
**Construction Management Plan
for
Demolition Works
at
Former BHS Department Store
The Forum
Stevenage**



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Document control

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1. Introduction

The Site to which this document refers is The Former BHS Department Store, The Forum, Stevenage. The precast reinforced concrete structure comprises three main floor levels, which are all approximately 49mts square, and a Plant Room on the roof, which measures approximately 34mts x 27mts. The internal columns are 600mm square and the main floor beams are 550mm deep x 450mm wide. At present the depth of the concrete floor planks is unknown but based on the floor spans and the type of use, they are estimated to be 250mm thick, with approximately 100mm of finishes on top. The building cladding above 1st floor level is also precast reinforced concrete panels. The works required comprise the removal of Asbestos Containing Materials, followed by the soft strip and demolition of the structure, (either down to top of 1st floor slab, or to top of Ground floor slab).

1.1 Reference Documentation

The following documentation has been used to develop this Construction Management Plan:-

Code of practice for full or partial demolition BS6187:2011
Industry guidance produced by the National Federation of Demolition Contractors (NFDC).
'Report on Preliminary Structural Assessment' issued by Eastwood & Partners Consulting Engineers, dated 08 February 2019

1.2 Objectives of the plan

The aim of this Construction Management Plan is to provide clear, concise, specific information required to manage the works and the arrangements for controlling significant project specific risks.

Liaison with the client team and key stakeholders should continue throughout the works, as information is updated, and the project develops.

It is the aim to eliminate or minimise risk, prevent ill health and injury to all site employees, subcontractors, site visitors, site neighbours and the public, as well as creating a culture on site where safety, environmental management is of the highest priority, discussed and maintained through ongoing consultation and communication.

1.3 Project overview

The Soft Strip scope includes the following: -

- Carry out Condition Survey of adjacent footpaths and highways.
- Carry out Hazardous Materials Survey and arrange for appropriate removal of any identified materials.
- Isolation of all incoming Mains Supplies at points of entry into the building.
- Provision of temporary site supplies (water and 110V electricity)
- Provision of temporary welfare facilities within confines of the building
- Provision of site Hoarding to a section of the rear elevation to form a site compound, which will incorporate vehicular access and egress gates for waste collection lorries and compactors.
- Installation of Noise monitors
- Carry out R&D Asbestos Survey
- Removal of Asbestos Containing Materials as identified within the R&D Asbestos Survey
- Floor load test by Consultant Engineer to determine the extent of any back-propping that may be required for the Demolition works.

- Exploratory works as identified by Project Engineers to Party Walls to determine the extent of any Temporary Works that may be required to the Party Walls
- Removal of lifts.
- Provision of Temporary wireless Fire Alarm system.
- Removal of all fixed furniture and fixings.
- Removal of all existing floor finishes.
- Removal of all internal doors, architraves and skirtings.
- Removal of all stud partitions and glazed partitions.
- Removal of all kitchens, inclusive of all existing fittings, fixtures, whitegoods and the like.
- Removal of all toilets, including fittings, fixtures, sanitaryware and the like.
- Removal of all suspended ceilings.
- Removal of all redundant Mechanical and Electrical equipment.
- Disposal of all waste generated from site.

The Demolition scope includes the following:-

- Provision of modular temporary welfare facilities within the existing Service Yard to the rear elevation
- Erection of perimeter scaffolding
- Provision of site Hoardings onto the scaffolding erected along the front and rear elevations
- Erection of scaffolding around Plant Room on roof
- Installation of Dust Monitors, Vibration Monitors and Structural Movement Monitors
- Installation of Acoustic Barriers adjacent to Party Walls
- Contract Mobile Crane Lifts to raise and lower excavators and Brokks to and from the floor slabs
- Top Down Floor by Floor Demolition of structure either to 1st floor slab or Ground floor slab
- Removal of escalators

In summary these work phases will also include, but are not limited to, the following activities:-

- Provision of fortnightly Progress Reports
- Provision of fortnightly Site Safety Audits by Health and Safety Consultant
- Provision of monthly Environmental Reports, containing all data received from the noise, dust, vibration and structural movement monitors.
- Provision of monthly waste collection reports.

For each main activity above, the methodology and details of any specific materials and/or equipment that may be needed, will be provided within a Method Statement or Task Sheet, which will be issued prior to the activity commencing.

1.4 Key project contacts

Role	Company/Organisation	Contact name
Client	Glide Investments Ltd	Asif Abdulla
Project Manager	WT Partnership	Euan Langworth
Architect	CODA Architecture	Matt Bowker
Planning Consultant	Urbana Urban Planning	Charles Dunn
Prepared By	Salter Demolition	Chris Toseland

Site details

Location

The site is located to the North of Stevenage Town Centre along a pedestrianised shopping street known as The Forum. It is in close proximity to the Stevenage bypass which connects directly to the A1 and is a short 5 minute walk from Stevenage train station. The site is currently occupied by a three storey retail building, formerly occupied by BHS, which is now vacant. Built in the 1970s the building is largely a concrete façade with ribbon windows on the upper floors and a glazed ground floor facing the main street. It has vehicular access via a delivery yard to the rear, shared by the adjacent buildings. The building is abutted to the West and East by other buildings, one a large supermarket and the other a retail unit. A 7 storey hotel with a retail ground level sits directly opposite the site, also housing the entrance to the Westgate Shopping Centre. The site sits within the main retail area of the town and the majority of buildings house shops, however there are some commercial and residential uses to the South-West of the site.

Existing site constraints

As the works will be undertaken immediately adjacent to live retail units and a pedestrianised shopping street, consideration must be afforded to the safety and environmental changes accordingly.

Whilst the Soft Strip phase of the works will have a minimal impact on the existing environment, the Structural Demolition phase of the works is to be undertaken in a manner whereby the resultant noise, dust and vibration levels are kept as low as possible.

The existing Service Yard to the rear elevation will be utilised for the clearance of all waste materials arising from both the Soft Strip and Structural Demolition phases of the works and measures are to be put in place to protect pedestrians from vehicles entering and leaving the site. Designated Traffic Marshalls will need to manage the access and egress of all site vehicles that will be attending site.

Pedestrian access to the site will be made available via the existing entrance doors located along the front elevation and the entrance will be permanently managed by site security guards, who will ensure that only authorised personnel will be admitted onto the site.

Existing services

A Temporary Supplies contractor will ensure that all incoming mains supplies are identified and isolated at the points of entry into the site, and temporary 110V electricity and water supplies will be installed as required.

Isolation Certificates will be issued prior to any works commencing.

The Temporary Supplies contractor will also ensure that all redundant services are clearly cut, in order that demolition operatives removing the services are safe in the knowledge that the respective service is indeed terminated and isolated.

Only services with a visible free or cut end will be removed by operatives working back from that free end. At no time will any service, mechanical or electrical, be cut if it does not have a free end.

Any retained live services will be clearly marked by the services isolations contractor as live and to be retained (**Note:-** during the Soft Strip phase of the works, a designated 240V electricity supply will be provided to the Ground Floor temporary welfare facilities)

Temporary Electrical/Mechanical Services

A competent Electrician and Plumber is to be employed to instal all necessary temporary supplies required to provide a safe working environment.

To enable the works, the following temporary services will be required:-

- Installation of Main Site MDU's to provide temporary 110V power.
- Installation of 110v emergency lighting to the main staircases and escape routes.
- Installation of Transformer Supplies to each floor.
- Installation of a temporary water supply to the workface levels including any necessary pumps, to allow dust suppression to be administered.

All services will be presumed to be live unless there is strong and verified evidence to suggest otherwise.

Existing structures

The Floor Plan drawings are contained in Appendix 1.

Contaminated Ground

N/A

Archaeological/Historic Features

N/A

1.5 Programme and site operational hours

The Works Programme will be reviewed and updated as the Project progresses and a drop-line will be formally issued at each Progress Meeting.

Site Operational Hours

Monday to Friday: 08.00 – 18.00 hours

Saturdays: 08.00 – 13.00 hours

Works outside of the times listed above will not be carried out without prior consent from the Project Team and the Local Authority

2.0 Safety Objectives for the Project

It is the aim to eliminate or minimise risk and prevent ill health and injury to all site employees, subcontractors, site visitors, site neighbours and the public, as well as creating a culture on site whereby safety and environmental management is of the highest priority, and one which is discussed through consultation and communication.

The Principal Contractor will endeavour to:

- Maintain zero notifiable accidents and incidents.
- Maintain and improve lost time accident record.
- Move away from safety legislation governance to a safety behavioural culture promoted via communication and coordination and training.
- Maintain all the procedures detailed within this document to achieve and maintain a safe working environment for everyone on site and assessed through regular safety and environment inspections and audits.
- Eliminate or minimise risk, and control the residual risks.
- Prevent ill health to all those on site through health surveillance.
- Promote pro-active safety management and reduce reactive safety management.

Cooperation shall be at all levels within the organisation, through the structures established under the Construction (Design and Management) Regulations. The Company will collaborate with all parties to provide the organisation, advice, and resources to meet this commitment so far as is reasonably practicable.

This project will be carried out in accordance with the primary legislation and documents as detailed within the Legal Compliance section.

2.1 Ensuring safe places of work and safe systems of work.

This management system will be applied to the works to achieve the successful planning, organisation and resourcing of the Project, leading to a successful conclusion. Established health, safety and environmental procedures and documentation systems are to be employed.

These are required to be accredited to:

- BS OHSAS 45001:2019 Occupational Health & Safety Management Standard
- ISO 14001:2015 Environmental Management Standard
- ISO 9001:2015 Quality Assurance Management Standard.

This Construction Management Plan is intended to meet and exceed the requirements of the CDM Regulations 2015, local authority standards, Clients expectations and details the perceived safety risks and control measures particular to this project.

2.2 First Aid
Accidents & Incidents

First aid facilities will be established on site in a clean environment within the Site Management Offices and maintained by the Site Project Manager and Demolition Manager who will control access to the First Aid Equipment and ensure that it is fully stocked at all times.



A first aid team consisting of Trained First Aiders and Appointed Persons First Aiders will be available on site whilst works are in progress. A list of the Site First Aiders names will be posted within the welfare facilities.

In the event of a Personal Injury the following process should be adopted.

- If safe to do so, the site First Aider will assess the condition of the injured person
- If further treatment is required the injured person will either be sent to the local A&E department, or the emergency services will be called.
- The First Aider is to stay with the injured person until the emergency services take over
- The area around the injured party will be closed off until an investigation has been undertaken.

Details of Site First Aiders will be briefed to all persons during the site induction, along with directions to and the location of the nearest A&E Hospital.

Site First Aiders

Project Manager	TBC	
Demolition Manager	TBC	

Local Hospital with Accident & Emergency Facilities

The address of nearest hospital to the site with A&E facilities is:

Address/Post Code	Lister Hospital, Coreys Mill Lane, Stevenage, Hertfordshire, SG1 4AB
Telephone No	01438 314333

2.3 Accident, Incident and Near Miss Reporting

All site accidents, incidents near misses or illness that can be attributed to site operations or processes will be recorded on an Accident and Incident Report.

Local HSE Office

The Health and Safety Executive office address for this project is:

Address	10 South Colonnade Canary Wharf London E14 4PU
Telephone No	0300 003 1747

2.4 Emergency Preparedness Plan

An Emergency Preparedness Plan will be developed during the first week on site, it will remain as a live document and be reviewed and updated as the Project progresses. A hard copy of the document will always be available in the site office records.

2.5 Fire and Emergency Procedures

The Site Project Manager will undertake the obligations of the Responsible Person for Site Fire Safety and development of a Fire Risk Assessment and a Site Emergency Escape Plan for the Project. Both the Fire Risk Assessment and the Emergency Escape Plan will be monitored, reviewed and updated as the Project progresses. All site fire safety and evacuation plans will also consider the potential effect of these requirements on any neighbours organised procedures with particular reference to their existing fire escape routes. The Emergency Escape Plan will be displayed at the site entrance, within the welfare facilities and at each fire point.

A COPY OF THIS DOCUMENT WILL BE AVAILABLE AT THE MAIN SITE ENTRANCES FOR USE BY THE EMERGENCY SERVICES.

