# Harrodian School Sports & Cultural Centre

# DRAFT CONSTRUCTION METHOD STATEMENT



#### **CONTENTS**

#### **INTRODUCTION**

1.1 Health and S	Safet	۷
------------------	-------	---

- 1.1.1 Overview
- 1.1.2 Induction
- 1.1.3 Fire Escapes Routes and Fire Prevention

# 1.2 Logistics

- 1.2.1 Transportation for site operatives
- 1.2.2 Access
- 1.2.3 Traffic Management
- 1.2.4 Delivery times
- 1.2.5 Provisions for Staff Parking
- 1.2.6 Material Handling, Distribution and Storage
- **1.2.7** Waste Management.
- 1.2.8 Arboricultural protection

#### 1.3 Site Accommodations

# 1.4 Hoarding

#### 1.5 Site security

# 1.6 Temporary Services

# 1.7 Residents and Local Community

- 1.7.1 Environmental Management
- 1.7.2 Communication
- 1.7.3 Working Hours
- 1.7.4 Supply Chain
- 1.7.5 School Liaison

#### Introduction

The new construction works within The Harrodian School will be delivered safely and on time without disrupting the operations of the school or the day to day life of the nearby residents.

During term periods the School will be fully occupied and operational throughout the timescale of the works. Activities held at the School will proceed as normal and it is envisaged that they should not interfere nor conflict with the programme of works. Some works will take place during the school holiday periods.

This document deals with the logistics and our approach to construction at the site. The construction management and logistics plan as detailed in this method statement, maybe subject to amendment and revision to suit the Project Development.

# Existing Site /Traffic/Surrounding Area/Restrictions

The Harrodian School is situated on Longsdale Road, with two way access a main road that connects to Barnes. The site is an open area and contains a mix of buildings dating from 1990's and 2000's and has extensive school playing fields. The main building which houses the majority of the administrative functions was built in the 1800's.

It must be noted that all roads surrounding the School and the site approach roads are lightly congested during the School's morning start and afternoon end periods, with vehicular and pedestrian traffic.

The area of our proposed new sports hall development comprises is situated to the south side of the school site on the footprint of the existing tennis courts, which will be demolished as part of this development.

For site access for construction traffic we propose to use the single track access road from Belgrave Road, by forming a temporary construction entrance to the side of the School will be created to allow vehicles into the site, thus removing the need to try and turn vehicles road in the school site and ensuring that no vehicles have to reverse out of site.

Construction traffic will be directed from the B350, Longsdale Road via Suffolk Road onto site as detailed above. Details of the route that vehicles attending the site will take, will be written into all sub-contractor and supplier orders to ensure compliance.

All construction vehicles will be met at the site entrance and marshalled though the school into our site, all materials will be offloaded directly into the site compound via telehandler. It is anticipated that the majority of delivery vehicles will be:

- Transit sized vans
- Small flat-bed lorries
- Iveco 7.5t lorries
- 18 tonne 8 wheel grab lorries

Some larger lorries will make occasional deliveries with structural steelwork and the like, these will be carefully scheduled and details will be made available to both the School and neighbours beforehand.

There will be an initial period of excavation which will require larger vehicles but times will be restricted to outside of school rush hour.

#### 1.1 Health and Safety

#### 1.1.1 Overview

In developing the methodology for Construction works at The Harrodian School the health and safety of the school staff and pupils, members of the public, site operatives, site visitors and others affected by the works is paramount.

The risk to health and safety arising from the construction works including traffic movements in the vicinity of the site will be assessed and measures will be put in place to avoid or mitigate those risks. Copies of all individual risk assessments will be kept on site with all other relevant documentation.

A comprehensive and site specific Construction phase Health and Safety Plan will be developed and issued for the works at The Harrodian School. The plan will be reviewed and approved by the Principle Designer before the issue of the F10 form from the Health and Safety Executive. The Project Manager will regularly review and update the plan as necessary as the works proceed. The plan contains full details of health and safety arrangements for The Harrodian School development and demonstrates how the works will be managed to comply with all statutory regulations. Regular safety inspections and audits are carried out to ensure compliance with the Construction Phase Health & Safety Plan.

A communications strategy will be implemented to ensure all operatives, construction staff and visitors receive suitable induction and are adequately informed of The Harrodian School site rules and emergency procedures. On-going two way site communication will be encouraged by "toolbox talks" and regular Health and Safety meetings. Further information on our communication strategy is detailed in the Health and Safety plan mentioned above, and will be included on the site sign-board.

