monitoring of progress against the objectives, SMART targets have been defined. SMART targets are Specific, Measurable, Achievable, Realistic and Time bound.

Targets are put forward prior to occupation of the development and actual travel behaviour information becoming available to inform the target setting process. Targets, proposed measures and actions will, therefore, be reviewed after the initial surveys. As described above, surveys should be undertaken within 6 months of the development beginning operations. A 'full' Travel Plan, including updated targets, measures and actions, should be produced within 3 months of the initial surveys. Further reviews should then be undertaken annually.

The targets presented here should, therefore, be seen as preliminary targets to be aligned more closely with the specific requirements of the site as it becomes occupied. It will be important to check, at the first and subsequent reviews, that the targets are achievable yet stretching.

The following preliminary targets, shown in Table 6.1 and linked to the objectives stated above.

Table 6.1 – Travel Plan Targets

Target Number	Target
1	5% decrease in the proportion of staff and visitor trips made to/from site by single occupancy car journey compared to, and within one year from, the initial travel survey.
2	5% increase in the proportion of staff and visitor trips made to/from site by walking and cycling compared to, and within one year from, the initial travel survey.

7. MANAGEMENT, MONITORING AND REVIEW STRATEGY

To remain fit for purpose and ensure its long-term sustainability, the Framework Travel Plan will be managed by a nominated Travel Plan Coordinator (TPC).

A programme of monitoring and review will be implemented to generate information by which the success of the Framework Travel Plan will be evaluated. This will help to establish whether the agreed objectives and targets are being met. Monitoring and review will be the responsibility of the TPC.

7.1 Travel Plan Co-ordinator

To ensure site wide adoption of the Travel Plan, a permanent TPC should be appointed by the site occupier, ideally prior to first occupation of the site. Organisations can employ a person specifically for the role or, more usually, assign an existing employee usually someone with an interest in sustainable transport.

The responsibilities of the TPC should be written into the job description of the appropriate role, to ensure continuation of the role when staff turnover occurs.

The TPC will be responsible for the implementation and monitoring of the schemes defined within this document, in accordance with the stated timescales.

The TPC will become the source of advice on a range of transport issues ranging from local bus routes and times, to local cycle routes as well as personal travel planning for staff and visitors wanting to use alternative travel modes. Additionally, the TPC will be able to administer initiatives such as a car share scheme. A primary role, however, will be that of promoting alternative and sustainable travel amongst staff and visitors, as well as talking to site users about how transport facilities can be enhanced.

The TPC should work closely with MCC and hold meetings to agree strategies and solutions for ensuring the success of the Framework Travel Plan. The TPC will liaise with staff on a wide range of common travel related issues both on and off-site such as cycle facilities, altered bus routes or cycle path maintenance.

Further specific duties of the role include:

- Liaising with stakeholders;
- Organising travel surveys;
- Organising collective meetings for the purpose of reporting information;
- Producing marketing material for the site users;
- Detailing the Framework Travel Plan processes to site users;
- Establishing the individual measures;
- Monitoring the implementation of the Framework Travel Plan;
- Reviewing the Framework Travel Plan; and
- Answering site users' questions on transport as they arise.

Administration of the Framework Travel Plan will involve the maintenance of necessary systems, data and paperwork, consultation and promotion. These duties are permanent and regular updates of the Framework Travel Plan document are part of the role.

A programme of monitoring and review would be implemented to generate information by which the success of the Framework Travel Plan can be evaluated. Monitoring and review will be the responsibility of the TPC.

7.2 Travel Plan User Group

A Travel Plan User Group will be set up by the TPC. This will be composed of staff and stakeholder representatives who will be invited to attend meetings of the User Group as required. This group will inform and action the continued development and monitoring of the Framework Travel Plan through the regular review process, bring to light concerns, views and issues regarding travel and consider possible improvements to the Framework Travel Plan.

The purpose of meetings of this group, to be held at least biannually (including prior to any reviews), will be to:

- Discuss the effectiveness of the Framework Travel Plan and possible ways of improving its deliverability as required;
- Consider progress towards achieving targets;
- Generate discussion about new or extended measures and initiatives, to help achieve the agreed targets; and
- Provide an opportunity to discuss transport related issues that might be addressed through the Framework Travel Plan.

7.3 Monitoring

The TPC will be responsible for monitoring the Travel Plan and travel survey results on an annual basis.

Analysis of travel survey results will indicate whether the measures and incentives introduced are achieving the required targets or if sustainability objectives are not being met.

Where targets are not being achieved, new research will be introduced to identify why the targets are not being met and what further action is required to reach the targets. The measures and incentives can be reviewed and adjusted accordingly as well as the potential introduction of new initiatives managed through the Framework Travel Plan.

The Monitoring Reports will, in effect, inform the updated Action Plan to the Framework Travel Plan.

Key points arising from travel surveys and Framework Travel Plan review will be communicated to site occupants via information boards in foyers/communal areas and the Travel Plan User Group.

7.4 Review

The Framework Travel Plan will be reviewed every year by the TPC or sooner should significant changes occur to the site, occupation or travel mode options.

8. MEASURES

This section outlines measures which will be implemented throughout the site in order to achieve the Framework Travel Plan objectives identified.

8.1 'Hard' Measures

Physical aspects of the scheme design will influence the travel patterns of staff and visitors from the outset. Measures incorporated into the design of the proposed development include:

- Safe, secure and convenient staff cycle parking and facilities; and
- Notice boards for travel information in foyers or other communal areas where practicable.

It should be noted that the 'hard' measures listed above will be implemented during construction, ie prior to occupation and prior to commencement of site operations, funded by the developer.

8.2 'Soft' Measures

Further 'non-physical' measures to be put into operation could include:

- Promotion of sustainable access modes in event literature/marketing;
- Provision of puncture repair kits/cycle maintenance training;
- Provision of up-to-date travel information on notice boards and intranet sites;
- Encouraging staff car sharing and the use of electric vehicles;
- Review options to introduce a staff car parking policy focussed on reducing emissions, equality of access and encouraging more flexible travel arrangements;
- Consider the introduction of a business travel booking and travel expenses system which enables the full measurement of the carbon impact of travel;
- Look into establishing an overall travel carbon emissions baseline;
- Promote videoconferencing as a sustainable and viable alternative option to travel;
- Work with local and regional transport bodies and operators to improve public transport access and viability for staff and visitors;
- Reduce carbon emissions from fleet vehicles by investing in low emitting vehicles and improve the efficiency of their use;
- Provide an in-house personalised travel planning assistance service;
- Set up an employee car share scheme (including Free Taxi Home in an emergency) or join national scheme (such as 'Liftshare');
- Explore options to offer financial incentives or interest free loans towards bicycle purchase or bus and rail tickets;
- Set up a Bike User Group, arrange adult cycling courses and cycle repair workshops; and
- Promote national and local travel schemes and events such as Walk to Work Day, World Car Free day, etc.

Implementation of each of these 'soft' measures is based on specific trigger points and/or deadlines as appropriate, as detailed in the Framework Travel Plan Action Plan (see Section 9).

8.3 Marketing Strategy

For the Framework Travel Plan to work effectively, it is important that all the incentives are well promoted across the site.

Staff and visitors should be made aware of the existence of the Framework Travel Plan measures as soon as feasible, to help them with their travel choices at the earliest opportunity. For example, travel information should be made available to potential jobseekers during the recruitment process. This will give them confidence in their ability to get to the site and avoid unsustainable habits becoming ingrained from the start. This will also enhance the attraction of the site for staff recruitment and retention.

New staff should be made aware of the Framework Travel Plan measures. This will be the responsibility of the TPC and will include:

- Introduction to the measures of the Framework Travel Plan and what it means to staff and visitors;
- Information on current travel choices to the site and personalised travel planning assistance available;
- Promotional information of forthcoming initiatives, events and surveys as required; and
- Contact details for the TPC.

Travel information to be provided to staff and visitors should include:

- Advertising of the benefits of sustainable travel choices;
- Customised local facilities map with bus, walking and cycling routes available to access these and other key areas;
- Details of bus and rail services including available ticket offers;
- Information on motorcycling facilities;
- Information on car sharing;
- Advertising of national and local travel events, whether run by the TPC or others;
- Information on personalised travel planning assistance available;
- Contact details for TPC, Travel Plan User Group and other relevant parties and organisations; and
- Health benefits of walking, cycling and active travel, perhaps via a 'competitive' app.

Travel information should be updated and distributed on an ongoing basis. Awareness of Framework Travel Plan measures and travel information should be raised through various channels including notice boards, reception and dining areas and online via the company intranet.

The TPC will be responsible for hosting promotions throughout the year and reporting of the annual surveys will be made available to all employees to give a sense of ownership and to maintain Framework Travel Plan momentum.

9. ACTION PLAN

Table 9.1 provides an Action Plan for the implementation of the major tasks of this Framework Travel Plan, including the ownership of responsibility and required timescales.

Table 9.1 – Framework Travel Plan Action Plan

Action No.	Measure	Timescale	Responsibility
1	Appoint Travel Plan Co-ordinator	Pre-occupation	Site occupier
2	Prepare travel information for welcome pack. Distribute prior to occupancy, wherever possible.	Pre-occupation	Travel Plan Co-ordinator
3	Populate notice boards in foyers / communal areas / intranet sites	By first occupation	Travel Plan Co-ordinator
4	Set up Travel Plan User Group	Within 6 months of new development becoming operational	Travel Plan Co-ordinator
5	First baseline travel survey and finalisation of first full Travel Plan	Within 6 months of new development becoming operational	Travel Plan Co-ordinator
6	Prepare draft of first full Travel Plan including revised targets	Within 3 months of first baseline travel survey	Travel Plan Co-ordinator
7	Provide first full Travel Plan update to occupants	Post finalisation of full Travel Plan	Travel Plan Co-ordinator and Travel Plan User Group
8	Carry out annual surveys and update modal shift targets	Annually after completion of first full Travel Plan	Travel Plan Co-ordinator and Travel Plan User Group
9	Review of Travel Plan	At 5 years after completion of first full Travel Plan	Travel Plan Co-ordinator and Travel Plan User Group



APPENDIX 6

Working Safely Near Metrolink

Emergencies during work

If work obstructs the track unexpectedly, if anyone or anything comes into contact with the overhead wires or if tramway equipment is damaged, please inform the Metrolink control room immediately.

The control room can be contacted at any time by:

- Using the emergency help point at any tram stop
- By telephoning **0161 203 5619** (emergencies only)
- Contacting a Metrolink representative
- Contacting the emergency services using **999**

You must tell the control room that there is an emergency.

The controller will ask you for details of the emergency.

Please answer the questions as quickly and clearly as possible:

- Who are you and where are you?
- What has happened?
- Is anyone or anything touching the overhead lines?
- Is the track obstructed?
- Which emergency services are needed (if any)?

Please ensure you follow any instructions given by the controller.

If an approaching tram must be stopped, signal to the driver by holding both arms above your head. You should stand where the driver can see you, but not in the path of the tram.



For more information about safe working procedures contact:

Engineering Planner
Metrolink House
Queens Road
Manchester
M8 0RY

Tel: **0161 205 8665**
www.metrolink.co.uk/safety

If you would like this information in other formats, please phone Traveline on **0871 200 22 33**.

Calls to 0871 200 22 33 cost 10p a minute from BT landlines. Mobile and other landline networks may charge an additional tariff. Lines are open from 7am to 8pm Monday to Friday, 8am to 8pm Saturdays, Sundays and public holidays.

Designed and produced by Transport for Greater Manchester Design Team
© Transport for Greater Manchester 14-1496/4473-A5-15k-0914

Working safely near Metrolink



Metrolink

Working safely near Metrolink

The Metrolink tram network is powered by overhead power lines that run above the tramway and carry high voltage electricity.

The power lines are over five metres (around 18 feet) above the tracks and do not pose a danger to pedestrians and motorists at ground level or to those living and working in the vicinity of the tramway.

However, if you own or occupy a property near the tramway or wish to carry out work within 2.75 metres (9 feet) of the overhead power lines, you need to be aware of the potential dangers. We want you to stay safe near Metrolink.

This leaflet relates to street-running sections of the tramway. Contractors wishing to access the segregated sections of Metrolink should contact us using the details under 'How to get authorisation'.

Remember:

- Trams cannot be diverted around a work site.



- They are powered by 750 volts dc power lines above the track which are live at all times.
- Cables, services and equipment may be buried and cannot be seen.
- Sometimes overhead line support fixings may be located within buildings. You must contact Metrolink before considering work that might affect these fixings.

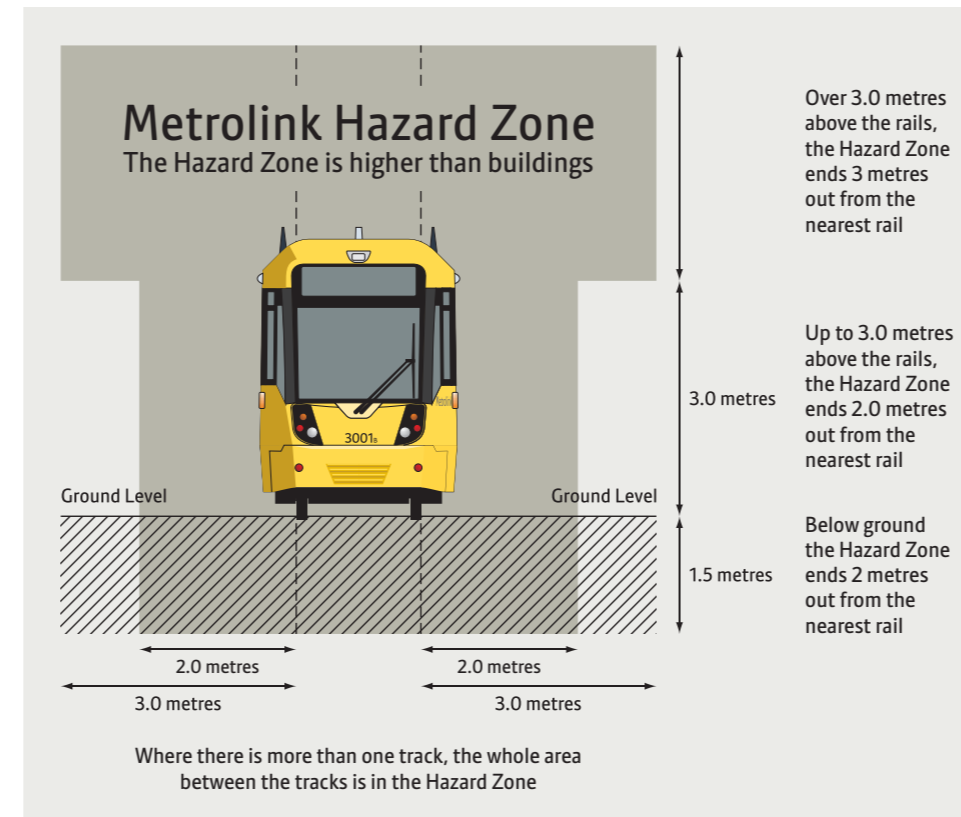
Before you start work near Metrolink you must agree a safe method of working with us and obtain authorisation to work. You must do the work in the agreed way.

Failure to do so will mean the work will be suspended. Unauthorised work can be dangerous and is an offence.

You should also ensure that anyone who occupies your property or carries out work on or near your property is aware of the potential dangers and the need to obtain authorisation to work.

Authorisation is needed for any of the following activities:

- Any work where part of the site, tools, materials, machines, suspended loads or persons could enter the Metrolink Hazard Zone, such as window cleaning (see diagram below).
- Any work which could force pedestrians to be diverted into the Metrolink Hazard Zone.
- Piling, using a crane, excavating more than two metres or erecting and dismantling scaffolding within four metres of the Metrolink Hazard Zone.
- Any excavation within three metres of any pole supporting overhead lines.
- Any work on sites near Metrolink where vehicles fitted with cranes, tipping bodies or skip loaders could come within the Metrolink Hazard Zone when the equipment is in use.



How to get authorisation

In order to obtain authorisation to work near the tramway you must submit a Metrolink Work Request Form, saying where and when you want to work, and describing the work to be done.