The Emergency Escape Plan shall clearly identify pictorially the following information:

- The location of all escape routes (a minimum of 2 shall be provided)
- The location of all site fire points
- The location of the fire alarms
- Location of the site assembly point
- Location of any gas storage areas
- Location of any fuel storage and refuelling area
- Location of all site management and welfare facilities
- Location of any significant risks on site

In the event of discovering a fire the following process will be adopted.

- Sound the fire alarm system.
- Alert the Site Management who will call the Emergency Services.
- Switch off plant and make the work area safe.
- Report directly to the Assembly Point
- Carry out Roll Call.

2.6 Communication of Health, Safety and Environmental Information

Site operatives, sub-contractors and site visitors will be informed and updated on any Health, Safety and Environmental information as the project develops. The following will be used to communicate information.

- Site specific inductions
- Method Statement/Risk Assessment (RAMS) briefings
- Health, Safety and Environmental bulletin boards.
- Daily Activity Briefings. (DABS)
- Toolbox Talks.
- Electronic media platforms.
- Health, safety and environmental forums
- Safety signage
- Sub-contractor coordination meetings
- One to One consultation
- Work Package RAMS reviews.
- Subcontractor Site Start Safety meeting
- Site Employees Safety Committee Meetings

2.7 Site Rules

The site rules will be issued to all contractors prior to works commencing and will form part of the Site Induction.

- A copy of the site rules will be displayed on the Project's Health and Safety notice board.
- Disciplinary proceedings will be implemented for (but not limited to) the following offences:
 - Supplying or being under the influence of illegal substances
 - Under the influence of alcohol
 - Theft on site
 - Wilful misconduct or damage to plant, equipment and facilities or anything provided in the interests of Health, Safety and Welfare
 - Horseplay or practical jokes
 - Disrespect to supervisory staff or occupants of any other area or Client's representatives or members of the public
 - Continuous breach of any Health, Safety and Welfare Legislation
 - Improperly dressed or equipped.
 - In possession of weapons
 - Unlawful damage to property
 - Failure to respond to management requirements.

2.8 Personal Protective Equipment (PPE)

All site personnel and site visitors will be required to adhere to the 5-point PPE policy, and be required to wear the following whilst on site.

- Safety helmet
- Safety footwear – with protective toecaps and midsoles
- Hi vis vest/coat.
- Safety glasses – low impact
- Gloves

The Demolition Manager will confirm details of any additional PPE that may be required, as determined by risk assessment or work package.

- Glasses/ goggles or face screens – High Impact
- RPE – P3
- Fall restraint/arrest equipment /full body harness.
- Hearing protection

All PPE will be maintained in a safe and clean condition. Any dirty or defective equipment shall be replaced immediately.

2.9 Contractors

The following Contractors will be employed on this project.

Trade	Company Name	Contact details
Fire Alarm	TBC	
Temporary Site Supplies	TBC	
Asbestos Survey	TBC	
Asbestos Removal	TBC	
Lift Removal	TBC	
Scaffolding	TBC	
Escalator Removal	TBC	
Hoarding	TBC	
Installation of any Temporary Works	TBC	
Installation of Structural Monitoring	TBC	
Haulage	TBC	
Contract Crane Lifts	TBC	

3.0 Information, Surveys and Reports

The following provides a selection of surveys that are required prior to commencing the main works.

Site Condition Survey	Photographic pre-start surveys of adjacent structures, pavements, and street furniture Note:- A similar survey will also be undertaken upon completion of the works
Hazardous Materials Survey	Full Survey within existing structure to identify any materials that will need to be collected as Hazardous Waste
Asbestos R&D Survey	Full Survey within existing structure to identify any Asbestos Containing Materials that will need to be removed
Floor Load Test	To be undertaken by a Consultant Engineer to determine the extent of any back-propping that may be required to the floor slabs to accept the Structural Demolition machines

4.0 Design Management

4.1 Design Requirements

At present, there will be a requirement for the design of the following temporary works:-

- Scaffolding
- Site Hoardings

4.2 Design Risk Management

All designers' risks will be recorded on a standard risk matrix proforma using a scale of impact and severity of 1-5. Remaining risks that are not able to be eliminated through design shall be clearly marked on provided drawings.

Method statements with risk assessments and designs for the installation of the temporary works will be produced prior to the works commencing for comment and approval by the Client design team. To ensure only up to date design information is in use all issued design information will be controlled by that information being recorded in the site drawing register.

4.3 Design Installation Management

All temporary works will be managed by a competent appointed Temporary Works Coordinator and a Temporary Works Supervisor. With all temporary works progress checked by the retained Structural Engineers against a Temporary Works Register.

4.4 Exchange of Design Information

The exchange of design information will be by holding regular design information exchange and approval meetings at predetermined times with the Client design team and other interested parties particularly when a design is required to be changed.

4.5 Temporary Works Requirements

- Perimeter Scaffolding to all elevations and around the Plant Room on the roof.
- Timber and plywood Hoardings to site compound and front and rear elevation scaffolding
- K Guard edge protection will be installed to protect any exposed leading edges, such as exposed riser voids. Similarly, if small enough then these voids will be covered with ply. Both void protection mitigation measures are classified as temporary works.

5.0 Pre-start Works

In accordance with the Construction (Design & Management) Regulations 2015, the client will complete the F10 Notification of Project and issue the Principal Contractor with a copy.

The anticipated timescales allowed by the Client for site mobilisation as indicated upon the F10 Notification is 3 weeks in which period the following works are to be undertaken:-

- Preparation of all Safety & Environmental documentation including all work package method statements and risk assessments. As the works progress the Project Manager will issue specific Task Sheets, which will be issued to the Project Team for comment/approval. Upon receipt of approval, the Demolition Manager will then brief all relevant site operatives regarding the works required, and those operatives will then sign an Induction Form to confirm that they have understood the procedure.
- Organisation of drawings, surveys reports, licences, agreements etc.
- Organisation of subcontract and consultant work packages.
- Establishment of all emergency procedures and Fire Plan on site.
- Development of Site Traffic & Pedestrian Management Plan.
- Site inductions for company employees and subcontractors.
- Review of subcontractor method statements and risk assessments.
- Organisation and delivery of site plant, and equipment.

6.0 Site Setup & Welfare

On completion of the above mobilisation period and prior to the main onsite activities starting the following preparatory works will be undertaken:-

- The existing Fire Alarm System will be de-commissioned by an approved contractor and a wireless system should be installed, which will be fully tested prior to any works commencing. The system will then be tested on a weekly basis, with a record of each check being kept within one of the site files.

Initially, all welfare facilities will be provided within the confines of the site and will be in accordance with the CDM Regulations, Schedule 2, the current government guidelines for construction sites. The facilities will comprise:-

- Site Office
- Meeting Room
- Changing Room with benches and a drying area
- Male and Female toilets and washrooms with hot and cold running water
- Canteen area with tables and chairs, hot and cold running water, microwave ovens, refrigerators and drinking water dispensers.
- Designated Smoking Area.

Once the Soft Strip phase is completed modular welfare units will be provided, which will be located within the site compound formed along the rear elevation within the Service Yard.

7.0 Site Access Control & Security

The pedestrian entrances will be via the existing main Ground Floor entrance.

All site staff and visitors will be required to sign the site register.

The tidiness and cleanliness of the site will be continuously monitored, access routes or walkways will always be maintained clear of any obstructions.

There is no requirement for the provision of out of hours security guards, but during the working hours of 8am -6pm, we will have dedicated daytime security guards, who will manage the site entrances and ensure that all site operatives and visitors sign the Attendance Register upon arrival and departure.

8.0 Asbestos

A Refurbishment and Demolition (R&D) Survey will be undertaken and a copy will be issued prior to any works commencing on site.

All site operatives will have Asbestos Awareness Training, and should any suspicious material be exposed that has not been identified within the R&D Survey, all works in that area are to be ceased and that area is to be secured by forming an Exclusion Zone. Arrangements are then to be made for a sample to be analysed by the Asbestos Removal Contractor.

The Client is to be informed as soon as any suspicious material is found.

9.0 Scaffolding

There will be scaffold required to all elevations and around the Plant Room on the roof. The scaffold will be designed, and upon receipt of the design, it will be erected by an approved scaffolding contractor. All scaffolding will be erected by trained and competent scaffolders.

Prior to commencement of the erection of scaffolding, the site-specific RAMS provided by the appointed contractor will be issued to the Project Manager for review and ultimate approval.

All scaffolding will be inspected on a weekly basis by a competent person and a register of those inspections will be held within one of the site files.

10.0 Hoarding.

Timber and plywood hoardings will be designed by an approved contractor and upon approval of the design from the Project Team, the hoardings will be erected to form a site compound to the rear elevation to enable the collection of the waste materials that will arise from the works. Vehicle gates will be incorporated within the hoardings to provide safe access and egress for all incoming vehicles.

Once the front and rear scaffolding has been erected, timber and plywood hoardings will be attached to the outermost standards, to prevent any unauthorised access onto the site.

The hoardings will be painted in a colour to be agreed with the Project Team and will be maintained in a satisfactory condition.

All hoardings will be inspected on a weekly basis by a competent person and a register of those inspections will be held within one of the site files.

At the end of each working shift, designated operatives will be assigned to sweeping the areas outside the hoardings, to ensure that all site vehicle entrances, site tracks and adjacent public highways are kept clean at all times. If necessary, a road sweeper will be provided to clean these particular areas. A designated operative will also be assigned to keeping the welfare areas and pedestrian walkways cleaned on a daily basis.

11.0 Traffic and Pedestrian Management

The existing designated traffic route to and from the Service Yard is to be maintained and no additional requirements will be necessary.

To ensure the continuing safety of pedestrians, competent traffic marshals will be employed at the site vehicle entrances and exits to ensure that any vehicle accessing or egressing the site compound will be supervised and controlled.

As there will be no requirement for any vehicles to enter the footprint of the structure, there will be no requirement for wheel washing facilities.

11.1 Access/ egress routes from the site

All pedestrians will access and egress the site via the existing site entrance doors of the front elevation.

The movements of all commercial vehicles will be planned, and vehicles will be pre-booked to attend the site for delivery of plant and consumables, and collection of waste.

To minimise the high-risk integration of cyclists and commercial vehicles, all waste lorry companies will be required to be registered with the Freight Operators Registration Scheme (F.O.R.S).

Prior to leaving site all waste vehicles will be inspected by the drivers to ensure that vehicles are clean and sheeted over prior to departure onto the public highway.

There will be no parking in any surrounding streets by any site employees, visitor's vehicles or commercial vehicles. Limited parking will be available within the surrounding car parks or on meters but all employees and visitors will be encouraged to use public transport when travelling to the site. Should any visitors be unable to utilise public transport, they will be advised to park their vehicles in the Stevenage Borough Council Town Centre Car Park.

Prior to the works commencing on site a photographic survey will be carried out of all neighbouring roads and pavements noting any existing defects. Then during the progress of the site works, the condition of all such areas will be regularly inspected and any faults noted caused by the site works will be repaired.

Care will be taken to ensure that supply chain vehicles do not cause disruption to the surrounding streets and infrastructure.

11.2 Vehicle haulage route plans

The existing highways will be utilised and there is no requirement to introduce any additional traffic controls.

11.3 Storage of Plant and Materials

All consumables, deliveries, site plant requirements and waste collection vehicles will be ordered and coordinated by the Demolition Manager in liaison with the Project Manager.

All items on site having a value, and consumables, will be stored within lockable storage containers. No combustible materials will be stored on the workface upon the completion of each shift and that they will be removed to the site compound.

11.4 Site Logistics

A site compound will be created within the Service Yard, which will be formed with 2.4mt high timber and plywood hoarding. Our trained Traffic Marshals will utilise Chapter 8 barriers within the compound, to ensure that all site personnel are segregated from vehicles entering the site compound. Once the existing lifts have been removed, all waste materials will be removed from the upper floors via the existing lift shafts and will be collected by an excavator at Ground Floor level. A Skidsteer will be utilised to clear the waste materials from the Ground Floor into the site compound, where a second excavator will be located, which will then load the materials into waste collection lorries.

