

The New Prison at Full Sutton

Traffic & Delivery Management, Logistics, General Procedures & Construction Method Statement



Project Name:	New Full Sutton Prison	Contract No:	10007406
Completed by:	Rohan Evans	Date:	28.02.2022

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001	First Draft	RE	-
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004	Temporary light pollution mitigation measures and scheduled piling durations added	RE	21.06.22

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1.0 Introduction

Kier Construction (the Constructor) has been appointed through the MoJ Framework to design and build the New Prison at Full Sutton.

The new prison has been designed with rehabilitation in mind targeting to reduce the number of re-offenders. Both during and following the completion of the RIBA Stage 3 to 4 designs, the new Full Sutton Prison requires to establish a supply chain with sufficient capability, capacity, and maturity to develop, cost and deliver the SSC (SSC Sub Contractor) work packages for the prison. The SSC will also be required to contribute to the social responsibility and sustainability aspects of the programme, by proposing and agreeing what practical support the SSC will provide for such aspects as local employment targets, environment, and sustainable sourcing.



Kier, Trade Contractors and the Client value health, safety, and wellbeing at the highest standard. Kier will take the lead on the following:

- Embrace a behavioural safety culture and work in a way to ensure health, safety and wellbeing is at the highest standard.
- Persons are adequately trained and competent to carry out their assigned tasks.
- Safe systems of works are utilised with suitable and sufficient risk assessments and control measures based upon the ERIC principle, the content of which are embedded into method statements and briefed to the workforce.
- Visible and proactive safety leadership via the involvement of Directors, Managers, Supervisors, and operatives thought all members of the project team and supply chain.
- Remember that nothing is so important that it cannot and will not be done safely. Equally the quality of the works is important and a critical success factor for the project such that project completion is achieved, long term reliability is assured, and client satisfaction is maximised. Kier will lead, manage and verify quality and proactively work with the supply chain to:
 - Utilise recognised and approved quality control and assurance processes, including Quality Plan, inspection and inspection and test plans (ITP) and control forms.
 - Provide quality records as required to demonstrate the inspection and checks were completed and acceptable.
 - Utilise Dalux for the real time record and transmission of quality checks and records.
 - Complete / provide samples, workmanship / interface benchmark examples and mock-ups as reasonably required.

2.0 Security

The site will be secured with security hoarding 2.8m in height and security gates.

3.0 Safety and supervision

3.1 Management and supervision

Kier have ensured all trade contractors include for the provision of adequate, competent management and supervision to manage the execution of the subcontract works. Kier has a standard provision in the trade contractors sub-contact that details this requirement, and it will be policed appropriate. This will ensure effective control and management of works both on and off-site including design, fabrication, and manufacture; effective delivery, offloading and distribution of materials to the workface; installation on site (including the coordinated deliveries of materials and plant); along with, the receipt and acting upon instructions from the Constructors management team.

3.2 Working hours

The site working hours are limited by planning conditions as follows:

- Between 08:00 and 18:00 Monday to Friday
- Between 08:00 and 13:00 on Saturdays
- No work permitted on Sundays and Bank Holidays

Operatives may arrive on site for safety and coordination briefings prior to being allowed to commence site work. The Kier management team supported by security will ensure the operating hours are followed.

If works are required outside of these hours in exceptional circumstances, this must be agreed by the Project Leadership and informed and approved in writing from the Local Planning and Environmental Health authority.

3.3 PPE Kier and the trade contractors as appropriate, will be responsible for providing their own PPE for working on the project. Kier will police the requirement of the PPE policy and rules on site. The minimum PPE standard is safety boots (no rigger boots), gloves (specific to task), eye protection (light and task specific), hard hat with chin strap work along with hi-vis vest and suitable hi-viz trousers. No shorts trousers, dresses or skirts are permitted including visitors The minimum standard document for reference is SHEMS-MST-BUK-0052 UK Building PPE requirements must be complied with and contained within Appendix 02.

PPE must always be kept clean, well maintained and used correctly in line with the Constructors minimum standards. Any PPE that has been cut down, altered or adapted from its manufactured standards must be replaced. There is no exception to this requirement.

Hard Hats to EN397 inclusive of chin strap

Black: Supervisor

Orange: Slinger/Signaller

White: Site Manager/Operative/Vehicle Marshal

Blue: Anyone coming to site not in the above categories, including visitor or trainee.

Helmet stickers to denote First Aiders & Fire Marshals

Individuals name to be displayed on the front of the helmet (except visitors)

ICE ID tags must be worn by all site-based personnel provided by the SSC.

Country flags to highlight language limitations and who is a language 'buddy'

3.4 Inductions

Every person will be required and will be invited to complete an online induction after inputting of all relevant documentation such as electronic passport photo, CSCS card or trade equivalent, Fit for Work certificate and confirmation of Right to Work check by SSC. Once complete, site specific familiarisation induction will be available for booking on-line a minimum of 48 hours in advance.

All inductions will be booked and managed by utilising the online booking system. Inductions must be pre-booked. This allows the names and documentation to be checked and verified and electronic passport sized photos to be passed to site security in readiness to produce security ID passes in advance.

Inductions will commence at 08:00 with the checking of security photographs and associated IDs, with the induction presentation commencing at 08:30 prompt each morning within the designated induction room located within the southern site accommodation.

3.5 Drugs and alcohol

- No person may report for work while unfit to do so through the use or misuse of drugs or alcohol. Alcohol limit is
- No employee or SSC may possess (unless for legitimate medical reasons), sell or give away drugs whilst at work or during working hours.
- No employee or SSC may consume drugs (unless for legitimate medical reasons) or alcohol whilst at work or during rest or lunch breaks.
- Alcohol for domestic consumption should not be left at work for longer than necessary. It should be stored away and remain unopened whilst on Company premises.
- No employee or SSC should undertake safety-critical tasks if taking prescribed or nonprescribed medication that has the potential to affect their ability to work safely, without first informing their manager or supervisor.
- Employees or SSC involved in Court proceedings arising from a drug or alcohol related offence must report the matter immediately to their manager or supervisor.

All persons undertaking a safety critical role such as mobile plant operators, slingers, concrete pump operators, scaffolders, and hoist installers will be screened as part of their induction onto site & may be selected for follow up screenings at any time while on site. Other high-risk trades may be selected for screening by the project team; these may include crane operators, confined space work etc. Drug test results provided by the SSC at induction can be accepted in lieu of oral swabbing, as long as they are for urine tests conducted within the previous ten days, by an independent SSC collection & testing organisation. NB: - The laboratory that has tested the urine samples must be accredited by UKAS to ISO 1705 with specific reference to the drugs that they are accredited to test for. All other persons will be subject to random selection for screening

Refusal to undergo a test may be subject to disciplinary procedures or a request made to their employer to be removed from site.

Refusing to take a test includes, but is not limited to:

- Failure to consent to a test.
- Failure to cooperate with any part of the testing process.
- Failure to appear for testing at a collection site at the time requested.
- Leaving the scene of an incident in which a serious injury or fatality has occurred, without just cause and without submitting to a test.

3.6 Safe System of Work

5 SHE basics



The 5 SHE basics underpin the SHE requirements across the Kier business and all SSCs working for Kier will be required to collaborate and ensure compliance across these 5 SHE basics.

The SSC is required to establish a safe system of work using risk assessment and method statements, that comply with Kier Minimum Standards. The SSC must proactively have this completed in a manner such that they have been commented upon and approved by the Constructor no later than two weeks prior to the start on site date. Failure to comply with this will delay the start of their works. The SSC is responsible for ensuring that the safe system of work is approved by the Constructor before any works commence. Further guidance can be found in the Kier Risk Assessment & Method Statement review form SHEMS-FOR-CIS-073 on information that must be contained within the method statement.

No Sub-SSC (sublet sub-contractor) RAMS will be accepted without being vetted and complete with the SSC sign off prior to Constructor receipt and review. Any required or proposed alterations to the approved RAMs once on site will require the sign off process to be completed again, ahead of the proposed change or whilst the works are stopped.

3.7 Where English is not the first language (i.e. spoken or understood)

It is necessary that all persons on site understand the site rules, the safe system of work and able to receive and take instructions. Where any person is non-English speaking then they shall have a nominated 'language buddy' who shall be named in the induction onboarding. The language buddy shall be responsible for translation and ensuring / obtaining confirmation the full understanding of the site rules, safe systems of work and providing instructions.

Any person who is identified to require a language buddy they will need to display a flag of the country / language of origin. The nominated language buddy will need to display the same flag along with the UK flag to signify they can speak both languages.

The SSC of the respective non-English speaking operative is to inform the Constructor of any language barriers in advance via the induction onboarding and address this within the submission of Risk Assessment identifying how the SSC will manage this risk.

Notwithstanding the above, if during the site specific induction, the Constructor site inductor has reason to believe any inductee is having difficulty understanding the SHE induction and a SSC representative/language buddy has not been nominated or is not available, an additional check will be required prior to allowing them onto site. The inductor will request the relevant inductee remain in the SHE induction room and ask / test them on with some basic questions which relate to the Induction presentation given.

If the inductee is unable to understand and answer the questions satisfactorily, it will be concluded they may not be able to understand safety critical instructions, including Tool Box

Talks, or react in the event of an emergency. In these circumstances the Constructor retains the right to refuse access to the site.

3.8 Conduct and disciplinary action

The Constructor requests and expects all work activities to be undertaken using an approved safe system of work and all persons on site to act responsibly and adopt safe work practices. Where any activity or person is not working safely or is creating a health or safety risk to themselves or others, the Constructor will intervene and implement disciplinary measures as deemed appropriate and outlined below.

The activity or works will be stopped and any one of the following interventions will take place

1. Informal one to one behavioural intervention – an informal intervention for a minor issue.
2. Formal one to one behavioural intervention – a recorded intervention (observation) for a more serious issue and or repeat offences
3. Formal Supervisor intervention – meeting with supervisor for persistent and or more serious issue by persons under their supervision
4. Formal MD intervention – meeting with the Trade Contractor MD for persistent or serious failings, and or where supervisors may need to be replaced.
5. Removal from site – operative(s) and or supervisor(s) excluded from site

4.0 Traffic Management Plan

4.1 Access to Site

The site shall be accessed by way of prescribed routes detailed below.

4.2 Freight management strategy

HMP Full Sutton new prison is located adjacent to a small residential area on the outskirts of York within the East Riding of Yorkshire.

The transportation of goods by HGV articulated vehicles, rigid vehicles, vans, operatives & staff is a critical aspect to ensure project success, while ensuring we mitigate impact to the environment and residents in the local community.

The site benefits from being close the A46 however specific challenges remain when passing through small towns and villages such as Stamford Bridge where vehicles pass through a listed structure made of sandstone that opened in 1727, the bridge deck is a narrow humped back bridge that must be risk assessed where low loaded materials and wide loads are being delivered or removed from site.

As vehicles get within 600m of the project, delivery vehicles pass along narrow single carriageway roads with limited passing points.

Our greatest challenge will be managing the arrival of vehicles and getting them onto site. Any vehicle arriving earlier than 8am will be parked in the on-site holding area with engine switched off until the 8am permitted site start time. The aim of this strategy is to ensure we can deliver materials and goods at sufficient rates to meet the programme requirements, while minimising as far as practicable our impact on the local area.

