



# **GIRL GUIDES HANDOVER INTERFACE MANAGEMENT PLAN**

**Holloway Head P21-043**

**Accepted by HSEQ Representative:**

Name: Robin Clark

Date: 10<sup>th</sup> November 2022



| Revision No. | Details of Revision  | Date     |
|--------------|--|----------|
| P01          | Original submission to Client  | 28.10.22 |
| P02          | First Issue  | 10.11.22 |
| C01          | Comments incorporated as per OSS tracker dated 29.11.22  | 05.12.22 |
| C02          | Comments incorporated following Girl Guides meeting on 07.12.22                                  | 08.12.22 |
| C03          | All previous comments now embedded within document, additional comments from meeting on 18.01.23 | 24.01.23 |
| C04          | Updated with Fire Engineers Comments highlighted in yellow                                       | 22.02.23 |

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## 1. CONTACT NUMBERS

|                        |                                    |                              |
|------------------------|------------------------------------|------------------------------|
| <b>Project Manager</b> | Ben Fowler                         | 07749 432922                 |
| <b>Site Managers</b>   | Charles Townsend<br>Michael Hannam | 07518 295581<br>07519 328042 |
| <b>HSEQ Manager</b>    | Robin Clarke                       | 07541692376                  |



## 2. EXECUTIVE SUMMARY

The construction of Blocks C and D will continue after handover of the Girl Guides Demise. Due to the proximity of the construction works and the occupied areas, Winvic will put measures in place to secure and segregate the boundary, install overhead protection across all entrances and monitor all environmental conditions whilst the construction is still ongoing. Protecting the safety of the Girl Guides, all visitors to the building and the general public is our priority.

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 Girl Guides 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. The plan has been established considering the maximum occupancy of the facility (in accordance with the Stage 4 Fire Strategy Document).

Winvic will regularly update the Girl Guides 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.

