



GUIDANCE MANUAL: **COMPOUND SET UP**

Redrow Best Practice

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INTRODUCTION

This Best Practice Compound Guide has been designed to provide you with all of the information needed to set up a Redrow compound in our modular set up and branding to ensure that all of our sites are standardised and meet basic requirements as standard.

We decided to review the current site welfare and compound set up as the design has remained stagnant for many years and now does not reflect the working conditions that we want our team to work in.

We have considered the working environment of our direct employees, visitors and subcontractors alongside sustainability improvements, HS&E considerations and wellbeing. The requirements of the Considerate Constructors Scheme (CCS) were taken in to account as well as encouraging collaborative working amongst the wider project teams.



01: LOCATION CONSIDERATIONS



01: LOCATION CONSIDERATIONS

During the pre planning of a site, the location of the site compound must be considered by the land/planning and technical teams. The criteria in the table below is to be discussed and assessed when considering the location of the site compound.

Longevity	- Can the compound stay here for the duration of the site? - If not, how many times will it need to be moved? - Can the compound be positioned on the footprint for an apartment block, car park or shared drive? - Consider work in progress (WIP) costs - Aim to position the compound at the end of the build route on as few as plots as possible - Consider any planning triggers for areas of the site - Consider the need to feed multiple phases - Can any free/dead space be used? Allotments etc - What is the exit strategy? - Temporary works requirements should be taken into account when considering the position of the compound. This should include ensuring any base (e.g for silo's containers, site offices etc) is designed to take the required loadings and a CBR test is undertaking. The Temporary Works register in 57 of the CPHSEP should be updated and design drawings logged and retained on site.
Connections	- How easily can it be connected to services; - Electric? Water? Drainage? Fibre? The Temporary Building Supply (TBS's) for these must go in ASAP - Will a generator be required? - If so, this should be for a minimal time and should be a solar generator
Access	- Will the compound require a haul road? - Can the compound be accessed from the beginning of the site? - Consideration for deliveries and what route they need to take to deliver, off load and leave? - Consider minimising the use of tarmac due to its lack of sustainable end use
Customers	- Will the customers have to drive past the compound? - Will customers be able to see the compound?
HS&E	- Consider if there are; - Overhead power lines? - Underground services? - Water courses? - Issues with ground stability? - Ecological Areas? - Pollution concerns – noise/air? - Means for suitable pedestrian access to and around the compound including access to containers and a chain across plant access gates to prevent plant from accessing when pedestrians are present - Visual splays at crossing points, as hoarding can restrict view of oncoming plant or pedestrians. - Means of segregation where containers. - Install a vehicular and pedestrian one way system - Allow for reverse parking in the car park
Travelling Distance	Does the site require any secondary facilities due to distance from the plots in build, i.e. additional toilet/welfare provisions which provides hot running water and hand washing facilities
Sales	Consider the location of the sales area in relation to the compound and how this will affect the development
Sustainability	- Allocate an area for storing pallets to be collected by Scott pallets or the community wood recycling company. Scott pallets accept damaged pallets - they repair up to 5 broken elements - so if it looks like a pallet, then it is a pallet! Pallets should rarely be disposed in skips, this is a last resort. All pallets need to be safely loaded and stacked on to the vehicle by the FLT driver. - Consider/restrict how much tarmac the compound will require as it can't be reused - Are you able to provide a bug hotel/bird box or similar in the compound - Use renewable sources of energy where possible. For example; solars, wind etc. - Ensure you have space for an inert waste stockpile and somewhere where it can be crushed and reused as recycled aggregate.