Our key objectives:

- Provide car parking for staff and operatives so as not to impact on the local road network
- Plan our deliveries and agree time slots for deliveries, the size of deliveries, means of offloading, where to locate the delivery upon arrival and who the designated person(s) is to ensure the safe transfer from external road network to on site location

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- To reduce congestion and road safety issues in local areas – by use of designated routes / lorry parking / arrival times
- No delivery vehicles will be permitted on non - prescribed routes
- Adopt a 'Just in Time' (JIT) strategy for as many deliveries as possible
- Storage of materials on site will be limited, with space at a premium. While a logistics and storage areas will be formed, the footprint of the buildings will also be used with local storage areas adjacent for specific items, dependent on the programme activity at the time.
- Deliveries will be managed via an online delivery booking system that will be monitored by Senior Management
- Daily Logistics meetings will be held with all trade contractors to ensure that deliveries are co-ordinated and planned
- Adoption/application of FORS standards, and the CLOCS (Construction Logistics and Community Safety) wherever possible

4.3 Primary access routes To reinforce the prescribed traffic delivery routes and egress following leaving the site, Kier shall employ prominent yellow signage via the AA so that the routes are clearly visible to delivery drivers, maintained and cleaned through the project duration.

Access to and from the site on to Moor Lane will be controlled by gatemen (Position 1 and 2 below) who will be positioned at the site entrance and exit onto Moor Lane. The gatemen will be responsible for ensuring the site is open each day, prior to the commencement of the working day. This is to mitigate the potential of vehicles queuing and parking on Moor Lane. Any vehicle arriving earlier than 8am will be parked in the on-site holding area with engine switched off until the 8am permitted site start time.



Proposed Routing for Deliveries and Construction Traffic

The location of the site provides limited options for suitable access routes for deliveries and construction traffic generally, avoiding minor roads. Traffic from the north, south and west will travel to site via the A1(M), west of York, and then via the A64 to the A166

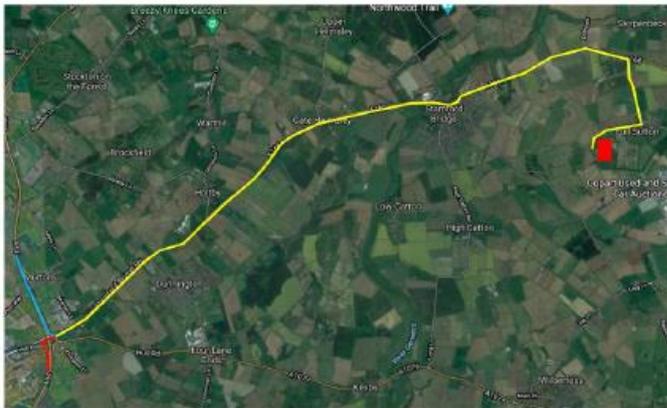
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junction. Of the available options from the A166, the route to site will be via Full Sutton village. From the south, there is the potential to access the site via the A1079 (Hull Road), then through Pocklington, Fangfoss and onto Hatkill Lane into Full Sutton.

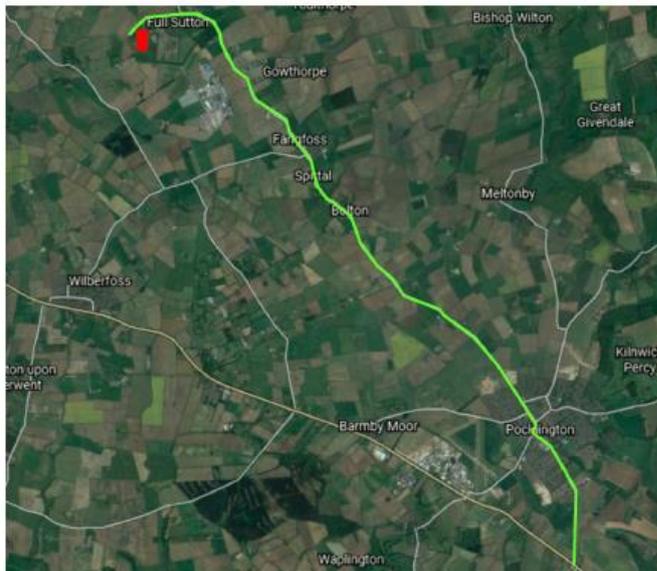
The following illustrations highlight the access routes for construction traffic to site.



Route from the A1(M) via the A64 and the A166



Route via the A1079 through Pocklington



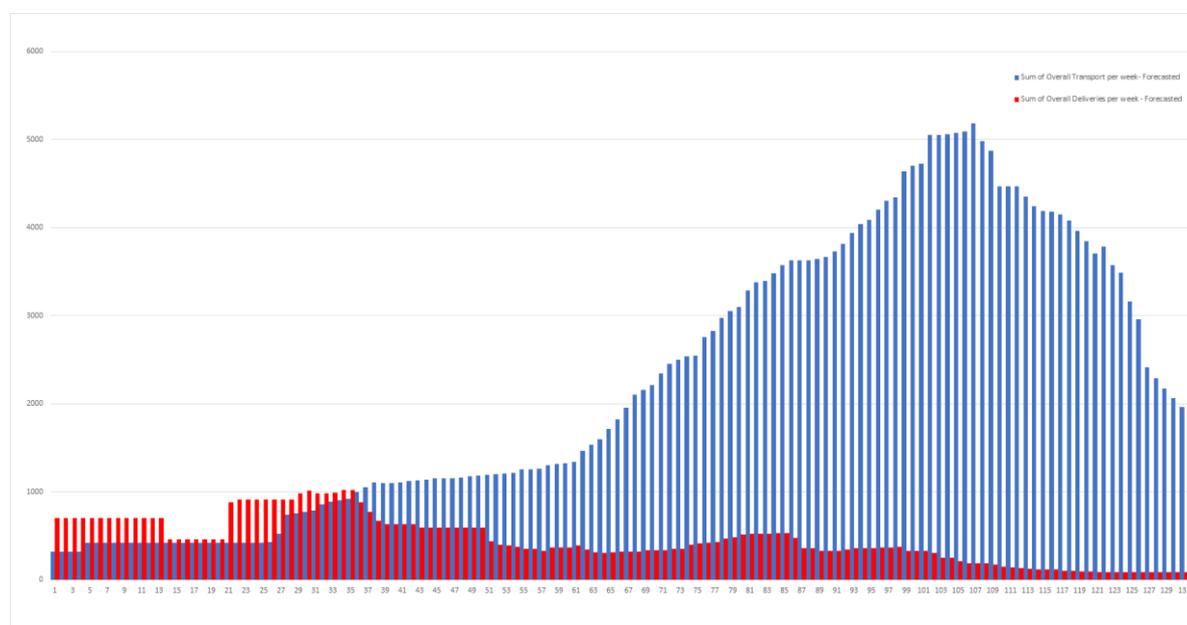
4.4 Compliance with prescribed traffic routes

Kier will enforce the traffic management plan and vehicle movements to site. Vehicles found not be using the prescribed routes without good reason will be reprimanded and ultimately barred from site (2 strikes and you are out rule).

Good reason is deemed such as being directed by a police officer, road traffic officer or in the event of an emergency with no alternative route such as road closure on the road network. Kier will monitor any forthcoming road closure notices and will notify the council officers of an intended breach.

4.5 Deliveries and personnel accessing the project

We have assessed that there shall be on average 909 cars, crew buses and deliveries per day accessing the site during the working week at peak construction period lasting a for a period of 14 weeks from week 103 in the final year of construction, (2024). The average number of vehicle movements split into two categories are as follows.



Graph detailing traffic movements assessed over the project duration

The above graph can be broken down as.

- Average per week for Deliveries = $455 / 5.5 = 83$ no. per day
- Average per week for all transport = $2229 / 5.5 = 405$ no. per day
- Average Overall = $2684 / 5.5 = 488$ no. per day
- Peak for deliveries is in week 35 = $1022 / 5.5 = 186$ no. per day
- Peak for all transport = $5349 / 5.5 = 973$ per day

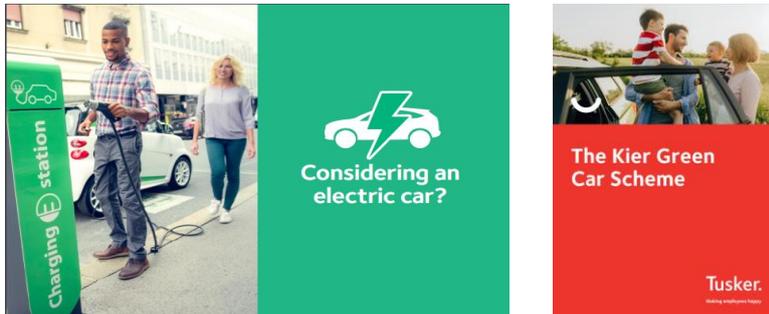
4.6 Access into site

Inducted personnel will be provided with an electronic ID card providing access to site through security turnstiles specifically zoned for competence, fire and evacuation roll call. Turnstiles will be fitted with access control and remotely monitored by CCTV. Access to the site via any other means will be strictly prohibited.

4.7 Parking and travel to site

Due to the geography of the project location there are very limited public transport options to get to the site. Car sharing and crew buses will be promoted such as those travelling to the site from long distances, it is expected that most of the staff and workers will arrive by car, van or crew bus with provision for drop off and parking provided on site.

Kier shall promote the use of EV and ULEV vehicles and have made an allowance to provide 30 charging points on site for project staff to charge electric cars and vans.



The Kier Green Car Scheme

Kier are proactively working with Tusker who are a market leader in providing ULEV and EV vehicles with a green car scheme that is open to all staff that are provided with a company vehicle or car allowance.

4.8 Cycles

The use of cycles where possible shall also be promoted for short or local journeys with bicycle parking provided on site.

4.9 Car parking

Car Parking on site is optimised and space will generally be provided on a first come first serve basis, with priority given to crew buses bringing multiple people to site and shall remain our preferred form of transport. Kier have calculated the peak car parking demand requiring, parking in the local Neighbourhood is strictly not permitted and this will be enforced.

Trade Contractors shall be requested to use crew busses for the transportation of personnel to and from site to mitigate traffic movements and the impact on local infrastructure. Where this is not possible all personnel will be requested to car share (subject to any health restrictions). The drop off point will be within the confines of the site.

Where possible and realistic, proactive measures to encourage their workforce to use public transport, cycle to work or sharing transport will be encouraged. All car parking spaces are to be reversed into to mitigate the potential for accidents in the car park. All vehicle registrations are to be provided as part of the Kier online induction system.

We have allocated sufficient space for cars, vans and crew buses at peak. The parking provision shall be made up by a combination of using temporary car parks that are later planned to be transformed into woodland planting areas as we approach project completion, along with the use of the permanent car park used by the prison operator on completion.

We have allocated the following car parking spaces.

737 Personnel and Crew Bus parking spaces

257 Management and Supervision car parking spaces

13 Disabled car parking spaces adjacent to the site accommodation

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The total project car parking provision is **1007** car parking spaces. The numbers have been calculated via a combination of space provision previously car park use on a comparable sized prison at Wellingborough and our resourced programme at peak.

Each car park will be operated by use of windscreen permits displayed in windscreens similar to a tax disc holder but in a prominent colour for easy identification for inspection by project security guards when entering site.

Crew buses will park and drop off and collect site personnel within the South Car Park.