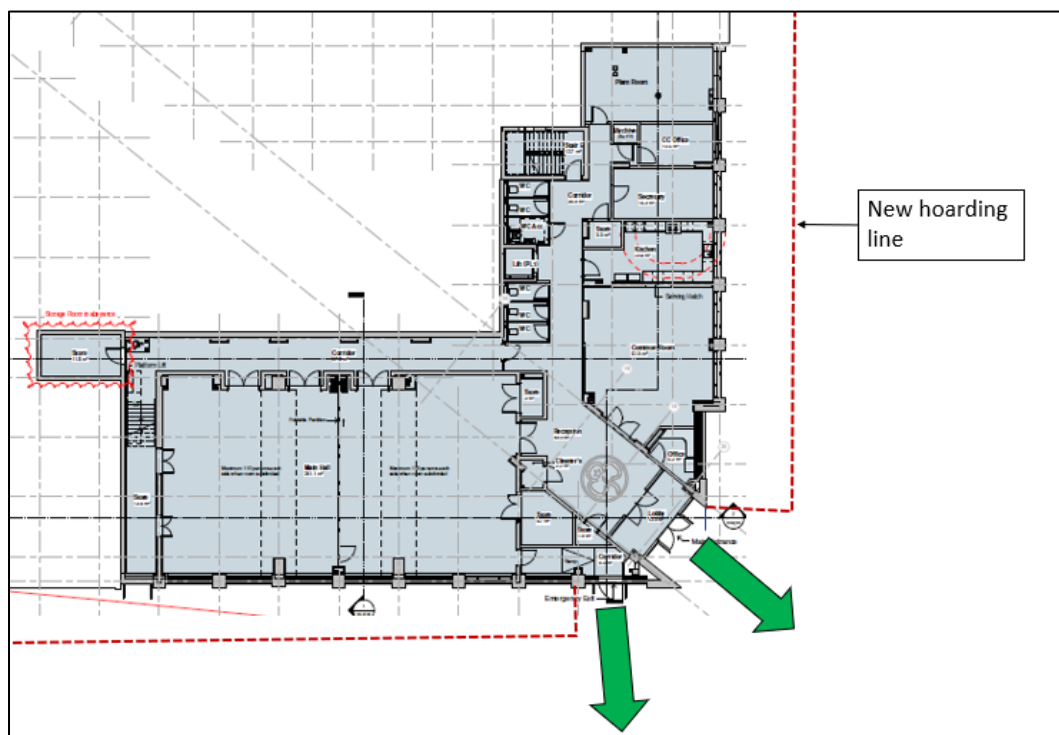
### 3. CONSTRUCTION INTERFACE

#### Hoarding plan

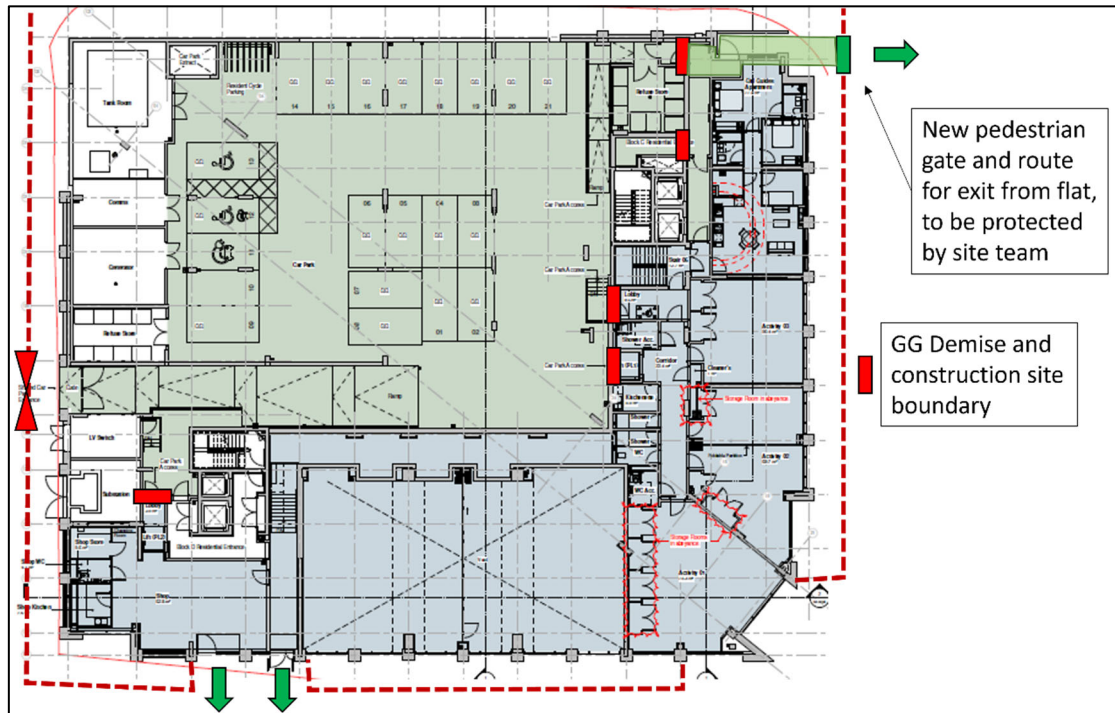
Winvic will adapt the hoarding line so that it returns into the building either side of the main entrance, the apartment entrance, the shop entrance, and all fire exits. This will ensure the shortest and most direct route from the public footpath into the building. The underfoot conditions will be of hardstanding construction, either tarmac or block paving. We also will form overhead protection across these access points to protect users of the facility from the construction activities above. Adaptions to the hoarding will be designed and will be installed by a specialist company. Routine inspections are also undertaken and recorded. All access points will be adequately lit.



Typical Hoarding



Plan view of hoarding line and access/egress point from main entrance and fire exit from main hall



Plan view of hoarding line and access/egress point from the GG shop and apartment

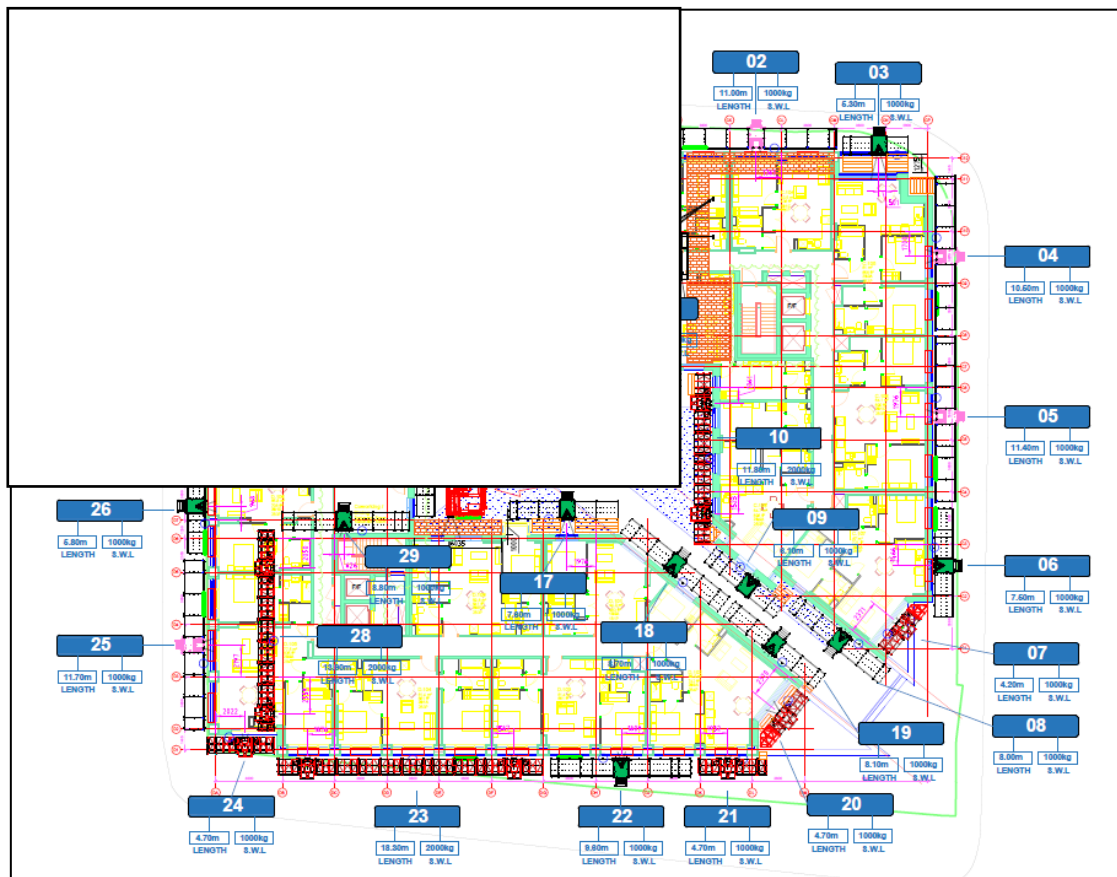


Scaffold protection over the Main Entrance and Main Hall Fire Escape  
(Indicative only, the true layout/supports are subject to final design requirements)



## Mast Climbers and their Locations

Mast climbers are vertical moving working platforms, and these will be constructed from ground level but locked off to go no lower than level 1 during normal use. Only for installation, maintenance and removal will they be required to move any lower. The platforms will be accessed by the operatives from level 1. When a mast climber descends it has a warning alarm, which sounds like a buzzer, but these are not normally heard over and above existing traffic noise. We will continue to monitor noise levels throughout the works and will not exceed the limits stated in our planning conditions.



