

## **I 1.9 Section 2 Handover Management Plan**

# Holloway Head (Blocks C & D) Handover Management Plan – Principal Designers Feedback

Please be advised you have one week to comment.

Project Number: P21-043

Project Name: Holloway Head, Block C & D

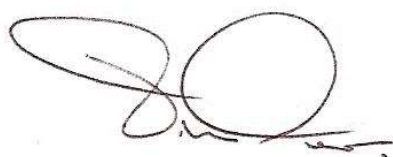
Revision: **Section 2 Handover Management Plan**

Date of submission: 14/06/2024

Comments due back by: 21/06/2024

Item Number	Section Number	Comment	Action (Manuals Team to complete)
		N/A	

If there are no comments, please insert N/A in the table above, sign, date and return to [samanthamussard@winvic.co.uk](mailto:samanthamussard@winvic.co.uk)



Signed:

Print: John Turner

Date: 14<sup>th</sup> June 2024

Thank you.

Kind Regards

Samantha Mussard





## SECTION 2

# HANDOVER MANAGEMENT PLAN

Holloway Head P21-043

**Accepted by HSEQ Representative:**

Name: Mark Hutchinson

Date: 14<sup>th</sup> June 2024

Revision No.	Details of Revision	Date
P00	Original submission to Client	26.02.24
P01	Revised in line with Fire Engineer and Client Comments	10.04.24
P02	Revised following further comments	14.05.24
C01	Final Issue	14.06.24

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## 1. CONTACT NUMBERS

<b>Project Manager</b>	Ben Fowler	07749 432922
<b>Senior Site Manager</b>	Charles Townsend	07518 295581
<b>HSEQ Manager</b>	Mark Hutchinson	07761 341404



## 2. EXECUTIVE SUMMARY

The site offices and welfare will remain on the Upper Ground Floor level of Block C after the completion of Section 2 and the handover of all other remaining floors of Blocks C&D. Due to the proximity of the welfare areas and the occupied areas, Winvic will put measures in place to secure and segregate the boundary, provide privacy screening between the areas, and ensure the fire management is comprehensive.

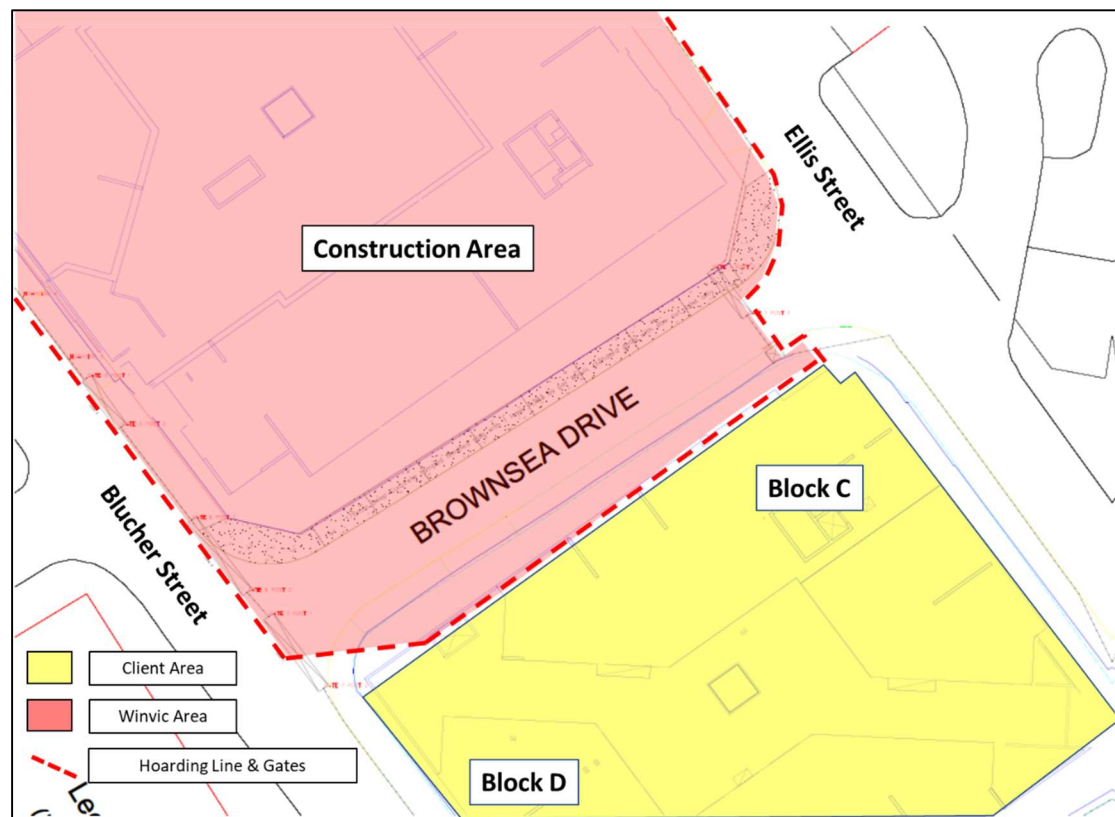
This management plan covers how we intend to construct and manage the interface as well as technical aspects of the handover such as the proposed fire strategy; how the temporary building fire alarms and permanent fire alarms will communicate to each other, privacy, and security. We have consulted various third parties whilst developing the plan including the Principal Designer (CDM), Building Control and Fire Engineer.