Key issues to be included on the Health and Safety Plan for the works at The Harrodian School include:

- Protection of staff, pupils and other visitors in existing playground areas, and around the site entrances during deliveries and traffic movements.
- Protection of the children and Staff within the school and the staff school car park and the main approach to the school entrance doors
- Protection of local residents from construction traffic especially along the area of Belgrave Road and Suffolk Road nearest the school.

- Contact with live underground services
- Safe handling of fragile glazed materials
- The Occupied School's existing fire escape routes. Meaning that the existing and exit doors
  are to be kept clear at all times. Works that may impact on the Schools existing emergency
  procedures will only take place after the agreement with the David Wicks the Facilities
  Manager and Contract Administrator and after alternative safe arrangements have been
  planned, communicated and signage placed.
- Provision of suitable and adequate welfare and working conditions for all persons employed or visiting the project
- Provision of adequate security controls to ensure that only authorised staff and operatives are allowed access to the site.
- Ensuring that all construction staff and operatives are competent and trained to do the tasks expected of them.
- Provision of sufficient supervision to monitor and control the works including enforcement of the site rules.
- Prior to any ground breaking operations, work areas will be subject to an underground radar survey and CAT scan to identify hidden services and the works controlled via a " Permit to Dig" system
- Agreement of a Major Incident Plan: ensuring suitable lines of communication are established in the unlikely event of a potentially major incident and alert the school.

#### 1.1.2 Site Induction

Before any operative is allowed to work on The Harrodian School site, they will be formally inducted. This will not just be on health and safety issues but also on the specific site rules, including security, behaviour and working on a "live" school site. The Project Manager will formulate the induction presentation to ensure the individuality of The Harrodian School site is fully addressed. Some of the subjects covered during the induction will include:

- Health and Safety
- Security Responsibility
- Community responsibility and adjoining neighbours
- Facilities on site
- Traffic Management
- Storage and material distribution
- Our obligations under the Considerate Contractors' Scheme
- Safeguarding Children procedures including confirmation of DBS numbers

There will be no exemptions form the induction process and all inducted persons will be identifiable by a pass card/sticker which they will need to display. No one will be allowed onto the site without completing an induction and without the correct levels of PPE, which includes the mandatory, boots gloves, safety eyewear and when necessary hearing protection.

#### 1.1.3 Fire Escape Routes and Fire Prevention

As with all our sites, fire prevention procedures on The Harrodian School site will be operated in accordance with 'The Joint Code of Practice on the Protection from Fire on Construction Site'. The site specific fire safety plan will detail the specific arrangements for The Harrodian School and the site management team will be responsible for its implementation and monitoring:

Key considerations of the Fire Plan will include:

- Only one controlled designated smoking area on site, no congregating off-site in nearby areas will be allowed.
- · Fire risk within on site temporary accommodation and internal working areas
- The appointment of a fire marshal
- The issuing of Hot works permits
- The integration of the Construction Site Fire Plan with The Harrodian School Fire Plan

No matter what; a temporary fire alarm system will be installed throughout the construction site and will be in operation at all times .Our fire escape routes will be clearly marked and will communicated to all parties throughout the project duration.

If existing permanent staircases are unavailable for whatever reason we will installed temporary staircases which will provide an alternative exit route from upper floors. We also seek to maintain two means of fire escape form work faces and one of the duties of the subcontractors is to ensure that escape routes are always kept clear of materials, equipment and rubbish.

We will liaise with the local Fire Brigade and ensure they are satisfied with the emergency procedures in the fire plan and access to the site for Fire engines.

#### 1.2 Logistics

#### 1.2 Transportation for site Operatives

As far as practicable, it is our intention that all our operatives will arrive at The Harrodian School site via public transport; the nearest train stations are Barnes Bridge or Hammersmoth via underground with frequent buses that stop outside the gates. Therefore operatives will be encouraged to get a bus or walk from the station. There are numerous bus stops along Longsdale Road. Operatives will then walk to the site pedestrian entrance, located via Belgrave school to the site compound.

The site has minimal provision for car parking for site staff, sub-contractors and visitors; therefore parking of vehicles on site will be extremely limited. All personnel are inducted prior to commencing work on the site. The site induction is the primary means of communicating the project travel plan and supporting information. The site induction is carried out by the main contractor (tbc) team.