Plan of mast climbers on Holloway Head

The Mast climbers will be within the footprint of the hoarding line and out of the way of any entrance/exit points to the Girl Guides Building except for mast climber 23 and 03.

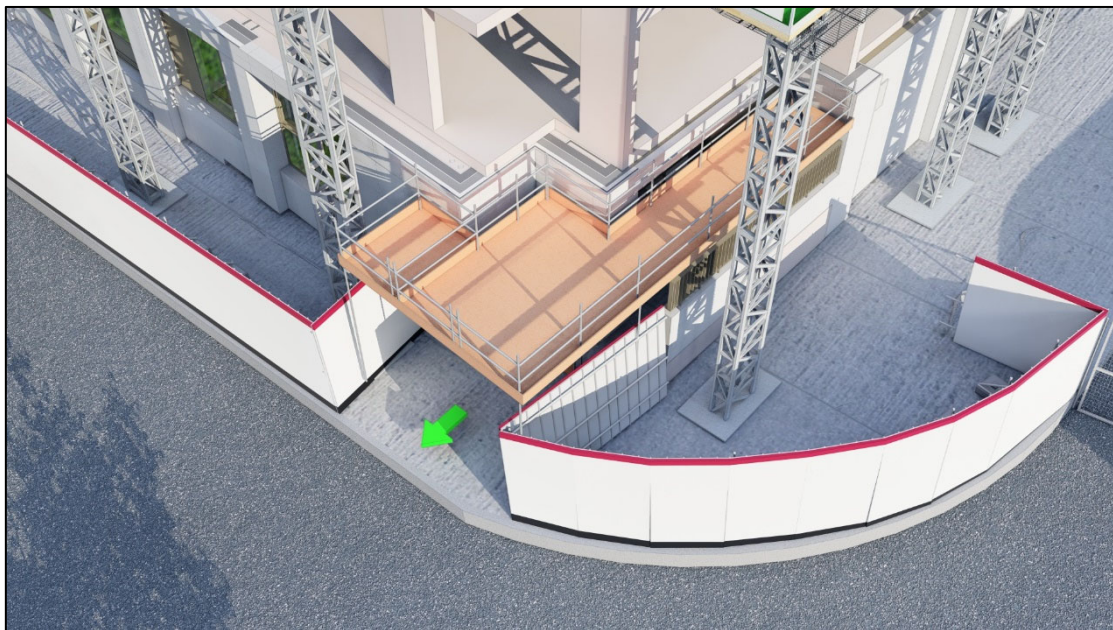
Mast climber 23 will span across the shop entrance and we will install a designed scaffold overhead protection beneath the working platform to protect the entrance and exit to the shop, this is indicatively shown below.





Mast climbers around Girl Guide shop and tunnelled entrance to the shop

Mast climber 03, outside the apartment entrance, will be set back behind the footpath to the door, in line with the other mast climbers along Brownsea Drive. The deck of the mast climber will extend over the footpath above. Like the shop, a scaffold overhead protection tunnel will be installed to ensure safe access/egress to the apartment, shown indicatively below.



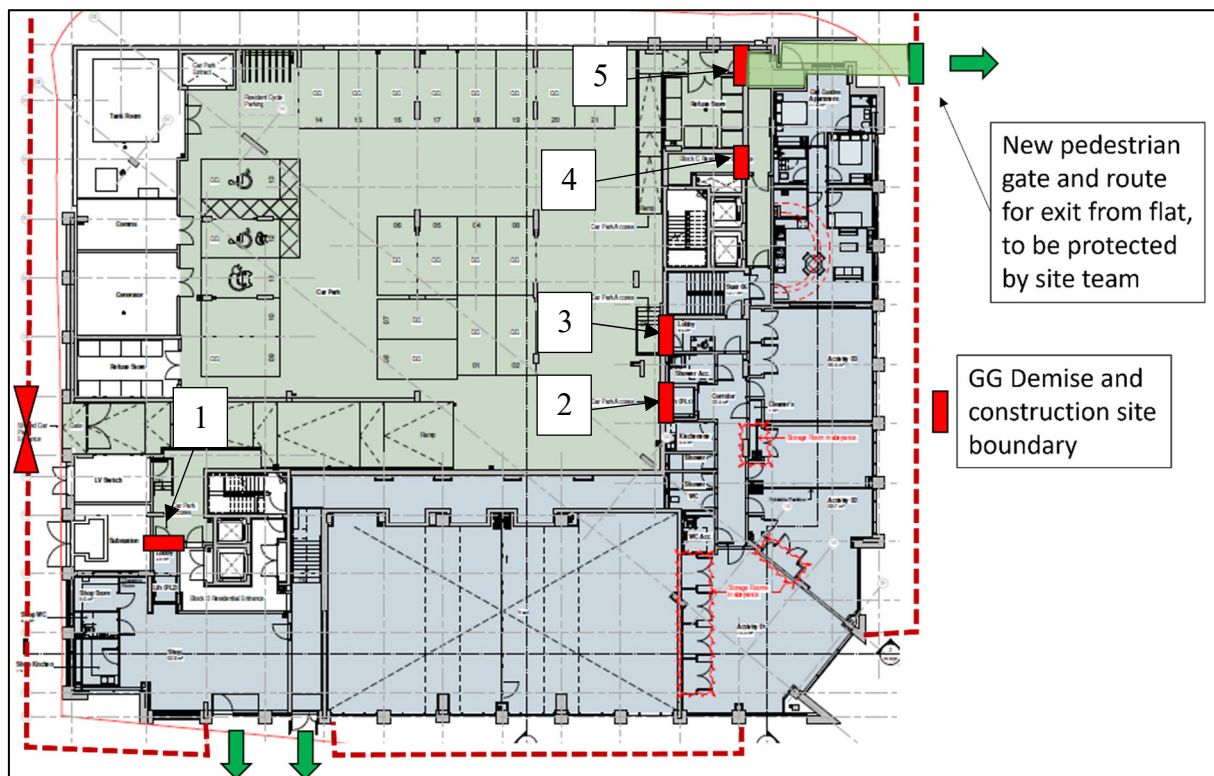
Mast climber by apartment entrance and protected zone