Winvic will regularly update the client team of any changes that may affect them and ensure implementation of the plan is carried out to the best of our ability to ensure minimal disruption. All updates will be formalised in writing. However, construction is a very live process, and there may be events or issues that are not foreseeable which will require a level of understanding and cooperation from all parties.

### 3. CONSTRUCTION INTERFACE

#### Hoarding plan

Hoardings will be removed from the perimeter of the South Blocks along Holloway Head, Blucher Street and Ellis Street. Brownsea drive will remain closed throughout the construction of Blocks A&B, the plan below shows the location of the hoardings at Handover of Section 2.

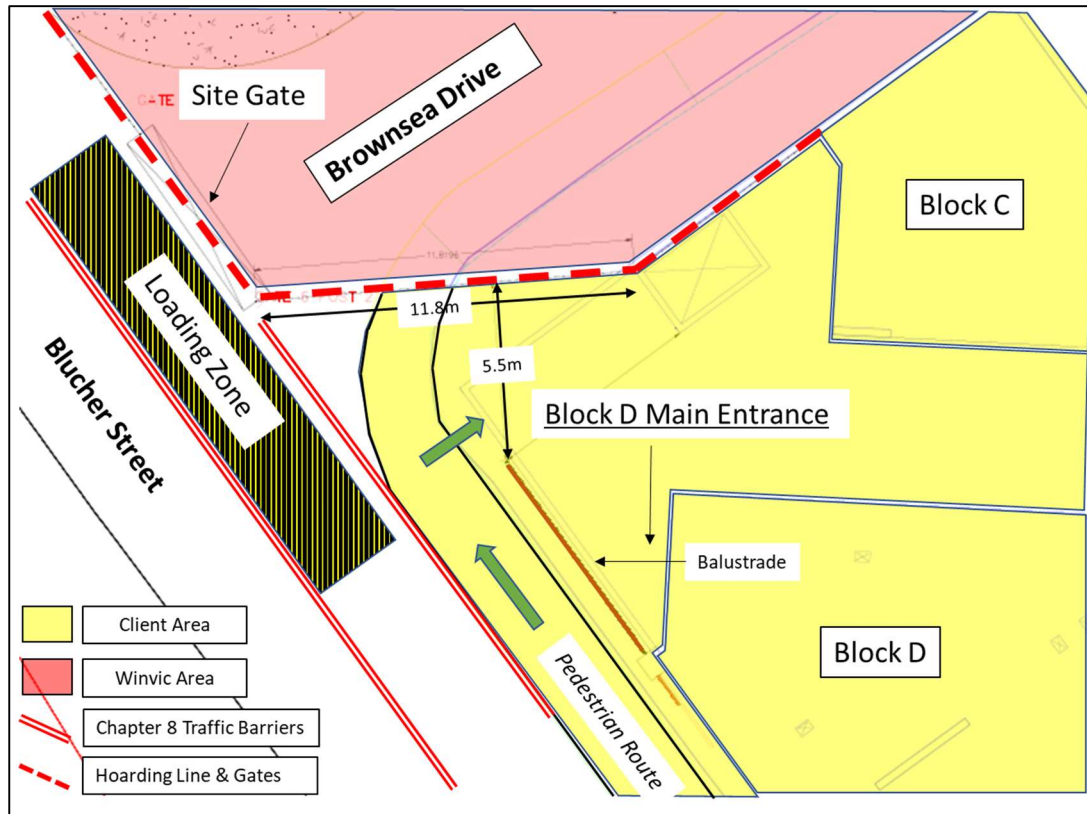


Hoarding lines at Section 2 handover

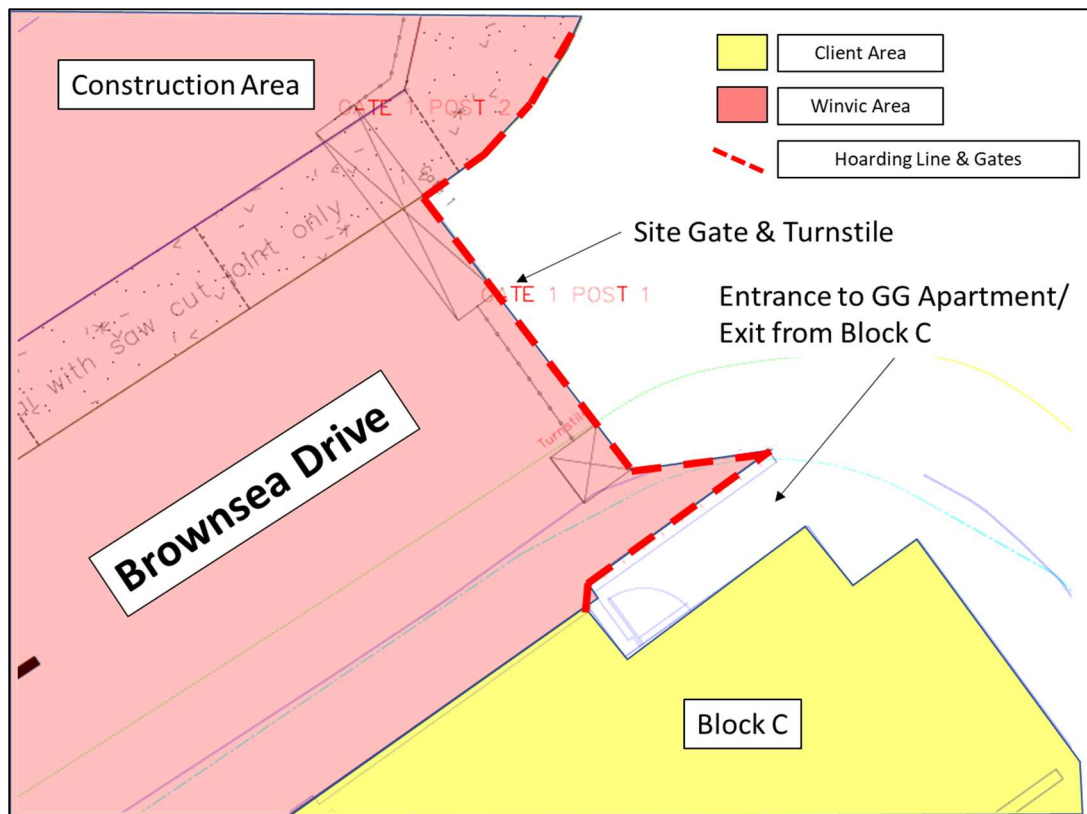
The Gate at the end of Brownsea Drive on Blucher Street is closest to the Block D Main Entrance. The hoarding will extend from the corner of Block C along the back of the footpath of Brownsea drive and join with the existing gate position.

We will be required to use the gate for offloading heavy good vehicles with the forklift and so residents should be aware of the traffic movements in the vicinity of the main entrance. Physical Chapter 8 Traffic barriers and signage will be in place, but extra vigilance will be required by the residents.