12.0 Footpath closures

N/A

13.0 Waste Management

The waste management strategy will have the aim to maximise secondary material use within the new construction of the site and within the construction industry and to lessen the demand on primary resources so producing an increase in resources efficiency.

Therefore, considering the materials listed below a pre demolition site audit will be undertaken to determine what materials can be reclaimed for reuse or recycling and their amounts which will then be developed into a spreadsheet to produce a “Demolition Recovery Index” (D.R.I) which will be provided to the Client for issue into his new build design considerations.

A waste management strategy will be developed for this project in accordance with the I.C.E. Demolition Protocol, this will allow the following to occur:

- Improve environmental performance.
- Meet legislation requirements.
- Reduce waste disposal and its costs.
- Maximise resources available.
- Benefit clients BREEAM rating.

The materials that will be considered for the DRI will be: -

- Any mechanical and electrical plant and associated fixtures and fittings having a potential reuse value.

13.1 Hazardous Waste Management

Where any hazardous waste is to be handled for disposal, this shall be carried out in accordance with developed risk assessments, and where a potentially hazardous waste cannot be identified then a waste management company or consultants will be employed to determine what the substance is, the required control measures for handling it, the means of transportation and the method of disposal

All identified hazardous wastes will be removed and placed into separate secure and sealed waste bins which will be located within their own designated area within the Ground Floor. Categories of hazardous waste will consist of:

- Oils and liquids
- Electronic equipment

13.2 Non-Hazardous Waste Management

All non-Hazardous wastes will be removed and placed into waste collection lorries and compactors. Such non-hazardous wastes will consist of:

- Ferrous and non-ferrous materials
- Plasterboard
- Timber
- Mixed Waste

All demolition wastes will be sorted for reuse or recycling or disposal and placed into their respective waste collection vehicles. Once full, waste lorries from the registered waste hauliers will transport the wastes to a contracted recycling centre.

13.3 Waste Hauliers

The following licensed waste removal contractors will be employed for the removal and disposal of the identified category of wastes

Hazardous Wastes

TBC

Non-Hazardous Wastes

TBC

13.4 Waste Management Documentation

All Hazardous wastes will be disposed of in accordance with the Hazardous Waste Regulations Duty of Care Consignment Note procedures and removed by a licensed hazardous waste removal company for disposal at the appropriate licensed hazardous disposal site.

All non-hazardous wastes will be placed into lorries and compactors provided by designated waste hauliers. All non-hazardous wastes will be disposed of off-site at a designated licensed disposal site. any load will not be allowed to leave site without the appropriate waste documentation.

The management of all such documentation will be undertaken by the site management.

14.0 Site Environmental Management

In undertaking the work, the aim is to maximise the requirements of sustainable development within the site's new construction. This will be achieved by meeting the basis of sustainability which is "The meeting of the needs of the present without comprising the ability of future generations to meet their needs". It is the efficient use of resources and energy today without compromising future primary resources for others.

The Principal Contractor will contribute to this by:

- Returning to the new construction of the site, and the construction industry in general by recovery for reuse or recycling the highest amount of materials from that originally used on site thereby maximising the use of secondary materials and minimising the use of primary resources. Therefore, achieving an increase in resource efficiency so reducing redevelopment costs for the new construction and the projects overall environmental impact
- The monitoring and reduction of energy and water use on site
- The monitoring and reduction of emissions from site and from all those vehicles coming and going from the site
- Assessing and continuously improving the company's environmental performance on site

It will be the policy of the company to employ only subcontractors that are competent in their field and able to meet the requirements of this Environmental Management Plan and Environmental Management Policy.

Part of achieving approved subcontractor status will require each individual company to not only have to achieve a safety accreditation, but also an environmental management one, and declare their commitment to the environmental management requirements and procedures.

The Principal Contractor will undertake the environmental management of the site in accordance with the Company Environmental Management Policy, developed site work package Risk Assessments and Method statements and the Environmental Management Plan all of which have been developed to ensure compliance to ISO 14001. Where this is the commitment to lessen the site activities adverse impacts on the environment and maximise the beneficial impacts all by employing the best available techniques.

With the principle of the company Environmental Management System being to: -

- Identify all the environmental aspects and impacts
- Evaluate the significance of each impact
- Set objectives and targets for the improvement of those impacts

- Introduce controls and monitoring of those impacts
- Maintain adequate environmental records and auditing of those systems to measure environmental performance
- Environmental Training for persons implementing and managing the requirements
- Provide site environmental inductions for all site operatives and subcontractors

The management of this project shall also be compliant with the relevant safety requirements as detailed within the company’s Health and Safety Policy and Asbestos Management Policy and those listed within this document.

14.1 Ecology

Due to the site location, it is not envisaged that there will be any natural habitats biodiversity that could be affected by the activities that will be undertaken on the site.

The Project Manager will be the Biodiversity Champion who will have direct authority to influence site activities and ensure that detrimental impacts on site biodiversity are minimised.

If required, the site operatives will be trained on how to protect site ecology during the Project.

If required, the Principal Contractor will record actions taken to protect biodiversity and monitor their effectiveness throughout the key stages of the project.

14.2 Aspects and Impacts

Aspect	Impact
Demolition	Noise, dust and vibration nuisance
Site traffic movements	Diesel fuel and various oils usage Plant and vehicle exhaust fumes (carbon emissions) Air pollution on and from the site.
Hazardous and non-Hazardous waste collection and disposal	Plant and vehicle exhaust fumes (carbon emissions) Ground pollution on site and on adjacent roads

14.3 Beneficial Impacts

The recovery for reuse or recycling of such materials as: -

- All non-ferrous scrap materials
- All high and medium voltage cabling
- All stripped out mechanical and electrical services and associated fixtures and fittings having a potential reuse or recycling value

14.4 Managing the Site Environmental Impacts

The following provides details how the identified site Impacts will be managed on site by the Site Management Team.

The visiting Safety & Environmental Manager will also assess the implemented impact control measures as part of their regular site safety inspections.

All employed sub-contractors for this project will be advised of the contents of this Management Plan and will be required to ensure compliance with its contents and sign up to the requirements of the company Environmental Management Policy.

14.5 Noise, Dust & Vibration Quality Management

Noise, dust and vibration monitors will be provided at designated locations around the site boundary and baseline readings will be taken during the first few weeks before any Soft Strip works commence.

All monitors will be operational 24/7 and should any trigger levels be breached, the system will alert designated members of the site management team, who will then immediately inspect the working areas, determine the cause for any breach and, if necessary, suspend the works and review the methodology prior to re-commencement of the works.

14.6 Air Quality Control Measures

To ensure the previously described impacts are minimised the following control measures will be implemented during the demolition project:

- All waste vehicles will be sheeted over prior to leaving site.
- All site plant and waste collection vehicles engines will be maintained in a fully serviced condition to ensure there are no smoke emitting exhaust pipes.
- Remote controlled Brokks should be used as much as possible during the Structural Demolition as they are powered by electricity and therefore do not emit any fumes.
- The movement of all commercial vehicles particularly waste vehicles to and from the site will be pre planned to prevent unnecessary vehicle movements.
- All contained refrigerant gases or other hazardous substances having an adverse impact will be removed by a specialist licensed sub-contractor for disposal in accordance with the hazardous waste regulations, at no time will venting to atmosphere of such materials be allowed.
- At no time will substances or chemicals be used on site which are likely to produce offensive odours.

14.7 Noise Control Measures

To ensure the previously described impacts are kept to a minimum the following control measures will be implemented for the duration of the project:

- During normal working hours (Monday – Friday 08-00 – 18-00 and Saturday 08-00 – 13-00) the maximum LAeq noise levels measured 1 mtr away from the site boundary will not exceed 75DB (A).
- The use of fully serviced plant with fully operational exhaust systems ensuring all plant engine covers are always kept closed.
- Remote controlled Brokks should be used as much as possible during the Structural Demolition phase as they are powered by electricity and have minimal noise emissions.
- The methodology for the Structural Demolition should be undertaken mainly by utilising Excavators and Brokks with Pulveriser attachments instead of Breaker attachments as this will minimise the resultant noise levels
- All site plant not in use will be shut down and not left idling on site.
- Any provided site generator plant will be of the new ‘whisper’ operational type.
- The shouting out of instructions on site will be strictly forbidden, all site management and supervisors will be issued with site communication radios.
- The playing of radios etc. on site will always be strictly forbidden.
- The sounding of vehicle hooters on site or in any adjacent street will always be strictly forbidden.

- No commercial vehicles will be allowed to park in the adjacent streets waiting for access to the site, particularly with engines left ‘ticking over’
- Maximum noise generation levels will be determined for each major item of plant from such information as supplied by manufacturers or company noise monitoring records. This will enable the potential level of noise generation to be calculated.
- There will be no site activities or plant engines started or lorry movements to and from the site made before 8am and not after 6pm.
- All plant deliveries and collections plus all waste management requirements will be coordinated to ensure the noise impact from all such vehicle’s movements on the community is kept to a minimum and is within agreed times.

14.8 Vibration Management


Wherever possible during the Structural Demolition phase of the works, the excavators and Brokks should utilise Pulveriser attachments instead of Breaker attachments as this will reduce the level of vibration being transmitted through the structure.







Where the structure abuts Party Walls, the structure is to be saw cut, which will then minimise the amount of vibration being transmitted onto the Party Walls. **(Note:-** Structural Monitoring Targets will be installed on the Party Walls, and these will be inspected as required by the Project Engineers)

14.9 Road Transportation

The existing route to and from the Service Yard will be advised in writing to all relevant parties and in particular the waste lorry companies.

- The delivery of all materials, plant and equipment will be pre-planned and at designated times of the day to minimise the impact on the local area from the continuous accessing and egressing of the site by vehicles. There will be no deliveries or collections to the site, and the starting of site plant before 8am and after 6pm.
- All goods deliveries will be made to the site compound, where all vehicles will be unloaded, and the materials taken to the appropriate storage area immediately.
- To ensure an efficient management of and minimising the number of vehicles coming to and from site, where required in liaison with site management requirements a designated management representative will be appointed to act as the Site Transport Co-ordinator. Who will manage all the waste removal collections and documentation, and for the efficient ordering and delivery of site consumables, all of which will be at agreed appointed times.
- No vehicles will be allowed to park in any of the adjacent roads particularly with engines left ticking over, and there will be no parking within the constraints of the site.
- All site operatives, subcontractors and visitors will be instructed to attend the site via the easily accessible modes of public transport.

		Week Nos	Week Nos	Week Nos	Week Nos	Week Nos	Week Nos	Week Nos
		1-2	3-5	6-10	11-23	24-29	30-35	36-51
Vehicle Type and GVW	Vehicle Type and GVW							
Van/lorry up to 7.5t		2 No. total		1 No. total	1 No. total		2 No. total	16 No. total

4 Axle Skip Lorry			3 per week	4 per week	1 per week	1 per week	3 per week	25 per week
3 Axle Artic (Scaffold Tube and Fitting)							1 per week	6 total
Vehicle & Draw Bar Trailer 36ft (Welfare Cabins)								4 total
2 Axle Ridged 18t (Minor Construction Plant)							2 total	2 total
6 Axle Artic 44t (Major Construction Plant)							4 total	4 total
Special Delivery 40t+ (Large Plant and Mobile Crane)								4 total
TOTALS		2	9	21	14	6	32	436

14.10 Environmental Incidents

If an environmental incident occurs on site or affects adjacent properties, the following actions will be implemented by the Project Management team:

- Notification will be issued to the relevant Authority.
- Actions will be put in place to immediately control the incident and limit the adverse impacts of that incident.
- The environmental incident will be recorded in the site diary and a Site Incident Report form completed.
- The company Health, Safety and Environment Manager shall be informed and provided with a copy of the Site Incident Report, who will then attend site.
- A joint site investigation will then be implemented by the company Health, Safety and Environment Manager, Site Project Manager and Principal Contractor Environment representative.
- As a result of the investigation where required the appropriate actions will be implemented.
- Then those action will be monitored.

- Then the incident will be recorded as closed out.