All overhead protection above access routes to and from the Girl Guides facility will be designed and installed by our specialist scaffold contractor, Lyndon SGB and will generally consist of double scaffold boards with Polythene between them to ensure water, dust and debris is reduced from gathering in the pedestrian routes below (subject to final design). Winvic will also have the designs checked by a 3<sup>rd</sup> Party Engineer, Rubix Consulting. All designs and calculations can be issued if required. Winvic will also carry out routine housekeeping and litter picking to the areas. Routine inspections of the scaffolds are also undertaken and recorded.

### Internal Site Boundaries and Segregation from the Construction Areas

Prior to handover Winvic will install physical hard stops to segregate areas that are still construction areas and the completed Girl Guides property. This will prevent unauthorised and unsafe access to our construction site. There are five highlighted in total.

1. GG shop access to car park, **FD60s fire door**
2. Main platform lift to car park, fire/smoke curtain
3. Lobby entrance to car park, fire rated door **FD60s fire door**
4. Corridor access to Block C core stairs, **FD30s fire door**
5. Corridor access to bin stores, **FD60s fire doors**



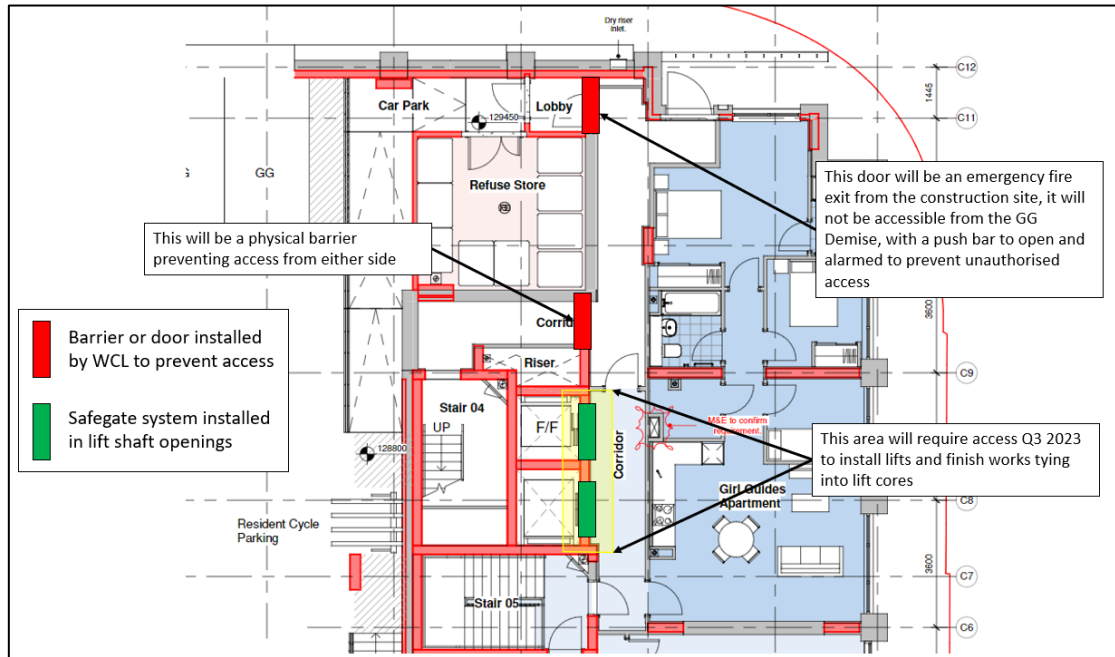


The five access points mentioned will be installed as per permanent works, these doors will then be locked, and the keys held by Girl Guides. On the construction site side of these access points Winvic will board up the door as a failsafe and to protect the finished doors from the ongoing construction work.

The only doorway that interfaces between the two zones will be Door 5. This is required to form part of our fire exit strategy for our workforce from the car park. This door will have a push bar to allow an exit out of the apartment entrance and to the street in the event of an emergency. The door will have an alarm on it that will notify the Winvic site team when it is opened to ensure no unauthorised use. This escape route is shown in the fire strategy section of this document.

The corridor shown below, although not a part of the Girl Guides handover, will be completed as far possible. At time of occupation for the Girl Guides, the Safegate protection system will still be installed over the two lift shaft openings preventing anyone falling in and protecting the corridor in the event of a fire. When we come to install the permanent lift, we will need access to this corridor. Finishing works such as drylining, plaster and painting will also be required to be completed around the lift front. These works will be planned and coordinated with the Girl Guides prior to commencement to minimise disruption and provide a continuous fire exit in the event of an emergency.

The lift installation works are due to commence in June 2023 when we will need access in the corridor to load out the material into the shafts. Once this is completed, most of the remaining works to the lift can take place within the shaft itself. The finishing works to the corridor will take place later, in early 2024. A specific meeting will be arranged between all parties 3 months prior to the works commencing at each stage so that the full extent of works and the plan for managing the corridor access is fully understood.