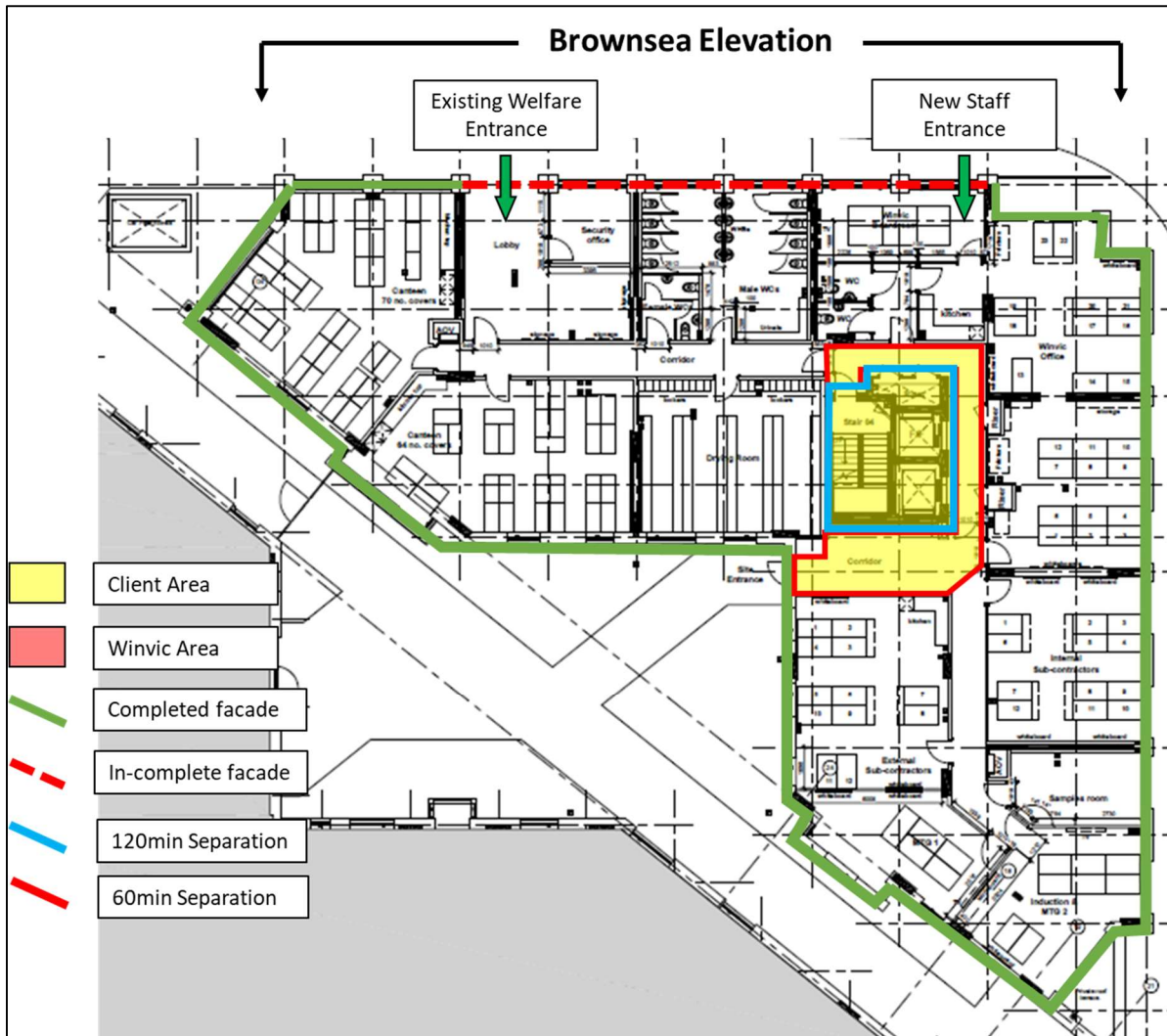


Detailed Gate and Hoarding positions at Block D Main Entrance



Ellis Street Hoarding Lines at Section 2 handover

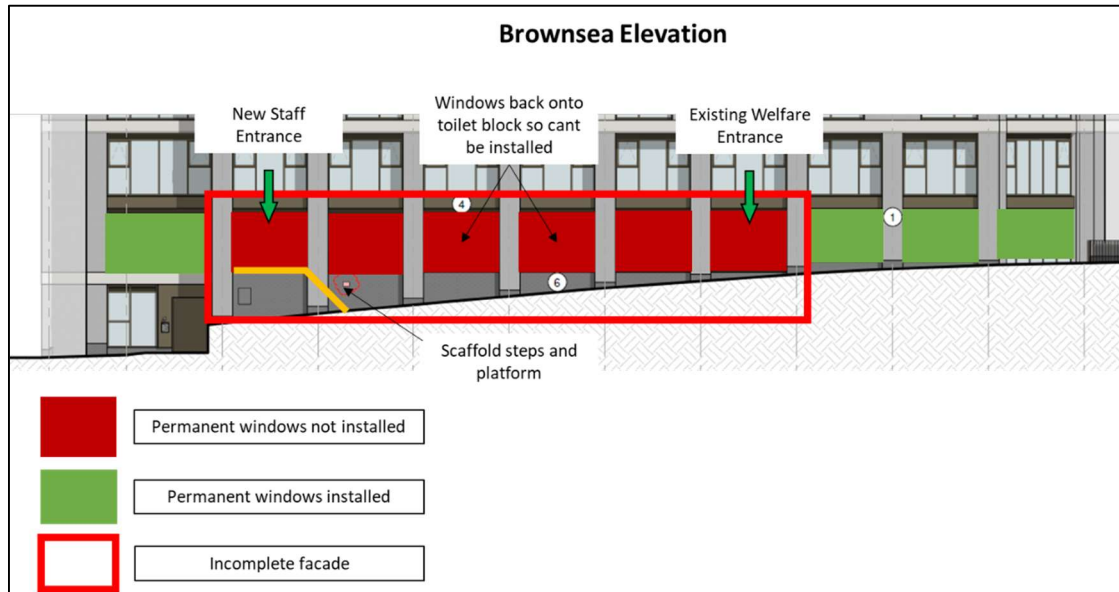
The Ellis Street gate and turnstile position will remain as currently located. The scaffold tunnel above the girl guides caretakers' entrance will be removed and hoarding reduced to the corner of the retaining wall that segregates the entrance and Brownsea Drive.



Segregation of Welfare and Occupied areas.

The above also shows the extent of the façade that will be completed, in green and a red section along Brownsea Drive that can not be completed due to several windows that are affected by our welfare arrangements.

The below shows the elevation and the windows affected. The EWS01 surveyor has confirmed that this area can be signed off with Section 3 and that no derogations on the certificate for Blocks C&D are necessary.