Work Request Forms can be obtained on our website at www.metrolink.co.uk/safety, by emailing us at eplanner@metrolink.co.uk, by phoning Engineering Planner on **0161 205 2000** or by writing to:

**Engineering Planner
Metrolink House
Queens Road
Manchester
M8 0RY**

Completed Work Request Forms must be returned to us at least six weeks before you intend to start work. Major works may need more notice. If you have prepared a method statement, you should send it with your Work Request Form. If the work needs to be submitted to the Highway Authority under the New Roads and Street Works Act, the same information will usually be suitable for Metrolink. Please submit this to Metrolink with your Work Request Form.

We may need to telephone you or meet with you to find out more about the work. You will not be charged for this. If no precautions are necessary, we will tell you in writing.

If you need to take precautions in order to work safely, we will tell you about them in writing. We will try to find ways in which your work can be done safely during normal working hours, though some activities may need to take place at night when trams are not running. These activities can be carried out during the several periods when there are no tram services. However, where your activities need the power to the overhead lines to be switched off, this can be accommodated during planned power switch-offs which occur on a regular basis for maintenance and repair.

Upon request, we can let you know when these planned power switch-offs will take place, so that your work can be carried out during these periods. In the event that you cannot arrange your work for these times, then we may charge a fee for switching the power off, which may vary according to the circumstances of the request.

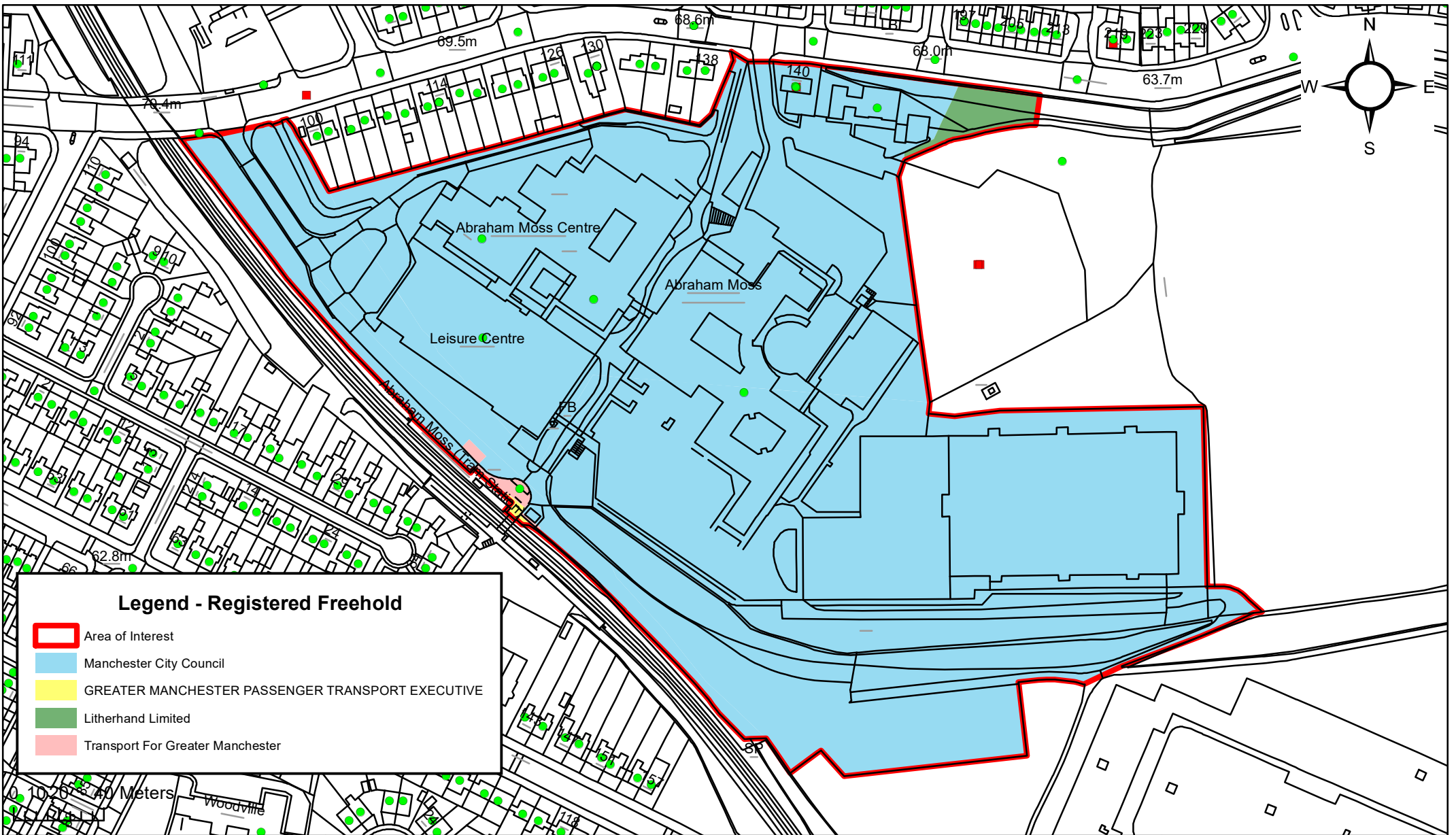
If you need to carry out work urgently to protect people or property, you must still contact us at the address shown and obtain agreement to carry out the work before you start for your own safety. We will come to the site if necessary but may charge you to cover the costs for this.

Authorisation to proceed with the work will only be given when the safe working arrangements are agreed. Do not start work without it.



APPENDIX 7

Site Ownership Plan



Legend - Registered Freehold

- Area of Interest
- Manchester City Council
- GREATER MANCHESTER PASSENGER TRANSPORT EXECUTIVE
- Litherhand Limited
- Transport For Greater Manchester

1:2,281

**PLAN FOR IDENTIFICATION
PURPOSES ONLY**

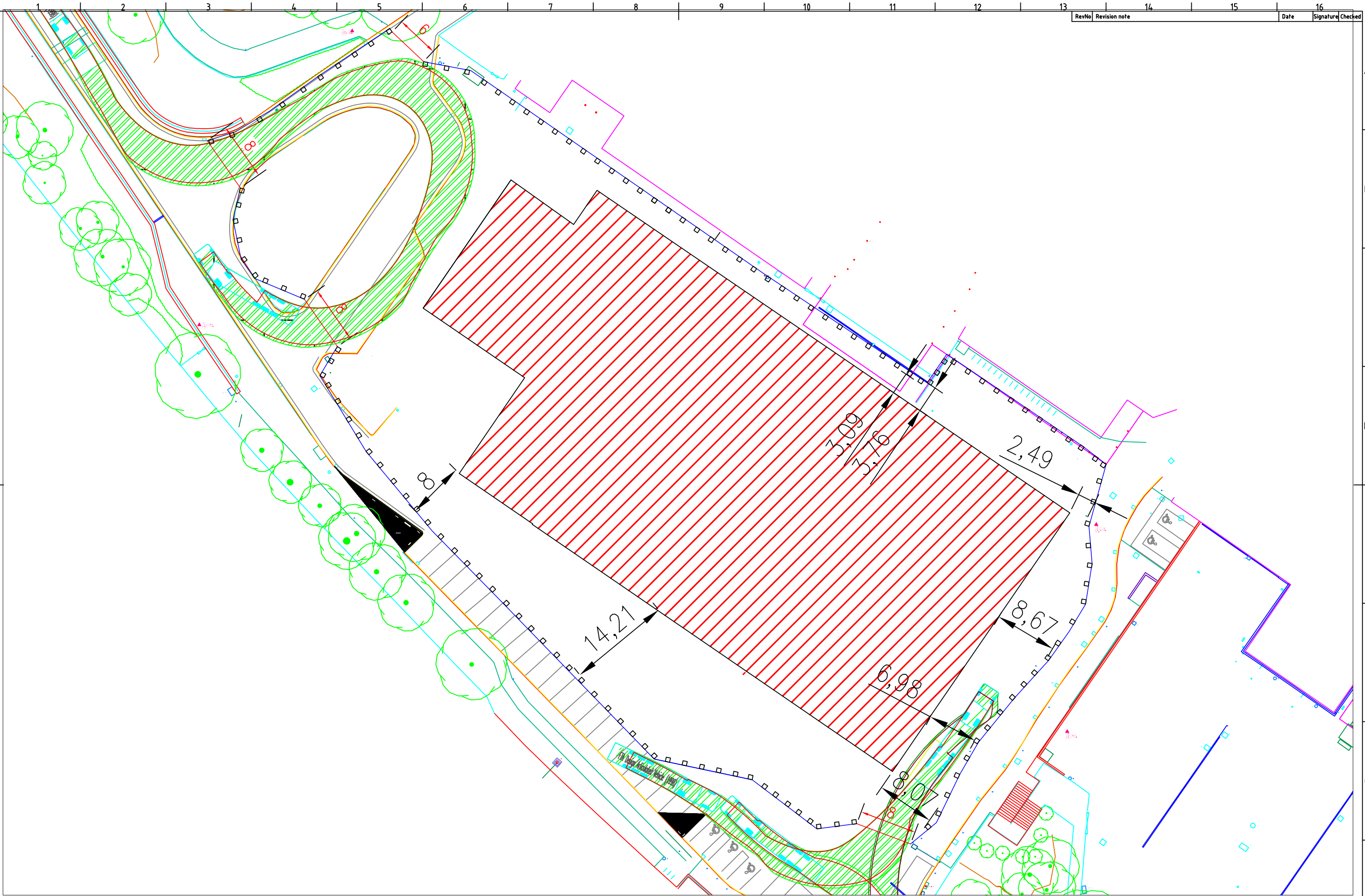
Corporate Estates Records Team
Strategic Development Directorate
P.O. Box 532
Manchester M60 2LA