01: LOCATION CONSIDERATIONS

GOOD EXAMPLE

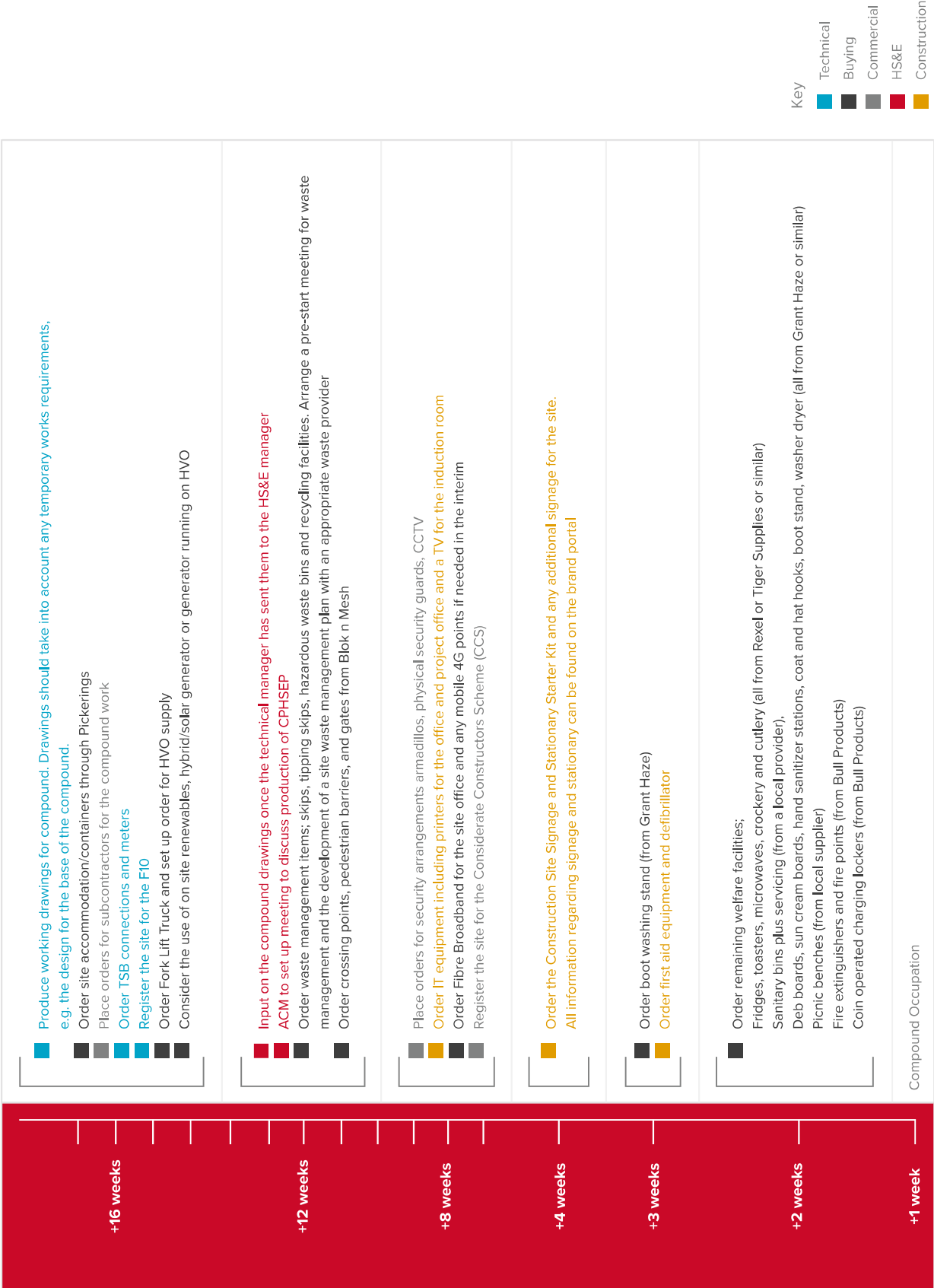
This is a good example of where a compound can be located. This has been set up on land outside the site boundary, which is being leased. This enables the site to build out without moving or minimizing the compound. It also allows for appropriate pedestrian segregation and consideration has been given to customers and the sales area.