Areas of incomplete façade along Brownsea Drive.

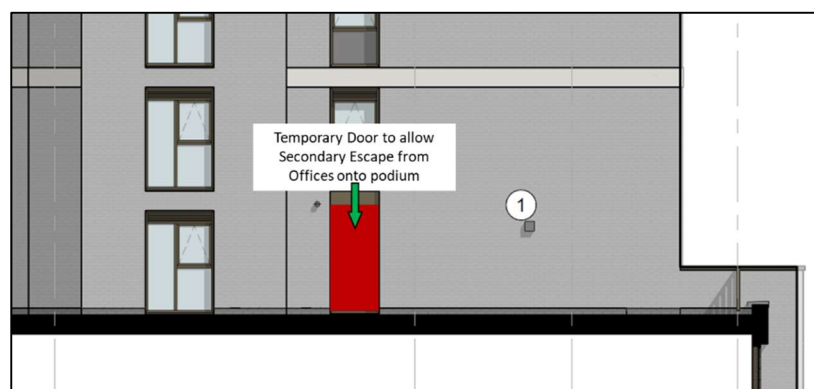
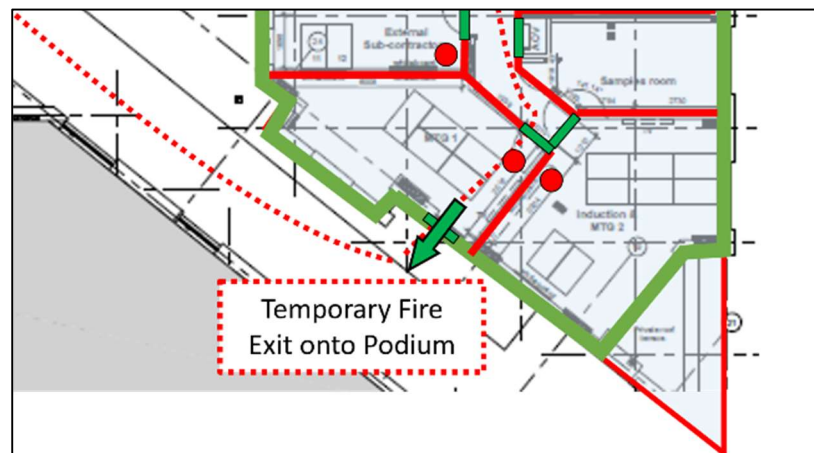
#### 4. FIRE STRATEGY

##### Escape Routes

No fire escapes for the residents are affected by the welfare area being located on the upper ground floor. The Fire Strategy remains as per the permanent design.

The fire engineer requires that Client areas will be fully separated (60-minutes fire resisting construction) with no access between the areas and so we will not use the resident's staircase as a secondary means of escape from our welfare areas.

Therefore, a temporary fire exit door is required from the southern end of Block C to allow a secondary means of escape for the office staff. We will install the exit door in the position of the small window shown in the elevation below. The door will be coloured to match the windows and replaced at final handover. A small section of landscaping will be left out and a small gravel pathway installed to allow means of escape (reinstated at final handover). Office staff can then escape through the podium and onto Blucher Street, as shown below.





Construction Fire Strategy

Final apartment doors will be installed between the corridor and Winvic Office, and temporary walls (60-min FR) to be installed behind doors to maintain full impermeable separation. Signage will be provided to apartment doors on corridor side informing there is no means of access to doors and fire service access is via main welfare entrances or through temporary opening to sub-contractor office.