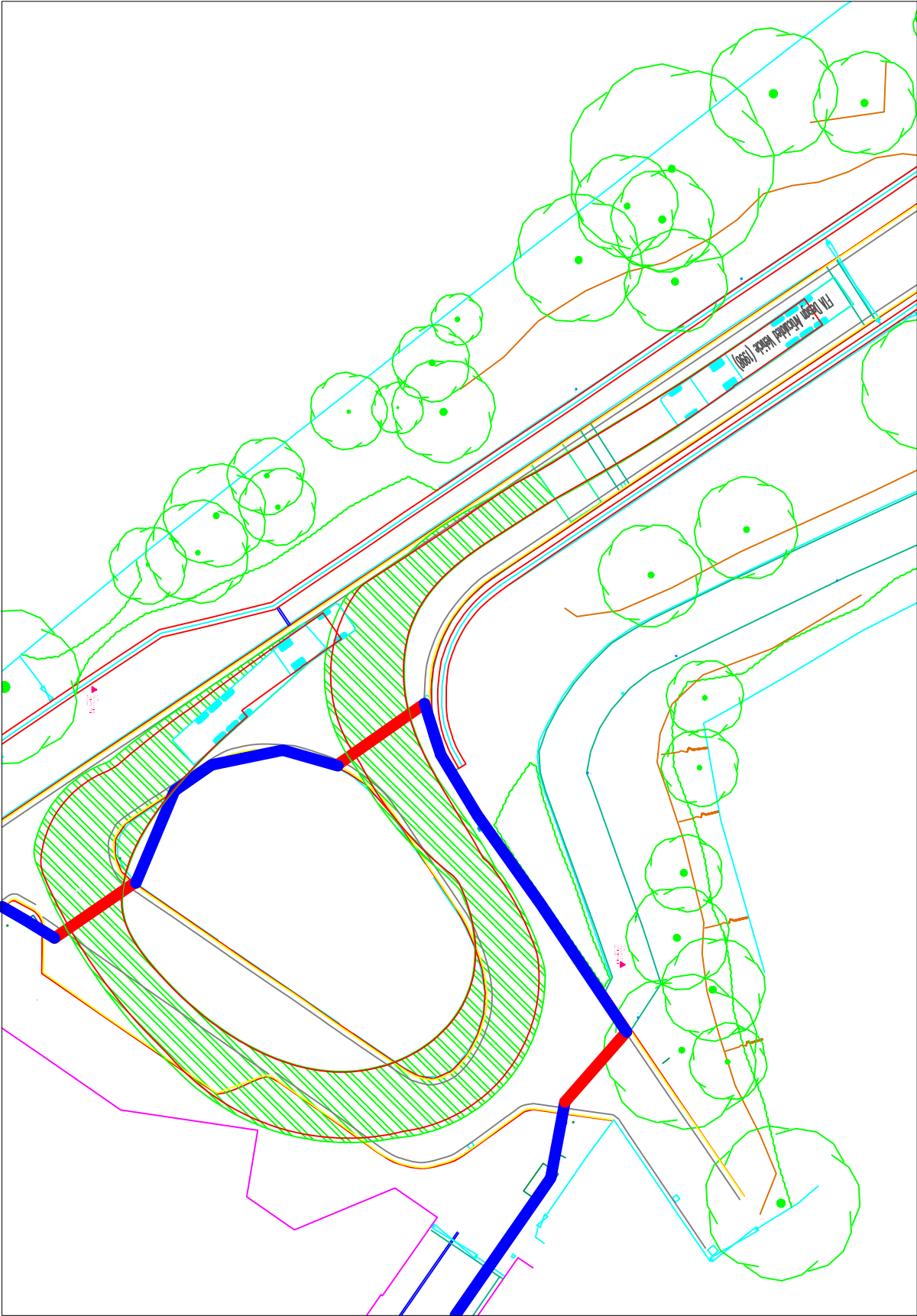


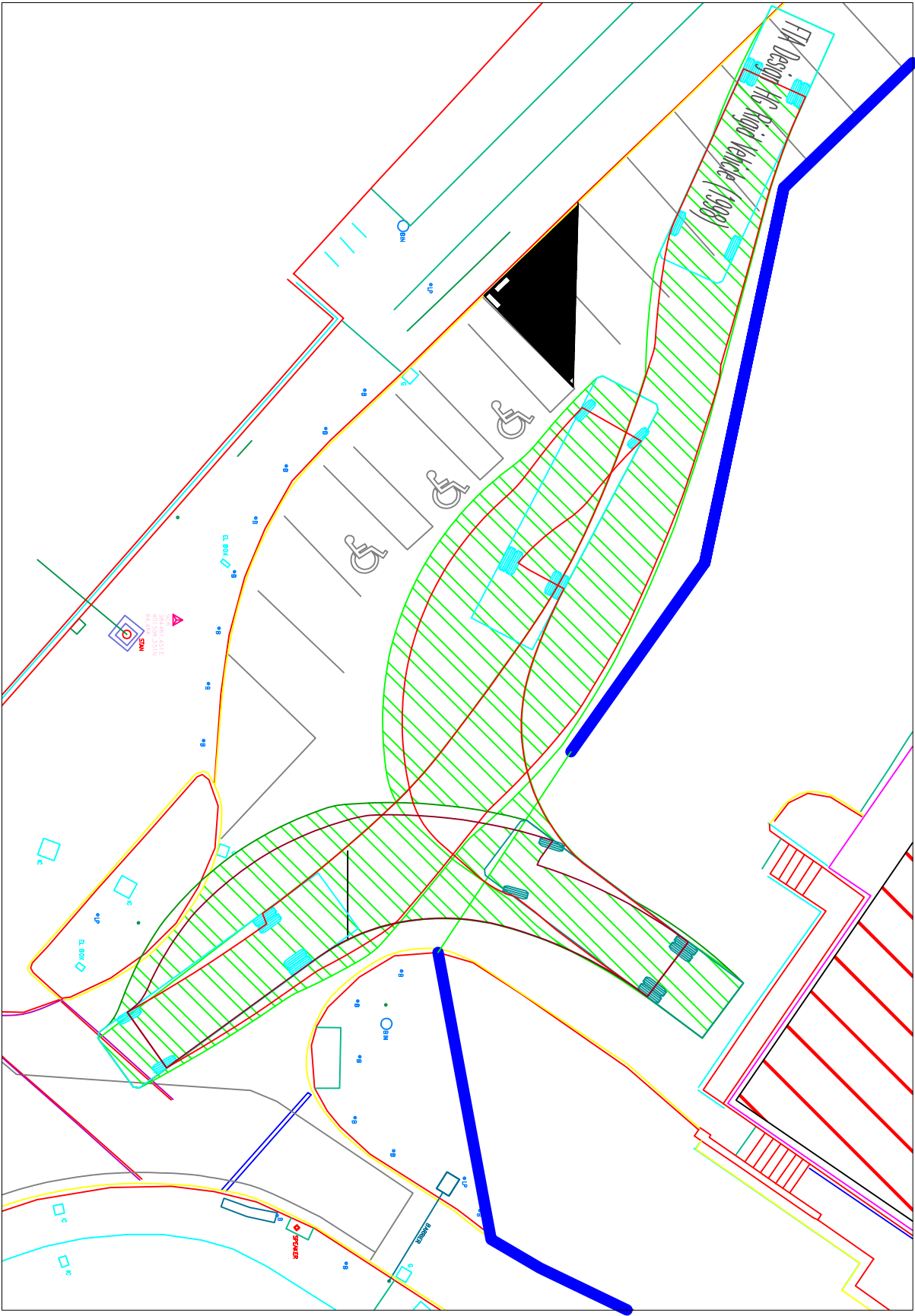
APPENDIX 8

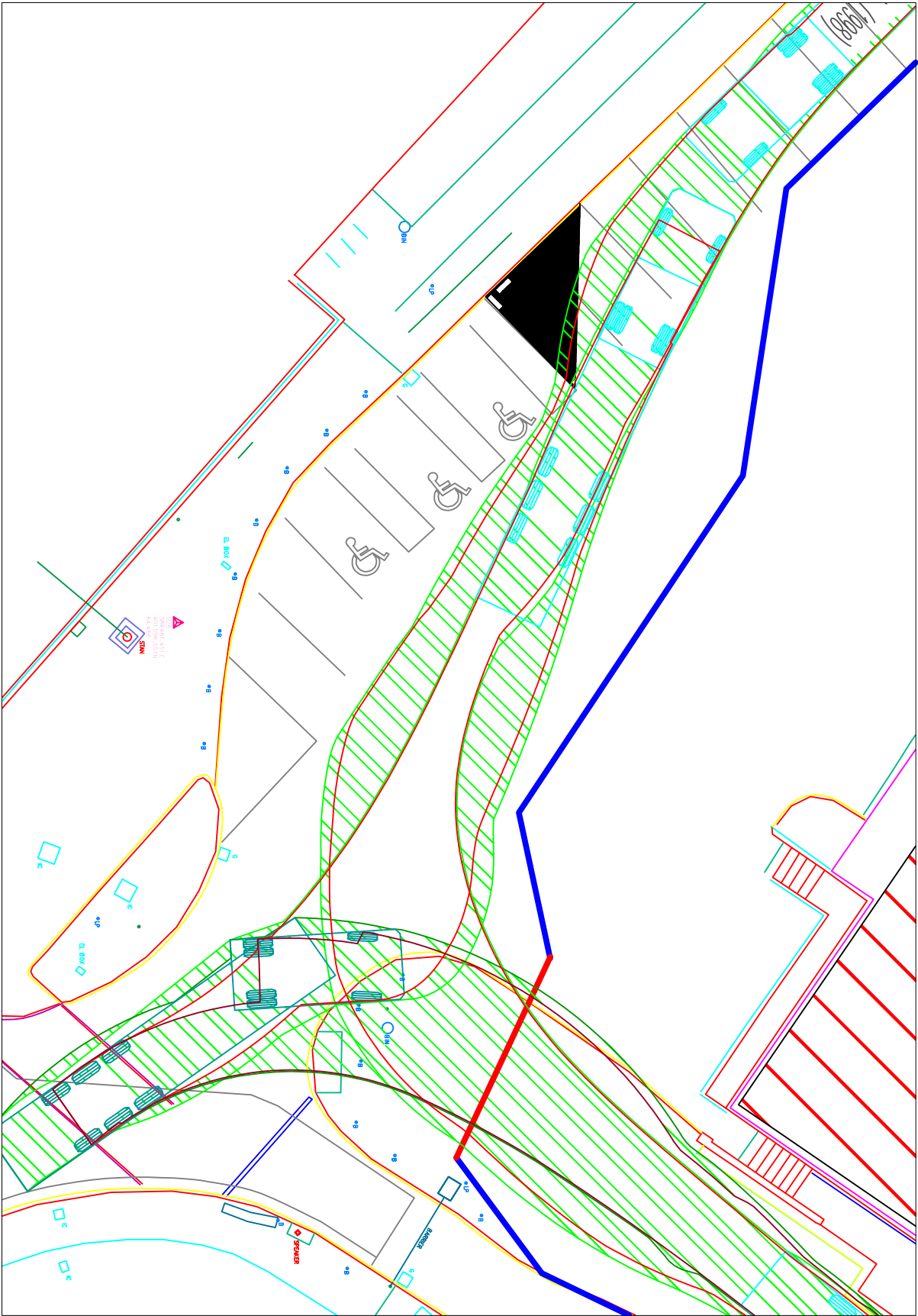
Swept Path Analysis

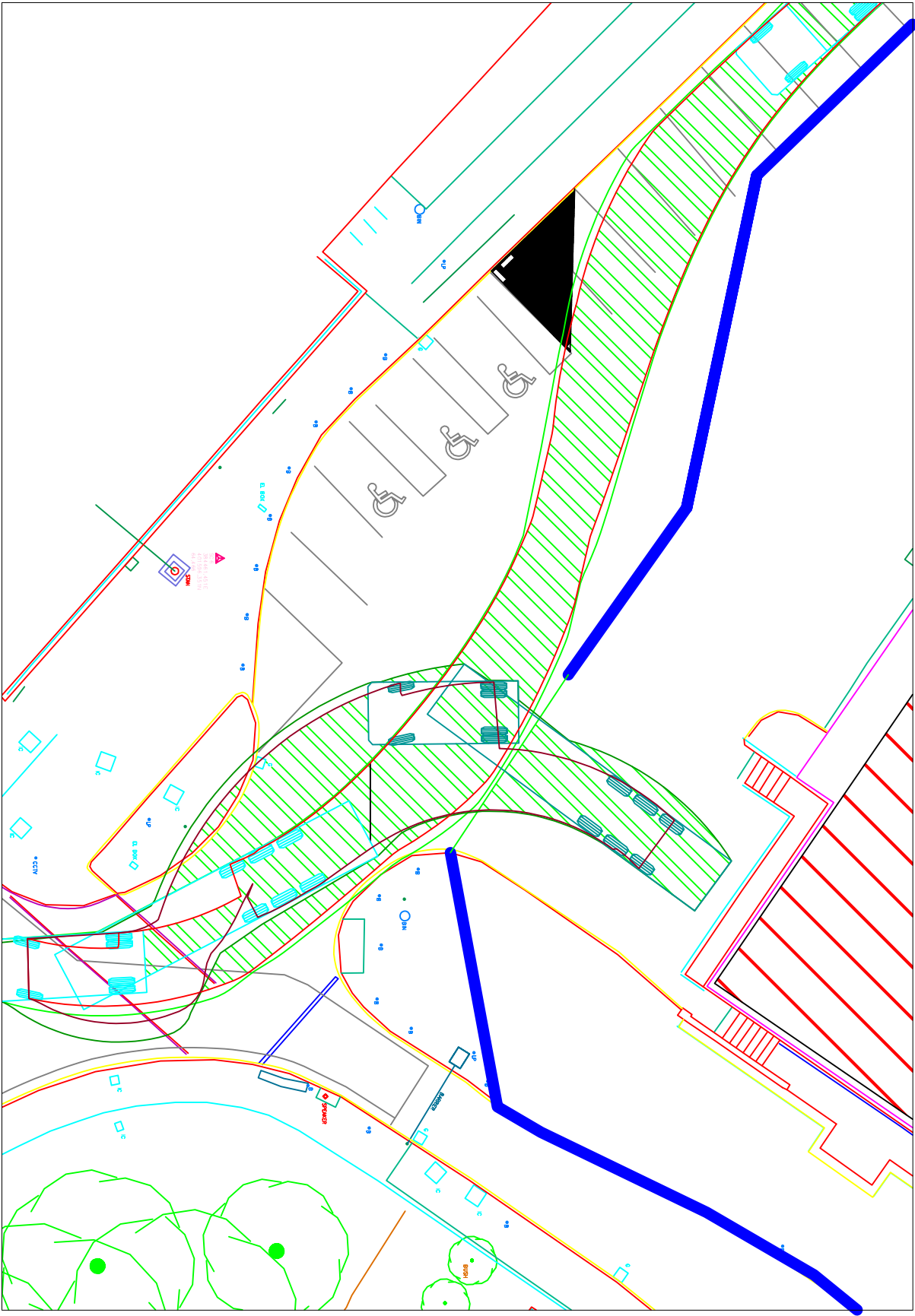


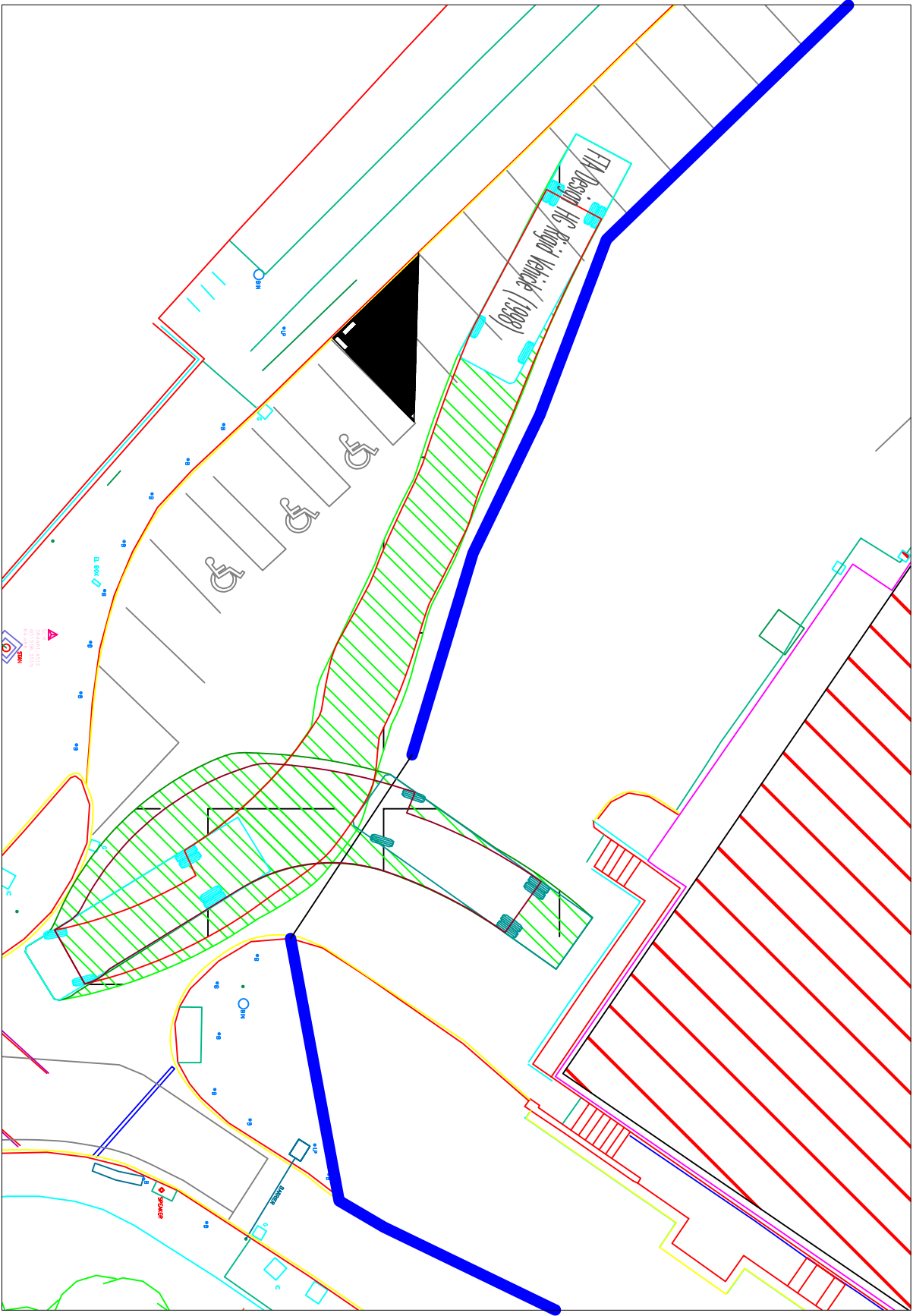
Itemref	Quantity	Title/Name, designation, material, dimension etc			Article No./Reference
Designed by MB		Checked by XXX	Approved by - date XXX - 00/00/00	Filename	Date 07/11/19
Laing O'Rourke			AM&LC Hoarding Line		
			Edition Sheet		

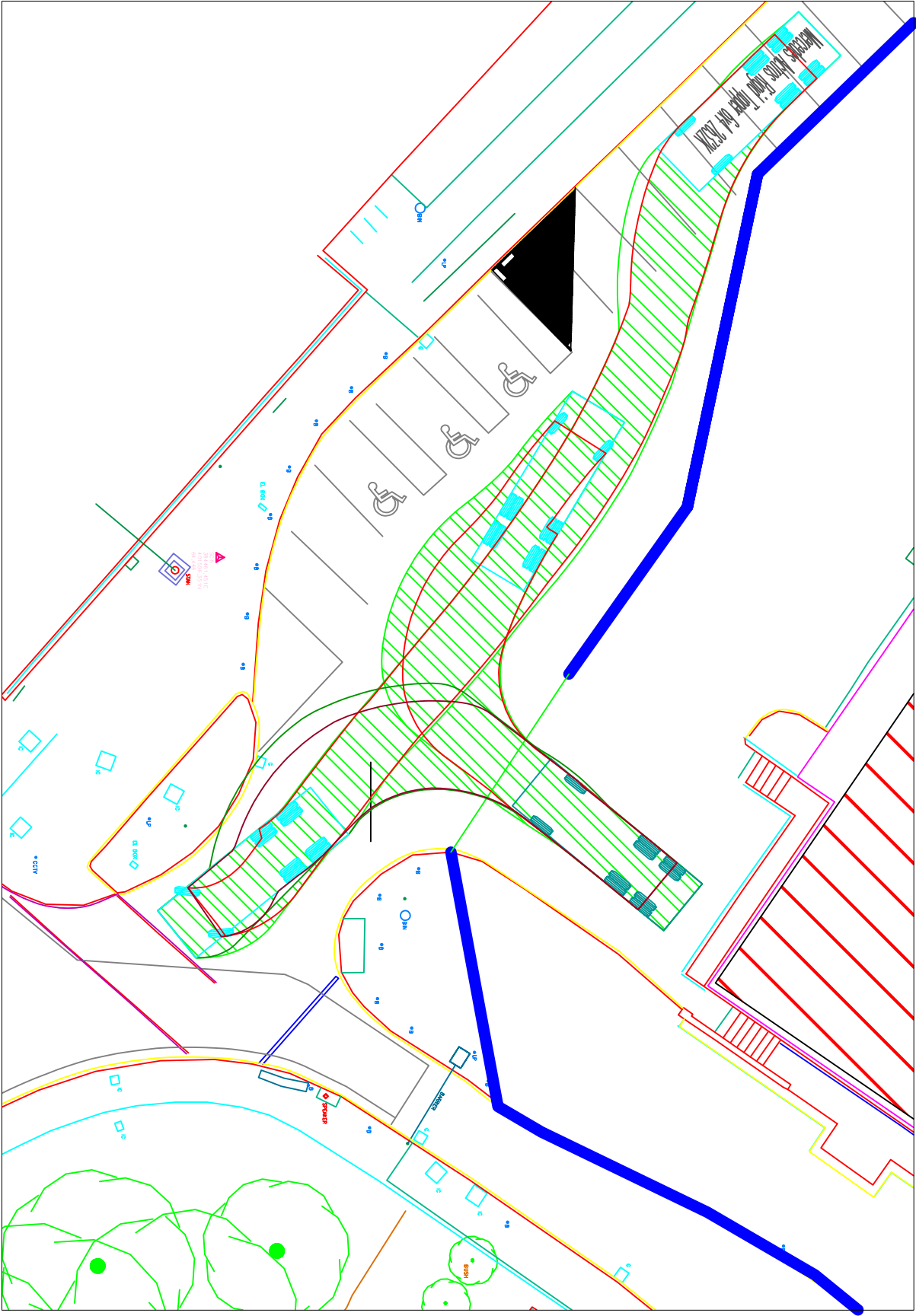














APPENDIX 9

Draft Lifting Plan



LIFTING OPERATIONS PLAN

Project:	Abraham Moss	Ref:	AM_LOP_001
Originator:	C Rippon	Rev. No:	001

Introduction and Scope

This Lifting Plan details the project specific organisation and arrangements for the management of lifting operations to be carried by Laing O'Rourke.