14.11 Site Environmental Process Monitoring

Part of the Health and Safety Managers site safety visits will include environmental process inspections, using an inspection checklist which will be assessed as part of producing an environmental performance report for issuing to the Project Team, and where required for the organisation and implementation for corrective measures to achieve improvements

14.12 Environmental Training & Communication

All company personnel will be provided with Environmental awareness training by the following means:-

- Regular circulation of the relevant environmental information from Company Safety & Environment Manager obtained from such sources as the Environment Agency, DEFRA, WRAP websites and notifications.
- Issue of Company Environmental Policy and induction talks on its contents.
- Attending Environmental Awareness training provided by such resources as
 - CITB training courses
 - Company Environmental Consultants
 - Environment Agency Net Regs PPG's
- Site specific Induction Talks given by the company Health, Safety and Environment Manager and the issue of this Environmental Management Plan
- Prior to each work package commencing, those employees and subcontractors involved in the works shall attend a safety talk given by site management, which shall include the relevant environmental management requirement

Wildlife Protection

If any protected species of animal or its habitation is discovered, then that will be reported to English Nature for their advice and recommendations.

Site Management

The responsibility for the successful management will be the ultimate responsibility of the Project Manager aided by his team and subcontract managers and operatives.

The Site Project Manager will be responsible for the daily management of all environmental management documentation such as waste records, incident reports, information for the end of project report, and in the daily management of the Site Waste Management Plan. He will be aided by the visiting SEQA administrator who will attend site on a regular basis.

To ensure compliance with all the requirements of the site Environmental Management Plan and Company Environmental Management and Asbestos Management Polices is achieved, regular unannounced site safety and environmental inspections will be undertaken by the Company Safety and Environment Manager, who will issue a report to the following personnel:-

- Site Project Manager for any required actions
- Site Responsible Director for any required actions

- Client Health, Safety and Environmental representatives.

From these site safety and environmental inspection reports the Company Safety and Environment Manager will review these reports to determine whether any environmental issues are developing which need to be rectified by:

- Site Management meetings
- Implementation of individual or groups of employee’s discussions
- Company employee or subcontractor site inductions or specific topic training
- Discussion at formal Monthly Project Progress and Safety and Environmental Management meetings attend by the Principal Contractor and the Client Team
- Discussion topic at the Company Senior Management Meetings

In the Safety and Environmental Management of the project the following means of communication will take place

As part of the Company Safety and Environment Managers site visits, they will:

- Hold informal talks with all site employees discussing environmental issues.
- Hold a Site Safety and Environmental meeting with the Company Site Project Manager and Demolition Managers, to discuss any safety and environmental issues or site requirements
- Form a Project Committee which will be attended by site management and Subcontractor management representatives, along with selected site employees, to discuss all safety and environmental issues
- Carry out site inspections.

14.13 Environmental Risk Management

The company will have all its Environmental risks associated with these works recorded within the Company Demolition Environmental Management Risk Management Register. A copy of this register will be on site for these works.

Name	Contact Number
Head Office	TBC
Site office	TBC
Environment Agency	03708 506 506
Pollution Hotline	0800807060
Health & Safety Executive	0300 003 1747
DEFRA	03459 33 55 77
Natural England	0300 060 3900
Bat Conservation Society	0345 1300 228
Thames Water (24 Hour)	0800 316 9800

15.0 Legal Compliance

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015
- The Work at Height Regulations 2005
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Lifting Operations and Lifting Equipment (LOLER) Regulations 1998
- The Electricity at Work Regulations 1989
- The Control of Substances Hazardous to Health Regulations (COSHH) 2005
- The Personal Protection Equipment at Work Regulations 1992
- The Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Work Place (Health, Safety & Welfare) Regulations 1992
- The Confined Space Regulations 1997
- The Manual Handling Operations Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2013
- BS 12811-1 Temporary Works Equipment-Part 1 Scaffolds-Performance Requirements and General Design
- HSG 38 Lighting at Work
- HSG 47 Avoiding danger from underground services
- HSG 151 Protecting the Public
- HSG 65 (2013) Successful Health & Safety Management
- Health and Safety, First Aid at Work Regulations 1981
- HSG170 Storage of flammable liquids

Site Fire Safety

- The Regulatory Reform (Fire Safety) Order 2005
- Dangerous Substances & Explosive Atmosphere Regulations (DSEAR) 2002
- L138 DSEAR Approved Code of Practice (2nd Edition-2013)
- INDG 370 Guide to DSEAR
- HSGN 168 Fire Safety in Construction Work
- HSE Information Sheet 51-Construction Sites Fire Safety
- CDM Regulations 2015

Environmental Legislation

The company will undertake the environmental management in accordance with the following environmental management legislation

- The Control of Pollution Act
- The Environmental Protection Act
- The Highways Act
- The Road Traffic Act
- The Control of Asbestos at Regulations 2012
- Construction (Design & Management) Regulations 2015
- The Hazardous Waste Regulations 2005
- The Waste Electrical, Electronic Equipment Regulations

- The Control of Pollution (Oil Storage) Regulations 2001
- The Site Waste Management Plans Regulations 2008
- The Provision & Use of Work Equipment Regulations 1999
- The Control of Noise at Work Regulations 2005
- BS 5228 Noise & Vibration Control on Construction & Demolition sites
- BS 6187: 2011 Code of Practice for Demolition
- The Wildlife & Countryside Act 1981
- The Conservation (Natural Habitats) Regulations 1994
- Local Authority “The Control of Dust and Emissions from Construction & Demolition Best practice Guidance”

Primary Documents:

- Health and Safety Policy
- Asbestos Management Policy
- Environmental Management Policy
- Occupational Health & Drug & Alcohol Management Policies

16.0 Hazard Identification and Risk Assessments

The following table provides a list of the perceived risks associated with this Project, and the means of mitigation undertaken, which will be confirmed by developing site specific Risk Assessments and Method Statements.

Hazard	Likelihood	Risk	Mitigation
Major Site Incidents	Low	Personal injury and property damage	Works to be well planned, coordinated and supervised in a manner to reduce this risk to the lowest possible level.
Underground electrical and mechanical services	Medium	Risk to personal safety	No excavation works are presently planned, but should the need arise then the following will apply:- Plan works in accordance with HSG47 "Avoiding Danger from Underground Services" and test or CAT Scan areas of concern. Any site excavation works to be undertaken in accordance with an issued Permit to Excavate and supervised by a competent person
Housekeeping	Low	Risk to personal safety e.g. Slips, Trips and Falls	Works to be well planned, coordinated and supervised in a manner to reduce the risk to the lowest possible level
Biological Risk from cold weather and direct strong sunlight	Medium	Risk to personal safety	Operatives will be advised of the risks. The company will provide the correct protection and PPE and all risks will be under medical surveillance
Unexpected archaeological discoveries	Low	Programme delay	All work in area stopped, and report any items found to Client and await his instructions
Site Remediation Works	High	Personal Injury Accidents	Not required at present, but should the need arise the following will apply:- Any planned remediation works are to be managed by competent personnel and are to be undertaken by experienced operatives and subcontractors
Site Fire Safety	High	Personal Injury and Property damage	Risk managed by the development of a Site Fire Risk Assessment and Fire Plan and procedures. Plus, use of Hot Works Permits to Work and Safety Talks and Safety Standard.

Hazard	Likelihood	Risk	Mitigation
Falls from Height	High	Personal Injury Accidents	Falls from height controlled in accordance with Company Safety Standard, Company Health & Safety Policy, developed work package Risk Assessments and Method Statements and Safety Talks
Environmental Management of Adverse Impacts such as noise, dust, vibration, ground contamination etc.	Low	Adverse environmental responses	Environmental Management carried out in accordance with Company Environmental Management Policy and Site Environmental Management Plan.
Site commercial vehicle movements to and from site	Medium	Public interface and traffic accidents and congestion and disturbance	Vehicle movements planned in accordance with Site Traffic Management Plan and Site Environmental Management Plan developed in liaison with the Local Authority. For large load movements to and from site, these will be notified to the police who will arrange escorts to and from site along pre-determined routes and times. All those who will be potentially affected will be notified prior to the movement being undertaken
Manual Handling	Medium	Personal Injury Accidents	Work tasks to be planned to prioritise use of various mechanical plant
COSHH Risks- Hazardous Wastes	Medium	Personal Injury Accidents	Initial Hazardous wastes survey to allow COSHH Risk assessment control measures for removal and disposal to be developed via Chemical data sheets and/or specialist waste subcontractor input
Legionella	Medium	Personal Injury	A Survey is to be conducted by the Clients appointed Contractor and a copy is to be issued to all relevant parties prior to any works commencing
Lead in Paint	Medium	Personal Injury	A Survey is to be conducted by the Clients appointed Contractor and a copy is to be issued to all relevant parties prior to any works commencing

Hazard	Likelihood	Risk	Mitigation
Isolation and Disconnection of site M&E Services	Medium	Personal Injury Accidents	Isolations are to be undertaken by an approved Contractor All site M&E services shall be identified within Client provided information and their exact location will then be determined on site Demolition operatives only to remove redundant services by working away from cut-ends formed by the approved Contractor
Isolation and Disconnection of site M&E Services having a potential adverse impact on adjacent properties	High	Personal Injury Accidents Loss of third-Party M&E Services	See above item
Potential Terrorist Actions on or adjacent to the site	High	Personal Injury and Property damage	Contents of Company "Site Emergency Plan for Terrorist Actions" to be discussed with Police and their requirements/recommendations to be included within plan Contents of plan to then be notified to everyone on site via a toolbox talk and posted within all welfare and site security facilities Site security to patrol site hoarding line daily and report any suspicions immediately If Plan implemented by Project Manager designated people to assist in managing requirements of that plan
Hazards from surrounding locality (Persons, Property, Vehicles, Transport etc)	Medium	Personal Injury and Property damage	As part of mobilisation period, a full comprehensive survey & report will be undertaken to establish the location of the detailed hazards and the potential effect of the project will have on them and the risk mitigation procedures needed
Installation of Temporary M&E supplies to Site	Low	Personal Injury	All required site temporary electrical and water supplies will be installed by subcontract companies from an approved sub-contractors list and who hold the relevant trade accreditation for their works and undertaken in compliance with the relevant British Standard All works will be pre-planned by the Site Project Management team against a developed programme

Hazard	Likelihood	Risk	Mitigation
Provision & Installation of Site Welfare Facilities	Low	Personal Injury	<p>All site welfare will meet the requirements of the CDM Regulations and Company Safety Standard "Site Welfare Facilities" and will be installed on site as part of the Project Mobilisation Period and prior to any Demolition works commencing.</p> <p>All facilities will be serviced and cleaned on a daily basis by designated operatives.</p>
Subcontract Packages Management	Medium	Personal Injury and Property damage	<p>All subcontract packages will be procured from our approved subcontractors list and they each will be issued with a Scope of Works Tender, programme, and details of risks on site which they need to consider as part of their tender. All subcontract works undertaken in accordance with Risk Assessments and Method Statements which have been approved by Site Project Manager</p> <p>On site all sub-contractors work will be managed daily on site by appointed Demolition Manager overseen by the Site Project Manager. Their site safety performance will be part of the regular sit's safety audits undertaken by the company safety team</p>
Site Occupational Health Management	Medium	Personal Health Risks	<p>As part of the company Employees Occupational Health Management Policy the following procedures will be implemented on site for all on site</p> <p>All employees completing accompany Health Check Questionnaire</p> <p>If deemed necessary and appropriate a retained medical company will visit site to carry out random drug & alcohol testing</p> <p>Any occupational health risk such as from Noise, Vibration and HAV will be eliminated or controlled by developed risk assessments and information recorded</p>

Hazard	Likelihood	Risk	Mitigation
Identifying Unknown asbestos during demolition works	Low	Personal Health Risks	Area sealed off then any unknown or unrecorded asbestos shall be notified to the asbestos removal contractor immediately who will arrange for samples to be taken to determine what it is. Dependent upon findings HSE to be notified using an ASB5 1 or 5 Notification and an Asbestos Plan of work developed with Risk Assessments. Required asbestos removal will be carried out in accordance with information detailed within Section 1 above
Slips, Trips & falls	Medium	Personal Injury	All slips, trips and falls risks on site will be eliminated by continuous surveillance by all on site of all work areas, and any risk identified recorded and rectified immediately
Temporary Works Installations	Medium	Personal Injury and Property damage	All Temporary Works shall be <ul style="list-style-type: none"> • Designed • Design Approved by third party • Managed by a Temporary Work Coordinator • Supervised on site by a Temporary Works Supervisor • Temporary Works recorded in a Temporary Works Register • Temporary Work Installation by Approved Subcontractors working to approved method statement and risk assessments

17.0 Outline Method Statement

Soft Strip Phase

Formation of Site compound by approved Hoarding contractor.