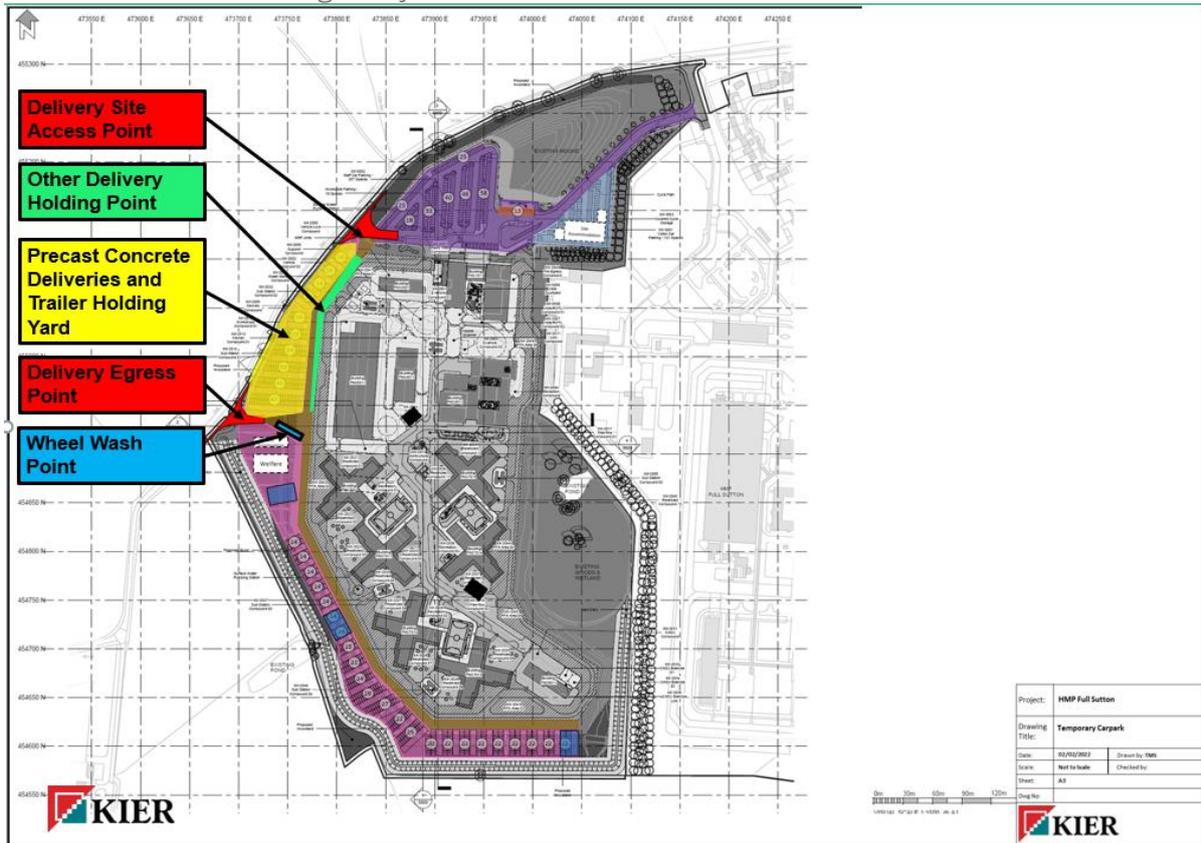


Site layout showing locations of car parking exit points from site

4.10 Deliveries, distribution, MMC and storage

There are 2 new site access points into the site. These shall be installed during the enabling works carried out prior to the main works construction (shown in red on the site plan below) and due to the size and scale of the project, deliveries are required to be carefully planned and managed.

The North access gate is designated for all incoming vehicle deliveries with outgoing vehicles leaving via the South access gate. This allows the temporary holding of vehicles in a designated area until the SSC is ready to receive the delivery at the point of loading or unloading.

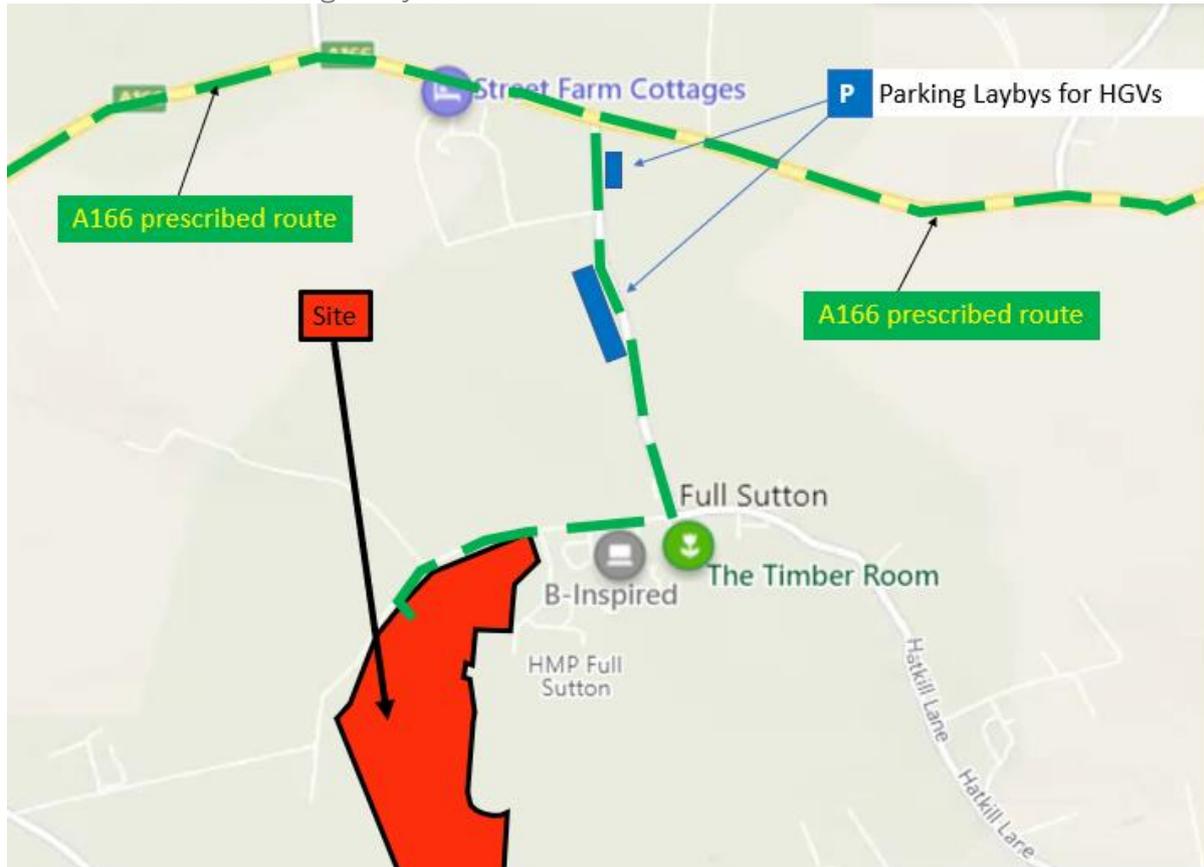


Site Layout showing locations of delivery holding, access and egress point and wheel wash location

Deliveries shall be planned, booked, and agreed via a web-based delivery system as outlined within Appendix 03.

No deliveries are permitted to arrive before 8.00am or after 5pm (after 12.00pm on Saturdays) and will be subject to sufficient time to unload during permitted working hours.

We have identified the following parking areas close to the site where heavy goods vehicles can park close to the site. Care should be taken at these locations for when accessing or pulling out towards oncoming traffic.



Map showing HGV layby for safe parking within 2 miles of the site

All deliveries and collections must be signed in and approved via the security-controlled access gate. Deliveries are to be clearly marked with the SSC name, supervision contact and mobile telephone number. Materials and Plant will not be permitted off site until the relevant SSC has given their authorisation and when requested by the Constructor provided in writing. Delivery drivers shall be provided with a copy of the Delivery Driver Site Rules (see appendix 05).

The SSC is to be responsible for all labour, plant, equipment, and temporary protection and security for the delivery, unloading, secure storage and distribution of all materials. This includes phased deliveries.

All delivery vehicles must be escorted by the SSC whilst on site by a competent vehicle marshal provided by the SSC from the outer vehicle holding area. No unloading will be permitted on site without a method statement/lift plan in place which must be signed off as part of the SSC's method statement. On completion of offloading the vehicle must be escorted out of the inner site work area to the south exit point. Reversing on site will be mitigated wherever possible with the roads sized typically 8 metres wide to enable safe passing. Should a vehicle need to be reversed then this must be carried out strictly under the control of a competent CITB A73 traffic marshal or qualified banksman.

24 hours' notice is to be given for all deliveries to site so Kier can administer a delivery booking system. Priority will be given to deliveries required to the most time critical activities on site or booked and planned well in advance. All materials delivered to site must be made on a just in time basis to avoid congestion on site.

Exceptional loads (i.e. any load over width of 9' 6") must be delivered by arrangement through the relevant Kier Project Manager. Endeavours should be made to avoid deliveries during the

peak hours of 8am to 9.30 am and 4.30pm to 6.00pm Monday to Friday. Where a vehicle is to access the project outside these hours due to a Traffic Order these shall be planned and notified well in advance giving 7 days notice where possible.

Restricted Widths

It has been noted that there is a specific width restriction and potential for load grounding on the Stone Bridge that crosses the River Derwent at Stamford Bridge. Keir will ensure that all Exceptional loads for delivery or collection are risk assessed to avoid damaging highway infrastructure with the potential to cause serious delays. If the load is outside the road width or load parameters, bookings will be made with a specified escort service. ERYC will be notified if the agreed route cannot be maintained.



Stamford Bridge narrow crossing – single file traffic

Where Hiab off-loading is necessary the Driver / Operator must have either a CPCS or a ALLMI card holder and have all the relevant certification for the vehicle and lifting accessories in accordance with LOLER. Before any unloading takes place a Kier AP must sign off the Hiab evaluation form and with a lifting plan in place. These must be submitted at least 24 hours in advance by the SSC.

All delivery drivers must have full PPE in accordance with Section 1.3 to access the site. Failure to comply will result in the driver being turned away at the SSC expense. The Constructor shall assist the SSC by notifying them where it is evident that a delivery driver does not have the relevant PPE to give them every opportunity to provide PPE to a driver that complies with the minimum standards to avoid missed deliveries.

It is the SSCs responsibility to ensure their delivery drivers and activities meet all Kier standards.

4.11 Wheelwash

A wheelwash has been installed during the enabling works located at the primary exit point at the Southern egress point. (See plan shown 4.10 above)

The wheelwash is recessed into the running surface so that the requirement for long ramps is avoided. The wheelwash shall operate with a recirculating tank so that the use of excess water is mitigated. The wheelwash operates both manually and via sensors as vehicles approach.



Image of installed wheelwash operational

During the soil loading process we shall where practicable, load vehicles on a clean platform so that the wheels are clean as possible so that wheel washing is a secondary proactive measure to ensure roads both inside and outside the site remain clean.

Tipper lorries that leave site shall be covered to prevent dust becoming airborne.

The project shall also operate road sweepers throughout the bulk earthworks and groundwork activities to operate both within and outside the site. Where necessary road gullies shall be bagged with silt collection filters and with regular inspection, changing and cleaning so that the drainage network is proactively maintained to prevent silts from entering.