Corridor Requiring Finishing Work

Completion works will also be required around the external areas of the facility where the scaffold tunnels and hoardings are positioned. This will include the façade and final paving works. As with the internal works, dedicated meetings will be arranged prior to commencing any works so that all parties are aware of the arrangements. **The lift shaft temp doors will be rated as FD30s.** At no point will access and egress be completely blocked, but some restrictions may be in place.

A weekly inspection regime will be established to ensure the construction boundaries and entry/exit routes to the Girl Guide Premises are adequately maintained and remain intact. The inspection is likely to take place on a Friday prior to the weekend when the facility is expected to see a greater number of visitors.

## Ongoing Works

At the point of handover, the below activities will be ongoing on site:

- Mast climber and hoist installation and operation
- Façade works externals
- Continued frame construction approximately from level 6 upwards
- Internal fit out from the Upper Ground Floor and above
- Scaffolding works



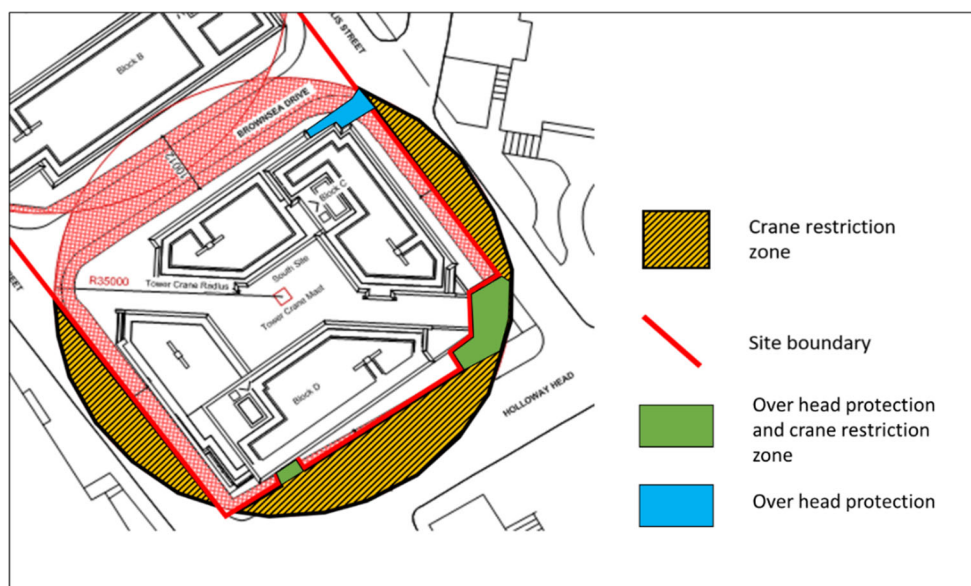
## Crane Operation

The tower crane for the south plot will be operational while the Girl Guides occupy their new premises. We plan to dismantle the tower crane in July 2023 so there will be approximately 6 months from when the new premises is occupied to when the crane is removed.

During this 6-month period (and for as long as the crane is in place post occupation), hook block restrictions will be calibrated in line with the new hoarding adaptations to ensure there is no lifting over open public areas. We are prohibited from lifting loads over public areas and highways as part of the oversailing license in place with Birmingham City Council. Lifting loads over the access and egress points will not generally be necessary due to the location of the ongoing works and the proximity of the highways. Although the jib will over sail the areas (which is unavoidable) , the hook of the crane and any load attached will be moved in board to avoid direct overhead lifting.

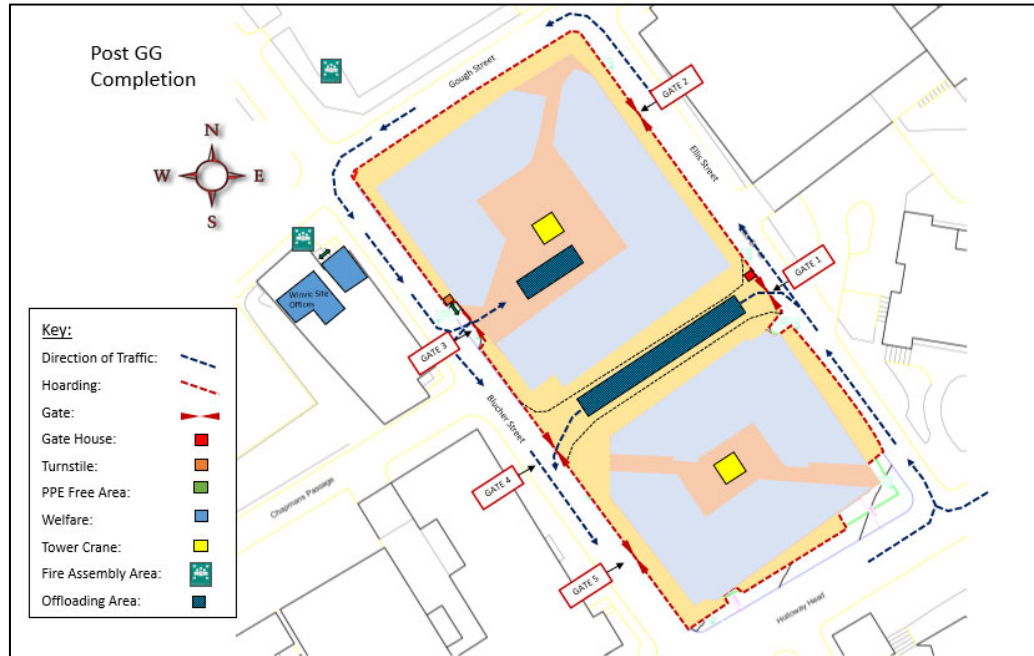
The slinger/signaller positioned on Brownsea Drive when loads are being hoisted from that area will be advised of the apartment entrance and that loads are not to be routinely lifted overhead. They will also communicate to resident and visitors to the apartment if the operation of the crane adversely affects the apartment entrance.