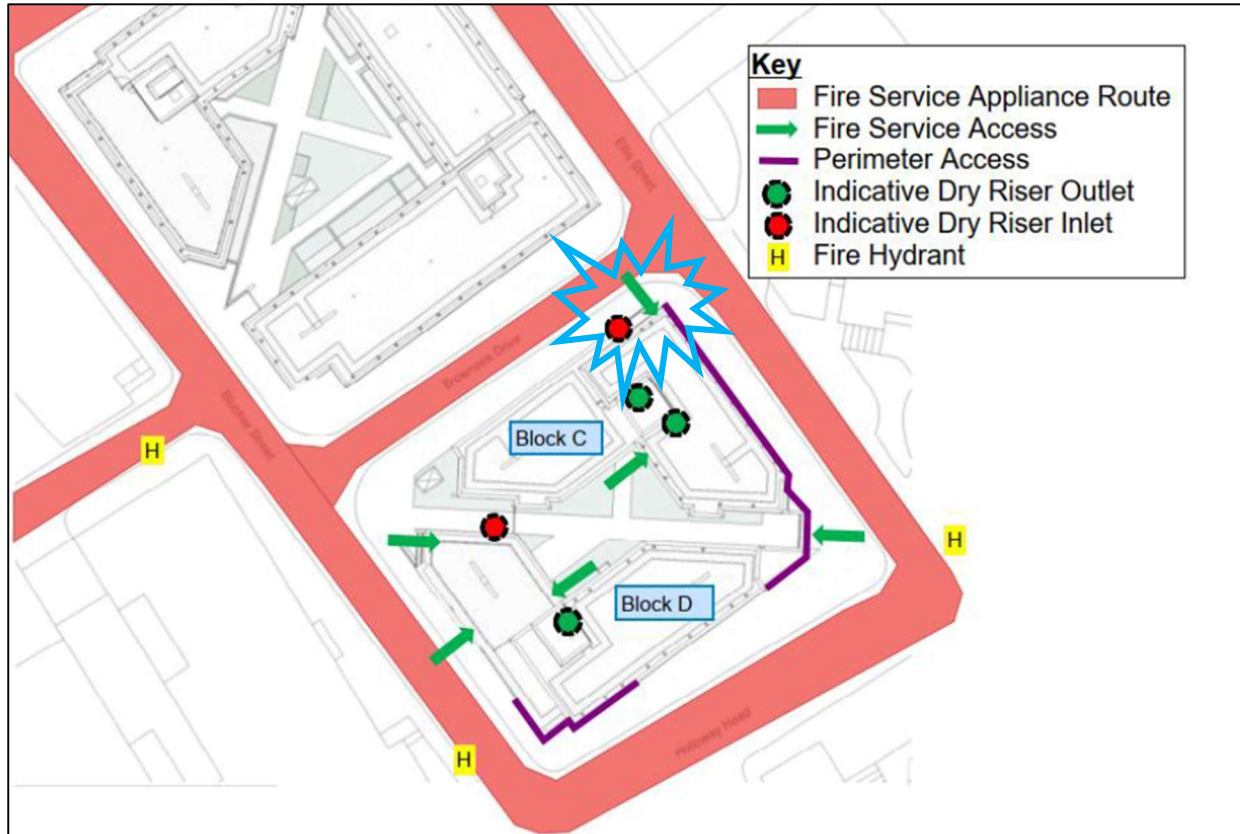
Compartment doors opening to a protected sprinklered corridor will be FD30s as these doors are between a risk room and sterile protected corridor. Compartment doors between two risk rooms will be FD60s, this applies to the door separating the 2 sets of offices as shown in blue on the above fire strategy plan.

The Fire Engineer also requires the welfare areas to have full sprinkler coverage. The sprinklers for the welfare will be largely the same as the design for the permanent apartments due to the way we have used the party walls to form the spaces. The sprinklers will be part of the main building residential system and commissioned in the same way.



## Emergency Services Access

The below extract from the fire strategy shows the fire appliance access requirements.

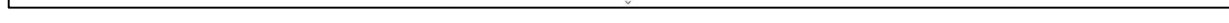


Fire Appliance Access

All parts of the Winvic Office and Welfare areas should be within:

- 5m of a fire appliance parking location (on a route suitable for laying a hose), or
- 60m of a fire main located within a firefighting shaft (on a route suitable for laying a hose)

The Dry Riser inlet position on Brownsea Drive is within the construction zone as shown above. Emergency services will be able to always access the construction site, out of hours they will be able to liaise with our 24hr security guard if needed but the appliance can also stop in the gate bell mouth which is within 10m of the inlet. The majority of the Winvic office and welfare areas are within 45m of a fire appliance parking location either on Blucher St or Brownsea Drive



## Combined Alarm

As with the Girl Guides, Winvic will link the main building fire alarm system to our on-site fire alarms provided by Biosite. There will then be two-way communication between the two systems meaning that if the alarm goes off in either our site or the occupied areas the other will be alerted and their alarm will go off. The Biosite system to be used is shown below. This system will require monthly silent testing, no alarm will be sounded during this, and an audible test every three months, this will only last a few minutes and the building management will be notified beforehand so there will be no need to evacuate the premises.

It will be important for Winvic to have a copy of the Building Fire Management Plan once available so that the testing regimes and any other interfaces with the construction works are fully understood.

**BIOSITE**  
**ASSA ABLOY**

**Product Name:**

**Biosite Wireless Fire Alarm system: GPIO Unit**

**Product Description:**

The Biosite GPIO Unit provides the capability to trigger a relay output upon activation of the fire alarm from the Biosite Base Station, to integrate with other systems, such as access control hardware. In an evacuation scenario, this enables hardware on site, such as a turnstile or magnetic door lock, to open or enter free spin mode.