Gully Guard in the process of being installed

4.12 Modern Methods of Construction (MMC)

Offsite manufacture can be defined as the design, planning, manufacture and pre-assembly of construction elements or components in a factory environment, prior to installation on site at their intended, final location. This includes all types of 'industrialisation', from completely modular builds to the prefabrication of individual components.

At Kier, we have seen first-hand the benefits that can be derived when an offsite approach is well executed.

Rather than uniform solutions dictated by a factory, we provide a choice of factory-based solutions from our extensive and diverse supply chain. The expert knowledge and experience of our people allows us to provide clients with impartial advice as to the best solution, from the full spectrum of technologies available. We call this 'The Choice Factory'.

From major custodial establishments and impressive infrastructure schemes incorporating thousands of precast components, to stunning engineered timber or volumetric schools, across all sectors we are delivering projects faster, more safely and to better quality standards. The earlier clients engage with us, the bigger the opportunity.

■ **Kier and the wider supply chain have embraced the design challenges at Wellingborough and have worked with us to apply the innovative design to the site, whilst using a Modern Methods of Construction (MMC) and digital-first approach, something which MoJ is committed to and which has helped us drive time efficiency through the construction programme. Kier arranged for us to visit one of our precast suppliers, Bison. It was clear to see the dedication to both quality and precision through the supply chain.** ■

Lynda Rawsthorne
Former Director of Prison Infrastructure, Ministry of Justice
Ministry of Justice

Below is are some of the many examples of MMC planned for use at the Full Sutton project.

- Precast concrete substructure ground beams
- Precast Superstructure and Cladding incorporating glazing to the House Blocks, CASU and Entry Building
- MEP Risers producing as one unit spanning up to four floors dropped in via roof openings
- MEP Primary service routes
- Pump sets
- MEP valve sets and associated control wiring
- Precast concrete attenuation tanks
- Reinforcement cages for piles

How does MMC help deliver the new Full Sutton prison and mitigate hazards and risks?

- Reduce the number deliveries to site therefore reducing the impact on the local road network, infrastructure, and pollution
- Reduce the number of personnel on site
- Producing finished products in a controlled environment improving the health and wellbeing of personnel
- Mitigating risk and hazards to site personnel by reducing the requirement to work at height, hand arm vibration, dust and other health hazards
- Improvements in the product quality and outputs
- Reduction in waste and waste being mitigated from leaving site
- Closed loop reuse and recycling
- Reduction in noise, dust and vibration

Further information on MMC can be found in Appendix 04

4.14 Panel type material design, manufacture, distribution, and storage

Forethought and planning must be undertaken where panel type materials (cladding panels, roof panels, plasterboard, plywood etc.) are being used, from design through to installation. Sheets should be manufactured and cut to size off site to mitigate waste, noise and dust on site.

Sheets must be stored flat and not stored against walls vertically to avoid trapping and crushing of personnel. The weight and size of materials must be considered for how that are delivered, lifted, and distributed (including any potential manual handling) in the building which will need to be detailed in method statements and risk assessments.

4.15 Building access points and loading bays

Kier will designate and agree access points inside the site area as works proceed.

4.16 Storage

The site has limited space and materials should be delivered on a 'just in time principle' and stored in consideration of the space available, manufacturer's instructions and that agreed with the Constructor. Storage areas for use by the SSC shall be agreed with the Constructor and may need to be moved by the SSC as required by the progress of the works / direction of Kier. Quantities of materials stored on site should therefore be minimised to the extent necessary for the relative short-term needs of the programme, avoiding excess materials, damage and beyond that which cannot stored in agreed storage areas or moved when needed.

Storage container quantities must be minimised and positioned in locations agreed with the Constructor and moved as required and at times required to progress the works on site.

Materials stored on site must be covered with a non-flammable covering that is stamped and tested to LPS 1207.

Waste materials must be removed from site to a designated skip collection point before the end of each shift. Where large quantities of flammable waste are produced these must be removed immediately or at the immediate request of the Constructor.

4.17 CLOCS and FORS

Wherever possible vehicles involved in the delivery to, collection from or servicing this project shall be CLOCS compliant for construction logistics. It is a requirement that SSC and/or any external logistics or haulage firms used for the delivery to or collection from this project hold as a minimum the FORS (fleet operator recognition scheme) Bronze accreditation and or working towards it with evidence. Evidence is to be provided when requested. Non-compliant vehicles may be turned away from site. Further information can be found by visiting the websites.

Kier shall undertake regular audits of vehicles entering site to monitor compliance with the FORS standard.

5.0 Construction Method Statement

The following slides have been provided to describe the proposed construction methodology and sequence for the new Full Sutton prison construction. This should be read in conjunction with the remaining section of this document.

See next page.

SECTION 5.0: CONSTRUCTION METHOD STATEMENT



Week 0

Commencement of the Main works will start after the enabling works have been substantially completed. The Enabling works consist of the following activities:

- Installation of the temporary access to the North West (1) and egress to West (2) of the site.
- Temporary carparking and storage areas for precast concrete panels (3)
- Bulk excavation and construction of the piling mats sufficiently progressed to allow the piling to commence (4)
- Security hoarding to the perimeter of the site (5)
- Site accommodation and welfare facilities to the West of the site (6)

Key	Stage
Black	Site Accommodation
Green	Substructure & External Works
Blue	Frame
Red	Envelope
Pink	MEP & Internal Finishes
Yellow	Standalone Commissioning
Purple	Site Wide Commissioning

SECTION 5.0: CONSTRUCTION METHOD STATEMENT



Week 1

The Piling Subcontractor will start on week 1 of the main contract works and will use three rigs. Rig (1) and rig (2) will be used to install the piles in the House Block area and rig (3) will be used to install the piles to the Ancillary Buildings, this will be carried out over a 25 week period.

Deep drainage consisting of PCC attenuation tanks (4), surface & foul water pumping stations (5 & 6) will commence. Once these are completed the deep drainage will work from the outfalls into the site area for a period of 6 months.

Site Perimeter access roads (7) to the North and East will be installed early to provide a one way system around the construction site.

Key	Stage
	Site Accommodation
	Substructure & External Works
	Frame
	Envelope
	MEP & Internal Finishes
	Standalone Commissioning
	Site Wide Commissioning

SECTION 5.0: CONSTRUCTION METHOD STATEMENT



Week 6

The Piling rigs 1, 2 and 3 have moved to the next sequence of their works, this has allowed the ground worker to commence the substructure works to the Entrance Resource building (4) and two House Blocks (5 & 6).

The substructure works will consist of breaking down piles, construction of ground beams and caps and internal drainage.

Key	Stage
	Site Accommodation
	Substructure & External Works
	Frame
	Envelope
	MEP & Internal Finishes
	Standalone Commissioning
	Site Wide Commissioning

SECTION 5.0: CONSTRUCTION METHOD STATEMENT



Week 14

Piling rigs 1 and 2 have moved to the last houseblocks and piling operations will be carried out over the next five weeks.

PCC ground beams have been installed to two of the houseblock by utilising a crawler crane. The third block is underway and will be installed over a two week period (3). Once the PCC ground beams have been installed the final drainage connection, under slab services and preparations will be made ready for the PCC GF slabs these works have commenced to two of the houseblocks (4).

Substructure works to the Central services hub commences on week 14 (5).

Insitu Ground floor slabs area are being installed to the Visits side of the ERH (6) whilst the ground beams are being constructed to the Entry Side (7).

Key	Stage
	Site Accommodation
	Substructure & External Works
	Frame
	Envelope
	MEP & Internal Finishes
	Standalone Commissioning
	Site Wide Commissioning

SECTION 5.0: CONSTRUCTION METHOD STATEMENT



Week 24

The first two Houseblock have commenced their pre-cast concrete frames. These are installed by two Crawler cranes working either side of each houseblock (1)

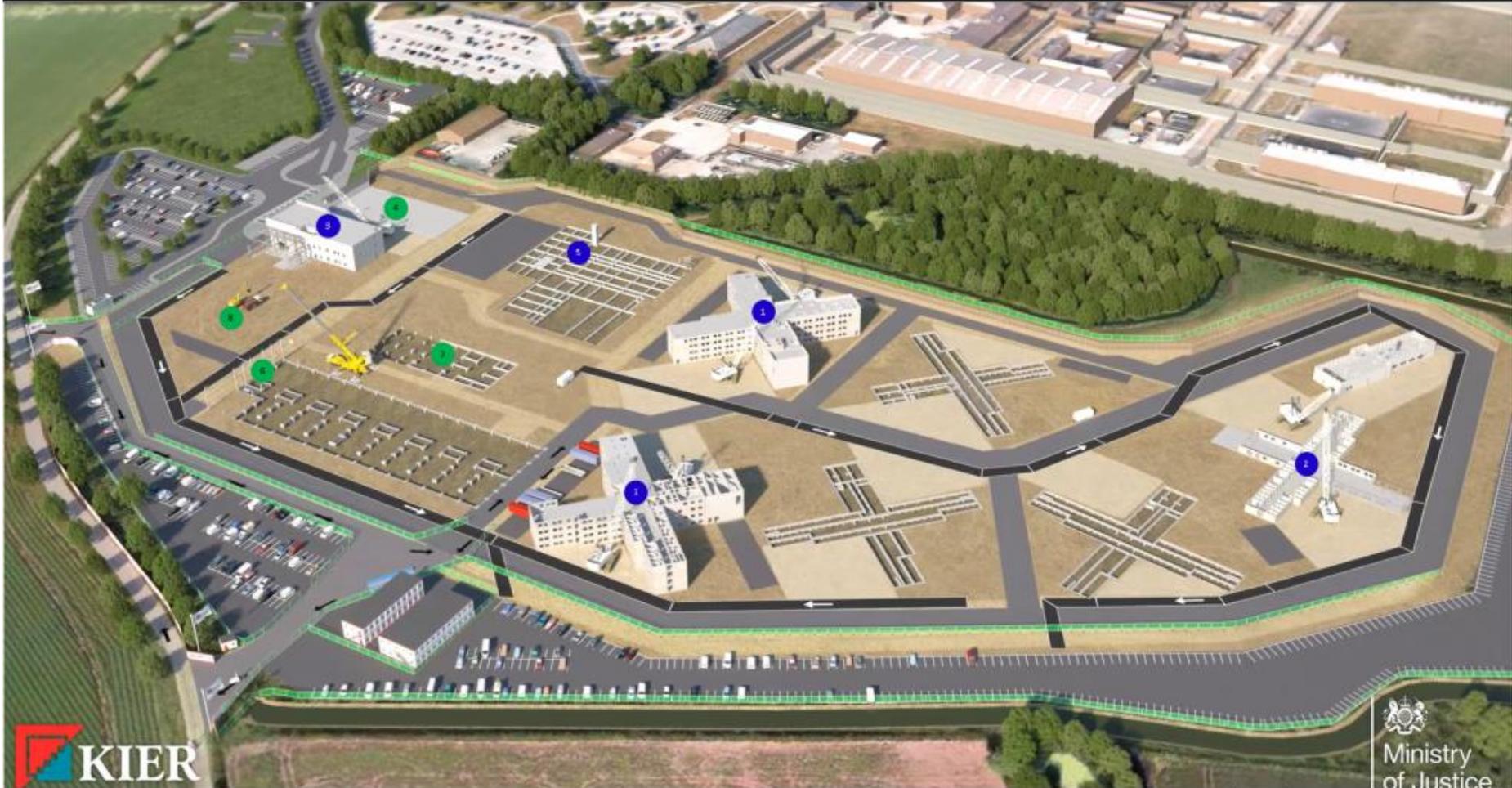
The Casu ground floor slabs (2) are installed over a one week period. Once this is completed the superstructure frame will commence.