Blind lifting will be kept to a minimum and avoided when at all possible. When required, a slinger/signaller will be positioned at both the offloading and loading zones and will communicate with the crane operator, via radio. As part of the ongoing liaison with the Girl Guides, we can review the possibility of further reducing overhead lifting for particularly large or important events, so far as reasonably practicable.



Crane restriction

## Delivery Routes



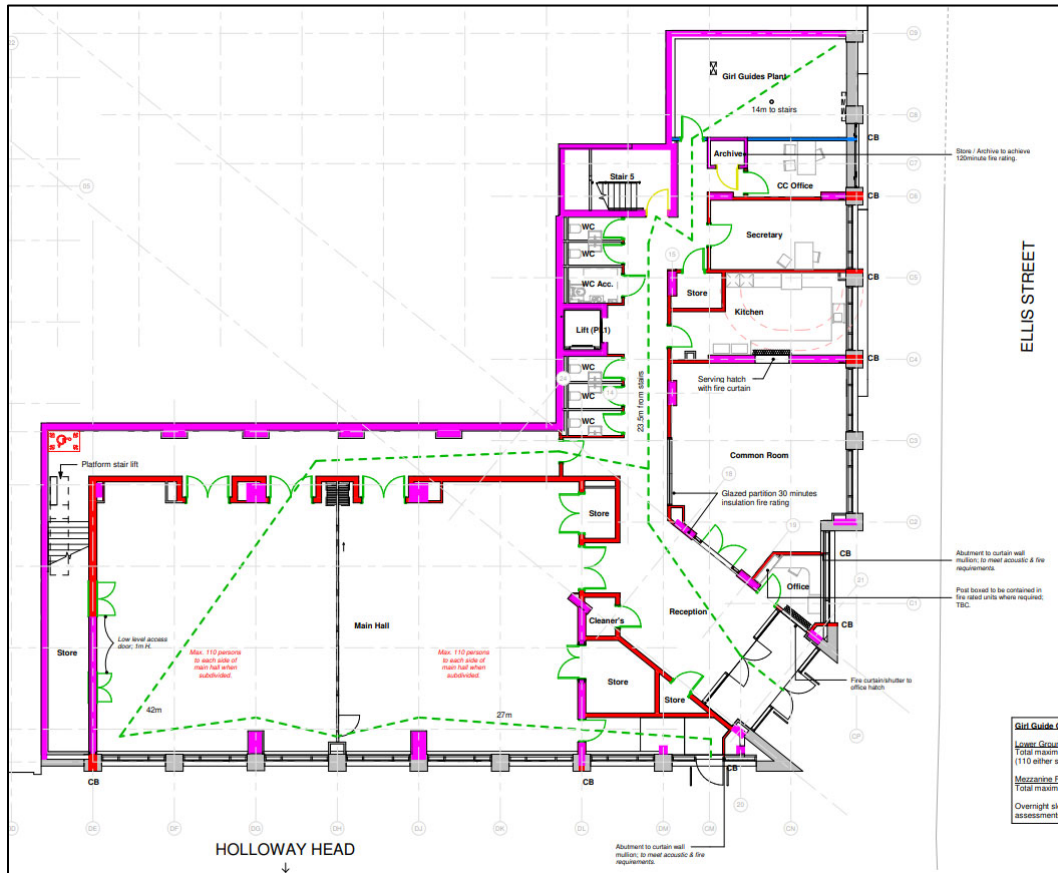
Logistics Plan

The above logistics plan shows how the site gates and vehicle routes will be managed. Deliveries are not permitted to wait on Holloway Head, Ellis Street or Blucher Street unless behind our traffic management fencing. All offloading is carried out from within our exclusion zones, either from Brownsea Drive or Blucher Street half lane closure.