We expect the majority of people involved with the project to travel to work by public transport, it is hoped that this trend will continue during the project. In conjunction with public transport usage initial use of vehicles dropping off work tools and other large equipment that cannot be carried on public transport will be carried out. If necessary transport facilities will be provided for site operatives from a local point where vehicles can be parked during the day without causing disturbance the project's neighbours.

During the site induction we will advise personnel of the following:-

## Parking:-

Parking on local streets is prohibited. The construction site team will be vigilant in ensuring that site personnel or visitors do not park illegally.

#### Public Transport:-

Alternatives to private car use have been considered by the construction site staff and efforts are made to communicate the advantages of public transport to all site personnel. Site personnel are always encouraged to use public transport.

Site meetings are arranged with a view to ensuring that attendees can use the public transport system to arrive and disperse from the meetings. Details of the local bus and rail networks – identifying key routes to the project will be posted on site notice boards and will be covered in the site induction to promote the use of public transport.

The construction site team are encouraged to become familiar with the local transport systems and operating times and to pass this information onto all personnel on site.

The site is located close to a major railway station (Barnes Bridge). Good bus service is also available within a short radius of the site.

#### Bicycles:-

Bike stands will be provided to encourage the use of public transport. The construction team will provide parking for everyone who already cycles to work plus another 50 per cent. When the cycling facility reaches 70% capacity, it will be increased by 20%. This will be revised periodically.

#### 1.2.1 Access to the Construction site

A single point of access will be provided for all operatives, site staff and visitors. This will be separate from any vehicle gates.

The site workforce are to display ID at all times whilst on site, they also will wear branded contractor (tbc) or their own high viz clothing. All the site workforces are to report to the site office before starting their days work. They will be required to sign in and to notify management where they are to be working.

#### 1.2.2 Traffic Management

Vehicle movements will be managed to avoid peak times such as pick up and drop off times form both the secondary and primary schools, no deliveries will be allowed during school drop-off and pick-up times. There will be a detailed traffic management plan and designated officer. The name and number of this traffic officer will be published on the hording.

We have already noted; that the areas surrounding The Harrodian School are a little congested especially in the morning and afternoon periods during pick up and drop off times with school staff, pupils and vehicular traffic. Therefore extra caution is to be observed during these busy times.

All drivers will be made aware that access and egress routes leading onto the site are shared and there may be the possibility of unaware pedestrians.

When vehicles are required to reverse and manoeuvre excessively or cross pedestrian zones, this will be done only under the control of a competent vehicle banksman; and only take place in the allotted times. In accordance with the traffic plan the 'banksman' is tasked to escort all vehicles on and off School grounds.

We will ensure that the site activities do not bring mud and debris onto the road. We will ensure that we clean the areas of public road around our site entrance. All our delivery drivers must wear head and foot protection and high visibility clothing when delivering to the site. There is to be no construction staff parking on site and once unloaded vehicles must leave. Speed limits of 5 mph will be imposed on the site and the school grounds and 20 mph on the nearby surrounding public roads.

The Project Manager will produce a weekly programme of deliveries. A draft of this programme will be presented and discussed at the weekly progress meeting (including meetings with the other neighbouring contractors) to ensure that the proposed delivery schedule meets with the programme requirements. We are also aware that there are other major construction projects in the vicinity and where appropriate liaison will be made with these contractors so as to avoid additional congestion.

Obvious bottlenecks and clashes must be smoothed out at this meeting such that on the Friday of each week a copy of the programme, identifying provisional delivery times and quantities for the next week, will be emailed to each of the relevant suppliers. Suppliers will be allocated specific times to deliver their materials to site.

Should vehicles arrive outside their allotted time then they may be turned away and the delivery organised for another time that is suitable. In this case the Project Manager will make contact with the supplier to agree an alternative slot.

Suppliers and sub- contractors who abuse the system will be reprimanded initially, but if they continue to abuse the system and not work in accordance with policy, their contract will be terminated and an alternative company sought.

The contractors will off load one delivery at any given time within the site compound. We will not allow the zone to become congested. Suppliers and subcontractors are encouraged to optimise transport efficiency and minimise transport impacts by adhering to the delivery plan. We will maintain a register of approved suppliers that are used on our projects. Their environmental and contractual performance is constantly assessed against our requirements.