The last PCC ground beams (3) are being installed to the last houseblock. Once this is completed the crawler crane will be used to install the entrance resource hub on the pre constructed ground floor slabs (4). The last piles are being installed to the Workshop building (6). Substructure works are complete to two thirds of the Central Services Hub (7)

The North Site accommodation (5) is now in operation and provides additional welfare and accommodation.

Key	Stage
Black	Site Accommodation
Green	Substructure & External Works
Blue	Frame
Red	Envelope
Pink	MEP & Internal Finishes
Yellow	Standalone Commissioning
Purple	Site Wide Commissioning

SECTION 5.0: CONSTRUCTION METHOD STATEMENT



Week 34

Two Houseblocks (1) are near completion and the third Houseblock (2) is installing the ground floor outer and inner PCC sandwich panels.

The Entrance Resource Hub (ERH) entry side PCC structure is near completion (3). Once this is completed the crawler crane will concentrate on the visits side (4).

PCC lift shaft is installed in advance of the steel frame commencing on site to the Central Services Hub (5).

Workshop building steelwork is being installed from North to South by a mobile crane (6)

Substructure works are near completion to the Kitchen building (7). Once this is finished the groundworker will install the foundation to the Support building (8).

Key	Stage
	Site Accommodation
	Substructure & External Works
	Frame
	Envelope
	MEP & Internal Finishes
	Standalone Commissioning
	Site Wide Commissioning

SECTION 5.0: CONSTRUCTION METHOD STATEMENT




Week 48

Three Houseblocks PCC frames and Casu (1) are now completed and once weathertight the internal finishes are installed. The last PCC Houseblocks is due to be completed by week 60 (2)

The Entrance Resource Hub entry side internal finishes are underway, whilst on the visits side the roofing is being installed (3).

Roof finishes are being progressed to the Central Services Hub (4).

Workshop building composite roof is installed from north to south in advance of the ground floor slab underneath (5). Steel frame structure are near completion to the Kitchen building (6) and Support building (7).

Key	Stage
	Site Accommodation
	Substructure & External Works
	Frame
	Envelope
	MEP & Internal Finishes
	Standalone Commissioning
	Site Wide Commissioning

SECTION 5.0: CONSTRUCTION METHOD STATEMENT



Week 60

At this stage of the project all of the House block buildings are near weathertight and internal finishes are progressing throughout each HB (1).

Internal finishes are progressing throughout the Entrance Building (2) and Central Services Hub (3).

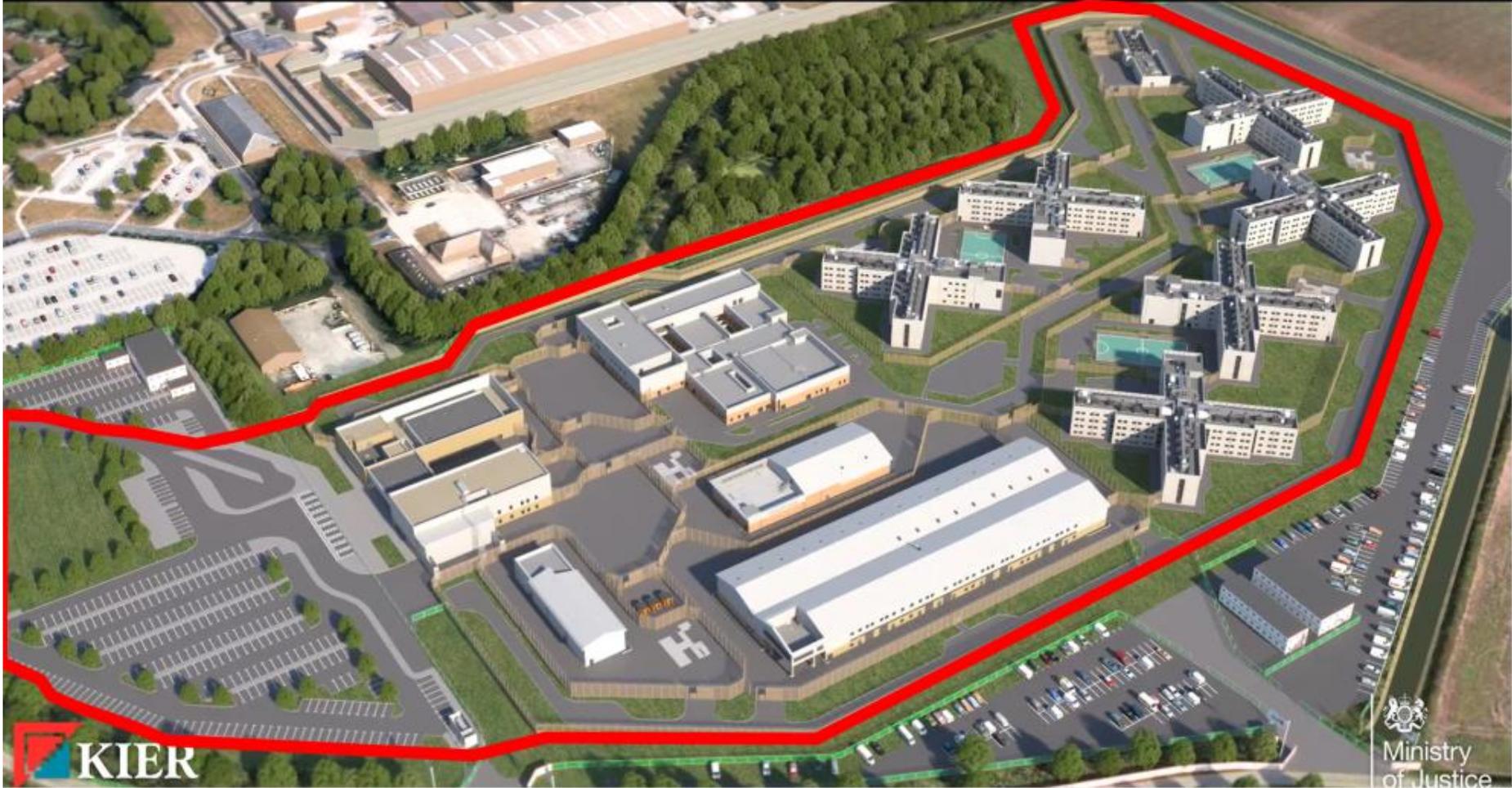
Envelope finishes are nearly completed to the Workshop building (4)

MEP roof plant is being installed to the Central Services Hub (5), Kitchen (6) and Support building (7).

From week 65 Internal security fencing will be progress throughout the prison as envelopes are completed and handed over to the fencing specialist (8)

Key	Stage
Black	Site Accommodation
Green	Substructure & External Works
Blue	Frame
Red	Envelope
Pink	MEP & Internal Finishes
Yellow	Standalone Commissioning
Purple	Site Wide Commissioning

SECTION 5.0: CONSTRUCTION METHOD STATEMENT



Week 82 to Practical Completion

Image above shows the handover line at practical completion (PC) stage. At this stage the site accommodation will still be required to be utilised for the soft-landing and completion of the external bunded area to the south and west.

From Week 82 the buildings will be progressively completed, commissioned and integrated into the command centre.

Key	Stage
	Site Accommodation
	Substructure & External Works
	Frame
	Envelope
	MEP & Internal Finishes
	Standalone Commissioning
	Site Wide Commissioning

SECTION 5.0: CONSTRUCTION METHOD STATEMENT



Week 131 Post Completion Works & Soft Landings

The external bund will progress from the north (1) and the south (2) to the west entrance (3) and will be in place for the first Prison in date.

During the final soft landings period (Week 131 + 12 weeks) Kier will work with the MoJ and the Operator teams to ensure the facility is fully operational and ready for the first residents. This will be achieved by providing robust training regime of all of the MEP and specialist security systems.

Key	Stage
	Site Accommodation
	Substructure & External Works
	Frame
	Envelope
	MEP & Internal Finishes
	Standalone Commissioning
	Site Wide Commissioning

6.0 Plant and equipment

Kier will manage and monitor the quality, certification and through tests for all plant on site. All plant and equipment shall be kept and maintained in good order with all statutory inspections and tests completed and recorded. Separate audits will be carried out by the Kier Site Safety Manager.

Records / copies of the statutory checks and certificates shall be available at all times, (eg annual, 6 monthly, weekly inspections certification and visual inspection records) copies should be provided to Kier and uploaded to the Constructors online Plant and Equipment Register (supplied by Kier) each week. Failure to complete such inspections and provide / upload the records will result in the relevant work activities to be suspended until checks and records are completed.

6.1 Scaffolding / Access equipment

All access, lightweight towers, and working platforms, including aluminium towers and roommate platforms will be provided by the package SSC. All must have Scafftags (or similar approved method) and be formally checked weekly as a minimum (with QR tag and records as for plant and equipment above). Only PASMA trained operatives are permitted to erect, adapt, dismantle, and check/sign off towers. Ladders and steps will only be permitted if risk assessments demonstrate they are the most appropriate means of access and shall only be permitted as a last resort. A permit will then be issued and the operative using the equipment will wear the permit on their right arm throughout the work. There will be no transfer of permits. The ladders/steps when not in use must be locked up by the permit holder and returned to their secure storage area on completion of the work.

All Mobile Towers brought on to site are required to include an integral advance guardrail system (AGR). The only exception being where it can be demonstrated that the type of tower required to undertake the work is not currently available as per SHEMS-MST-CIS-0011.

For the avoidance of doubt, NO SCAFFOLDING OR ACCESS EQUIPMENT WILL BE PROVIDED BY THE CONSTRUCTOR, unless expressly agreed otherwise with Kier.

Any scaffold covering used on the project used as temporary protection or sheeting must be compliant and stamped to LPS 1215 standards.

Scaffold brick guards must be used where blockwork or brickwork masonry is being erected or laid.

6.2 Provision and use of cranes and lifting equipment

Kier will take the lead as primary crane coordinator. Cranes will be provided by the specialist trade contactors for erecting mainly, pre-cast, steel frame structures and heavy plant lifts. The cranes utilised will be crawler cranes and mobile cranes. The temporary works required for the use of the cranes will be certified via Kiers temporary works coordinator in conjunction with the Kier crane coordinator and those responsible from the trade contactor. All cranes will be subject to the same monitoring and checking as under the Kier plant procedures.

6.3 Lifting and lifting equipment

The SSC will remain responsible for provision and adequacy of all lifting equipment gear, such as but not limited to; slings/ straps, nets, brick forks with nets, cargo nets, stillages, dunnage, pallets, traffic marshals, banksmen together with slinger/signallers, receiving and assistance with unloading. All must be tested in accordance with LOLER.

All mechanical lifting activities including 360deg excavators will require a lift plan to be produced by the SSC to the approval of the Constructor (as per RAMS) and the operator must be accredited and competent to undertake the lifting activity.

6.4 Hoists

The Constructor will not be providing any goods or personnel hoists. Any hoist requirements must be provided by the SSC.