02: DEPARTMENTAL INPUT REQUIRED FOR COMPOUND SETUP



02: DEPARTMENTAL INPUT REQUIRED FOR COMPOUND SETUP



03: TRADES REQUIRED FOR COMPOUND SETUP



03. TRADES REQUIRED FOR COMPOUND SETUP

Utility Companies	• Install TBS connections for electric, water and the associated meters. Consider how these connections are managed e.g. as part of the Groundworkers PC role or when we are PC? All works undertaken needs to be planned, managed, monitored and co-ordinated to ensure the compound set-up is safe by design and all personnel involved with the installation are operating responsibly. • Install Fibre Broadband
Groundworker	• Strip and prepare the area • Install padstones for the accommodation and containers • Install drainage • Install ducting for electric to the signing in area and electric car charging points • Provide surface finish to car park and running areas; gullapave or similar is preferred over tarmac • Install any haul roads and footpath to the compound • Install paving slabs (standard) as footpaths to all the welfare • Install shingle to gaps for aesthetics • Install silo base & kerbs in front • Install bike rack
Electrician	• Connect the modular building to the power supply (either solar generator or TBS) • Ensure there is a power supply and light in the signing in hut • Connect the charging bank in the drying room • Supply and fit electric car charging points x2 (Pod Point) • Supply and fit external solar powered security lights • Supply and fit A/C to canteen, project office and main office • Carry out any connections to silos
Solar panel company	• Supply and fit solar panels to the modular building and connect the battery pack
Plumber	• Connect the modular building to the water and drainage system • Connect the washer/dryer in the drying room • Install guttering and a water butt on the smoking/vaping shelter
Fencer	• Supply and fit any; - Hoarding - Knee rail - Post and rail - Gates
Carpenter	• Make areas for; - Signing in (must have felt roof for weather protection) - Smoking (must have felt roof for weather protection) - Vaping (must have felt roof for weather protection) • Install any signage
Bricklayers	• Build any TBS boxes from block work
Painter	• Paint any of the TBS boxes • Paint any of the areas in the compound that have been built in situ by the carpenters

O4: COMPONENTS OF A STANDARD REDROW MODULAR COMPOUND;