### 1.2.3 Provision for Staff Parking

During the construction works there is will be need to change the existing parking arrangements for staff at The Harrodian School. That is to say, that at present some staff use the school car park located at the rear of the existing sports hall and this will be unavailable during construction works. Access will however be maintained in the case of emergency for fire tenders and the like.

Staff and pupils that arrive by bicycle will still be able to use the existing cycle storage facilities located on the school site.

#### 1.2.4 Material handling and distribution

Forklifts or telehandlers will be used to off load materials from our delivery vehicles and distribute materials to the work face. Loading and unloading of vehicles is only to take place within the confines of site compound. Some of the larger material elements which are beyond the capacity of a forklift will be off loaded via a mobile crane on pre-selected dates. However it is not anticipated that a tower crane will be needed on the The Harrodian School construction site at all. Horizontal distribution of materials will be via manually operated pallet trucks and trolleys.

Due to the limited storage space available on site and the peak hours traffic hours associated with the school drop and pick up; site deliveries will be made on a just in time basis and booked in advance. The delivery booking system will be coordinated by a logistic manager on site and it will be his role to coordinate all aspects of the access, transport, unloading, distribution and storage of materials.

Materials are stored on site in a way to prevent the likelihood of damage which would otherwise become waste. To achieve 'just in time' deliveries efficiently, accurate progress reporting is required on a regular basis to fully understand the programme position of the project.

The material delivery schedule for that forthcoming period can then be fully in line with what materials are required.

#### 1.2.5 Waste Management

All waste will be removed from site in accordance with the project specific Waste Management Plan, and current waste transfer regulations developed by the main contractor site management and specific to The Harrodian School project.

Consideration will be given to the pre-fabrication of certain elements at The Harrodian School; such as M&E services. This will avoid the generation of waste on site. Packaging will be minimised and where possible removed by suppliers for re-use elsewhere.

All our skip waste at The Harrodian School will be taken to a local licensed waste transfer station where it will be sorted and recycled so as to achieve our target of less than 5% of construction waste to landfill. Some of our on-site waste streams such as paper, cardboard, metal, plasterboard and timber may be segregated on site and removed by specialist contractors for recycling. Office and canteen waste from the site compound will also be recycled.

Copies of all waste transfer documentation, landfill site registration and licenses will be retained on site in the site offices.

Waste will be removed from site on a regular basis so that waste storage is kept to a minimum and access ways are kept clear at all times. Small wheeled bins will be located at key points around the site which will be used to collect waste from the workface. These smaller bins will then be collected and emptied into our larger skips at the end of each shift.

#### 1.2.7 Tree Protection

#### Construction Exclusion Zone

The Construction Exclusion Zone is the area considered necessary to ensure that the tree roots and canopy are protected from damage during the construction processes. The extent of the exclusion zone is based upon guidance within BS5837:2012 'Trees in relation to design, demolition and construction – Recommendations' in particular the diameter of the stem of each tree (when measured at a height of 1.5m from ground level) in combination with the canopy spread of the tree is considered.

The Construction Exclusion Zones will be defined on site throughout the course of the development by the use of protective barriers.

The Construction Exclusion Zones are to be afforded protection at all times. No works that cause compaction of the soil or severance of tree roots will be undertaken within any exclusion zone. There will be no storage of any materials nor location of plant within the Construction Exclusion Zone.

#### Protective Barriers:

The protective barriers to safeguard the Construction Exclusion Zones will be erected prior to the commencement of any site works e.g. before any materials or machinery are brought on site or the stripping of soil commences.

The barriers will remain in place until completion of the development and then they will only be removed with the consent of the Local Planning Authority to permit completion of the scheme.

#### Signage to Construction Exclusion Zone Protective Barriers:

Signs will be installed on the protective barriers to inform site staff of responsibilities and these will include the headings as follows:

- DON'T excavate within this area
- DON'T use any form of mechanical plant with this area
- DON'T store materials, plant or equipment within this area
- DON'T move plant or vehicles within this area
- DO contact the Local Authority Arboricultural Officer if excavation within this area is unavoidable
- DO protect any exposed roots uncovered within this area with dry sacking
- DO backfill with a suitable inert granular and top soil material mix as soon as possible on completion of work

#### **Ground Protection:**

This identifies that mechanised plant is to be excluded from the area between the proposed building footprint and the Construction Exclusion Zone. This area is to have ground protection laid out to permit pedestrian access.