**Key Features:**

- Integration with access control to trigger automatic release of hardware in an evacuation scenario
- Features Biosite proprietary radio "Mesh" network technology
- Input feature for external switching capability (e.g. for a Fixed Fire Panel) Output feature to trigger other systems (such as access control)
- Relay operation: double-pole, single-throw or single-pole, double-throw

**Part Number:** PA-02669A



Technical Parameters	Details
Dimensions (mm)	235 W x 210 H x 63 D
IP rating	IP65 (indoor or outdoor use)
Mass (kg)	2.3
Mounting	Wall-mounted
Operating environment	Indoor or outdoor
Battery type	Alkaline
Battery capacity (Ah)	17 (under typical load conditions)
Transmission protocol	Biosite proprietary radio "Mesh" technology
Battery service life	3 years (including self-discharge)

Biosite Fire Alarm



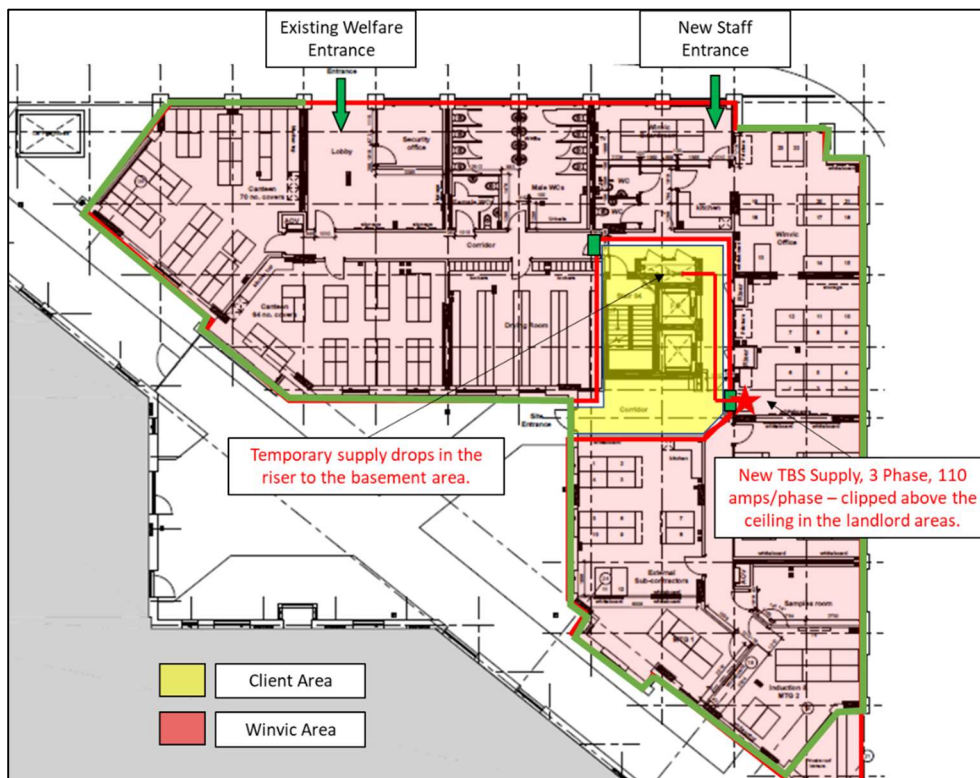
## 5. WELFARE ELECTRICAL AND WATER SERVICES

### Electrical Supply

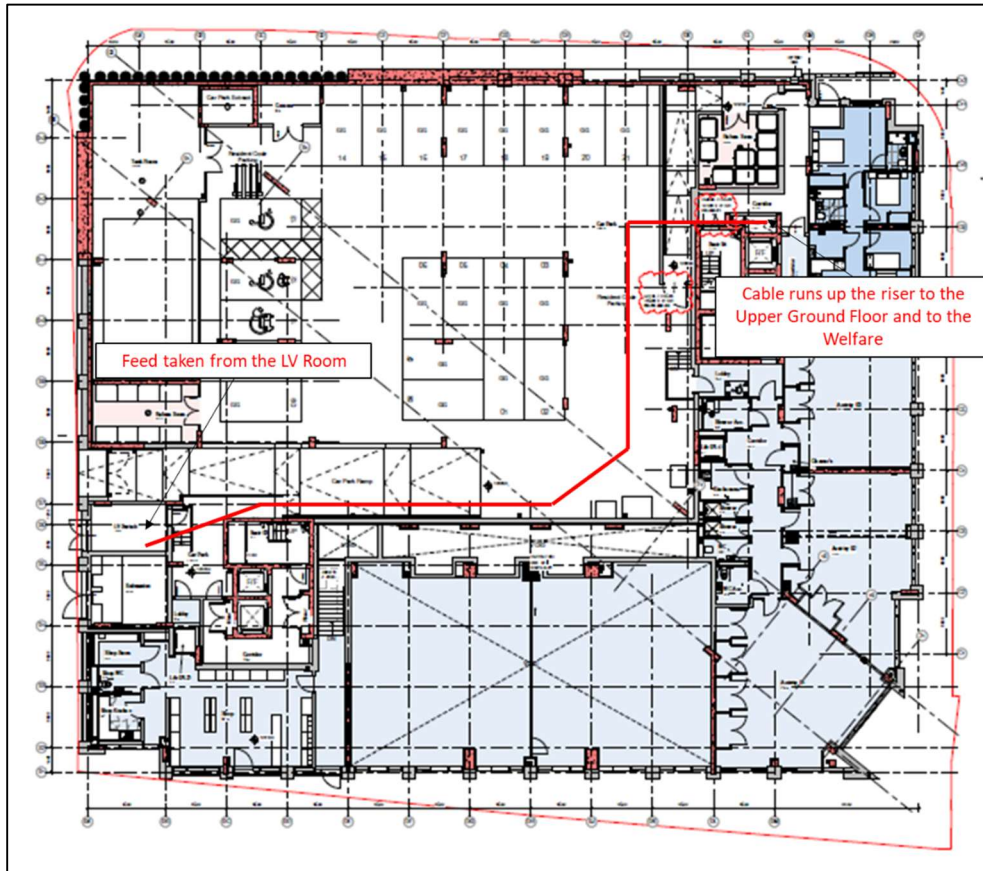
Due to restrictions imposed by the Statutory Authorities, it is not permitted for the same premises to have a separate supply from an IDNO (in this case HVSS) and a DNO (National Grid). Therefore, we are unable to use our existing Temporary Builders supply on Ellis Street to feed our Welfare once we handover.