Craneage is defined as mobile, crawler, tower and overhead gantry cranes, This will include piling rigs and their service cranes, excavators used as cranes, lorry loader type devices and forklifts / telehandlers used with a lifting attachment and any other such equipment when being used as a crane to lift or lower loads.

Hoists, mast climbers, FLT/Telehandlers (when not handling suspended loads), concrete placing booms and MEWPs must also be controlled and will either come under the control of the Appointed Person or a delegated competent controller as determined in the Project Construction Phase Plan and reflected within the overall strategy reflected within this Lifting Operations Plan.

The responsibility for compiling, updating and reviewing this document rests with the 'Appointed Person' as defined in the Group Standard "Safe Lifting Operations" and who is also named in the Project HS&E Plan.

The development and complexity of the Lifting Plan will be dependent on the types and numbers of lifting equipment to be used on the project.

Occasional visiting mobiles may only require the completion of the Lifting Operations Assessment Forms (LOAF's) by the Appointed Person; whereas, a site with several different types of cranes on a permanent basis will require a full plan to be developed.

Lifting operations involving cranes will always require the following resources and be in accordance with the Group Standard "**Safe Lifting Operations**" and "**The Guide to Safe Slings and Signalling**": -

- I. Appointed Person (who may also be the Crane Supervisor in some circumstances)
- II. Crane Supervisor
- III. Crane Operator
- IV. Slinger / Signaller

All documentation associated with the lifting operations that is generated during the project must be retained in an orderly manner within a referenced filing system.

This document uses the terminology currently used in "The Lifting Operations and Lifting Equipment Regulations 1998" i.e.: **Accessories for Lifting** in place of Lifting Gear.

As the site is in close proximity to the tram line/stop the following measures will be put in place as a safety precaution:

Slew restrictions set on the mobile cranes to ensure the crane does not slew over the tracks. Include an increased factor of safety when specifying outrigger pad sizes.

CONTENTS

1. **Lifting Strategy Outline**
2. **Authorised Crane Team Organisation Chart**
3. **Authorisation of Slinger / Signallers**
4. **Identification and Initial Assessment of Lifting Operations**
5. **Schedule Basic Lifts**
6. **Index of Non Basic Lifts & Method Statements for Complex Lifts**
7. **Lifting Operation Assessment Forms (LOAF's)**
8. **Project Arrangements for Procurement of Lifting Equipment**
9. **Communication & Consents**
10. **Specific Arrangement for Avoidance of Lifting Over People**
11. **Procedures for Avoiding Cranage Clash**
12. **References**

APPENDICES

1. **Typical letter of appointment for Appointed Person***
2. **Typical letter of appointment for Crane Supervisor***
3. **Site Layout & Crane Location Drawings (where applicable).**
4. **Crane Team Meeting Agenda**
5. **Register of 'On Site' Lifting Equipment**
6. **Schedule of Common Lifts (Example)**
7. **Template LOAF Forms**

Note: * indicates typical examples. These documents need not be included within the actual Project HS&E Plan, but may be filed elsewhere on site.

1. Lifting Strategy Outline

The purpose of the lifting strategy is for the project to detail the lifting equipment that will be required during the project and at what stage/time they will be needed. The strategy should also take into account the requirements of the sub-contractors while undertaking their work.

Type	Plant Reference	Location	Details	Responsibility	On Site	Off Site
Mobile Crane ~100T	TBC	South and East elevations	Steel erection/lifting reinforcement	Steel contractors/Expanded	TBC	TBC
Mobile Crane ~300T	TBC	South Elevation	Installing Glu-Lam beams	Glu-Lam specialists	TBC	TBC
Mobile Crane ~50T	TBC	Temporary sports hall/library locations	Installing temporary sports hall – lifting steel sections and roof. Installing temporary library – lifting cabins	Spaciotempo/Sibcas	TBC	TBC
Mobile Concrete Pump	TBC	Various	Pouring concrete slabs	Expanded	TBC	TBC
360 Excavator ~13T	TBC	Whole Site	Earthworks/installing drainage including manholes	Expanded	TBC	TBC
Telehandler ~JCB 540-140	TBC	Whole Site	Moving materials around site	LOR	TBC	TBC
Crawler Crane	TBC	Whole Site	For foundation/base construction	Expanded	TBC	TBC



2. THE AUTHORISED CRANE TEAM MEMBERS

Project:	Abraham Moss			Ref:	AM_LOP_001
Position	Name:	Company	Areas of Responsibility	CPCS Registration Number & Expiry	"Safe Op Cranes" issued? (Signature & Date)
Appointed Person* (Lifting Operations)	C Rippon	LOR	Whole Site	5183928 – 23/05/21	
	TBC	Expanded	Whole Site		
Crane Coordinator					
Crane Supervisors*					
Crane Operators*					
Signallers/Slingers*	See separate sheet, section 3				
(For duties and responsibilities refer to the Group Standard for Safe Lifting Operations)				Date:	

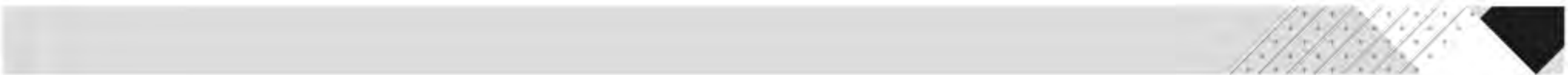




3. AUTHORISATION OF SLINGER / SIGNALLERS

Project:	Abraham Moss
----------	--------------

CITB CPCS CARD DETAILS						
NAME		COMPANY	CITB CPCS CARD No. & Colour	EXPIRY DATE	AUTHORISED BY: (Name, Date) Any restrictions	GUIDE TO SAFE SLINGING & SIGNALLING ISSUED? (Signature and Date)
1.	TBC	TBC	TBC	TBC	TBC	TBC
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						





4. IDENTIFICATION AND INITIAL ASSESSMENT OF LIFTING OPERATIONS

Project: Abraham Moss	Ref.: AM_LOP_001
------------------------------	-------------------------

Operation	Items to be lifted	Max wt.	Crane to be used	Lifting Accessories to be used	Location on Site Load lifted from - to	M/S required? yes /no	Comments (i.e. basic, intermediate or complex lift)
Install temporary sports hall	Sections of steel and sheet roofing	5t	Mobile crane	TBC by subcontractor	From wagon to storage to temporary sports hall area	Y – by subcontractor	BASIC
Install temporary library	Cabins	6t tbc by subcontractor	Mobile Crane, Hiab	4 leg chains Shackles Tbc by subcontractor	From wagon to installation at temporary library location	Y – by subcontractor	INTERMEDIATE
Site set-up	Cabins	6.0t tbc	Mobile Crane, Hiab	4 leg chains Shackles or Iso Twistlock Accessories	From delivery wagon to the dedicated area	N – Common lift Y – if Stacking	BASIC/INTERMEDIATE
Offloading and Fixing reinforcement	Loose bars Bundles Sheets of mesh Roll Mat	2.0t tbc	Crawler Cranes Excavator Telehandler	4 leg chains 2 leg chains Web slings Collar chain	From offload area to storage compound to construction area	N – Common lift	BASIC
Foundations shuttering - Materials	Bundles of timber Packs of Ply Shutters	1.0t tbc	Crawler Cranes Excavator Telehandler	Web slings 2-leg chains	From offload area to storage compound to construction area	N – Common lift	BASIC
Placing concrete	Concrete skip	6.0t	Crawler Crane	8t drop chain Concrete Skip	From concrete wagon	N – Common lift	BASIC
Lifting large items of plant < 6t	Lighting set Scissor lift Jetter bowser Lifting tackle rack	1t 3t 1.5t 1t	Crawler Crane Excavator	2 leg chain set Bow shackle	Stores area/access road onto slabs and construction area	N – Common lift	BASIC
Lifting large items of plant > 6t	Scissor lift Excavator	6.5t 8t	Crawler Crane	4 leg chain set Lifting Beam Wire Bonds	Construction area	N – Common lift	INTERMEDIATE



Lifting small items of plant	Generators, Whacker plates	0.5t	Crawler Crane Excavator Forklift	Single leg drop chain	From storage compound and construction area	N – Common lift	BASIC
Scaffold Towers	Cuplock	1t	Crawler Crane	4 leg chains	Construction area	N – Common lift	BASIC
Pre-cast Blocks	Kentledge Edge Protection	3t	Crawler Crane Excavator Telehandler	2 leg chains 2 x web sling Screw in lifting eyes Spherical Head Lifting Accessories	Construction area	N – common lift	BASIC
Kerb Stones	Kerb Stones	500kg	Excavator	Single leg drop chain Lifting attachment	Construction area	N – common lift	BASIC
Man Hole Rings	Man Hole Rings	3t	Excavator Crawler Crane Telehandler	Man hole lifting arrangement Man hole pins 3 leg chains	Construction area	N – common lift	BASIC
Pre-Cast Stairs	Pre-Cast Stairs	6t	Crawler Cranes	3 or 4 leg chains Spherical Head or Deha lifting accessories	Construction area	Y – for initial installation	INTERMEDIATE
Pallets – various items	Various items	1t	Crawler Cranes Telehandler Excavator	2 leg chains Webbing slings Pallet Fork attachment Lifting cage	Construction area	N – common lift	BASIC
MEP Plant	Various items	TBC	Mobile Crane	4 leg chains	Construction area	Y	INTERMEDIATE
(Refer to Section 6 of the “SMS” (Safety Management System) for the Risk Assessment and Method Statement process and forms)						Date:	





5. SCHEDULE OF COMMON LIFTS

Refer to the Workplace specific 'Schedule of Common Lifts' and 'Component Lift Schedule'.

Note: -

1. Refer also to 'The Guide to Safe Slings & Signalling'
2. For the above common lifts, only the stated methods are to be used unless the Appointed Person has authorised alternative methods. A common 'basic' lift could become complex if the project circumstances or location changes.
3. Methods for other lifts not in the Schedule of Common Lifts: -
 - Shutters and table forms - see method statement ref No.....
 - Pre-fabricated reinforcement cages - see engineers sketch No.....
 - Structural steel works assemble - as per subcontractors detailed method statement.
 - Standard Pre-cast Items – ref:....

Date:	<input type="text"/>
--------------	----------------------





**6. SCHEDULE / INDEX OF 'NON BASIC' LIFTS COMMON TO THE PROJECT
RISK ASSESSMENTS / METHOD STATEMENTS**

Complex or Intermediate Lifting Operations	Action by: <i>(add contractor or persons name)</i>	Method Statement Date req'd by:
* Refer also to sample schedule of common lifts template which should be developed to cover common basic & intermediate lifts		

Notes:

The table above is to list those lifting operations for which full risk assessments and method statements must be produced and allocate responsibility for production of these documents. (see sect.3 for lifts already identified as requiring method statements).

This table will include all “Complex Lifts” and some intermediate lifts where additional hazards have been identified or when designated by the Sites Appointed Person..

- **“Complex lifts”** are any lifts that requires “more than one crane, involves “superlift” attachments or where there are exceptional hazards i.e. in petrochemical plant.
For very large complex lifts the method statement could run to several volumes of very detailed planning and engineering studies.
- **“Intermediate lifts”** are those not covered in the “Guide to Slings & Signalling” or section 4 of this Lifting Operations Plan but are defined in Group Standard: “Safe Lifting Operations”.

The additional controls required for intermediate lifts may vary from use of the crane control forms only to specific task sheets or Method Statements.



7. LIFTING OPERATIONS ASSESSMENT FORM (LOAF)

The form consists of two parts. Part 1 covers the documentation and details of the crane being used, and must be completed when the crane arrives on site. Part 2 details the use of the crane. There must be a valid Part 2 form for every lift (see below).

However, a Part 2 form may cover more than one lift if all the circumstances are the same. These forms may also be useful in planning the use of plant such as concrete pumps, aerial platforms and lorry loaders. (Refer to Appendix 7 for copies of LOAF forms, parts 1 & 2)

PART 1

A person familiar with crane certification must fill in part 1. The Appointed Person will nominate this person.

The crane supplier will provide information relating to the crane, but the certification must be checked to ensure that it relates to the crane and lifting tackle, and that it is current.

The 'valid until' date will be the earliest of:

- The earliest expiry date of any of thorough examination reports/test certificates
- When any anticipated re-rigging of the crane will take place;
- When the crane will leave site.

The nominated person will then sign the form, and give a copy to the crane operator. This must remain in the crane at all times, as it will be inspected each time Part 2 is filled out. A copy must also go the Appointed Person.

Note: Part 1 forms may need to be periodically updated whilst the crane is on site, for example, after a change in rig configuration, after a re-test, after each thorough examination. A part 1 form will be completed by the Appointed person for each tower crane before use.

PART 2

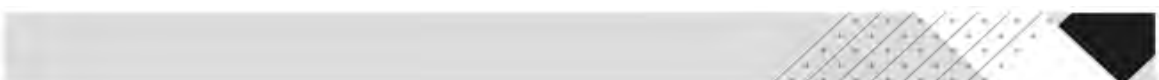
Part 1 will be re-checked when Part 2 is filled in to ensure that it is valid.

Part 2 forms relate to the use of the crane and are intended to provide a convenient way of recording the planned method of lifting, i.e. the method statement. They can be completed to cover a range of lifts (provided conditions are similar) or for individually identified lifts.

The repeated use of Part 2 forms is not required for identified Basic Lifts where the method of lifting has already been specified, where the weight of the load is known to be well within the capabilities of the equipment and where there are no hazards or obstructions within the area of operation. However, at least one Part 2 form should be completed to record the above findings.

There may be occasions when the Part 2 form is not considered to provide an adequate method statement e.g. for complex or high risk intermediate lifts. In such cases, more detailed lifting studies and more comprehensive method statements will be required.

Whilst it is the responsibility of the Appointed Person to ensure that Part 2 forms are produced to a satisfactory standard, it is also the responsibility of every manager who puts a crane to work, including all crane supervisors, to ensure that lifts are not carried out unless there is a pre-determined safe method of work in place.



8. PROJECT ARRANGEMENTS FOR PROCUREMENT OF LIFTING EQUIPMENT

The purpose of this element of the Plan is to detail the arrangements made by the project for direct procurement (as opposed to subcontractor procurement) of lifting equipment

Refer to appendix 8 of Group Standard “Safe Lifting Operations” acquisition procedures

Prompt Box - Details to be added should include: -

Who is authorised to obtain them

Record all information on the form in Appendix 4 Register of on Site Lifting Equipment

Copies of relevant certification must be obtained for each item and an appropriate file maintained by the Appointed Person.

9. ARRANGEMENTS FOR COMMUNICATING INFORMATION

This section should set out project specific arrangements for both formal and informal methods of communication within the crane team itself, between the crane team and site management and between Appointed Person and Temporary Works Coordinator when considering ground capacity, outrigger loads and spreader beam requirements.

Prompt Box - Details to include:

For large contracts with numerous cranes team meetings may be necessary – if so state frequency and agenda (see appendix 1 for proposed agenda)

Briefing sessions including Tool Box Talks - who will carry them out

Types of signalling systems and radio Systems

Means of identification for Slinger Signallers – e.g. H.V orange helmet covers

CONSENTS

Contact must be made with any property holder that may be affected.

Network Rail to be contacted wherever there is risk of overturning or collapse of equipment onto their property.

BAA to be contacted re airspace and radar interference at airports

10. SPECIFIC ARRANGEMENT FOR AVOIDANCE OF LIFTING OVER PEOPLE

Prompt Box - Details to include:

Arrangements made at initial planning stage to select and locate cranes to minimise lifting over people.

Arrangements made to protect access routes.

Arrangements made to protect working areas or notify workforce lifting is taking place.

Daily briefings should include the planning of low risk aerial transit routes for loads, to minimise risks in lifting over unprotected workers.



11. PROCEDURES FOR AVOIDING CRANAGE CLASH

Prompt Box - Details to include:

Consideration given to anti collision systems integrated into cranes.