**LAYOUTS, FURNITURE, SIGNAGE
AND NOTICEBOARDS**

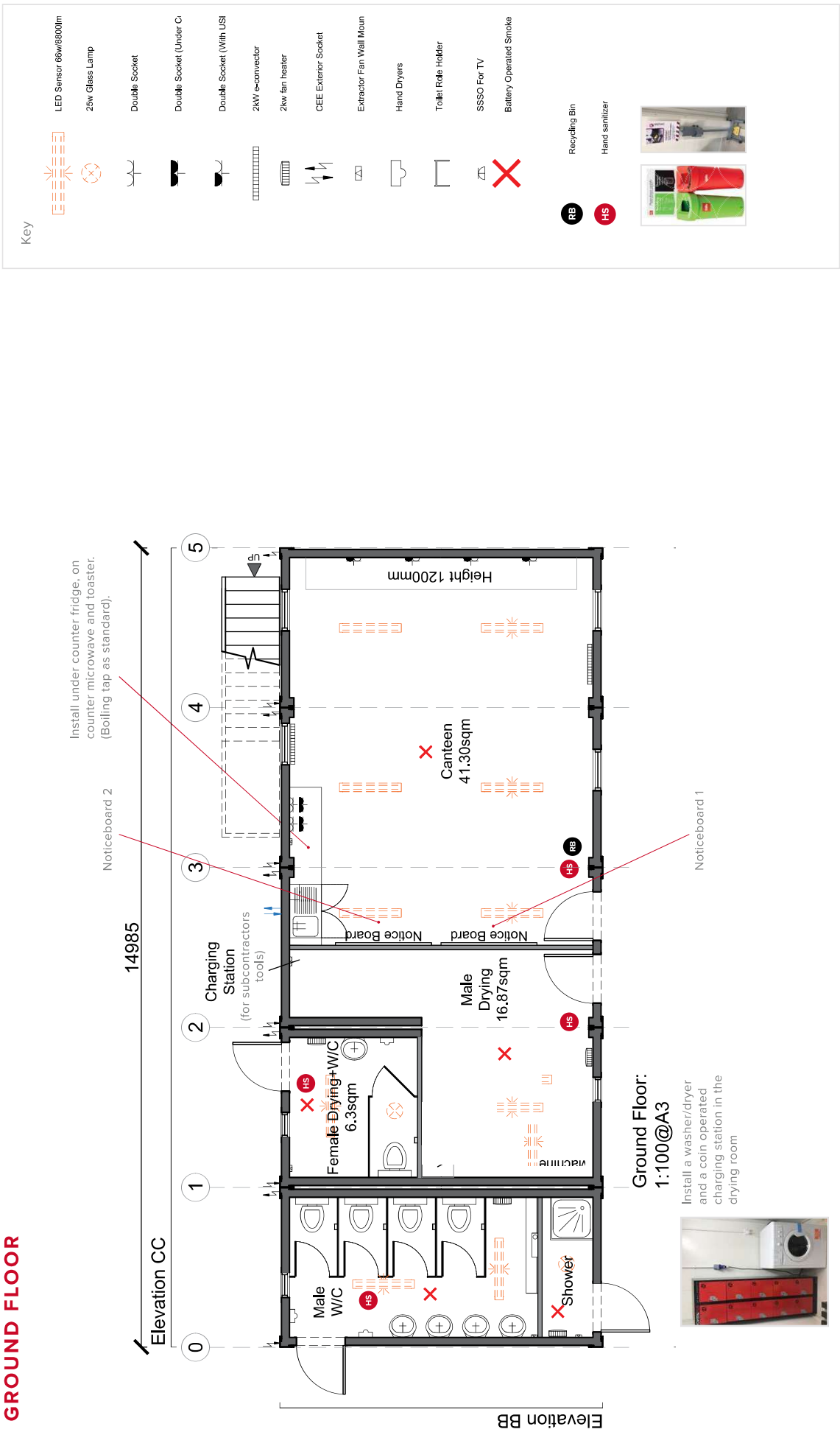


WHAT MODULAR BUILDING ACCOMMODATION ARE WE USING?

PRIMA 10 FROM PICKERINGS

- Ideal solution for construction site.
 - Design flexibility easy to increase/decrease site capacity.
 - Module size of 20' x 10' (6m x 2.99m).
 - Excellent heat and sound insulation.
 - 80mm compressed rock wool insulation to all walls.
 - Fire certifiable to ½ hour in to out/out to in.
 - "B" EPC rating energy efficiency.
 - Measured air permeability of 3.95m³/(h.m²) @ 50 Pa.
 - PIR controlled LED lighting.
 - Thermostatically controlled heaters with timers.
 - Gas filled tilt and turn double glazed windows.
 - Integral roller shutters.
-
- Contact your local Pickerings depot to arrange an up to date quote and discuss delivery times.
 - Pickerings to supply RAMS and lifting plan for all operations.

GROUND FLOOR



FIRST FLOOR



Install coat hooks for PPE in the kitchen and in the meeting room

A single desk to be installed as a CPD station for lunar employees complete with computer



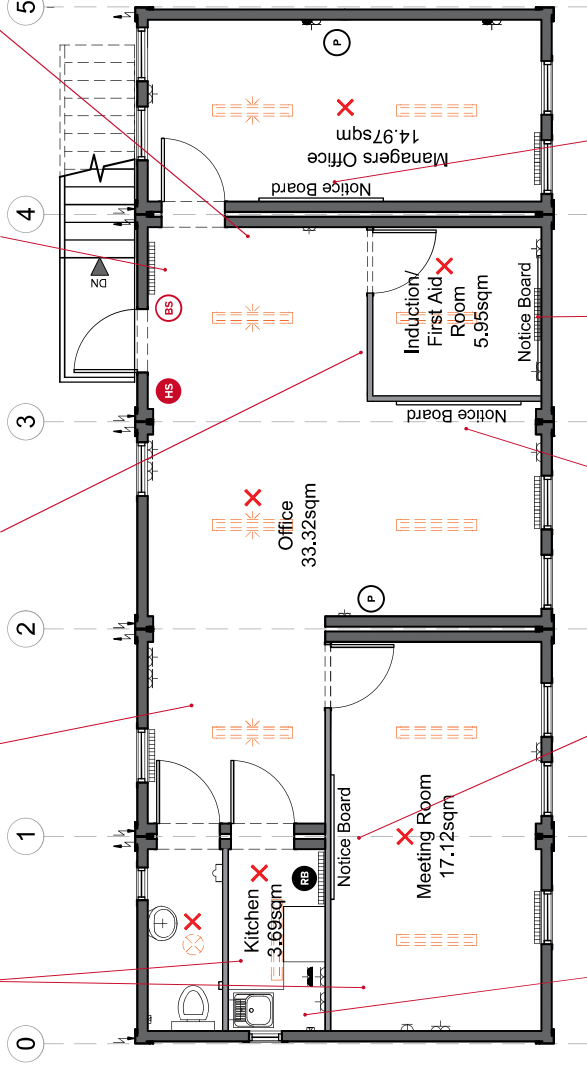
Display this sign on this wall



Display this sign the wall to the right of the main door



Display this sign on this wall



First Floor:
1:100@A3

Install under counter fridge, on counter microwave and toaster. (Boiling tap as standard).