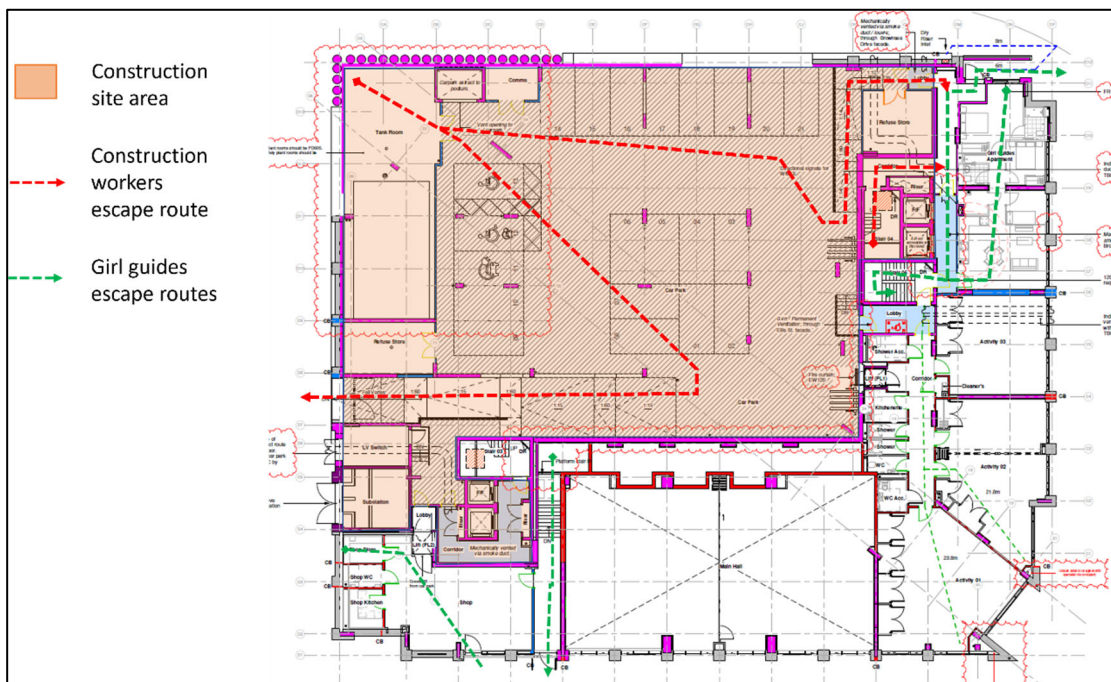
## 4. FIRE STRATEGY

### Escape Routes

Escape routes from the Girl Guides facility will be as per the permanent fire strategy produced by our fire engineer. From the Lower Ground Floor the main entrance and fire exit from the main hall will be used, with the backup option being to use the stairs up to the mezz leaving via the apartment entrance or the Girl Guides shop. From the Mezz the main exit will be via the apartment entrance, shop or alternatively going downstairs and exiting via the main entrance.



Lower Ground Floor Fire escape routes



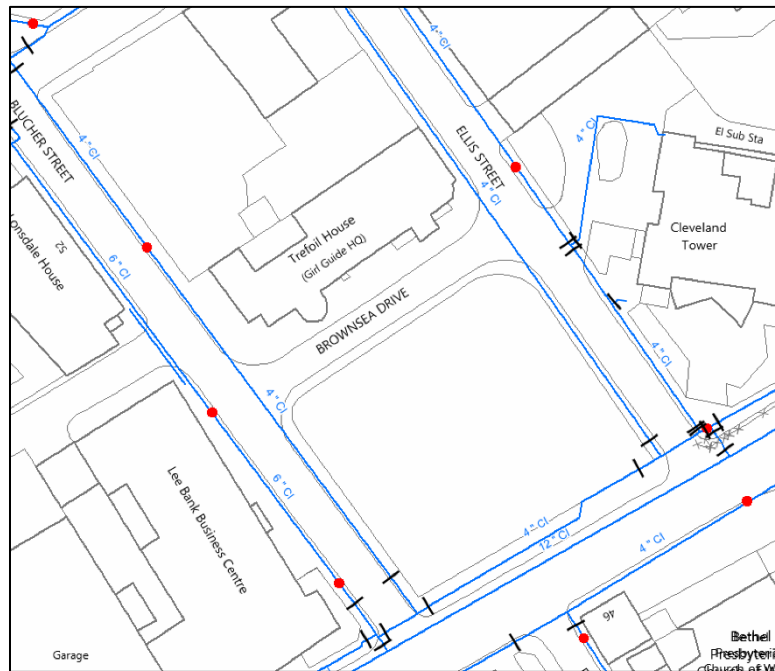
Mezz fire escape routes





## Emergency Services Access

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. Fire Hydrants are positioned around the perimeter of the site, as shown in red on the image below.



## Combined Alarm

WCL will link the Girl Guides 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 Girl Guides 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 Girl Guides 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 **Girl Guides 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. BUILT ENVIRONMENT AND ENVIRONMENTAL STRATEGY

### Noise and Dust Control

Winvic use the latest construction methods and equipment to ensure that noise and dust emissions are kept to a minimum wherever possible. Noise and dust will be monitored 24 hours a day, 7 days a week by an onsite monitoring station which is situated on the hoarding on Ellis St. This automated monitoring will be supported by the site team's supervision of construction activities during working hours to ensure a prompt response in the event of dust or noise events.



## 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.

Main Noise Contributors:

- Striking of shuttering
- Generators
- Scaffold erecting
- Hoists / mast climbers
- Shot firing SFS
- Plant operation (reverse alarms etc)

All equipment complies with The Noise Emission in the Environment by Equipment for use Outdoors Regulations 2001, but we will also deploy where required:

- Quiet or low noise equipment e.g. silent generators
- Acoustic screens and enclosures
- The turning off plant and equipment, when not in use

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 Girl Guides demise and Apartment will be protected during construction with a translucent film applied externally, this will allow light in but also protect the privacy of the occupants from the building work that is ongoing. We would propose to completely film all windows looking immediately outside of the girl guides facilities onto our construction works, but this can be discussed and agreed with the Girl Guides.

## Security

Winvic will continue to employ 24hr security that will patrol our site and include the external areas of the Girl Guides facility as a part of that patrol. Temporary CCTV that is currently installed on Brownsea Drive specifically for the Girl Guides entrance, will be relocated to cover the new apartment entrance, main entrance, and shop. However, we must emphasise that Winvic are not responsible for the Security of the Girl Guides building post-handover.

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.

## Lighting

Site lighting will remain on the hoarding of Holloway head and additional lighting will be added to the hoarding at all Girl Guide entrances. The lux level of these lights will be in line with the Birmingham City Council requirements.



## **Loading/Unloading to the New Trefoil House**

Users of Trefoil House will be able to use the end of the half lane closure on Blucher Street (where we have suspended parking bays), as a temporary loading bay for deliveries to the shop and main hall. During site working hours, use of this area will need coordinating and agreeing with Winvic. Outside of working hours will be at the Girl Guides risk as we are unable to get written dispensation from Birmingham City Council that the parking enforcement officers will not exercise their right to issue fines.

Disabled visitors to Trefoil House can use the suspended parking bays on Ellis Street close to the main entrance as a drop off and pick up point. Parking is not permitted. Again, use of this area will need to be coordinated and agreed with Winvic during site working hours.

See appended Traffic Management Plan.