Arrangements for managing interfaces between adjacent lifting operations or between cranes and concrete pumps, MEWPS etc.

Communications and emergency channels

12. REFERENCES:

- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Construction (Health Safety and Welfare Regulations)(CHSWR) 1996
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- BS 7121 – Code of Practice for Safe use of Cranes Part 1 General 1989
- Group Standard – Safe Lifting Operations
- Guide to Safe Slings and Signalling
- Working At Heights Regulations 2005
- The Safe Use of Hoists



APPENDIX 1

Typical Letter of Appointment for a Laing O'Rourke Appointed Person for Lifting Operations extracted from Enabling Process / Engineering (151112.docx). - **Action by Project Leader**

Process	Document owner	Step	Gateways	Document type
Enabling Process	Engineering	Utilised throughout steps in gateways 2-9		Template (T)

Appointment – Appointed Person for Lifting Operations

Project Name:

Address:

Date: Letter Reference:

Name of appointee:

Dear:

Re: Appointment as Appointed Person for Lifting Operations

You are hereby appointed as "Appointed Person for Lifting Operations" on the above project, as defined in the Select Plant "Safe Operation of Cranes". You will find the up to date version of this document on iGate.

Your area of responsibility is defined on the attached schedule.

This appointment is effective from From this date, you will be responsible for implementing the requirements of the process, and will have overall responsibility for coordinating all the activities associated with lifting operations within your designated area. You have the authority to stop any operation proceeding if there is any doubt about the safety of the operation, or the following of correct procedures.

If you consider, at any time, that insufficient resources are available to allow you to carry out your role effectively, please ensure that you inform me of this as a matter of urgency.

Please also discuss with me the arrangements for cover of your duties during any absences from site.

.....
Signed by Project Manager

.....
Name of Project Manager

.....
Signature of acceptance by

..... on
AP Name Date

CC: Business Unit Engineering Leader

Evidence of AP Competency

CPCS card details/ reference number:

Expiry date:

Previous Experience (e.g. has AP role been carried out before, type of lifting experience, etc):

.....

Copyright © Laing O'Rourke 2009
All rights reserved

Page Number
1 of 2





Process	Document owner	Step	Gateways	Document type
Enabling Process	Engineering	Utilised throughout steps in gateways 2-9	2 - 9	Template (T)

Appointment – Appointed Person for Lifting Operations

Schedule of Responsibilities

Attachment to Appointed Person appointment letter reference:

Name of AP:

Project name: Date of appointment:

(The scope of responsibility must be clearly defined, particularly where there is more than one AP whether LO'R or Expanded, or where LO'R/ Expanded are working as a subcontractor to a third party. The scope may be defined as all lifting operations for a particular project or element with or without exceptions. Exceptions must be listed accordingly.)

Responsibilities:

(e.g. Whole site, Block A, etc.)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Exceptions:

(e.g. Tower cranes to zone B etc.)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....





APPENDIX 2

Typical Letter of Appointment for a Laing O'Rourke Crane Supervisor - Action by the Project Leader / Project Manager

Project name:

Address:

Date:

Dear.....

Re: (Project Name) - Appointment

You are hereby appointed as a 'Crane Supervisor' for lifting operations on the above project, as defined in the Group Standard " Safe Lifting Operations" a copy of which is attached.

This appointment is effective from/...../..... (*insert date*)

You are responsible for supervising all lifting operations associated with the general work which you supervise and for which you will be briefed by(*insert name*), the Appointed Person for the project.

Your over-riding duty is to ensure that those lifting operations for which you are responsible are carried out in accordance with an agreed safe system of work. This may include reference to:-

- The Group Standard " Safe Lifting Operations"
- The Guide to Safe Slings and Signalling (copy attached)
- Any Schedule of Common Lifts, Lifting Operations Assessment Forms and method statements with which the Appointed Person may provide you.

You are hereby given authority to stop any lifting operations if: -

- There is any doubt or concern over the safety of such operations, or
- The behaviour of persons involved is not in accordance with the safe systems of work, *or*
- Circumstances change from those anticipated when the lift was planned.

Before accepting this appointment you must have attended the approved "Crane Supervisor" course and hold current CPCS Crane Supervisor and Slinger Signaller cards.

The Project Leader will formally review your appointment at suitable intervals.

.....
(Signed Project Leader)



APPENDIX 3

SITE LAYOUT & CRANE LOCATION DRAWINGS





APPENDIX 4

CRANE TEAM MEETING (Agenda)

Project:

Date:

Crane Team Meeting

Proposed agenda for meeting:

Attendees:

<i>Name:</i>	<i>Company</i>	<i>Position in Team</i>

1. *Review of yesterday's / last week's lifting operations*

2. *Incidents / Problems*

3. *Revised Methods*

4. *Future Lifts*

5. *Future Cranes on Site*

6. *New Methods*

7. *Lifting Equipment Issues:-*

Results of routine inspections, any defects noted?

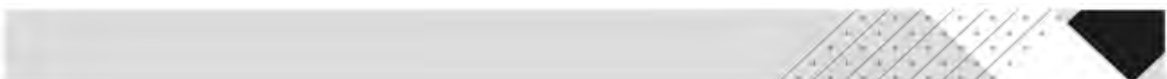
New / replacement equipment needed?

Thorough examination / testing requirements

8. *Any Other Business*

9. *Date of Next Meeting*

10. *Distribution:*





APPENDIX 5 - Register of on Site Lifting Equipment

This form is to record all items of "Lifting Equipment" held on site used for lifting and lowering loads (i.e. all crawler, tower and mobile cranes, excavators, telehandlers, forklifts all lifting accessories chains, slings, shackles, eyebolts, clamps, lifting beams etc)

Item Description	SWL	ID No or Plant No	Supplier/Owner	Examination Scheme Expiry Date	12 Monthly Thorough Examination Expiry Date	6 Monthly Thorough Examination Expiry Date (All Cranes, FLT / Telehandler & Trestle & Beam Hoists)

Signed Appointed Person: _____ **Date:** _____





APPENDIX 6

SCHEDULE OF COMMON LIFTS (Example)

Project name:

A "Schedule of Common Lifts" identifies those items that are regularly lifted on construction sites and the standard method by which they are to be attached to the crane.

Refer to the PowerPoint file [Schedule Common Lifts Template](#) which should be adapted by site to cover all lifts common to the project or establishment.

This document can be used as the basis of toolbox talks and briefings to the crane team.

Refer to the 'Guide to Slinging and Signalling' for other very basic lifts

Date: _____





Lifting Operations Assessment Form - Part 1 - Documentation

Project:

Date:

THE CRANE/ LIFTING DEVICE

Owners Name, Address, Phone No.		
Technical Representative:		
Crane / Equipment Make & Model:		
Registration and/or Plant No.:		
Rig Configuration(s):		
Special Ballast Required?	*YES / NO - Details:	
Site Testing Required:	*YES / NO - Details:	
Crane Driver Name (1):		
CITB CPCS card details:	Reg. No:	Expiry date:
Crane Drivers Name (1):		
CITB CPCS card details:	Reg. No:	Expiry date:
Examination Scheme Expiry Date	Reg. No:	Certificate expiry date:
6 monthly Thorough Examination	Reg. No:	Examination report expiry date:
Weekly crane inspection	YES/NO*	*Details

LIFTING ACCESSORIES CARRIED

Item	Identification No	S.W.L.	6 monthly thorough examination - Expiry date

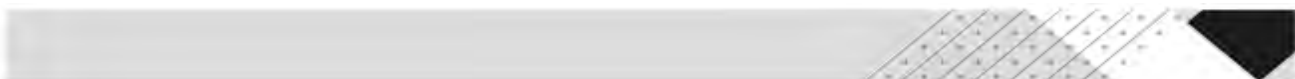
ACCEPTANCE SIGNATURE

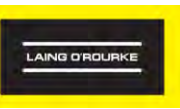
I have checked the above items as indicated and confirm that to the best of my knowledge, they are in good order and that this form is therefore valid until the prescribed date.

Sign:	Date:	Form valid until:
Print Name:		

Copy to Appointed Person

Copy to Crane Operator (to be kept in crane cab at all times)





Lifting Operations Assessment Form - Part 2 – Use

Project:

Date:

THE JOB

Brief Description of Work:		Crane Location:
Load Wt.:	Max. Height of Lift:	Max. Radius Lift:
Lifting Accessories:		
Obstructions (O/Head Cables, Existing Buildings, etc.):		
Ground Conditions:	Voids & Traps:	Underground Services:
Road Closure: Y / N *	Access:	Public Interface:

THE SPECIFYING TEAM (Named Individuals)

Appointed Person:	Crane Specifier:
Foundation Specifier:	Lifting Accessory Specifier:
Will Crane be HIRED AND MANAGED on site YES / NO* or FULLY SUBCONTRACTED? YES / NO*	

THE CRANE

Make & Model:	Registration/Plant No.:
Part 1 Form checked YES/NO* and valid until:	
Weekly crane inspection - rechecked and up to date YES/NO*	

RADIO COMMUNICATIONS

Crane to Crane Radios Required? YES / NO	Crane to S/S Radios? YES / NO
--	-------------------------------

THE TEMPORARY WORKS (Crane Base & Outrigger Supports)

Standard Solution (TIN42) i.e. Outrigger Pad Size?	
Special Design? By Whom?	Checked to Comply? By Whom?

THE LIFTING ACCESSORIES (If not as per Part 1 form)

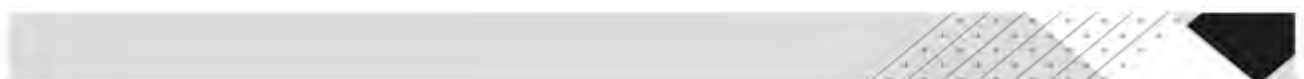
Item	Identification No	S.W.L.	6 monthly thorough exam'n - Expiry date

THE CRANE TEAM

Appointed Person:	Crane Supervisor:
Crane Driver:	Slinger/Signaller(s):

ACCEPTANCE SIGNATURES (Distribution of copies to these persons, plus Slinger/Signallers)

Appointed Person	I have checked all the above items, and confirm that to the best of my knowledge the crane is capable of carrying out the lifts described within the limits specified.	Sign	Date
Crane Supervisor	I am aware of the lifts for which the use of this crane is authorised & any limitations imposed & will ensure to the best of my ability the crane is not used outside these limits. I have informed crane operator & slinger/signaller(s) accordingly.	Sign	Date
Crane Driver(s)	I am aware of the lifts for which the use of this crane is authorised and any limitations imposed & will ensure that to the best of my ability the crane is not used outside these limits.	Sign 1. 2.	Date





Appendix 10

Construction Methodology

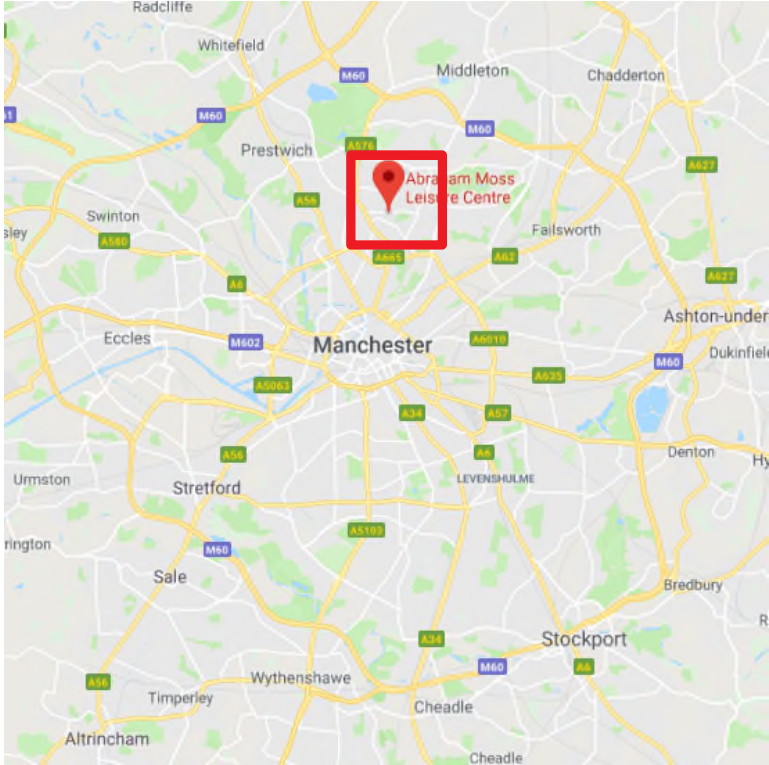


Abraham Moss Library and Leisure Centre
LOGISTICS AND METHODOLOGY

10/03/2020

Abraham Moss

Project Overview



Abraham Moss

Project Overview



Contents

- Logistics
 - Site Set Up
 - Site Access
 - Welfare Set Up
 - Loading Bays
- Demolition
 - Link Bridges
 - Link Bridge Fit Out
 - Main Demolition
 - Surveys
- Substructure
 - Lower Raft Slab
 - Pool Structure
 - Upper Raft Slab
- Superstructure
- Envelope
 - Roofing
 - Elevations
- Sports Hall Fit Out
- Central Zone Fit Out
 - Ground Floor
 - First Floor
 - Atrium
- Pool Hall Fit Out
- Externals

Logistics

Loss of Parking

Loss of parking
from 27th May
2020

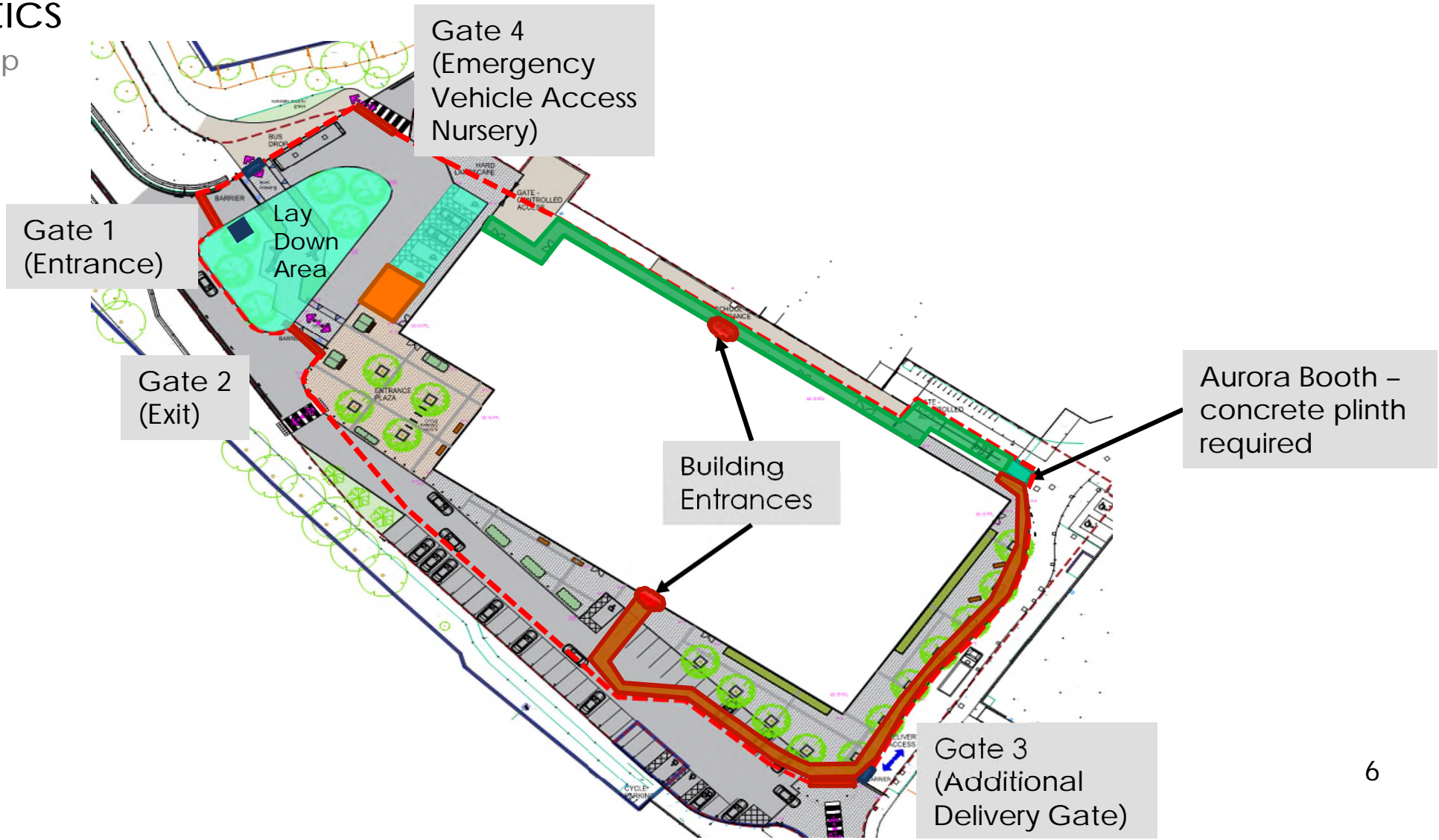
Key

2.4m Hoarding Line	—
6M Vehicle Gate	- - -
4m Vehicle Gate	- - -
Pedestrian Gate	—



Logistics

Site Set Up



Logistics

Site Access



3/7 PINCH POINTS: Swept path analysis to indicate the path of below vehicle combination. This swept path shows the articulated vehicle travelling around central island and the path requires void driving across any outer limits of the road layout ie kerbs / car parking spaces. This indicates the vehicle/ trailer would impact on the central island at two corners. path also indicates the whole round would be required without any other obstructions.