1. Install 2.4m high timber and plywood hoarding within Service Yard along rear elevation. Hoarding to be constructed on kentledge.
2. Decorate Hoarding and display warning signage.
3. Hoarding to incorporate 2no sets of bi-fold gates to allow vehicular entrance and exit of compound.
4. Affix acoustic barriers to internal face of Hoarding.
5. Protect the existing hardstanding with steel road plates to maintain the integrity of the existing finishes.

Asbestos Removal by Licensed contractor

As part of the early enabling works there will be an Asbestos Refurbishment and Demolition Survey undertaken by an approved contractor and all identified Asbestos will then be removed by a Licensed contractor prior to any Soft Strip works commencing.

Lift Removal by approved contractor

An approved contractor will be employed to remove the existing lifts from the building as the intention is to utilise the lift shafts as Drop Zones for all the waste materials.

Prior to the removal of the lift entrance doors our approved scaffold contractor will instal Guard Rails across the entrances.

The usage of the lift shafts will assist in the containment of the dust arising from the works.

Work area establishment.

The Soft Strip works will be undertaken on a floor-by-floor basis, working from the top floor downwards.

1. Install temporary fencing barriers with warning signage clearly displayed.
2. Establish working area wireless fire points, which will be equipped with 1 x Co2 and 1 x dry powder extinguishers.
3. Install eye wash stations and first aid points.
4. Install temporary 110V supplies for power tools and task lighting.
5. Install access equipment such as mobile towers and podium steps.
6. Install temporary protection to any required areas.

Safety Arrangements

The law requires that certain notices must be displayed where people are employed. The following notices will be prominently displayed on the Site Safety Board where all personnel working on the contract can see them:

- Health and Safety Law - What You Should Know
- Employers Liability Insurance Certificate
- All current Policy statements
- Fire Action Notice
- First Aid Notice
- F10
- Copy of the site Construction Health and Safety Plan
- Hospital route

Company site safety requirement boards will be placed at the site entrances indicating what safety requirements will be needed to be complied with on site and all relevant contact information.

The Project Manager will ensure that all workers and visitors are given a full site induction on arrival. The induction will cover all emergency procedures and general site safety information.

Full method statement briefings will be given to all operatives prior to works starting and attendance will be signed for on an attendance sheet, the records will be kept on site.

M&E Removal from Plant Room (Roof level)

1. Operatives will use handheld tools and Oxygen/Propane cutting equipment to remove the redundant items into manageable sized sections, which will be left within the Plant Room structure ready for removal by a mobile crane at the commencement of the Structural Demolition phase of the works.
2. Smaller items will be passed through the existing roof slab apertures down to the floor below, where they will be collected and transported to the lift shafts and discharged into the shafts.
3. Any Hot Works will only be undertaken once the Project Manager has issued a Hot Works Permit and a firewatcher, who will be equipped with suitable fire extinguishers, will be in attendance throughout the activity. The Firewatcher will remain in attendance for a minimum of 1 hour after the task has been completed to ensure that no materials have been left smouldering.

Sanitaryware Removal.

(Note:-All service connections to be isolated/drained down and capped by the approved Temporary Supplies contractor).

HOLD POINT: DO NOT REMOVE ANY SANITARY WARE OR SERVICES UNTIL ISOLATION CERTIFICATION HAS BEEN ISSUED BY TEMPORARY SUPPLIES CONTRACTOR.

1. Using hand tools, remove tap connectors ensuring that any water is drained into a waiting bucket.
2. Using cordless power tools, remove fixings from sanitary ware and place removed items into wheelie bins or flat trolleys.
3. Transport waste materials to the lift shafts and discharge materials into the shafts.

Localised Stud Wall Removal.

1. Access equipment, such as mobile access towers and podium steps will be erected and inspected by PASMA trained operatives.
2. Provide H type vacuum to working area.
3. Starting at the top of each wall, use reciprocating saws to cut the stud into manageable sections and use the H type vacuum or a killer spray volume bucket with water, to suppress and remove the dust arising.
4. Place cut sections into a wheelie bin or flat trolley and transport to the lift shafts for discharge into the shafts.
5. When completed remove fine debris with H type vacuum.

Non Load Bearing Block Wall Removal

1. Access equipment, such as mobile access towers and podium steps will be erected and inspected by PASMA trained operatives
2. Provide H type vacuum.
3. Starting at the top of the wall, carefully reduce the height of the block wall, course by course, using a 7lb (or similar) sledgehammer or 110v breaker, allowing the blocks to fall to the floor below. Use killer spray volume bucket with water to suppress dust nuisance. Alternatively use H type vacuum to collect and remove dust nuisance generated.
4. Shovel debris into wheelie bins and transport to lift shafts for discharge into the shafts.

HOLD POINT: DO NOT OVERFILL WHEELIE BINS.

5. Suppress dust nuisance when tipping debris into lift shaft with ¾" hose fitted with adjustable spray nozzle.

Suspended Ceiling Removal.

HOLD POINT: ENSURE THAT TEMPORARY SUPPLIES CONTRACTOR HAS ISSUED ISOLATION CERTIFICATION FOR A/C UNITS.

1. Mobile access towers will be erected and inspected by PASMA trained operatives.
2. Using the scaffold tower for access, use handheld cordless power tools to cut the suspended ceiling into manageable sections and use the H type vacuum to collect dust and or the killer spray volume bucket with water to suppress dust nuisance at source.
3. Place cut ceiling sections into wheelie bins or flat trolleys and transport to lift shafts for discharge into the shafts.
4. Remove A/C unit fixings and lower A/C units onto scaffold tower deck.
5. Place A/C units into wheelie bin or flat trolley and proceed to remove all redundant pipework.
6. All pipework to be placed into wheelie bins or flat trolleys and transported to lift shafts for discharge into the shafts.
7. Upon completion clear fine debris with H type vacuum.

2nd Fix Joinery Removal.

1. Using handheld demolition tools, remove doors, architraves and skirtings ensuring that protruding fixings are either removed or bent over. Cut longer items into manageable sections and place into wheelie bins.
2. Transport all debris to lift shafts for discharge into the shafts.

Ceramic Floor Tile Removal

1. This will be left in-situ and removed during the Structural Demolition phase of the works.

Carpet Removal

1. Using hand tools release carpet from gripper fixings around the perimeter of the rooms.
2. Using a retractable utility knife, cut the carpet into manageable sections, roll and place into wheelie bins.
3. Transport all debris to lift shafts for discharge into the shafts.

Installation of Temporary Works

1. As a result of the Floor Load Test that will have been undertaken by a Consultant Engineer, an approved contractor will install any back-propping that may be required to the floors.
2. This task will be monitored by a Temporary Works Supervisor and upon completion the Consultant Engineer will inspect the works and once approved, they will issue a Permit to Load, in readiness of the Structural Demolition phase of the works.

Waste Removal

1. All debris discharged into the lift shafts will be continuously cleared at Ground Floor level by an excavator with bucket/grapple attachment and will be stockpiled in a designated area.

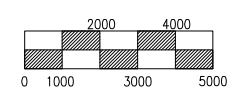
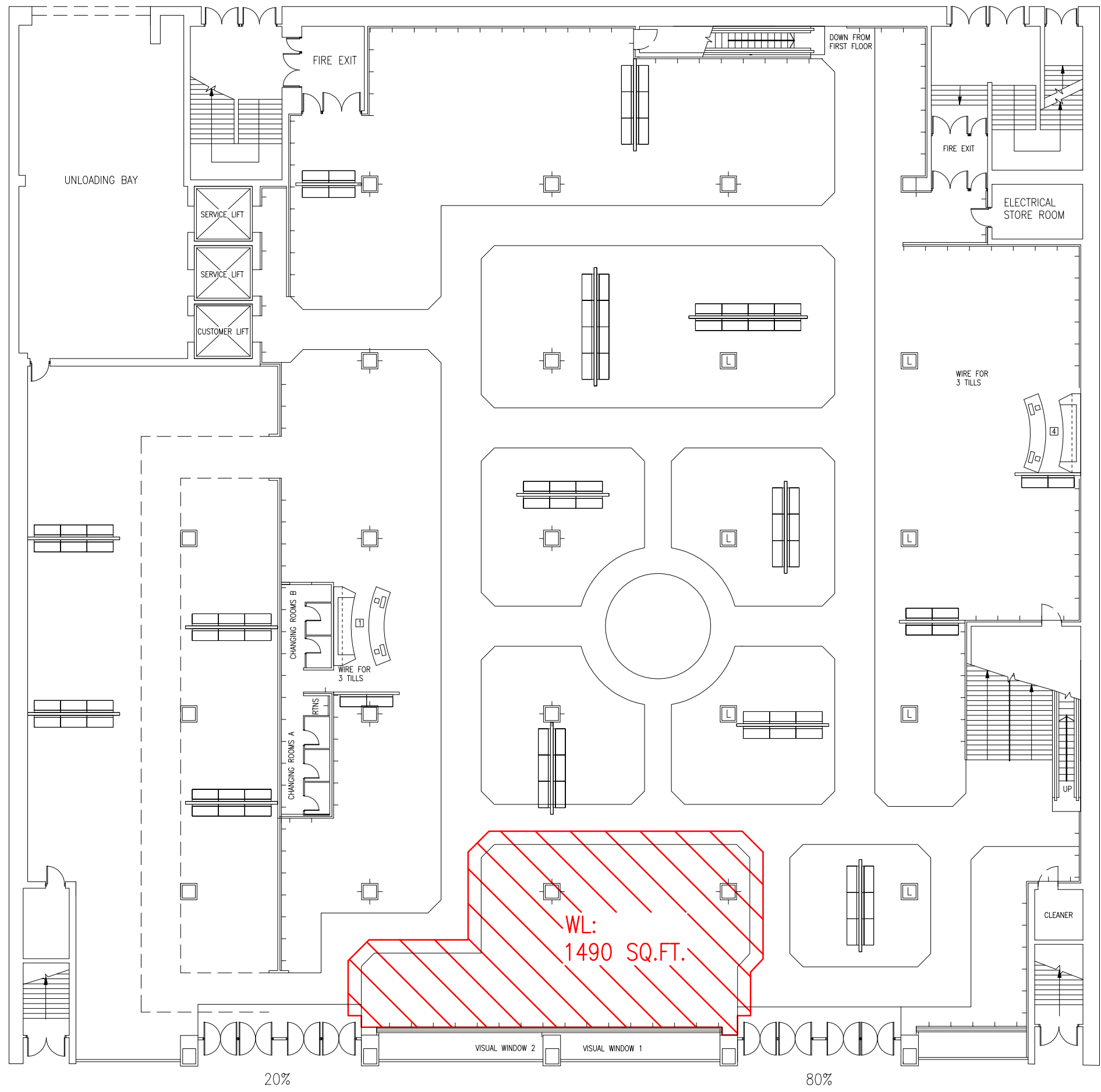
2. A Skidsteer will then continuously collect the debris and transport the debris out to the site compound formed in the rear elevation Service Yard.
3. A second excavator located within the site compound will then collect the debris and load the debris directly into waste collection lorries/skips.
4. Traffic marshals to open gates to loading area prior to waste lorry deliveries/collections.
5. Additional traffic marshal to patrol area within site compound.
6. All waste lorries to be sheeted over when loaded and prior to leaving the site compound.
7. Traffic marshals to escort waste lorries out of site compound.