Ground protection will comprise a single thickness of scaffold boards laid across a 100mm compressible layer of woodchip, laid onto a geo-textile fabric; would provide suitable ground protection. This approach should prove to be adequate for the expected loadings.

Where new footpath construction is required adjacent to the building this will be installed using "no dig" techniques – see later section below.

#### Landscaping Works within Construction Exclusion Zones

Temporary access to the exclusion zones defined by the protective fencing will not be required during the main part of development however final soft landscaping works may be undertaken in these areas. Where this is the case only pedestrian access beyond the line of the protective fencing is to occur. Such soft landscaping will be undertaken only by hand. A 500mm radius from any tree trunk will remain uncovered by turf or other planting to allow penetration of water and air into the soil.

#### Construction of Structures Close-to or Within the Root Protection Areas:

Excavation for foundations within, or immediately adjacent to the root protection areas will occur only by hand.

The excavations will commence on the clear-side of the RPA, and will gradually and carefully progress into the RPA zone; closely monitored at all times by the Site Manager to assess any roots which present as works proceeds.

Individual roots under 25 mm diameter will, when required, be cut using a suitable sharp tool (e.g. bypass secateurs or handsaw) to leave a clean wound. The surface area of the wound will be kept as small as possible.

Groups of roots occurring in clumps, or individual roots of 25 mm diameter or greater, will only be cut with prior agreement with the Local Authority Tree/Arboricultural Officer.

Any retained roots left exposed shall immediately be wrapped or covered to prevent desiccation, and to protect them from temperature changes, prior to backfilling. At the time of backfilling they shall be surrounded in topsoil or un-compacted sharp sand (not Builder's Sand, owing to its high salt-content which is toxic to tree roots), or other loose inert granular fill; before soil or other suitable material is replaced. This final material shall be free of contaminants and other foreign objects potentially injurious to tree roots.

# 1.3 Site Accommodation

# 1.3.1 Site Compound

We propose to use one location, for our site compound as shown on the site layout drawing overleaf.

#### 1.3.2 Site Offices

We will set up modular cabins double stacked in the compound area. A canteen, drying room, toilet and office cabin will be provided for site staff and visitors. The site cabins will be painted in green and if necessary fire rated to 1 hour resistance if situated close to the existing The Harrodian School buildings.

Separate toilet facilities' will be provided for female staff and visitors. The office cabins will accommodate the contractors management staff for The Harrodian School development and will contain telephone, IT and fax facilities. First Aid equipment will be located in the office cabins and our site staff will be trained to administer first aid.

Around the site cabins and the site compound key safety signs will be translated as required for non- English literate operatives.

Temporary Cycle storage facilities will be provided to encourage construction staff and operatives to cycle to the site.

#### 1.4 Hoarding

As mentioned previously areas of our construction work will be safely isolated form the rest of the school and from any public areas with a secure boundary.

For short term use, at certain work faces within the school buildings; property hoarding will be used to maintain segregation between our workforce and staff. Additionally, we will agree with the school a safe and secure route to these work faces for our operatives.

Warning and information signage will be displayed at regular points around the hoardings and our site entrances. We may also incorporate a number of vision panels for pupils at The Harrodian School to view the progress of the new build works, subject to agreement with the School. The hoardings will also incorporate emergency and escape plans and there precise setting out will be agreed with the school and the relevant local authorities.

New access gates incorporated into our hoardings will be used as access and egress points for vehicles. As mentioned earlier we will have a separate dedicated pedestrian entrance.

The gates will be visible from the access road into the site and will give identification to confirm the entrance to be used for construction traffic; suitable identification will also be placed in Lonsdale Road identifying access for construction traffic.

Site entrances will display key information notices and signage providing 24-hour contact details for site personnel, security and members of the public. An information board will provide interested residents with the latest update on progress and significant actives as we carry out the works at The Harrodian School.

#### 1.5 Site Security

Site security will be assessed by the Site Management throughout the construction period. Advice will be sought from the local Police and security consultants.

The security assessments will consider the Risks to property, plant and persons as well as the security of the existing Harrodian School buildings. The severity and likelihood of any security incidents will vary depending on the phase of construction works.

Security provision during working hours will be controlled by management staff. The site will be supervised at all times during working hours. Regular checks of the perimeter hoarding, fences and entrance areas will be carried out. In addition, during the works a single secure point of access will be provided as details on our hoarding layouts. These access points will be managed, and all operatives, visitors and staff will be required to sign in and out, or to operate the controlled turnstile/access gate.