A cupboard in the project office to hold: site information, HS&E files and folders

A cupboard in the induction/first aid room must hold: spare first aid equipment, spare PPE, induction materials (stickers, cards etc.) and contractor RAMS.

Key



LED Sensor 66w/8800lm



25w Glass Lamp



Double Socket



Double Socket (Under C)



Double Socket (With USI)



2kW e-connector



2kW fan heater



CEE Exterior Socket



Extractor Fan Wall Mount



Hand Dryers



Toilet Role Holder



SSSO For TV



Battery Operated Smoke

RB

HS

P

BS

Recycling Bin

Hand sanitizer

Printer

Boot Stand



GROUND AND FIRST FLOOR

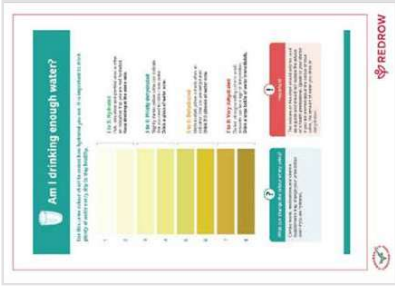


Transfer on to every mirror in ALL toilets



Display poster in the male toilet and upstairs toilet in a clip frame

Display poster in EVERY toilet cubicle in a clip frame



Display these signs throughout the welfare and compound where necessary



Install a deb board and sun cream board in EVERY toilet

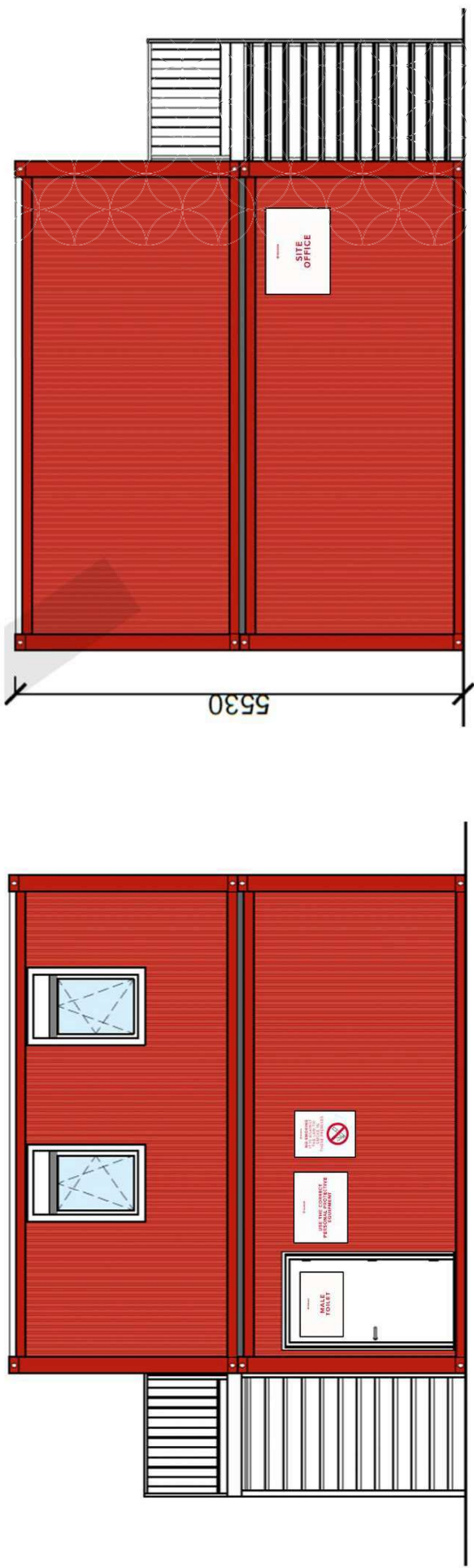
Female facilities:

Install a sanitary bin in the female toilet and upstairs toilet. Ensure that the female facilities are accessible at all times by using a key box or coded lock.