## 6. ONGOING LIAISON

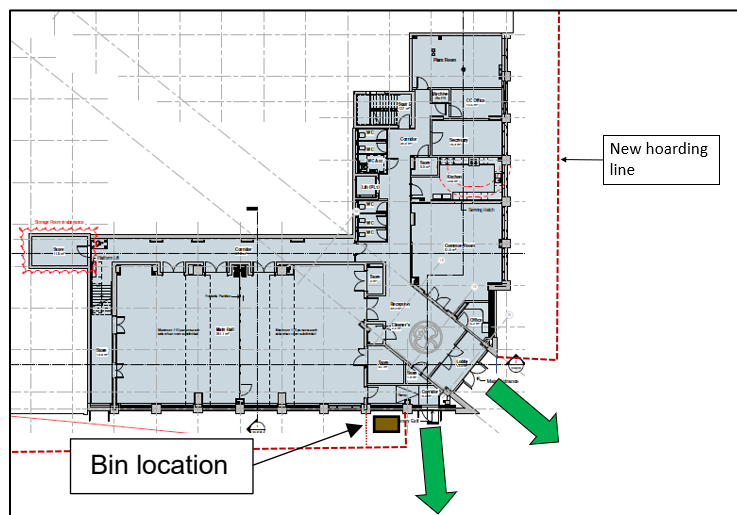
### Liaison Meetings

Ongoing liaison meetings will continue post-handover. Winvic will assign a dedicated liaison manager as a single point of contact. This will be Michael Hannam who has been heavily involved in the construction process of the new facility. The Girl Guides have confirmed that Janice and Linda will jointly share the role of primary contacts.

A key topic of discussion will be any upcoming bookings that may be affected by our construction activities. Where practical we will try and accommodate any special requests, but this might not always be possible. An increase in liaison and specific handover meetings may be required leading up to the completion of Blocks C&D to communicate completion of works such as external paving around entrances and final commissioning of services that interface between the Girl Guides and the landlord areas.

### Temporary Bin Supply and Location

For the period between the Girl Guides occupation and the final completion of Blocks C and D Winvic will provide an area for waste bins due to the permanent refuse store not being available. It has been confirmed that space for a single Euro Bin is required. We have further reviewed the temporary location for the bin and think that the best location is to the left-hand side of the main entrance where the ground is level and flat. We will provide a lockable gate within the hoarding with a secure, safe area behind it where the bin will be stored. Due to the contours of the site, we don't believe that any other area is suitable to access or manoeuvre the bins safely. Bin collections will need to be arranged by Girl Guiding Birmingham.



Proposed temporary bin location.

## 7. DEMOBILISATION

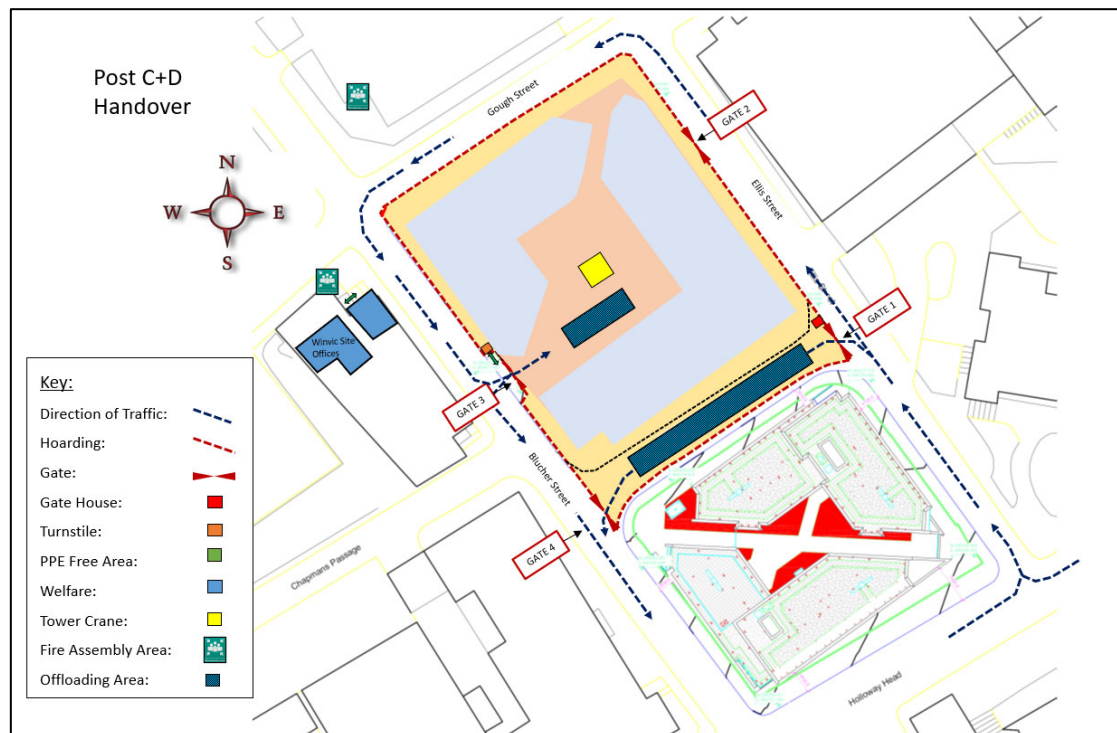
### Internal Site Barrier Removal

Upon completion of blocks C&D, Winvic will remove all internal site barriers to allow full access to the car park and bin stores.

The removal will be coordinated with the Girl Guides to ensure it does not impact any operations.

### Hoarding Removal / Relocation and Window Protection Removal

Winvic will remove hoarding from the Blucher St, Holloway Head and Ellis St elevations that surround blocks C&D. Hoarding will remain from Brownsea Drive up to Gough St to segregate the North site and the demolition of the existing Trefoil House.



Relocated Hoarding Line