PROJECT NAME: HAM MOSS SCHOOL	TRACTOR TRAILER COMBINATION: 6X4 TRACTOR	PROJECT ADDRESS: CRESCENT RD CRUMPSALL	CLIENT: LOR
----------------------------------	--	--	----------------





CONFIDENTIAL, NOT FOR DISTRIBUTION

Logistics

Welfare Set Up

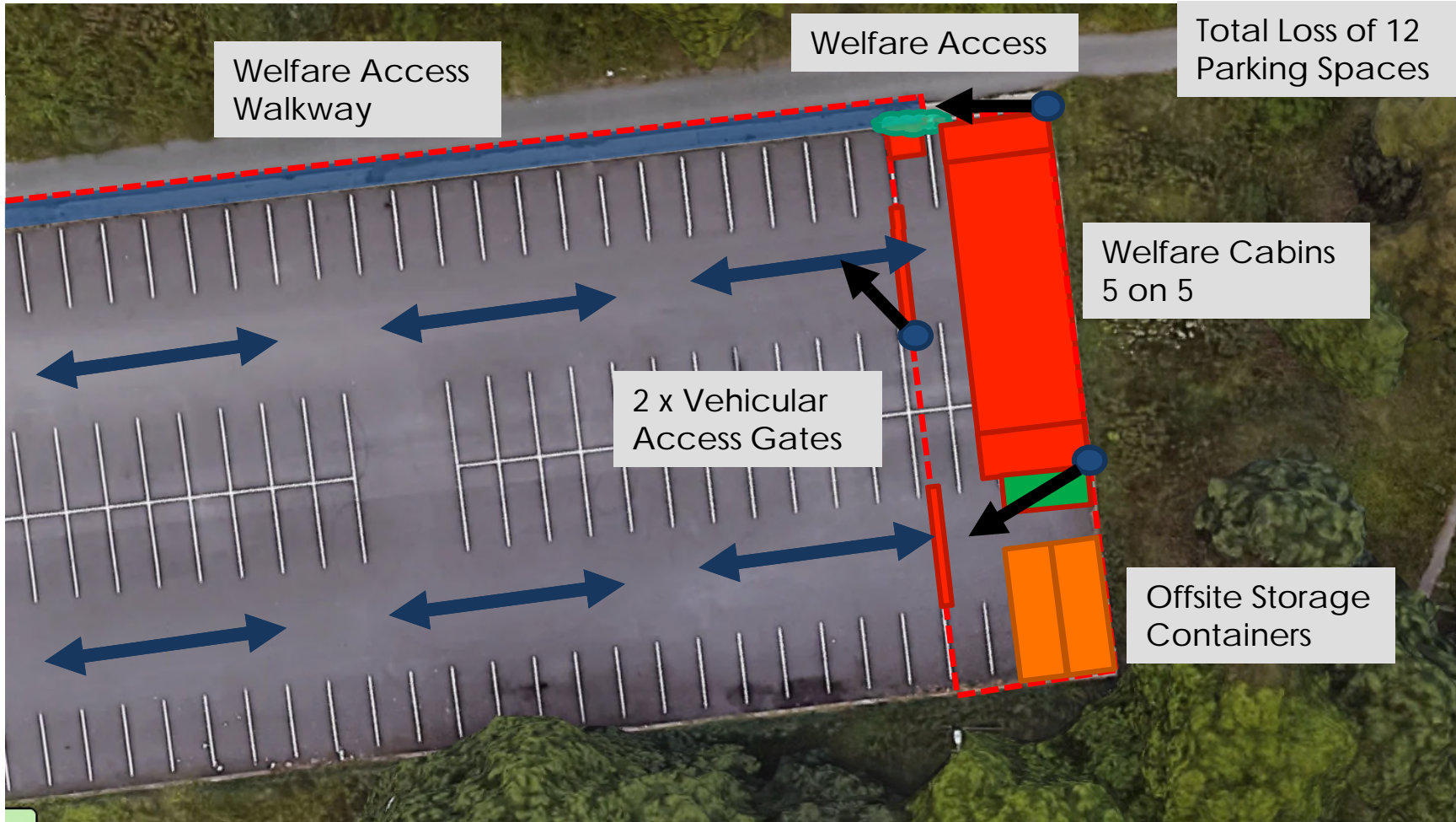


Welfare Location



Logistics

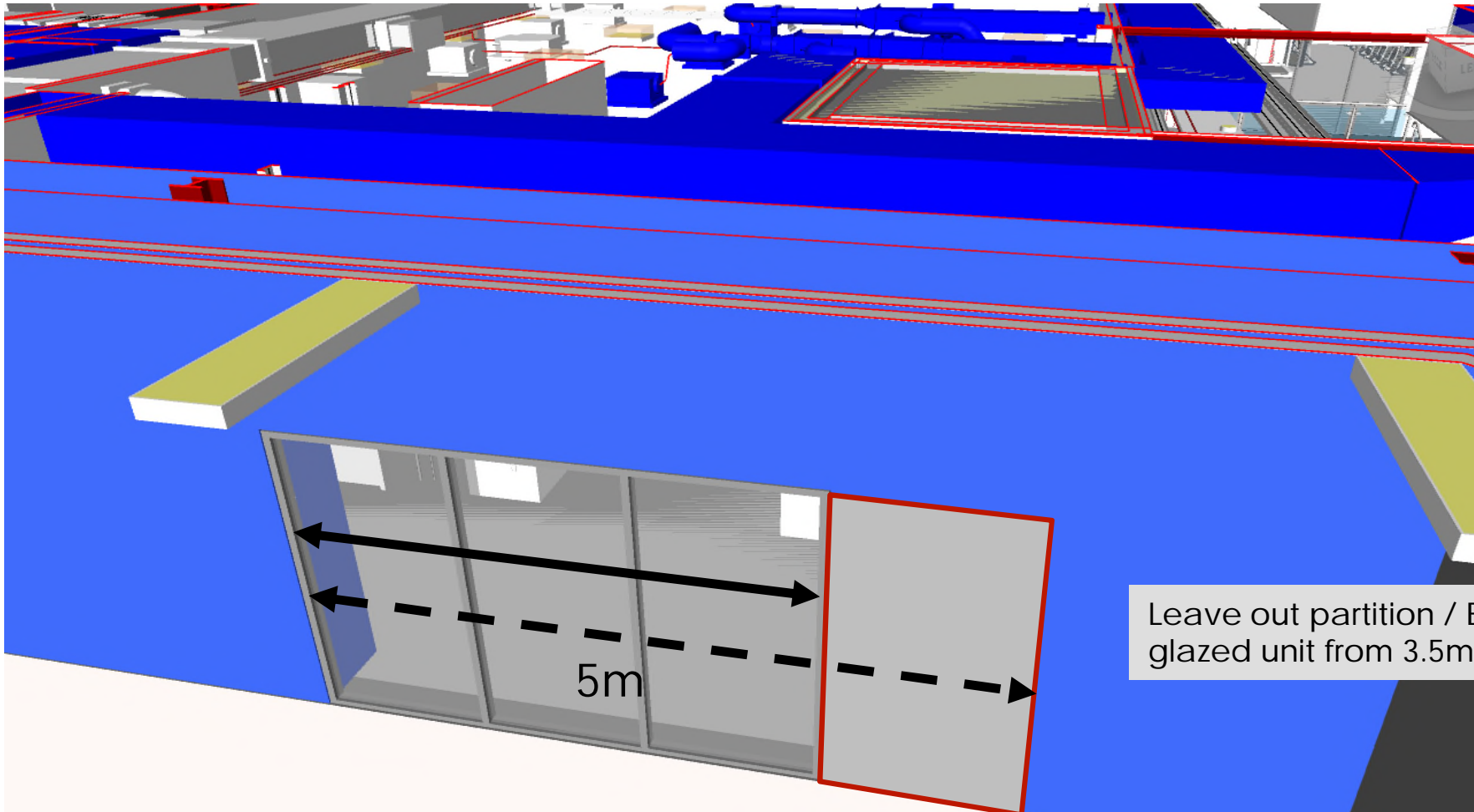
Welfare Set Up





Logistics

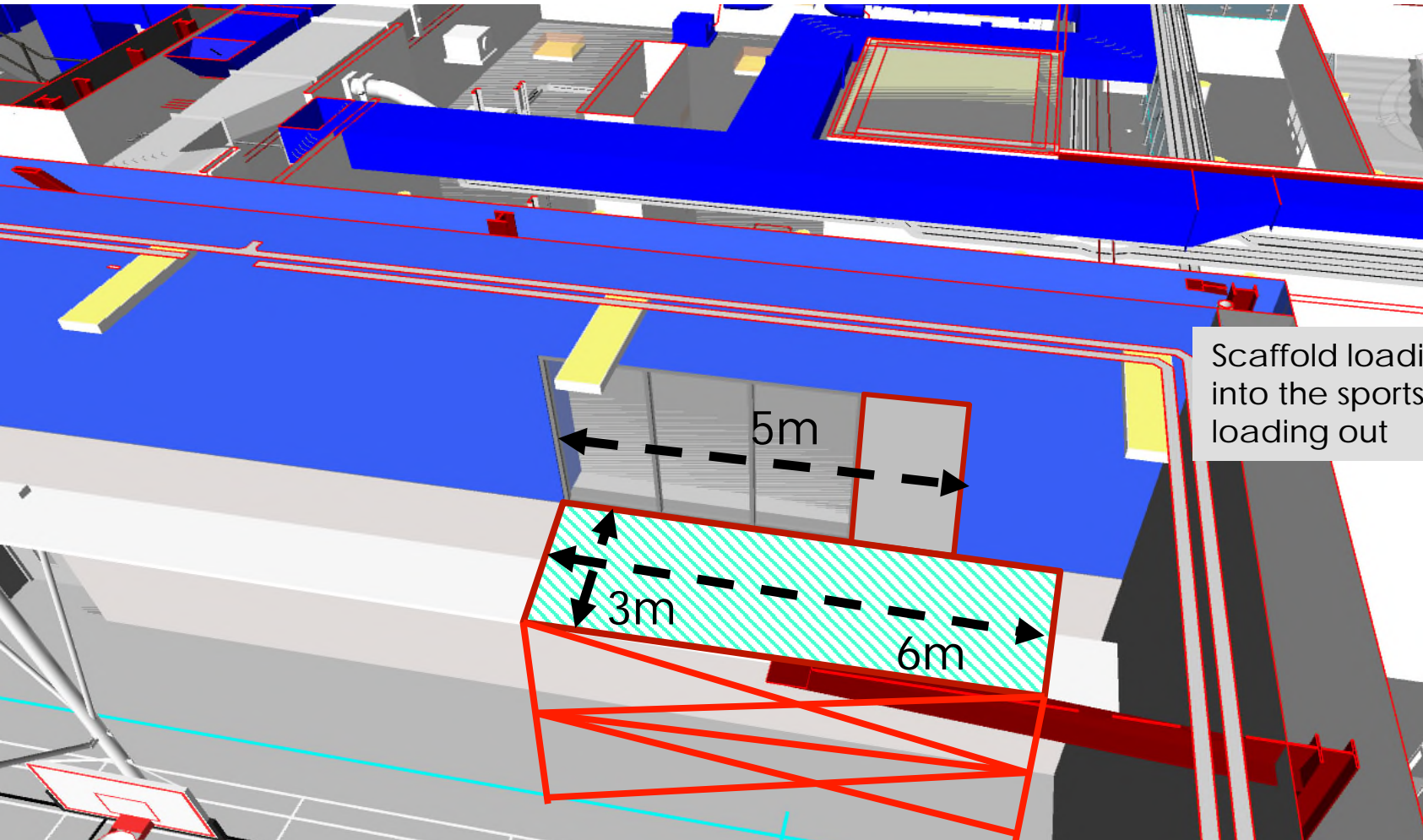
Loading Bay – Sports Hall



Leave out partition / Extend glazed unit from 3.5m to 5m

Logistics

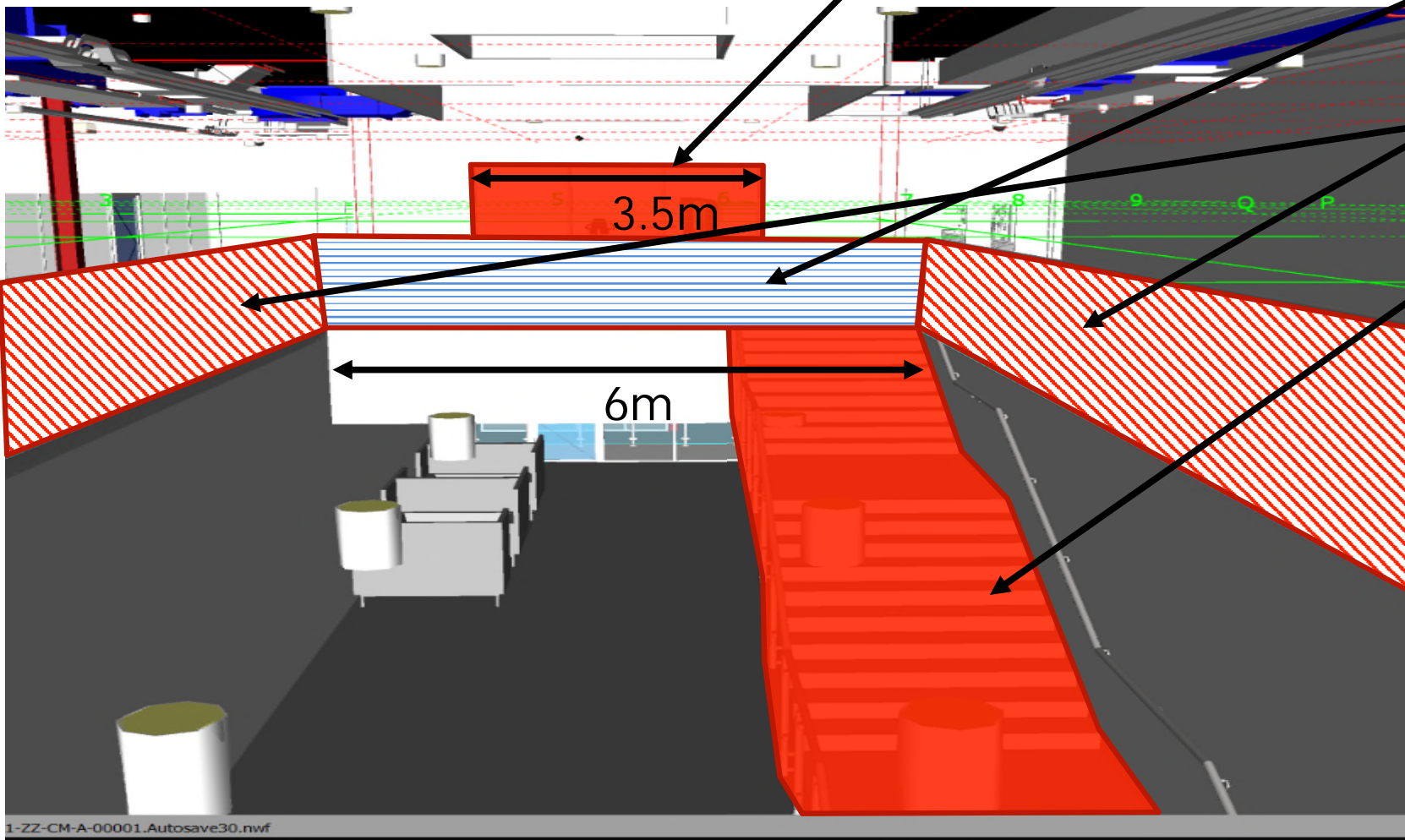
Loading Bay – Sports Hall



Scaffold loading platform to be built into the sports hall for MEP modules loading out

Logistics

Loading Bay – Atrium



Glazed unit to be left out

Scaffold loading bay

Scaffold safety system

Steel Stair to be left out

Scaffold loading platform to be built into the Atrium for modules and plasterboard loading out - needs to be minimum time, load out areas the remove platform.