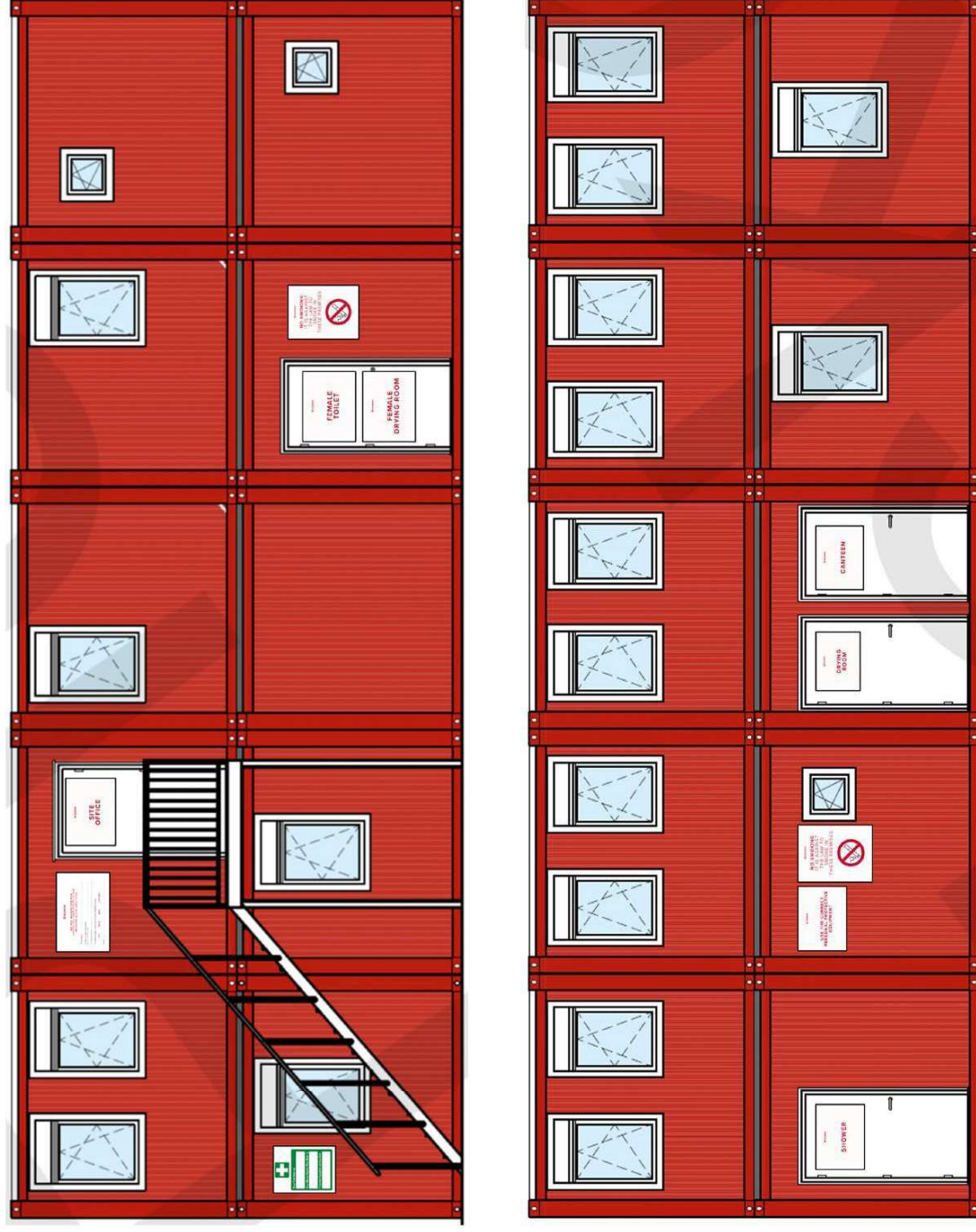


Display this sign at the entrance to the Canteen, Drying Room, Toilets and site office