Therefore, we have agreed a solution with HVSS where we can take power from the permanent building supply via a dedicated meter, which will be in Winvic name. The bill will come directly to Winvic and no operation of the building will be affected.

The drawings below show the route of the temporary cable that we will need to install from the LV Room in Block D to the panel in our Welfare Area. This cable will be securely fixed to existing containment in the risers and basement and clipped above the ceiling on the Upper Ground Floor outside our welfare. The cable will be stripped out on completion where accessible, and left insitu above completed ceilings. The cable will also be tagged as temporary for future reference.



Electrical Supply route to Welfare area



Route from LV room across basement

## Water Supply

The welfare water supply is currently fed from a temporary supply provided by Severn Trent Water on Blucher Street. This will need to be removed ahead of completion to construct the perimeter external works. We propose to use one of the permanent feeds for the apartments on the UGF of Block C and install the apartment meter to feed the welfare. The bill will be delivered to and paid for by Winvic. The apartment meter we have used is for apartment C004 S/N C23LU241188 so we can easily identify the bill and make the payment directly.



## 6. BUILT ENVIRONMENT AND ENVIRONMENTAL STRATEGY

### Noise

All noise will be monitored daily and reduced wherever possible. The loudest construction activities will be restricted to within the Birmingham City Council statutory agreed working hours which are 08.00-18.00 Mon – Fri and 08.00-13.00 on Saturdays, with no noisy works outside these hours or on Sundays. The 24-hour noise monitoring will ensure that noise data is recorded and reports can be produced for verification as required.

In the exceptional occurrence that noisy activities may need to be conducted outside of the agreed hours, the site will inform BCC and local stakeholders as required.

### Dust

Automatic dust monitoring will ensure that the construction team are alerted if BCC recommended dust levels are exceeded. For construction sites, an action level for PM10 concentrations of 190 µg/m<sup>3</sup> averaged over a 1-hour period is required. Once the construction team are aware they will then take action to reduce dust concentrations to ensure dust emissions are kept below this concentration. Excessive dust will be controlled on site by several methods such as:

- Using rigid or flexible framing to contain dust emissions.
- Using vacuum extraction control methods
- Using exhaust air filtration control methods

### Privacy

The windows of the welfare areas facing the client areas will be screened with a translucent film applied internally to protect the privacy of the occupants from the contractors and to restrict the residents from seeing into the welfare areas.



## Security

Winvic will continue to employ 24hr security and the guards will be in the welfare area where they can monitor the CCTV screens for the cameras located around the remaining areas of construction.

Our Security Guards and CCTV monitoring comply to the NSI (National Security Inspectorate) Gold Standard, further details of which are available if requested. The security company must comply with these standards to keep the NSI accreditation.

- All Operatives must have an SIA CCTV license which requires a DBS check prior to granting them a license.
- All systems are password protected and must undergo a series of forms to fill out before any footage is handed over to any individual or company.
- All footage is held for 28 days then re-recorded over.
- All footage is held under GDPR rules.

## 7. ONGOING LIAISON

### Liaison Meetings

Ongoing liaison meetings will continue post-handover. Winvic will assign a dedicated liaison manager as a single point of contact for the building management company. An increase in liaison may be required leading up to the completion of Blocks A&B to communicate completion of the apartments where the welfare will be located.