Structural Demolition Phase

1. An approved scaffolding contractor will erect scaffolding to all elevations. The front and rear elevations will be based on the Ground and the side elevations will need to be cantilevered through the existing boundary walls, over the neighbouring properties, (Party Wall Agreements will be required)
2. Perimeter scaffolding will also be erected on the roof slab around the Plant Room.
3. Mobile welfare units will be located within the site compound at the rear elevation (Service Yard)
4. An approved contractor will then undertake a Contract Crane Lift to raise excavators, Brokks and Skidsteers up onto the roof slab.
5. An excavator/Brokk will be used to break out a suitably sized section of the roof slab to enable the discharge of hardcore that will arise from the demolition of the Plant Room
6. The scaffolding contractor will install Guard Rails around the perimeter of the opening.
7. The excavators and Brokks will then be used to progressively demolish the Plant Room structure, working from the top downwards and from one end of the structure towards the opposite end.
8. A Skidsteer will be used to collect all hardcore arising, which will be deposited through the roof opening down onto the 2nd floor slab.
9. The Crane will be utilised to lift the redundant M&E from the Plant Room down into the site compound, ready for removal from site.
10. The scaffolding contractor will be in attendance to progressively strike the scaffold from around the Plant Room.
11. The Crane will then lower the scaffolding materials down to the site compound ready for removal from site.
12. The Crane will then lower the excavators, Brokks and Skidsteers down through the roof opening onto the 2nd floor slab.
13. Acoustic screens will be installed along the inner faces of the Party Walls.
14. The excavators and Brokks with pulveriser attachments will then proceed to demolish the roof slab and the Skidsteers will collect all debris arising and discharge the debris into the lift shafts.
15. Saw-cuts will be formed through the floor slabs where they abut the Party Walls, to minimise the transmittal of vibration.
16. Once the floor slab has been removed, operatives working from the perimeter scaffolding will initially use handheld breakers to remove the top section of the external cladding panels, allowing all debris to fall onto the floor slab.
17. Once the top section of the cladding panels has been removed, this will then enable the excavators and Brokks to use pulveriser attachments to remove the remainder of the cladding panels.
18. With the external cladding panels now removed, the excavators and Brokks with pulveriser attachments will then remove the beams by working in a typewriter fashion, i.e working from one end of the beam towards the opposite end and reducing the beam in horizontal layers.
19. With the beams removed, the excavators and Brokks with pulveriser attachments will then progressively remove the columns, by working from the top of the columns downwards.

20. The Skidsteers will continuously collect the debris arising from items 16 to 19 and continue to discharge the hardcore into the lift shafts.
21. As the above works are progressing a specialist contractor will be employed to remove the elevators in sections, which will be stored on the adjacent floor slabs, ready for clearance by the Mobile Crane when it returns to site.
22. Water suppression will be applied into the lift shafts whenever hardcore is being discharged.
23. The scaffolding contractor will be in attendance to progressively strike the perimeter scaffolding.
24. An opening will then be formed in the 2nd floor slab and the Mobile Crane will return to site and lower the excavators, Brokks and Skidsteers down onto the 1st floor slab and clear the sections of the escalators down into the site compound ready for removal from site.
25. The above sequence will then be repeated until the works are completed at either 1st floor slab level or Ground floor slab level (to be determined by the Project Team)

Appendix 01 - Project Drawings

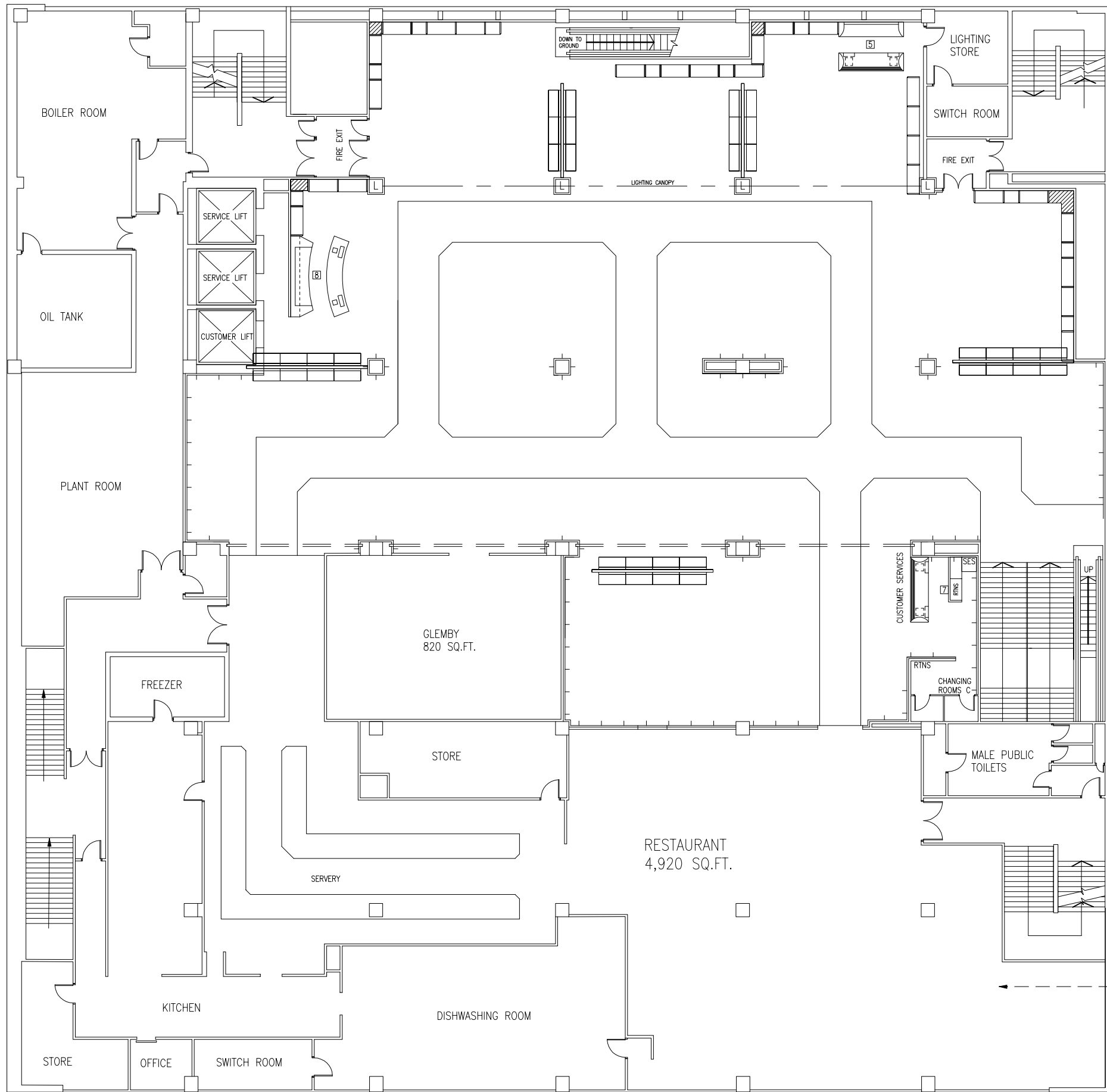


Rev	Date	Description
Amendments		

Approved by	Date

Bhs
Construction and Development
 Bhs plc
 Euston House
 132 Hampstead Road
 London NW1 2PS
 Telephone 71 262 3288
 Fax 0171 388 0347

Project STEVENAGE
 Title GROUND FLOOR
 Scale 1:100 Date 12/1/98 Drawn ROB
 Dwg No VM/074/Refurb09/01