Logistics

Loading Bay – External Plant Deck



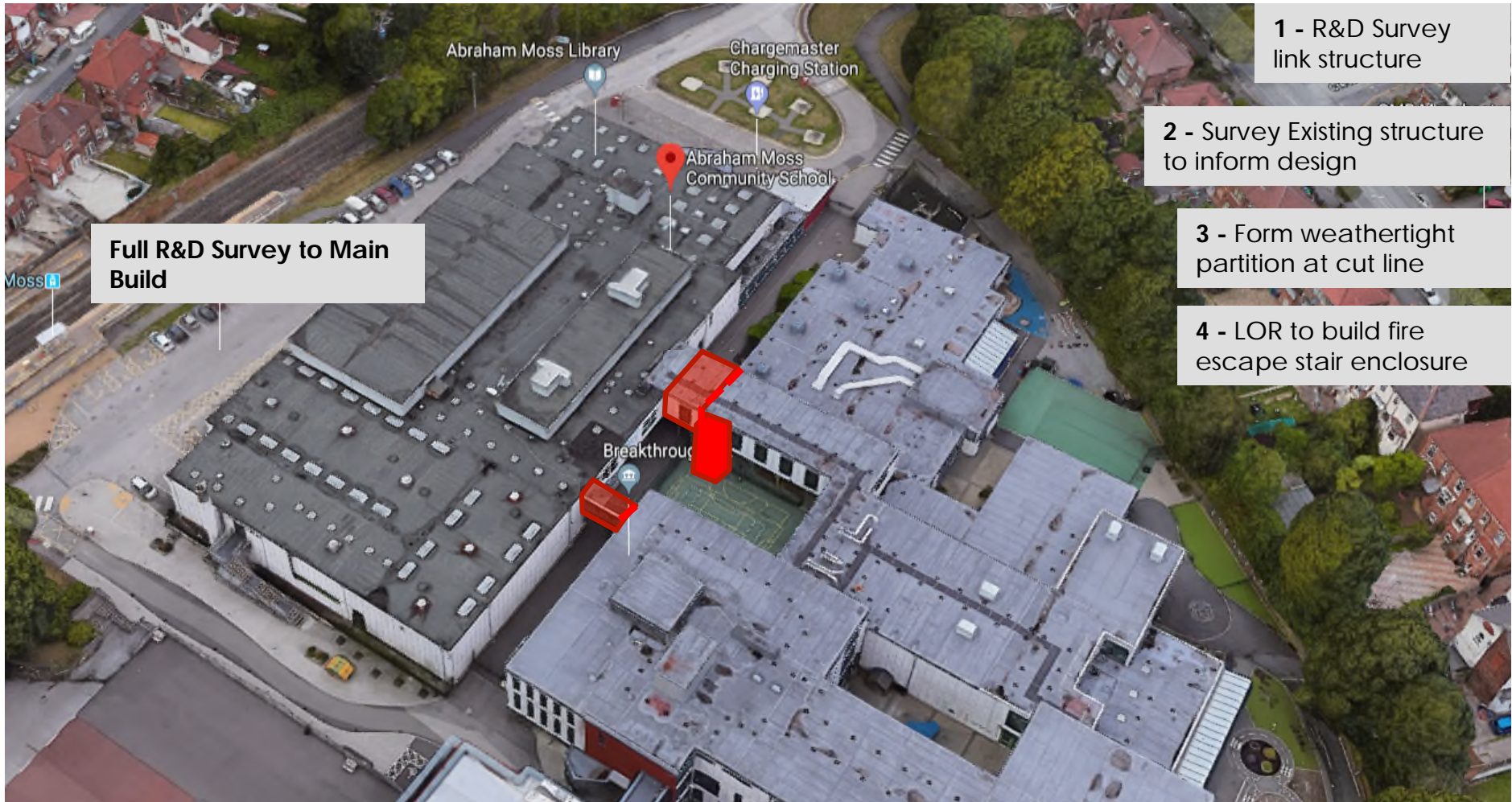
Area to be left out

Scaffold Platform to be up and over Optima Gold cladding



Demolition

Link Bridges





CONFIDENTIAL, NOT FOR DISTRIBUTION

Demolition

Main Build

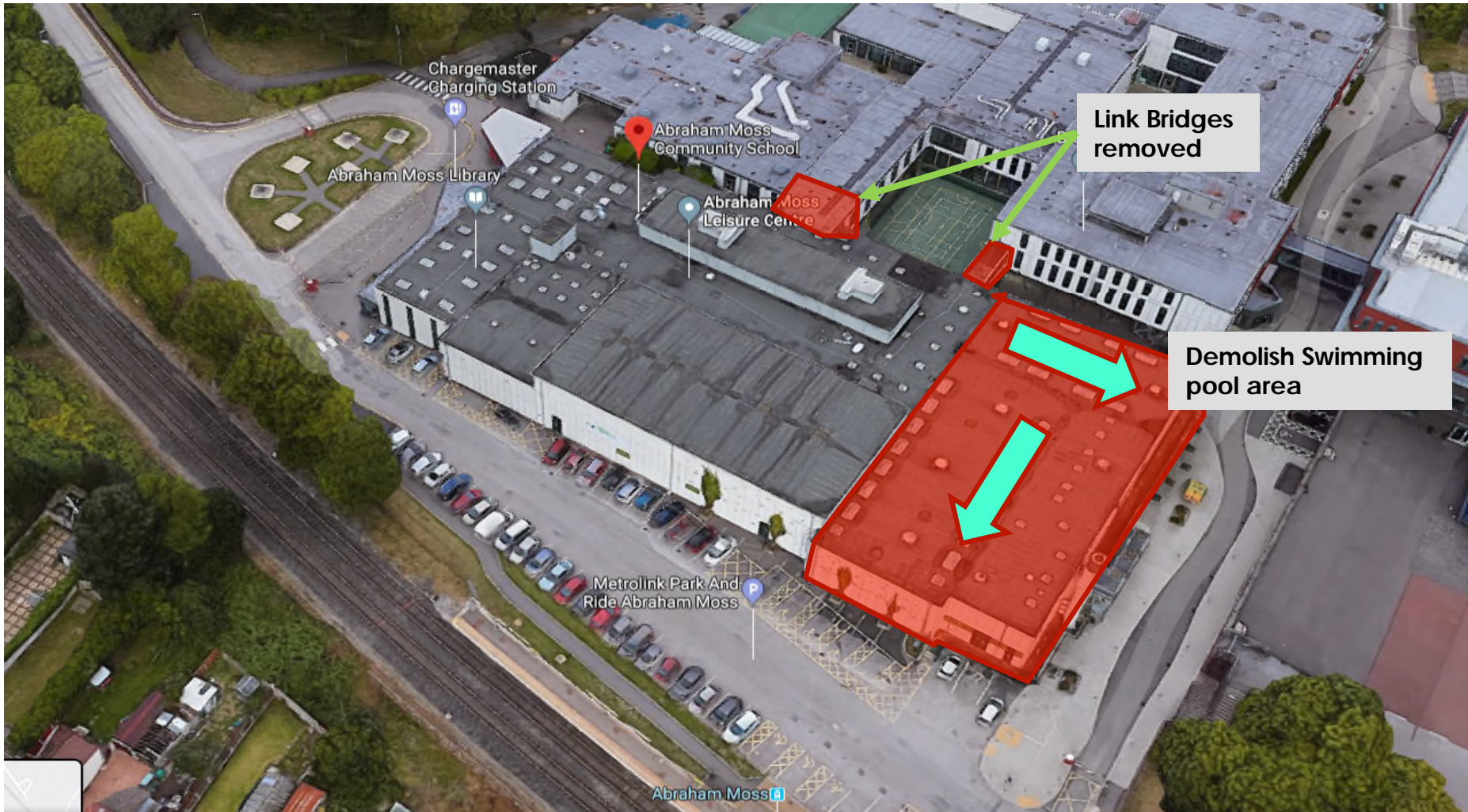


- 1 - Asbestos Removal
- 2 - Soft Strip



Demolition

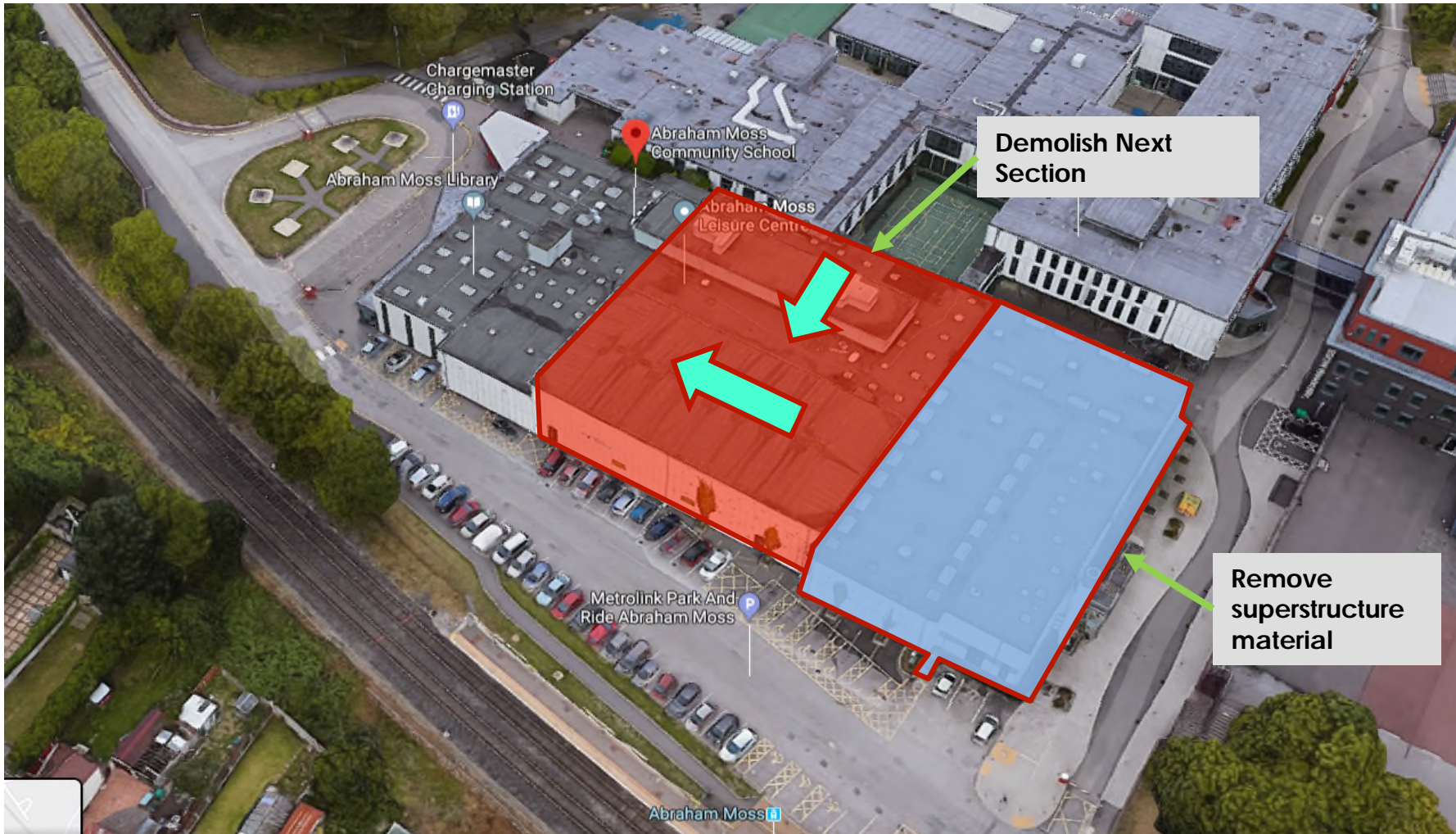
Main Build





Demolition

Main Build





Demolition

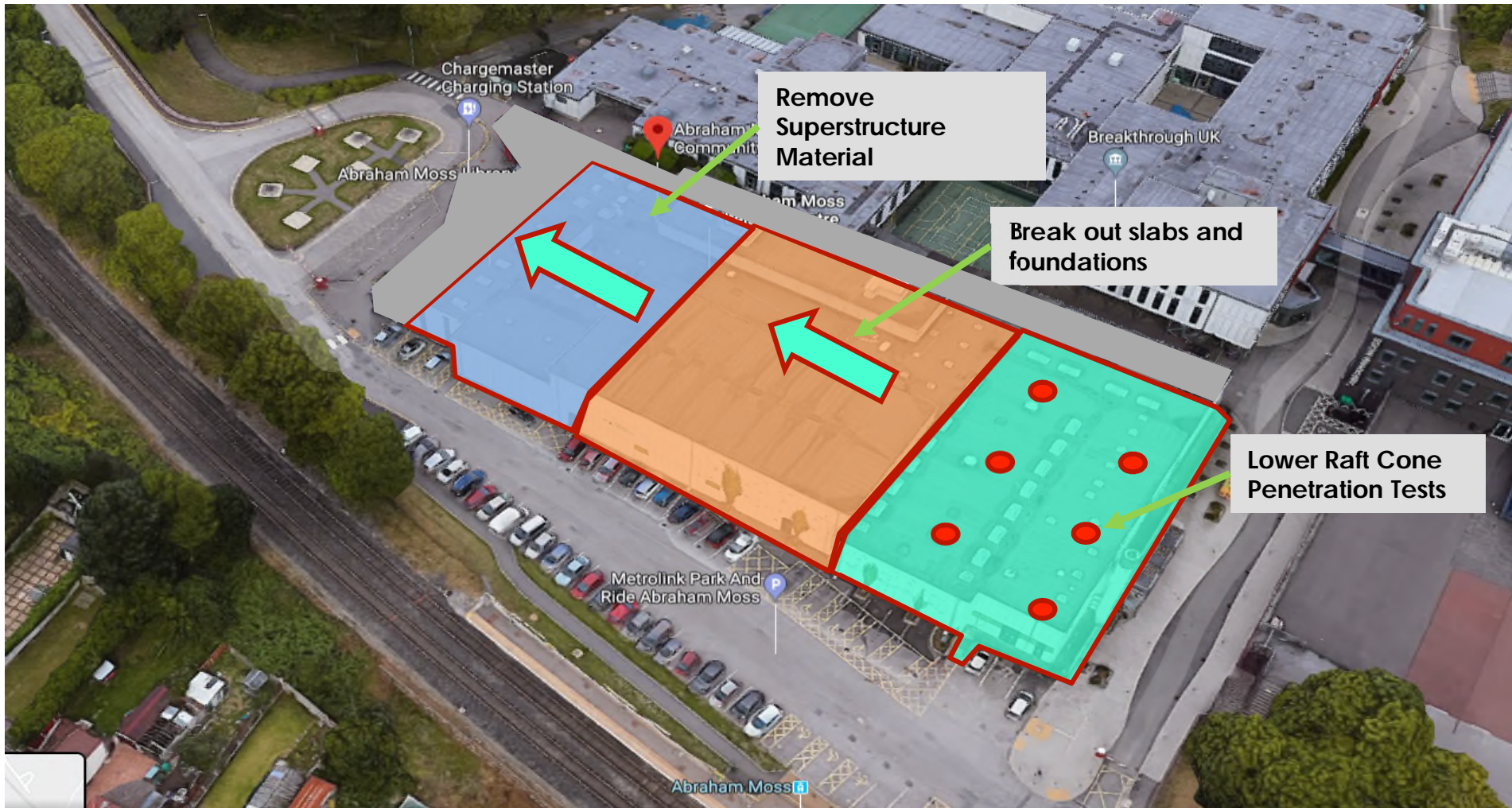
Main Build





Demolition

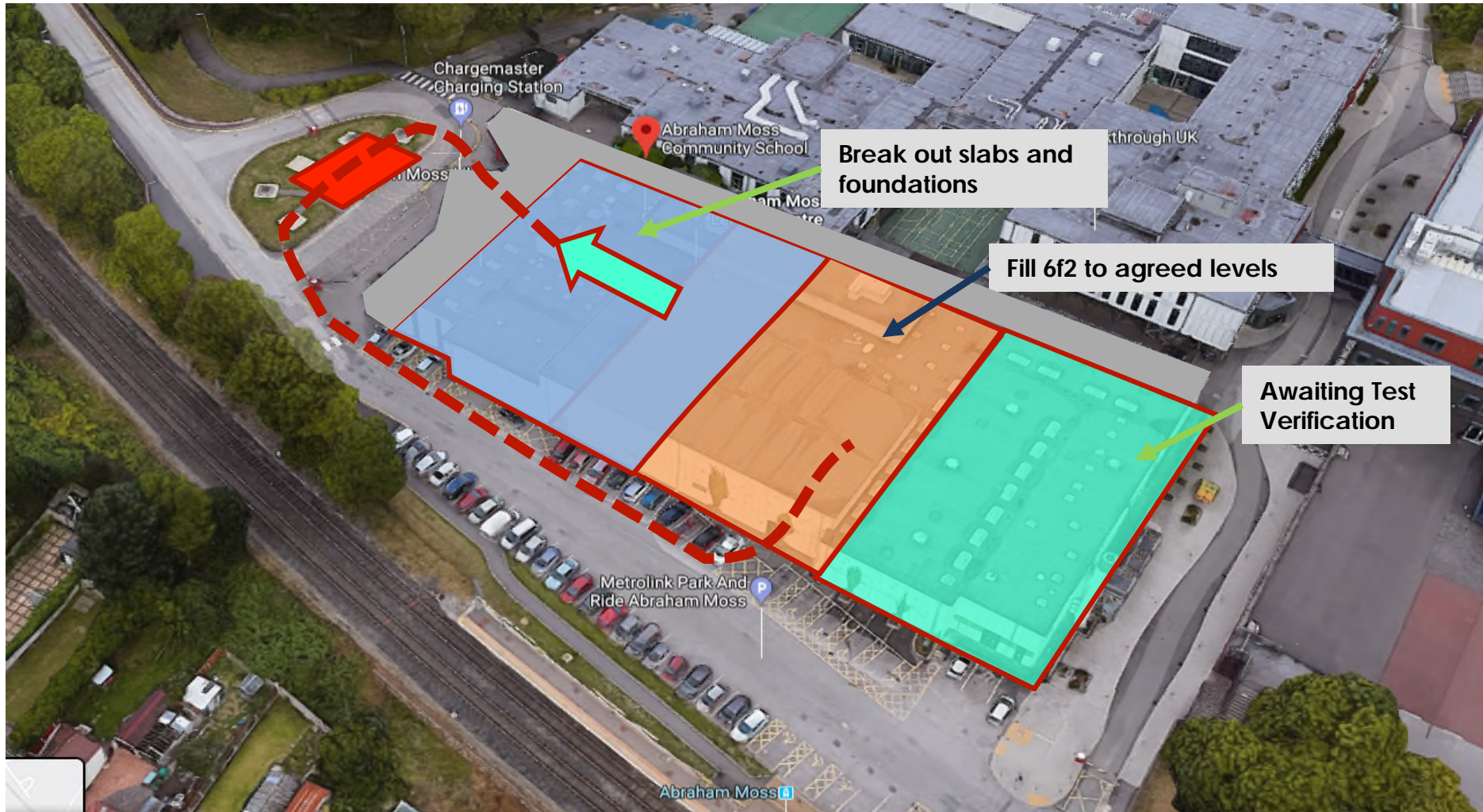