6.5 Telehandlers

All telehandlers and operators must be fully compliant with SHEMS-MST-CIS-0029 Planning and Use of Telehandlers and be approved in writing for use by the Kier Project/ Operations Director. Authorisation should be sought through the Construction Manager and/or Project Manager no later than 2 weeks prior to being required on site.

6.6 Forklifts

The SSCs are responsible for the unloading/distribution of materials around site including vertical distribution to loading bays and materials hoists unless agreed otherwise within contract documents.

The SSC is responsible for adequacy of stillages and pallets including their disposal at the end of use.

6.7 Pallet trucks

The SSC will provide their own pallet trucks or bogies if required. Consideration must be given for manual handling regulations and consideration wherever possible should be given to the use of electrically operated pallet trucks when undertaking risk assessments. Materials should not be moved whilst double stacked or on uneven surfaces. The SSC should undertake a Point of Use Risk Assessment prior to using pallet trucks.

7.0 Material Storage

7.1 COSHH Storage

COSHH Liquids must be stored in a fully bunded area or proprietary bund store with 110% capacity of the materials stored upon it or within it. The store must be locked securely when not in use or being accessed.

MSDS Sheets for each material type being stored must be maintained on site held within the SSCs office and an additional copy stored in a waterproof envelope adjacent to the store area so that it can be accessed at any time in particular an emergency.

Appropriate firefighting equipment must be maintained at a fire point at close distance should it be needed and adjacent to the COSHH storage area.

7.2 Fuel storage and refuelling equipment.

Kier and the trade contractors must allow for re-fuelling of all plant and equipment in a safe manner. Including all spill kits present through the fuelling, refilling process or when travelling from point to point, appropriate firefighting equipment, and all necessary PPE as contained within the specific Risk Assessment carried out for the fuelling or refilling activities. Any refuelling must be undertaken away from water courses, ditches, and open road gullies and completed in impervious hardstanding wherever practicable.

Kier will be supporting the use of a bio-fuel farm for storage and use to re-fuel the generators and the trade contractors' plant and equipment.

The tanks will be double banded, 2 number 50,000 ltr and will be situated on the impervious hardstanding north of the south Bell mouth access road. The fill point will be banded with spill kits adjacent. Mobile tanks will be used to deliver fuel to the plant and equipment around site by a trained operative. All spill kits will be available adjacent to fixed plant and at locations around the site. Kier staff and trade contractors will be trained in the use of spill kits. All fixed plant will have drip trays and will be monitored.

7.3 Mobile Fuel storage tanks.

Fuel must be stored in a fully banded bowser with 110% capacity with lockable access door where the nozzle and distribution pipe is stored when not in use to prevent unauthorised use or vandalism.



Fuel must be stored away from temporary, new, and existing buildings, temporary storage areas, waste storage and other flammable liquids and gases. Where necessary there may be a requirement to provide additional bunds to capture any spillages. The Constructors Project Logistics Manager shall risk assess each location and provide stipulate any additional protective measures necessary to protect sensitive receptors.

Sensitive receptors have particular attention applied to them. These are identified as items such as, the location of tree routes, water courses, ditches, culverts, permeable ground conditions and road gullies.

Located at each fuel storage point must be the following; suitably sized spill kit, additional protective fence, warning signage and firefighting equipment / fire point with suitable number and type of extinguisher for use with the fuel being stored. All items listed must be inspected on a minimum of a weekly basis with records kept for inspection.

Personnel will be trained how to remove and dispose of any contaminated material should there be a spillage.

7.4 Fuel

The project plant and equipment will be running on HVO Bio-fuel from the 1st of April 2022. What is HVO?

HVO is a crop waste fuel that can be used as alternative to fossil fuels such as diesel. All HVO sourced by Kier is from certified sources and contains no palm oil products

HVO use requires no component change or modifications to the engine. It is ready for use in all site generators currently run-on diesel. For plant* it is recommended you speak with the supplier prior to use. (*ALL diesel plant provided by GAP can be run on HVO)

What are the benefits of using HVO?

- HVO fuel is more environmentally friendly than standard diesel as it comes from sustainably produced raw materials. HVO reduces greenhouse emissions by up to 90% (across Carbon scope 1,2 &3) compared to diesel.
- HVO has low viscosity levels meaning it has better starting performance, cleaner combustion, and less chance of waxing in cold weather when compared to diesel.
- HVO delivers a 1-4dB noise reduction in some engines helping to reduce noise pollution from our sites, therefore helping to protect our colleagues hearing and reduce the impact on the local environment.

8.0 External Lighting

External lighting will be provided for safe passage for escape, footpaths to and from site, around temporary buildings, crossing points, security check points and car parks.

The lighting type employed shall have been carefully selected to provide flood lighting that can be adjusted to a height of up to 9m, LED heads that are individually directed.

Lights shall be checked regularly by security guards and logistics team members working during dark hours to ensure the light does not cause dazzling to road users such as cars, cycles and pedestrians. This particularly important at important at site Zebra Crossings so that personnel have safe passage.

Car park lights shall be carefully placed to through light into the site and to avoid light pollution to neighbouring properties and other sensitive receptors such as the existing prison, full Sutton residential properties and neighbouring farms.

Lighting heads will be directed so that they face inward towards the site and shielded where necessary so that light is directed below the horizontal and captured within site boundaries so light pollution is mitigated. Upon temporary lighting being brought into first use, the lighting will be checked in hours of darkness for compliance with any final adjustments made. There will be periodic checks to ensure the lighting remains compliant throughout the works.

The lighting will run via photovoltaics with sufficient capacity of 7 days battery backup so that the lights do not inadvertently run out of power. The lights are controlled both manually and via adjustable photocell so that they only run when necessary. There is no wired connection or generator, zero emissions and silent running.

The PV powered lights remain on outside working hours in certain locations as a deterrent and to provide safe passage for the security team on site. Great care will be taken to ensure no nuisance lights shine towards surrounding properties and the existing Prison.

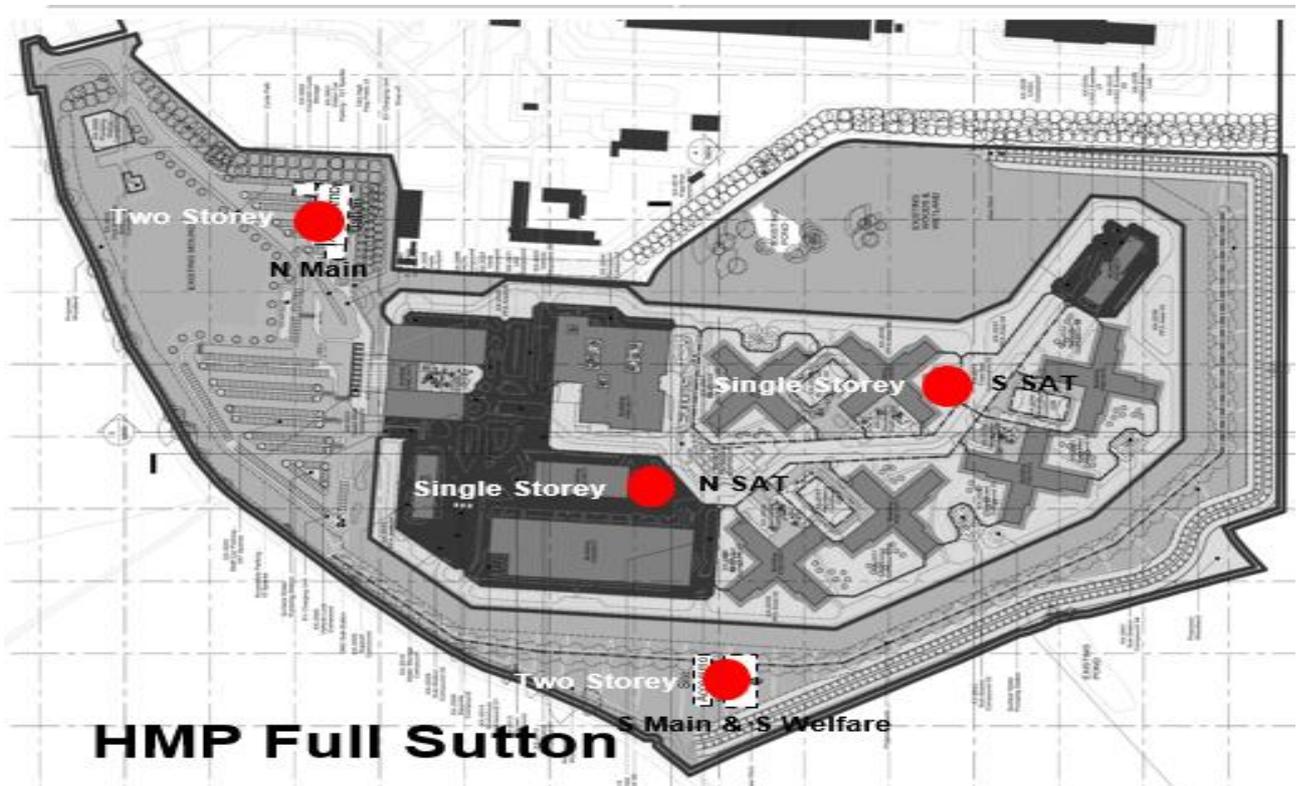


Photovoltaic Safety Lighting

9.0 Site establishment

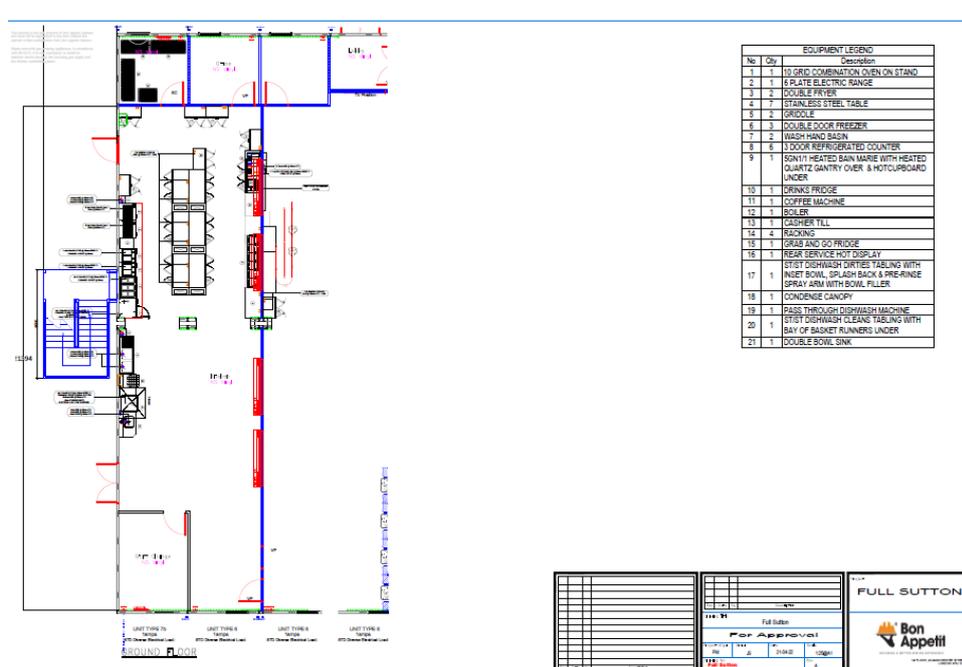
9.1 Site facilities

Kier will provide and maintain offices, toilets, showers, drying rooms, locker rooms and canteen/break out facilities at key locations on site. . T



Location	Area
North Main	1963
South Main	710
South Welfare	1427
North Satellite	110
South Satellite	110
Total	4320 m2

Location plan detailing Office locations and rest areas inside the prison.