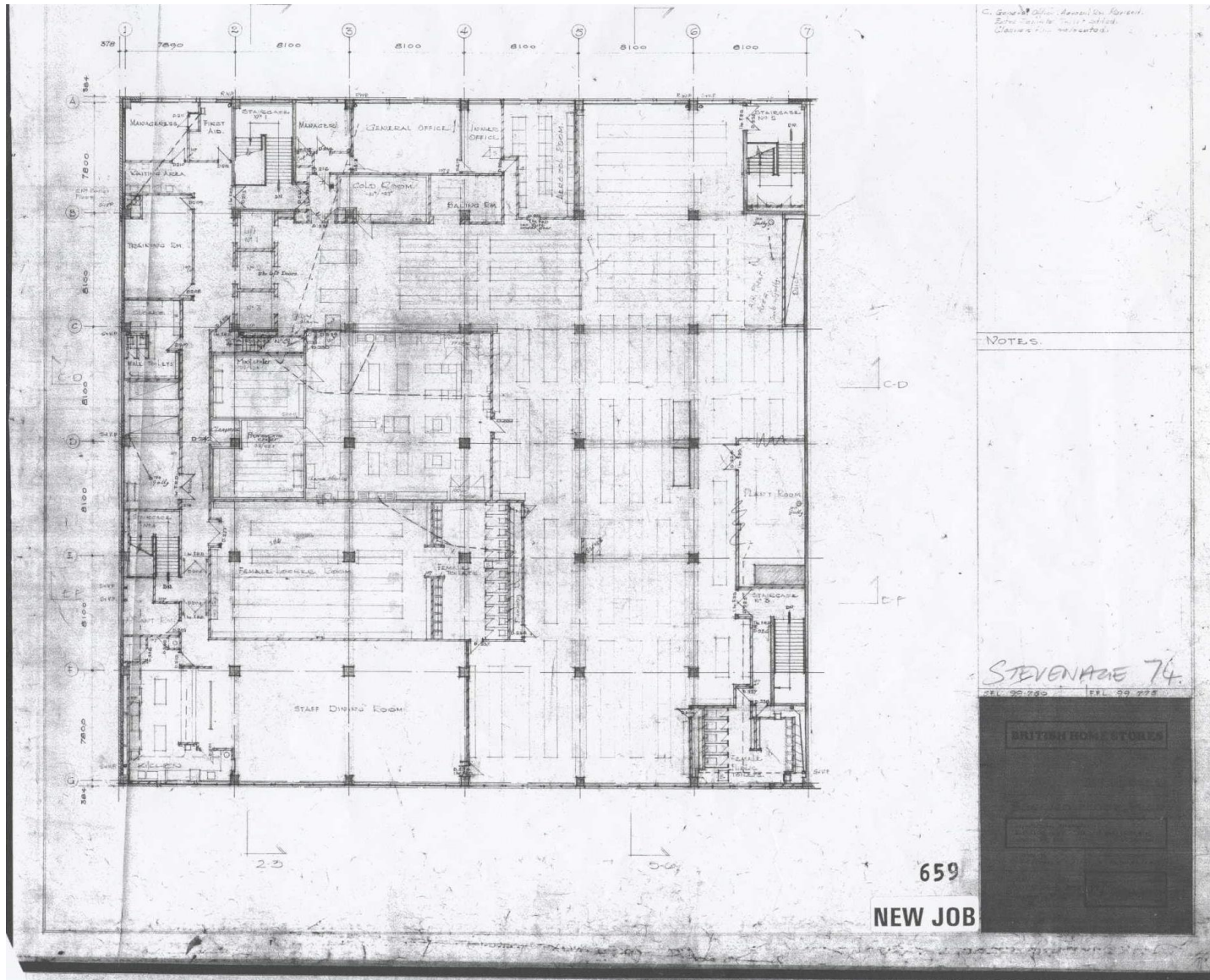
Rev	Date	Description
Amendments		

Approved by	Date

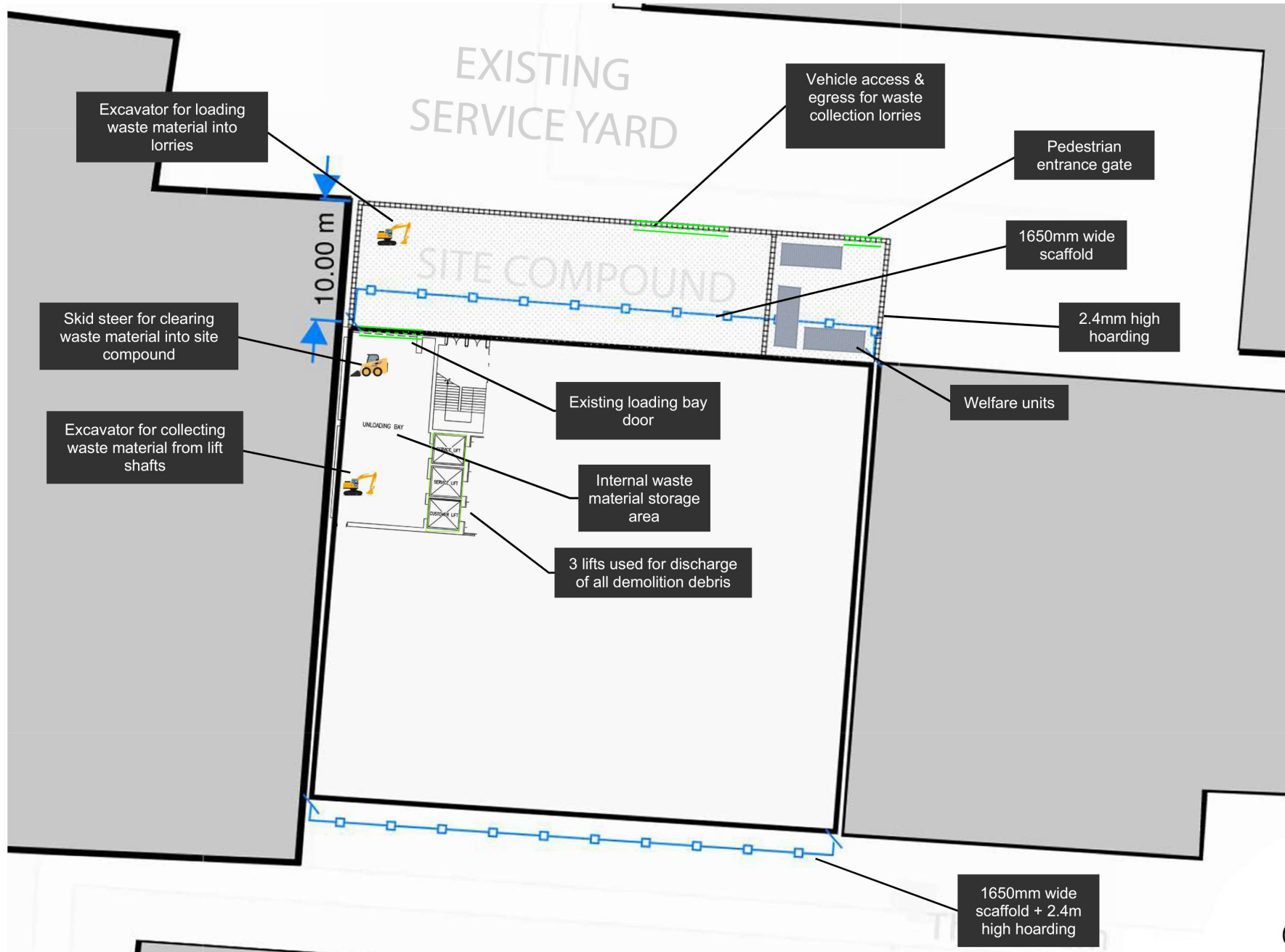
Bhs
Construction and Development
 Bhs plc
 Buston House
 132 Hampstead Road
 London NW1 2PS
 Telephone 71 262 3288
 Fax 0171 388 0347

Project STEVENAGE
 Title FIRST FLOOR
 Scale 1:100 Date 12/1/98 Drawn ROB
 Dwg No VM/074/Refurb09/02

Stevenage, Second Floor.



Appendix 02 – Logistics Plan



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LOGISTICS PLAN

The Forum - Stevenage

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 2nd Floor
 1 New Street
 London
 EC2M 4TP
 Telephone: 020 3778 0336
 Email: info@salterdemolition.com



salter
 demolition

Appendix 03 – SWMP

SITE WASTE MANAGEMENT PLAN

Please note – This Site Waste Management Plan is submitted in draft form and will be fully completed and submitted upon successful tender bid outcome.

Project Information

Client	
Principal Contractor	Salter Demolition Ltd
Author/s of SWMP	
Project title	
Project location	
Project value	
Start date	
Completion date	
Description of project scope	
Person/s responsible for SWMP	
Document Controller /Project Admin	
Version number and date (update as necessary)	

REVIEW OF SWMP - Revisions are recorded in the table below.

Revision No.	Date	Nature of revision	Author of revision

Management, Responsibilities and Approach

The Operations Director and Project Manager are responsible for the drafting and implementation of the Site Waste Management Plan and will be used in conjunction with the steps set out in the Pre-Demolition Audit, Site Environmental Management Plan and company environmental procedures. The aim is to maximise re-use and recycling opportunities for the project works.

The Project Manager will provide on site briefings of appropriate separation, handling recycling, reuse and return methods used by all parties and at appropriate stages of the Project where applicable. Toolbox talks will be carried out to ensure that the workforce are included in two way conversations regarding waste management and the implementation of the Site Waste Management Plan.

Copies of the SWMP will be kept at head office and the site office.

Waste Record Keeping

All waste movements are recorded along with waste transfer notes, delivery notes and will be kept on the company intranet and filed in the site office. The SWMP will be updated regularly with volumes and weights throughout the project so they can be compared to the waste forecast.

Waste Hierarchy

The Waste Hierarchy will be applied to all waste for this project. Consideration is given to all steps of the hierarchy, only moving onto the next only when all possibilities for that category have been exhausted.

1. Reduce the amount of waste generated.
2. Reuse materials more than once wherever possible.
3. Recycle the waste when it can no longer be reused.
4. Recover the energy from the waste if it cannot be recycled.
5. Dispose of the waste where none of the above are possible.

Reduce

Discussions with the client and design team to understand where prevention of waste can be targeted within the overall project design.

Re-use

If surplus materials can be used in the permanent works they are classified as materials, which have been re-used. If they are

surplus to requirements and need to be removed from site and they can be removed and used in their present form, they can be re-used on site, where possible or removed from site for reuse.

Recycling

If the surplus material cannot be re-used in its present form but could be used in a different form, it is sent for recycling.

Recovery

Choosing an appropriate waste contractor means that any waste material than cannot be re-used or recycled can be recovered for use as fuel.

Landfill

If either of the above cannot be satisfied then the only option left is to send the surplus materials to landfill. This will always be a last resort.

Review

The SWMP will be reviewed periodically by an appropriate person to ensure this document stays relevant as the project develops.

Waste Management

Surplus or waste materials arise from either the materials imported to site or from those generated on site. Imported materials are those, which are brought to the project for inclusion into the permanent works. Generated materials are those, which exist on the project such as topsoil, sub-soil, trees and materials from demolition works etc. However, there are other considerations to waste management such as waste reduction, segregation of waste, disposal of waste, financial impacts of waste disposal and recording, monitoring, education and reviewing. This plan outlines the procedures that have been put in to place and demonstrate how they benefit the environment, how we can measure the effects and how these procedures and practices are sustainable.

Segregation

Specific areas will be used as the demolition progresses these will be within the demolition working area within these specific areas 40-yard skips will be placed. Recycling and waste bins are to be kept clean and clearly marked to avoid contamination of materials. If the skips are clearly identified the bulk of the workforce will deposit the correct materials into the correct skip. This process will be constantly monitored by the site management team. Skips for segregation of waste identified currently are as follows:-



- Metals (Ferrous and Non-Ferrous)
- Soft Strip Waste
- Timber
- Plasterboard
- Insulation
- Glass
- Screed/ Concrete
- Ceramics

Waste Actions – Waste Reduction and Management

Action	Project Phase
Identify re-use of onsite materials	Soft Strip
Identify re-use of materials offsite	Soft Strip
Identify location on site for waste management, ensuring there is appropriate space	Soft Strip and Demolition
Source separation of materials to be sent for reuse/recycling	Soft Strip and Demolition
Clearly labelled designated areas/bins for waste storage	Soft Strip and Demolition
Minimise over ordering of any materials	Soft Strip
Identifying local waste processors and facilities to reduce transport and associated impacts	Soft Strip and Demolition
Ensure SWMP is communicated to all operatives	Soft Strip and Demolition

Waste Forecast

Waste Material	Waste Type	Forecasted Quantity M ³	Waste Minimisation Opportunities	Onsite/Offsite Opportunities	Recovery	Disposal
Metal	Non hazardous		Reuse Recycling	Offsite - potential for recycling as or processed and melted for reuse	n/a	Recycle
Mixed strip out waste	Non Hazardous		Reuse and Recycling	Re-use of items on site Recycling of other waste off site. Possible re -use of FF&E Possible use of furniture for welfare.	Potential depending on residual waste	Recycle
Flooring	Non Hazardous		Reuse Recycling	On site – reuse of RAF/carpet tiles Offsite – reuse of RAF/carpet tiles Offsite -recycling	n/a	Recycling
Insulation	Non Hazardous (will depend if any)		Recycling	Offsite – recycling	n/a	Recycle where possible

	contamination found)					
Timber	Non Hazardous		Reuse Recycling	Potential for re-use on and off site. Recycling	Potential for re-use via salvage	Recycle
Brick	Non Hazardous		Reuse Recycling	Potential re-use Recycling	Potential for re-use as is	Recycle
Concrete	Non Hazardous (will depend if any asbestos found)		Reuse Recycling	Re-use as crushed on site if required Recycling	n/a	Recycle
Glass	Non Hazardous		Recycle	Onsite – reuse as part of the design process Re-use off site Offsite – recycling	Recovery into new glass products	Recycle
Hazardous waste To be identified through hazmat survey	Hazardous		Fluorescent tubes can be recycled via lamp crusher which separates the component parts of the tube for recycling.	Fluorescent tubes - recycling	Tbc	Recycling

Waste Carrier Licences and Permits

Please note – re-use contractors and waste carriers will be confirmed with compliant SWMP upon successful tender

Waste Description:	EWC	Waste Carrier		
		Name	Licence Number	Expiry Date
Metal	17 04 05	Burley Transport	CBDU143212	06/01/26
		Westminster Waste	CBDU143849	28/12/25
Mixed construction/ strip out waste	17 09 04	Burley Transport	CBDU143212	06/01/26
		Westminster Waste	CBDU143849	28/12/25
Insulation	17 06 04	Burley Transport	CBDU143212	06/01/26
		Westminster Waste	CBDU143849	28/12/25
Brick	17 01 02	Burley Transport	CBDU143212	06/01/26
		Westminster Waste	CBDU143849	28/12/25
Concrete	17 01 01	Burley Transport	CBDU143212	06/01/26
		RMS Ltd	CBDU149396	09/01/26
Timber	17 02 01	Burley Transport	CBDU143212	06/01/26
		Westminster Waste	CBDU143849	28/12/25
Glass	17 02 02	Burley Transport	CBDU143212	06/01/26
		Westminster Waste	CBDU143849	28/12/25
Flooring	20 01 11	Burley Transport	CBDU143212	06/01/26
		Westminster Waste	CBDU143849	28/12/25

Waste Description:	Disposal Site	
	Name	Licence Number
Metal	Southwark Metals Westminster Waste	868731 EPR/EB3505LC
Mixed construction/ strip out waste	Recycled Material Southern Westminster Waste	EPR/FB3801XQ EPR/EB3505LC
Insulation	Westminster Waste	EPR/EB3505LC
Brick	Recycled Material Southern Westminster Waste	EPR/FB3801XQ EPR/EB3505LC
Concrete	Recycled Material Southern Westminster Waste	EPR/FB3801XQ EPR/EB3505LC
Timber	Recycled Material Southern	EPR/FB3801XQ
Glass	Recycled Material Southern Westminster Waste	EPR/FB3801XQ EPR/EB3505LC



The client and principal contractor will take all reasonable steps to ensure that all waste from the site is dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) regulations 1991; and materials will be handled efficiently and waste managed appropriately.

Signed		Print Name:		Date:	
Principal Contractor					
Signed		Print Name:		Date:	
Client					

Post Project Completion Information

Estimated vs Actual Waste Quantities

Waste Material	Forecasted Quantity m3	Actual Quantity m3	Diversion%	Commentary on Difference
Metal				
Mixed construction/ strip out waste				
Insulation				
Timber				
Brick				
Concrete				
Glass				
Flooring				

Appendix 04 – Neighbourhood Liaison Strategy

Neighbourhood Liaison Strategy

Please note – This Neighbourhood Liaison Strategy is in draft outline form only and be fully completed upon successful contract award.

Project Information

Project Address	
Start date	
Completion date	
Description of project scope	
Version number and date (update as necessary)	

REVIEW OF NEIGHBOURHOOD LIAISON STRATEGY - Revisions are recorded in the table below.