Main Build





Demolition

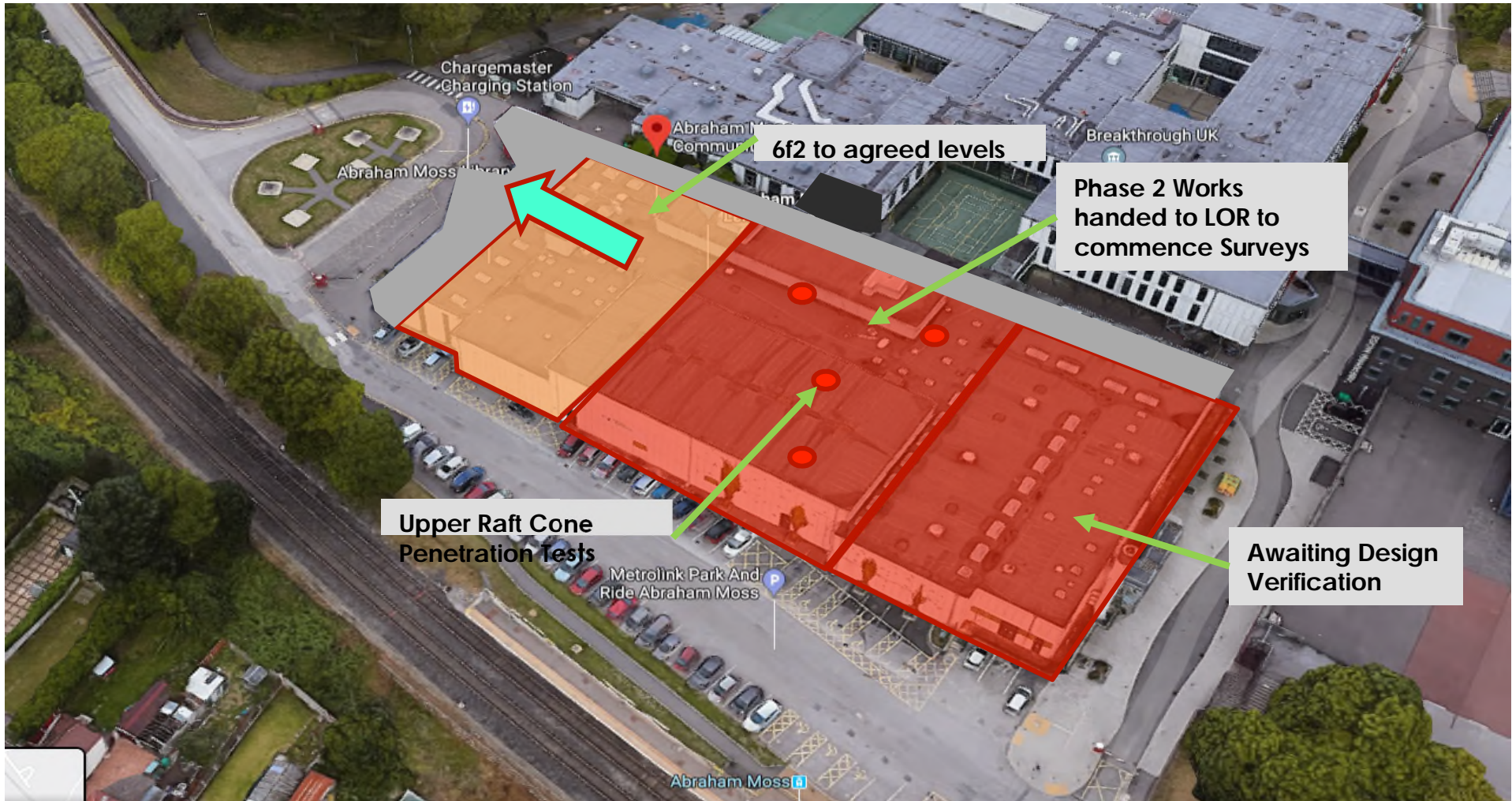
Main Build





Demolition

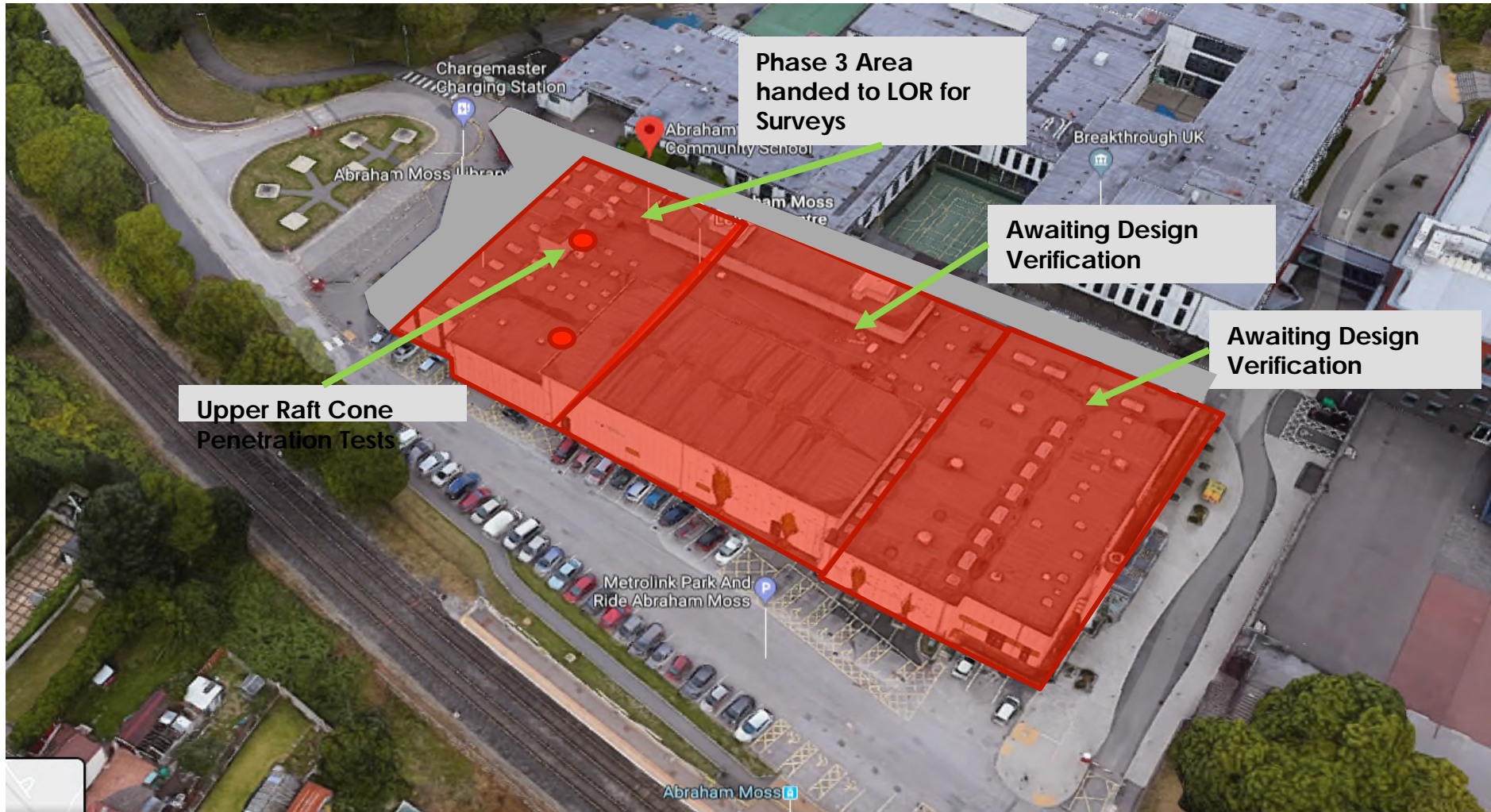
Main Build





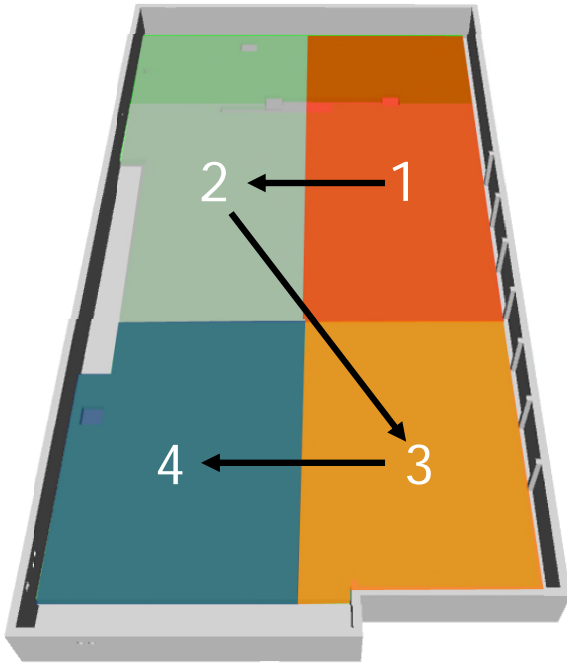
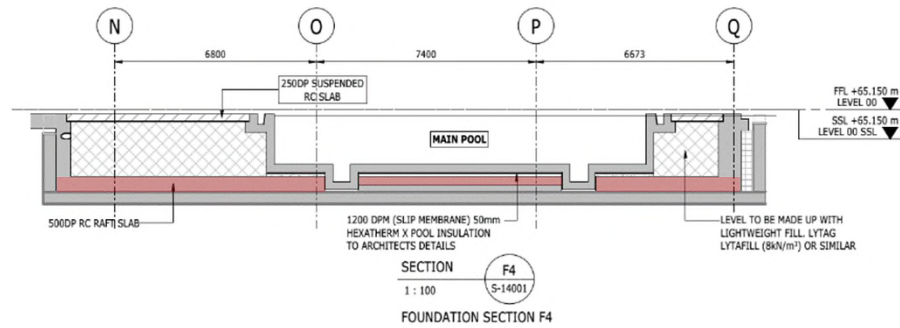
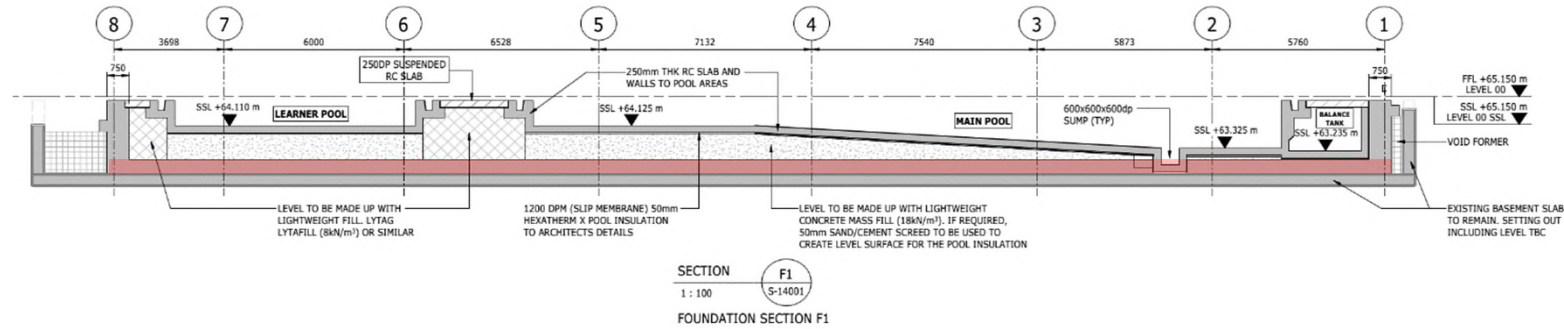
Demolition

Main Build



Substructure

Lower Raft Slab



Item	Duration	Timeline
Raft Slab	5w 1d	7
Pour 1	2w 1d	8
Blinding	1d	9
Membrane	3d	10
Reinforcement	1w	11
Formwork	2d	12
Concrete	1d	13
Strike Formwork	2d	14
Pour 2	2w 4d	15
Pour 3	3w 3d	16
Pour 4	4w 3d	17