The Canteen is located near the south bell mouth entrance and will be fitted out with a commercial kitchen providing varied meals throughout the day for the Staff and workers on site. 400 seats are provided on two sittings.

9.2 Security of the site

All vehicles and personnel will access the site at the main entrance at which all personnel and vehicles will be required to check-in to site using the designated system. All deliveries will be checked in by the security guard and logged against the delivery booking system, delivery drivers will be given a driver’s inductions and arrangements made for access to the site with the relevant SSC. All visitors will be received at the security gate with arrangements made for direction to the site office.

There will be Photovoltaic powered CCTV cameras installed at strategic points around the site. This will provide wireless live feeds to a central security control room for monitoring purposes and recordings made of the footage, these recordings will be held in line with General Data Protection Regulation (GDPR 2018).

The site will be guarded 24/7 with security guards being SIA trained and accredited.

The main site shall be protected by a smooth finished 2.8m high recycled reinforced plastic sheeted hoarding to the perimeter of the site. The outer boundary to the land shall be protected by galvanised heras type fencing. During the works as the new prison permanent fences are installed the hoarding shall be replaced by the it. 600 x 400mm Warning signs shall be fixed to the hoarding at intervals of every 25m.

10.0 Third party consents

As applicable to the site operations only, Kier and the trade contractors will be required to obtain various consents and Licences to undertake the works.

11.0 Considerate Constructors Scheme



The construction project is a registered Considerate Constructors Scheme (CCS) 'Ultra Site'. All SSCs will need to comply with the requirements of the scheme in respect of their own registration and be considerate, environmentally aware, responsible, accountable, clean, neighbourly, respectful, and safe practices throughout the duration of the project. (refer to www.ccscheme.org.uk for further details).

The following complaints process and procedure is provided by the CCS scheme and where complaints are captured and raised to the Constructor. The Project Community Value Manager and Project Logistics Manager are the named key point of contact for the CCS scheme and be responsible for compiling a log of all complaints and compliments, investigation of all complaints received, respond to the CCS, and where necessary meet with the complainant(s) and agree any actions to resolve the issue raised and undertake follow up discussions and meetings where appropriate.

11.1 Complaints process and procedure

- Kier has a full time Social Values manager (SVM) in the team at site. In addition to those matters they are responsible for dealing with any complaints regardless of source (Community Liaison).
- The Kier SVM will be responsible for taking calls and initiating a remedial action from the Kier team. The successful closure is important so they will ensure close out.
- The Kier SVM will be responsible for supporting a monthly newsletter drop to the local community (content will be agreed and coordinated with MOJ).
- Any special activities will be shared by way of an individual letter drop as appropriate.
- All complaints received by way of the CCS scheme from any source, regarding a Registered Activity, are recorded and notified to Kier management.

- When a complaint is raised with the Scheme that is relevant to the Code of Considerate Practice, a contact designated by the Registered Activity (usually the SVM, a Site Manager or Company contact) will be informed of the nature of the concern and (only with permission from the complainant) the name and contact details of the complainant. Areas for consideration in addressing the complaint might also be offered to the designated contact regarding factors to consider when dealing with the complaint.
- Where the complainant has not granted permission for their contact details to be given, the Scheme will liaise with the designated contact on their behalf.
- The Scheme will stay in contact with the complainant until the Registered Activity has investigated and responded to the complaint either addressing the complaint to the complainant's satisfaction, or the Scheme feels reasonable efforts have been made by the Registered Activity to address the complaint, at which point the complaint will be closed.

To raise a complaint about an activity registered with the Scheme, you can email us at complaints@ccscheme.org.uk or call **0800 783 1423**.

Any complaints received via the CCS scheme phonenumber or email shall be immediately investigated within (24 Hours) and responded to via the CCS immediately with records kept on site.

12.0 Piling

There are two proposed piling solutions to be employed on the new Full Sutton prison project: the first is Continuous Flight Auger (CFA) and the second being sheet piling.

12.1 CFA Piles

CFA piling was selected to install the permanent structural bearing piles because of its low intensity of both noise and vibration. The 3D drawing below details the extent of the piling across all 12 buildings. The expected drill depth is 10m (subject to final testing).



The CFA piles are drilled and from preformed platform level with reinforced pile cages installed and concrete placed via concrete mixers.



CFA Piling in progress

Concrete piles will be broken down to the correct cut off level using debonding sleeves and hydraulic pile breakers ensuring minimal noise and disturbance is encountered to sensitive receptors. The proposed solution shall negate the use of manual breaking equipment and therefore mitigating noise, dust and a significant amount of Hand Arm Vibration Syndrome (HAVS) and other health risks to site personnel by not manually breaking down concrete piles.

CFA Piling is scheduled to take place between August 2022 and March 2023.

12.2 Sheet Piling

Vibration free press in sheet piles are proposed to provide temporary support to drainage excavations and associated below ground attenuation tanks. The type of sheet piling employed shall be low noise and vibration free installation so not to cause disturbance to sensitive receptors with continuous monitoring taking place through the construction period.

Sheet Piling is scheduled to take place between August 2022 and December 2023.

13.0 Noise, Dust and Vibration

(Please see separate Air quality, Dust and Noise Management Plan).

Overview on Dust

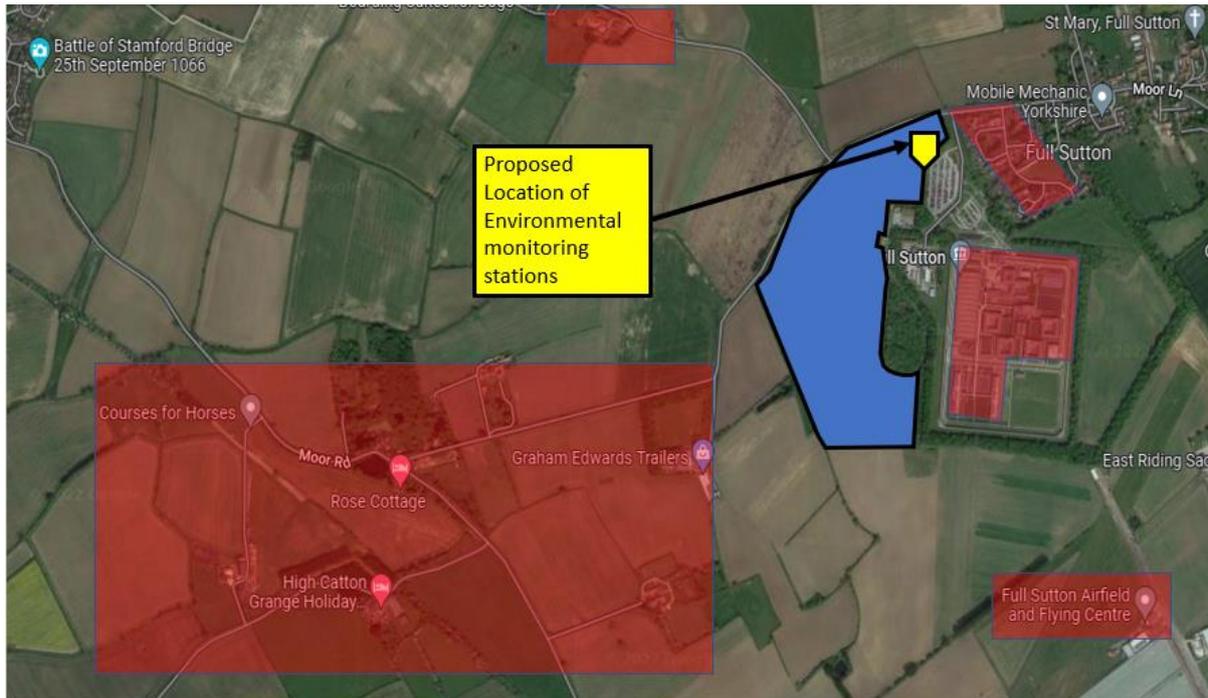
Areas of open soils, haul roads and stockpiles shall be wetted with water bowsers with sprayers and mist fog cannon sprayers to prevent airborne dust.

Where practical storage of materials susceptible to dust becoming airborne shall be covered with tarpaulins.

Spoil heaps that are used for long term storage and reuse shall be seeded to protect against erosion and seeded to prevent silt run off and dust.

Tipper trucks that leave and enter site shall be covered to prevent airborne dust.

Best Practical Means (BPM) shall be employed throughout the construction works. When reviewing design and work plans the form of construction and technique, plant and equipment will be assessed so that the wherever possible the source of nuisance will be avoided or at worst mitigated, monitored, and controlled.



Identified primary sensitive receptors

We have identified several sensitive receptors close to the site where monitoring shall be necessary. The first being the location of the prison where we shall continue our close liaison with the prison governor and operations manager. The second being the residential area to the north east, where an environmental monitoring station is established.

There are other sensitive receptors made up of homes and businesses are located more than 150m from site to the south west and although further away from the site than those identified to the north east these shall be considered throughout the build process.

For further detailed information please refer to the project Air Quality, Dust and Noise Management Plan.

14.0 Environment

14.1 BREEAM

As part of our project health, safety, and environmental plan, Kier and the client aspire to reach a stretched target to obtain a Building Research Establishment Environmental Assessment Method (BREEAM) rating for the works. We are required to monitor the waste and CO₂ emissions produced as a result of deliveries/plant movement to and from the project, as well as utilities being used on site. It is also necessary to ensure that where possible renewable sources are being used and that recycling and waste disposal at all stages of the project is given a high priority.

Consideration shall also be given to the operation and ultimately de-construction of the buildings.

1. Commit to the Project Environmental and Sustainability Policy.
2. Submit to audits to confirm that best endeavours in delivery are being employed.

3. Operate effective environmental management systems to ensure that the right balance is struck, in conjunction with the project team, between the following:
 - Produce a waste mitigation plan prior to commencing work on site
 - Materials being procured from sustainable sources, including temporary materials for protection
 - Remove, Reduce and Recycle
 - Recycled materials being utilised
 - Existing materials being re-used
 - Fuel consumption fully considered and reduced
 - Waste mitigation, reduction, monitoring, and satisfactory disposal
 - The minimization of pollution
 - The life cycle of products
 - Efficiency in the consumption of resources

Kier and the trade contractors commit to use suppliers who mitigate or minimise packaging that requires disposal. This may mean less packaging or use of packaging that can be returned to the supplier and reused. Where possible refillable packaging and packaging using recycled materials should be preferred.

There is no condition on the planning permission that requires a particular BREEAM standard to be met. But Kier and the MoJ have an aspiration to achieve the rating.

14.2 Waste management

Kier and the trade contractors will be required to produce a waste mitigation plan before starting work on site. The waste produced will be checked against this plan for compliance. Failure to meet the required waste mitigation may result in costs being set off against each SSC not in compliance. This is a last resort, and our vision is to create a WIN-WIN for everybody.

The Trade contractors. are required to segregate all waste at the workplace and disposed in the bins (except hazardous trade waste) provided by the Constructor at a bin collection and disposal point adjacent to each building to achieve the maximum recycling opportunity for the project.