04: COMPONENTS OF A STANDARD REDROW MODULAR COMPOUND; LAYOUTS, FURNITURE, SIGNAGE AND NOTICEBOARDS

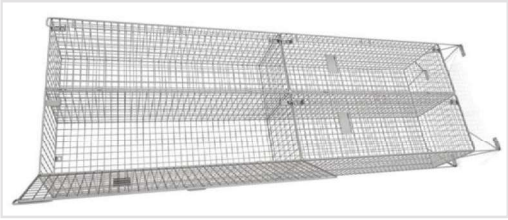
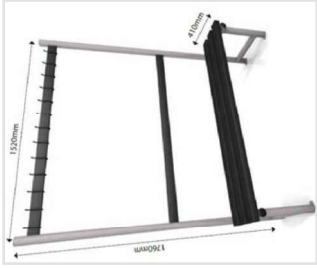


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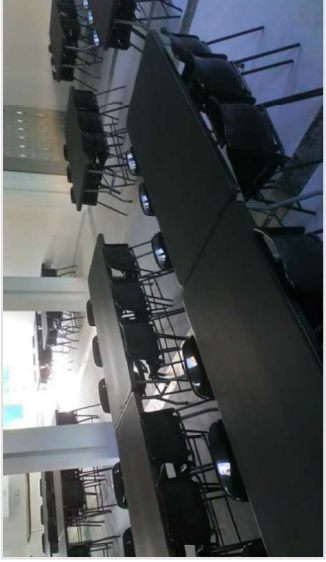


FURNITURE GUIDE

DRYING ROOM FURNITURE



CANTEEN FURNITURE



PROJECT OFFICE / OFFICE FURNITURE

High desk with stools – Winter Oak/Black



CPD Station – Desk Only – Winter Oak/



Full Height cupboard with pull out filing section and low-level storage unit – Winter Oak