Revision No.	Date	Nature of revision	Author of revision

DRAFT

Contacts

Name	Company	Contact Details

DRAFT

Actions on Contract Award

TO BE UPDATED FOR INDIVIDUAL PROJECT

Confirm lead in period within programme for neighbourhood liaison. A meeting with the client and any other relevant parties to be scheduled as soon as possible after contract award to:

Arrange meeting with the client to confirm actions relating to neighbourhood liaison:

- Area and extent of neighbouring area
- Agree with the client communication methods – note it would be appropriate for the client to lead the initial contact with resident associations or other interested parties. Salter Demolition will work with the client and provide an active presence in ensuing meetings, as appropriate and required.
 - Meeting with local residents
 - Newsletters
 - Site noticeboard
- Liaise and agree extent of information that will be included in communications
- Agree frequency of newsletters
- Agree frequency of noticeboard updates (please note that no updates will be published without approval from the client)
- Agree content of newsletters (please note that no newsletters will be sent out without approval from the client).
- Provide the client with complaints and comment procedure.
- Establish sensitive receptors or additional groups in the area that may be affected.

Key Project Information

TO BE UPDATED FOR INDIVIDUAL PROJECT

Key project information will be provided to neighbours 2 weeks prior to the project start and will include:

- the anticipated start and end date of the work
- the nature of the project
- the hours of work
- the principal stages of our project i.e. demolition
- all operations that have potential to cause disturbance from noise and vibration
- approximate start and end dates of potentially noisy works

- outline details of noise and vibration mitigation steps that are to be used
- contact names and numbers of appropriate project and site personnel: developer; project manager; site manager; neighbourhood liaison officer

Ongoing Project Information

TO BE UPDATED FOR INDIVIDUAL PROJECT

Salter Demolition will liaise with the client to establish ongoing communication strategies and methods.

As our works progress, there will be different techniques and plant used. We will keep neighbours up to date with works and any changes throughout the project at an agreed frequency with the client and/or when there is a significant part of the project being undertaken. The medium of ongoing communication will be agreed with the client.

Ongoing information of any significant works will include:

- a brief explanation of the works, and why they are necessary
- an explanation as to why quieter methods of working are not practicable
- a brief description of the character and pattern of any noise and/or vibration that might occur as a result of the works
- the general working hours of the site (ensuring they are compliant with the Council's requirements)
- the noise/vibration mitigation measures that will be in place, including respite breaks/quiet periods and noise screens/barriers
- the scheduled completion of that phase of works any changes to the work schedule

Local Demographic Information

TO BE UPDATED FOR INDIVIDUAL PROJECT

Identify Churches, schools, hospitals, businesses

Full list to be compiled upon receipt of contract and in liaison with the client.

Community Engagement Activities

TO BE UPDATED FOR INDIVIDUAL PROJECT

To be agreed with the client.

Comments and Complaints

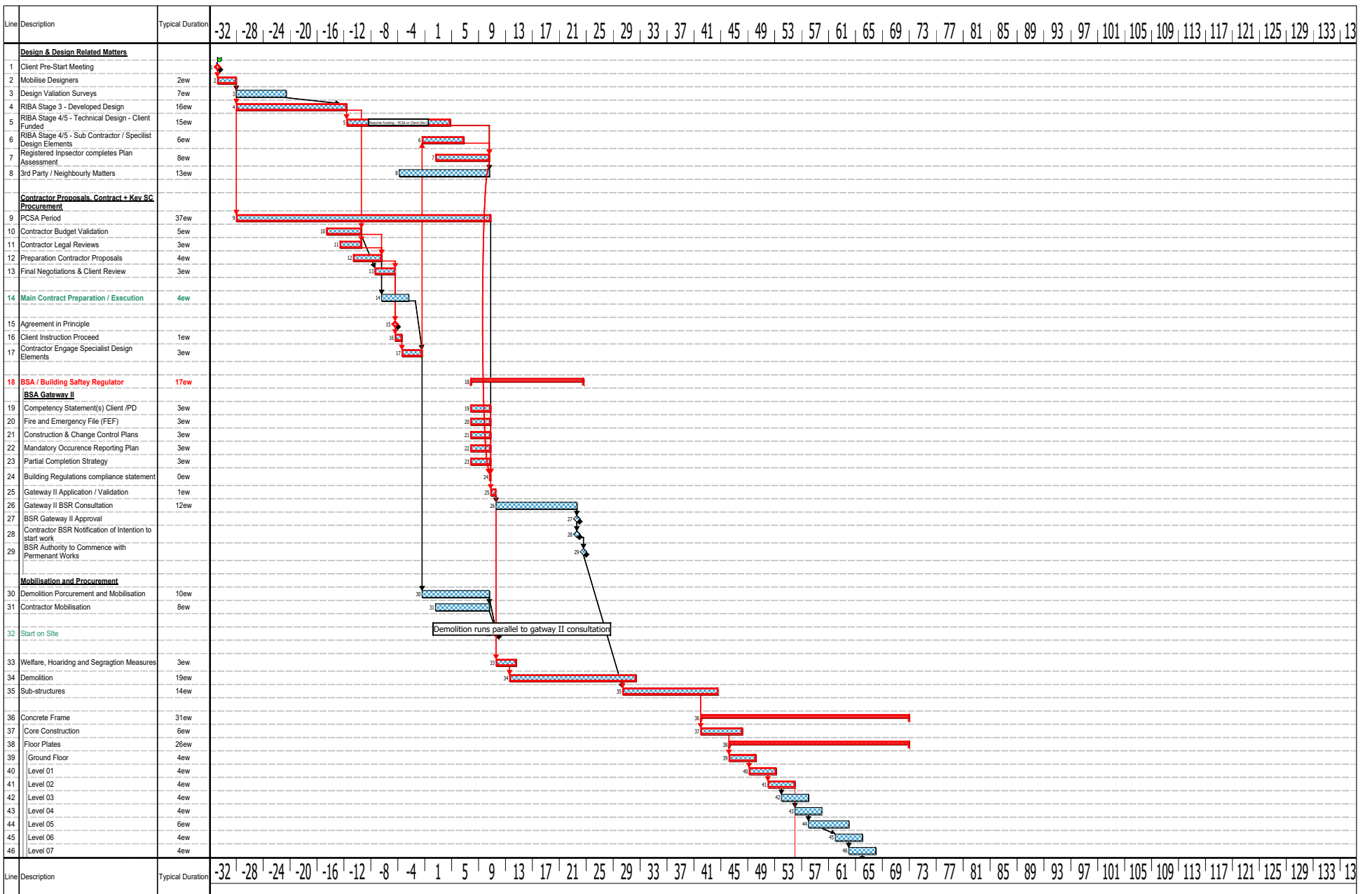
TO BE UPDATED FOR INDIVIDUAL PROJECT

All comments and complaints will be logged on site as part of Salter Demolition's quality procedures.

Any complaint will be responded to as soon as possible and the informed of any corrective action. Any comments or complaints will be discussed at regular client project meetings and any outcomes addressed and reviewed. The Salter Demolition comments and complaints log will be updated accordingly.

Appendix 5:- Construction Programme & Proposed Piling Operations

Proposed Piling Operations: At this stage of the project, we are unable to provide the requested information relating to the details of any proposed piling operations, including justification for the proposed piling strategy, a vibration impact assessment and proposed control and mitigation measures. We anticipate being able to comprehensively provide the required information once Stage 3-4 has been undertaken with the wider team.




Head Office:
 4 Abbey Wood Road
 Kings Hill
 West Malling
 Kent
 ME19 4AB
 Tel: 01732 526 850

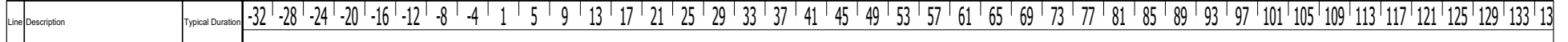
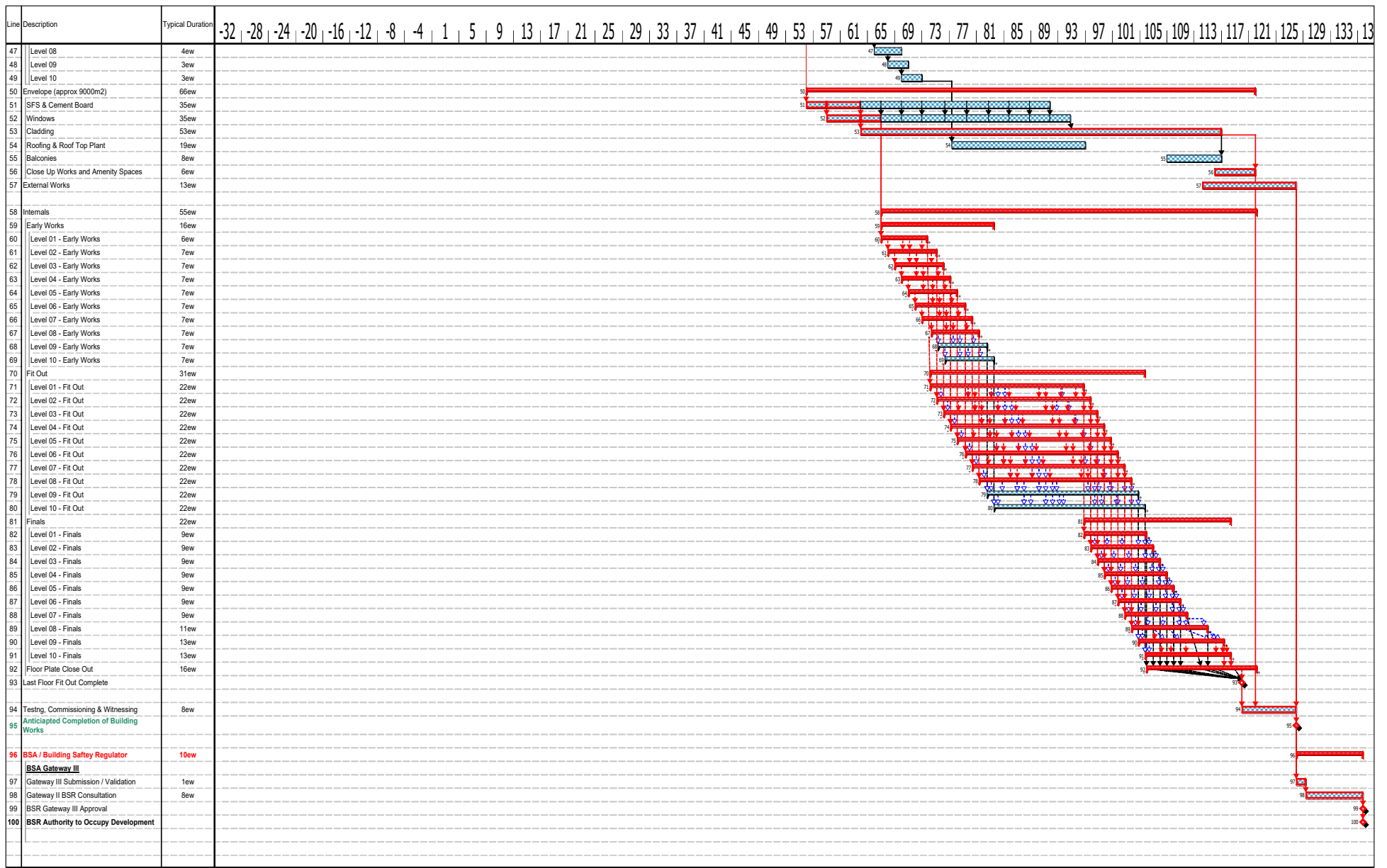
Notes:

The Forum, Stevenage

Master Programme

Programme No: 00001 Rev: Draft

Created By: Planner	Checked:	Date Created: 25/03/2024	Date Revised: 25/03/2024
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Head Office:
4 Abbey Wood Road
Kings Hill
West Malling,
Kent
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Notes:

The Forum, Stevenage

Master Programme

Programme No: 00001 Rev: Draft

Created By: Planner	Checked:	Date Created: 25/03/2024	Date Revised: 25/03/2024
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