The Trade contractors. must comply with the project waste management requirements and will be expected to clear, sort, and segregate their waste and to maintain good housekeeping, including any hazardous trade waste which will be the responsibility of the SSC to remove from site and dispose of in accordance with waste regulations.

Kier will be operating a SMARTWaste scheme on this project and all SSCs are to comply with the requirements.

Waste transfer notes must be submitted to the Kier on a weekly basis for specific waste and any other waste that is removed from site by the Trade contractors. We encourage all SSCs to provide a waste champion to aid the successful implementation of our waste strategy and requirements.

No fires or burning of waste is permitted on site at any time.

14.3 Housekeeping

A tidy site is a safe site. We have a duty of care to everyone including our neighbours to keep areas clean, dust free and tidy. Kier and its Trade contractors will keep all the work areas clean and tidy. All waste will be removed to the appropriate waste skips.

APPENDIX 01; Minimum PPE Standards

The Kier minimum standard for PPE is 5-point.

Full Sutton site will enforce 6-point PPE with the addition of Hi-Vis trousers being mandatory.



MINIMUM STANDARD

Personal Protective Equipment

Construction

The following Minimum Standard is applicable on all projects across Kier Construction Ltd



- Hard Hat to EN397**
 Kier Employees and Subcontract Personnel
 Black: Supervisor
 Orange: Slinger/Signaller
 White: Kier Management/Operative/Vehicle Marshal
 Blue: Anyone coming to site not in the above categories
 All Kier staff to wear helmets with Kier Logo's
 Helmet stickers to denote 1st Aiders & Fire Marshals
 Individuals name to be displayed on the front of the helmet (except visitors)
 ICE ID tags to be worn by all site based personnel.
 Chin straps must be fitted and worn correctly when working at height i.e. working on scaffold, towers, MEWP's and all other similar equipment.
- Hard Hat to EN12492**
 Trades such as Demolition, Lifting, Scaffolding, Steel Erection or where there is an increased impact or overhead risk must wear a helmet to meet or exceed this standard.
- Eye Protection to EN166 Optical Class 1**
 Type F – Low energy impact eyewear to be worn as minimum standard.
 Type B (medium energy impact) or Type A (high energy impact) to be determined via task specific risk assessment.
- Hand Protection to EN388**
 Gloves will be worn as a minimum standard. The type, size and grade to be determined via task specific risk assessment.
- Hi-Visibility Yellow Waistcoat to BS EN ISO 20471***
 Clothing to be layered as required – base, mid and outer layers. Hi visibility clothing will always be worn as an outer layer.
 NB: The requirement for heat & flame retardant clothing to be determined via task specific risk assessment.
**unless alternative colour is specified by the client
 For road works full sleeves may be required.*
- Foot protection to EN20345 c/w midsole protection.**
 Laced ankle boots.
 Alternative footwear to be determined via risk assessment. Trades with high potential risk of injuries to the top of the foot should consider boots with metatarsal protection. **NB: Rigger boots are not to be worn.**

Summer Clothing – Long trousers and hi-vis shirt *(or high vis waistcoat over T shirt). No bare legs or shoulders.
 Guidance on PPE can be found in Kier Group Workwear and PPE catalogue under the [Catalogues](#) section of the IMS.
 *NB: Job specific risk assessment may specify a higher level of protection.

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APPENDIX 02; Datascope Delivery Booking System

Booking a Delivery:

This page allows you to book a delivery to site for a specific date and time.

The screenshot shows the 'Delivery Booking' interface, divided into several sections:

- Booking Section:** Contains fields for 'Application Date' (08/03/2018), 'Delivery Date', 'Delivery Time' (dropdown), and 'Delivery Duration' (dropdown). It also has a 'Ref' field, a 'Check Date' button, and a 'Block Booking' button.
- Vehicle Section:** Includes a 'Vehicle > 3.5 Tonnes?' toggle (Yes/No), 'FORS No.' field, 'FORS Colour' (Bronze/Silver/Gold), 'Delivery Vehicle' dropdown, 'Haulage Company' dropdown, 'Driver' dropdown, 'Vehicle Reg.' field, 'Dispatch Postcode' field, 'Mileage (There & Back)' field, 'CO₂(kg)' field, and 'CO₂Class' dropdown.
- Materials Section:** Features a 'Materials' input field, 'Quantity' (1), 'Fragile' checkbox, 'Hazardous' dropdown, and 'Handling Requirements' field. It includes 'Add Materials' and 'Remove Selected' buttons.
- Arrival Section:** Contains 'Gate/Loading Bay' and 'Laydown Area' dropdowns.
- Unloading Section:** Contains 'Unload Method', 'Crane / Hoist', 'Edge Protection', and 'Lifting Plan in Place' dropdowns.

Numbered callouts indicate the following steps:

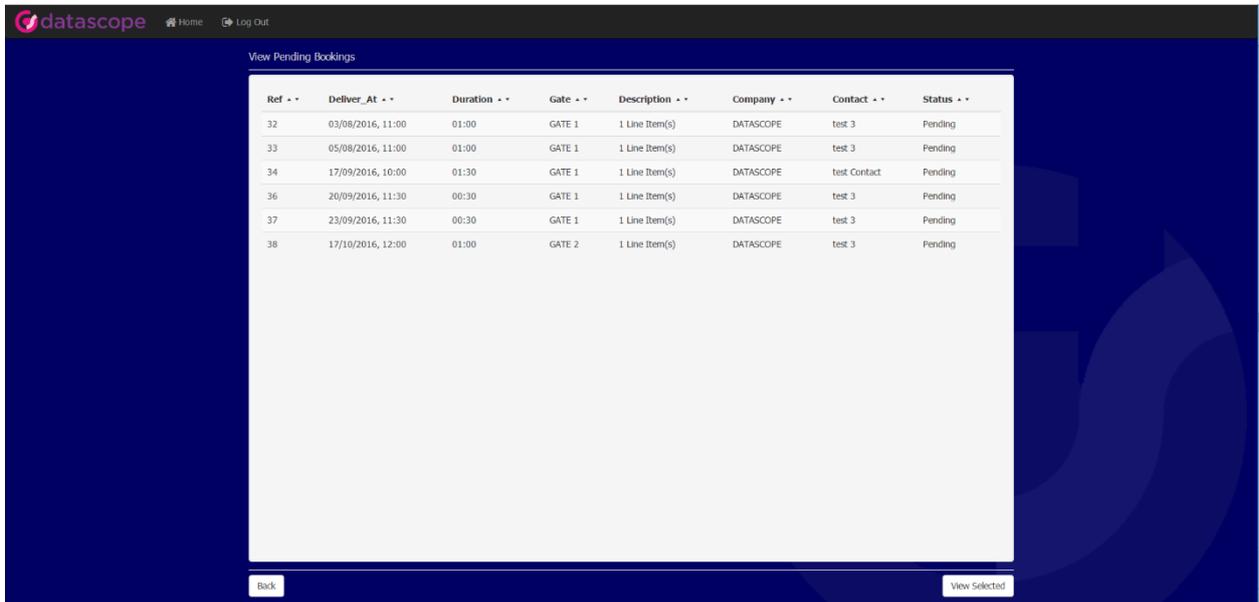
- 1: Application Date
- 2: Check Date button
- 3: Delivery Time dropdown
- 4: Delivery Vehicle dropdown
- 5: Materials input field
- 6: Gate/Loading Bay dropdown

Follow the steps below to book a delivery:

- **Step 1:** Select the **Delivery Date** that you wish to make the booking.
- **Step 2:** Click **Check Date** to see which time slots are available.
- **Step 3a:** Select a **Delivery Time** and **Delivery Duration**.
- **Step 3b:** If you need to make a block booking, click the button, and a pop-up will appear. Tick **Yes**, if you wish to make a block booking and select the dates required
- **Step 4:** Fill in your details and details of the delivery vehicle
- **Step 5:** Specify which **Gate** and **Laydown Area** the delivery will be made to as well as any **Combustible Materials** on the delivery
- **Step 6:** Select the Gate and Laydown Area from the drop-down menus and then the **Unloading Method**, including a **Lifting Plan**
- **Step 7:** Click **Submit** to book the delivery

Pending Deliveries

To view the list of pending bookings, select a specific booking (click to highlight) and select 'View Selected' (bottom right). A new page will open with details of the booking request.



Ref	Deliver_At	Duration	Gate	Description	Company	Contact	Status
32	03/08/2016, 11:00	01:00	GATE 1	1 Line Item(s)	DATASCOPE	test 3	Pending
33	05/08/2016, 11:00	01:00	GATE 1	1 Line Item(s)	DATASCOPE	test 3	Pending
34	17/09/2016, 10:00	01:30	GATE 1	1 Line Item(s)	DATASCOPE	test Contact	Pending
36	20/09/2016, 11:30	00:30	GATE 1	1 Line Item(s)	DATASCOPE	test 3	Pending
37	23/09/2016, 11:30	00:30	GATE 1	1 Line Item(s)	DATASCOPE	test 3	Pending
38	17/10/2016, 12:00	01:00	GATE 2	1 Line Item(s)	DATASCOPE	test 3	Pending

When your booking request has been confirmed, you will be notified by email.

APPENDIX 03; Delivery Driver Site Rules



Delivery Driver Site Rules
Kier Construction - Building UK
 Safety, Health & Environmental

Record No.:		Project:		Contract No.:	
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This form is to be completed by all Delivery Drivers prior to entering the live construction area.
 Multiple deliveries on the same day do not require a form to be completed for each, unless conditions have changed significantly.
 For waste skips and muck away, please ensure that clear and legible documents are completed and passed to management before leaving site

1. Your Personal Details			
First Name:		Surname:	
Employer:		Sub-contracted to:	
Number of deliveries today			

2. In Case of Emergency — please provide contact details for use in the event of an emergency	
Name:	Contact No:
Relationship:	

3. All delivery drivers <u>MUST</u> observe the following rules at <u>ALL</u> times		Read & initial
Hard hat, hi-vis vest, boots, gloves and safety glasses must be worn when outside of your vehicle. Shorts and bare torsos are NOT permitted on site		
Please confirm you have read/understand your risk assessment and agreed safe system of work		
Specific requirements apply for Lorry Loaders, Moffat deliveries and block grabs. Please refer to site management relating to your safe system of work. Do not unload without authorisation.		
<ul style="list-style-type: none"> ■ Off load only within designated area & direct to ground only ■ Outriggers must be fully deployed with appropriate outrigger pads if required ■ Operator must be competent (e.g. CPCS or ALLMI) - please provide proof of competence to site management ■ Proof of thorough examination must be provided 		
Strictly no reversing without an Appointed Banksman		
Unloading must be in line with the agreed safe system of work and only if the weight of the load is known and method is understood. No accessing the rear of the vehicle without fall prevention/protection		
Stay with your vehicle at all times (unless authorised by site management). Do not leave keys in the ignition		
Do not block access roads. Be courteous to others. Routes must be kept clear at <u>all</u> times for emergency services. Observe speed limit signage – 5mph to all routes, unless signage shows otherwise		
Report any incidents to a Kier supervisor or Logistics Manager		
Smoking and use of mobile phones is not permitted on site, unless within a designated area		

4. Acknowledge receipt and review of this induction			
Drivers Signature:			
Authorised by Kier:		Date:	



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