All vehicle gates during both phases will be manned and controlled by a competent banks man who will prevent access by any pedestrian, and record the details of all vehicles entering the site. At the end of the working day the site will be secured of all personnel and secured.

Security provision out of working hours will be controlled by a visiting security guard. There will also be displayed on the site hoarding an emergency contact number for any person to call, in the event they observe any unauthorised activity or unplanned events when the site is closed. This number is answered by a 24 hour monitoring service that have access to the dedicated site Key Holders and the site management and security response teams should they be required. A contact list will be made available to the school of all key holders who may need to be contacted in an emergency.

During extended shutdown periods such as Christmas, Easter or Bank Holidays a designated site operative will visit the site on a regular basis to the site perimeter and carry out safety checks. In addition and when assessed as necessary, other security measures may be considered for The Harrodian Schoolsports hall development including:

- Monitored CCTV surveillance with response team back up
- On site static/patrolling with security guards.

#### 1.6 Temporary Service

Once on site a temporary electrical supply and distribution system will be installed at the earliest possible date. This will include general and emergency lighting and 110v power supplies for the site compound and the site itself.

#### 1.7 Residents and LocalCommunity

#### 1.7.1 Environmental Management

The Project Environmental Plan and the Site Waste Management Plan contains all the details for the arrangements to monitor, control and manage the environmental impacts from our Construction works in accordance with the contractors environmental policies and all other relevant Environmental Health and Safety Regulations.

The site team will monitor the site to ensure the effectiveness of the arrangements contained in both the environmental plan and site waste management plan. Copies of all monitoring surveys, environmental permits and waste removal will be retained in the project office.

Plant and construction techniques that minimise dust, noise and vibration will be selected. All plant and machinery will utilise bafflers, silencers and dust extraction where appropriate.

Water will be used to dampen down operations that might be particularly dusty. Hours of work in which noise is audible from the site boundaries will be agreed with the Richmond's Local Authority Environmental Health Officer. In the unlikely event that works may need to carried out beyond the permitted hours, due to plant break down or immediate safety concerns the site team will liaise with the Local authority and provide details/explanation. Where possible and if needed wide load deliveries that are subject to Police restrictions will be notified to local residents in advance

The public footpaths and highways around The Harrodian School site will be monitored by the site team to ensure to ensure no mud or debris from the site is allowed to build up on the public highway or footpath. Due to the congested nature of the site is will not be possible to install a wheel wash system on site, at the vehicle exit gates. However, during the ground works and the construction of the superstructure we will install a portable power wash system to ensure at the site entrances to and the public highway are kept clean.

We will liaise regularly with local Authority Environmental Health Office. We will also join the considerate contractor's scheme and liaise regularly with the visiting office. Additionally, we will liaise with local residents to ensure that our construction works at The Harrodian School are carried out in such a way as to reasonably minimise the impact on the local community.

#### 1.7.2 Communications

Most importantly we will liaise with the staff at The Harrodian School and will actively encourage and support pupil interest in the new construction works for their school. This may take the form of works work placements, presentations, engagements and site tours.

Regular newsletters will be sent to the surrounding houses and businesses to keep the local community informed of progress and forthcoming construction activities. In addition members of the public will be kept informed via notice boards at the site boundary which will contain notices; newsletters and further information on progress and up and coming activities.

In addition members of the public will be kept informed via notice boards at the site boundary which will contain notices; newsletters and further information on progress and up and coming activities.

A member of the construction site team will be available during working hours to provide further information. Contact details and telephone numbers will be displayed and published on the site hoarding. Emergency contact details including telephone numbers will be displayed around the site entrance.

As mentioned before the site will registered with the Considerate Contractors scheme and we will keep a complaints log book at the site entrance for use by members of the public

# **Working Hours**

Subject to agreement with the Local Authority, our working hours are proposed as:

9.00 - 15.00 Monday to Friday

9.00 - 15.00 Saturdays by arrangements

Our programme has made due allowance for activities within these busy periods and our programme requires the site to be available for operatives within these hours.

# 1.7.3 Supply Chain

We will use local labour, suppliers and subcontractors where possible for The Harrodian School project. As a company we operate a number of "back to work" incentive schemes have arrangements with key supply chain partners to encourage the employment of apprentices and trainees. These often take the form of works work placements, presentations, engagements and site tours.

Subject to further clarification form the Borough of Richmond it is our attention for all Supply chain