Desk pedestal – Winter Oak/Black



MEETING ROOM FURNITURE

Meeting room table – Winter Oak



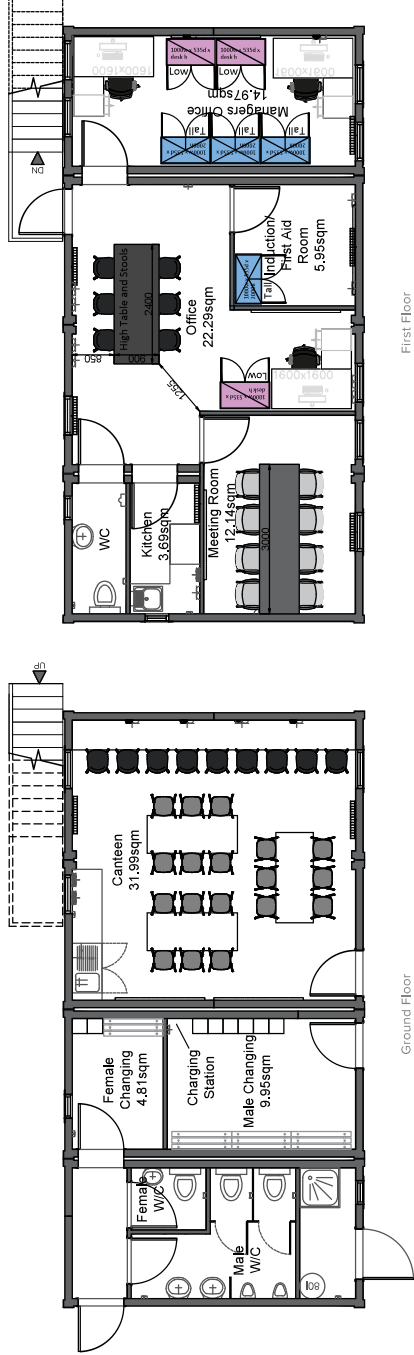
GENERAL FURNITURE

Aluminium Frame 1200mm x 1800mm Red Felt Pin Board

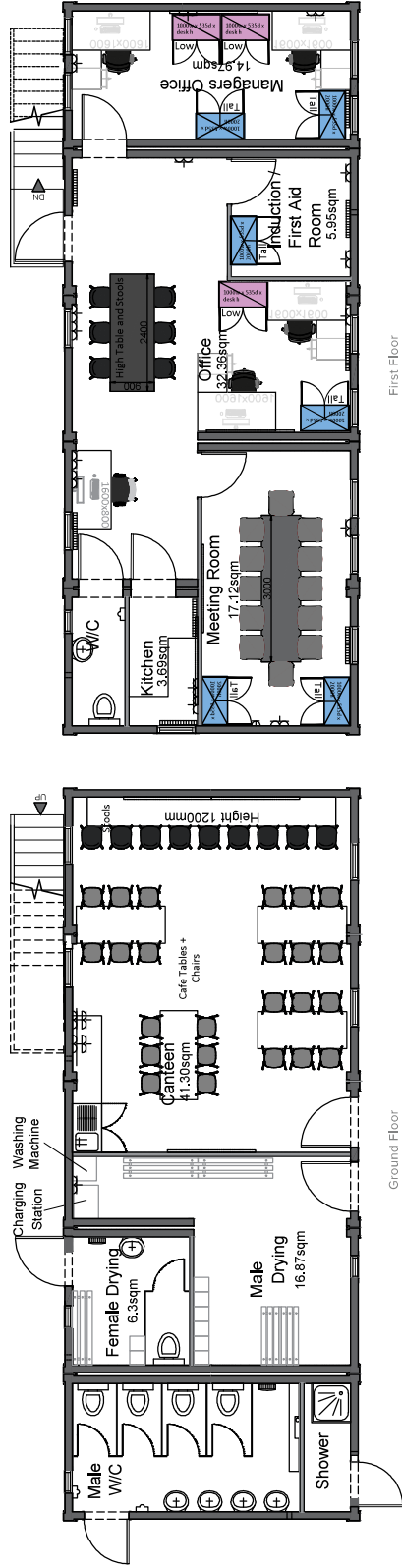


FURNITURE LAYOUT

Redrow Site Cabin Furniture layout 4 bay



Redrow Site Cabin Furniture layout 5 bay



FURNITURE LIST

Pickering's Bay 4				Price/unit	Total Price
Canteen					
18	canteen chairs	9.75			175.5
9	high stools	152			1368
3	canteen table (black)	51			153
Drying Room Male					
3	drying room bench 1500 single	165			495
3	lockers 2 in a block	175			525
Drying Room Female					
1	drying room bench 1500 single	165			165
1	lockers 2 in a block	175			175
Upstairs					
3	operator chairs	100			300
8	upholstered chairs	81.25			650
Misc					
6	1800 x 1200 red notice boards	105			630
					£4,637

Pickering's Bay 5				Price/unit	Total Price
Canteen					
24	canteen chairs	9.75			234
9	high stools	152			1368
4	canteen table (black)	51			204
Drying Room Male					
2	drying room bench 1500 single	165			330
5	lockers 2 in a block	175			875
2	drying room bench 1500 double	200			400
Drying Room Female					
1	drying room bench 1500 single	165			165
1	lockers 2 in a block	175			175
Upstairs					
5	operator chairs	100			500
12	upholstered chairs	81.25			975
Misc					
6	1800 x 1200 red notice boards	105			630
					£5,856

Diamond Interiors Bay 4				Price/unit	Total Price
Upstairs					
2	1500 x 70 table (meeting room)	337			674
3	1600 corner desk	438			1314
3	pedestal	169			507
3	1000w desk h cupboard	249			747
4	1000w x 2000h cupboard and filing area	503			2012
1	2400 x 900 high table	493			493
6	high stools	152			912
					£6,659

Diamond Interiors Bay 5				Price/unit	Total Price
Upstairs					
2	1500 x 70 table (meeting room)	337			674
4	1600 corner desk	438			1752
4	pedestals	169			676
3	1000w desk h cupboard	249			747
6	1000w x 2000h cupboard and filing area	503			3018
1	1600 x 800 desk for CPD	141			141
1	2400 x 900 high table	493			493
6	high stools	152			912
					£8,413

04: COMPONENTS OF A STANDARD REDROW MODULAR COMPOUND; LAYOUTS, SIGNAGE AND NOTICEBOARDS

COMPOUND





































































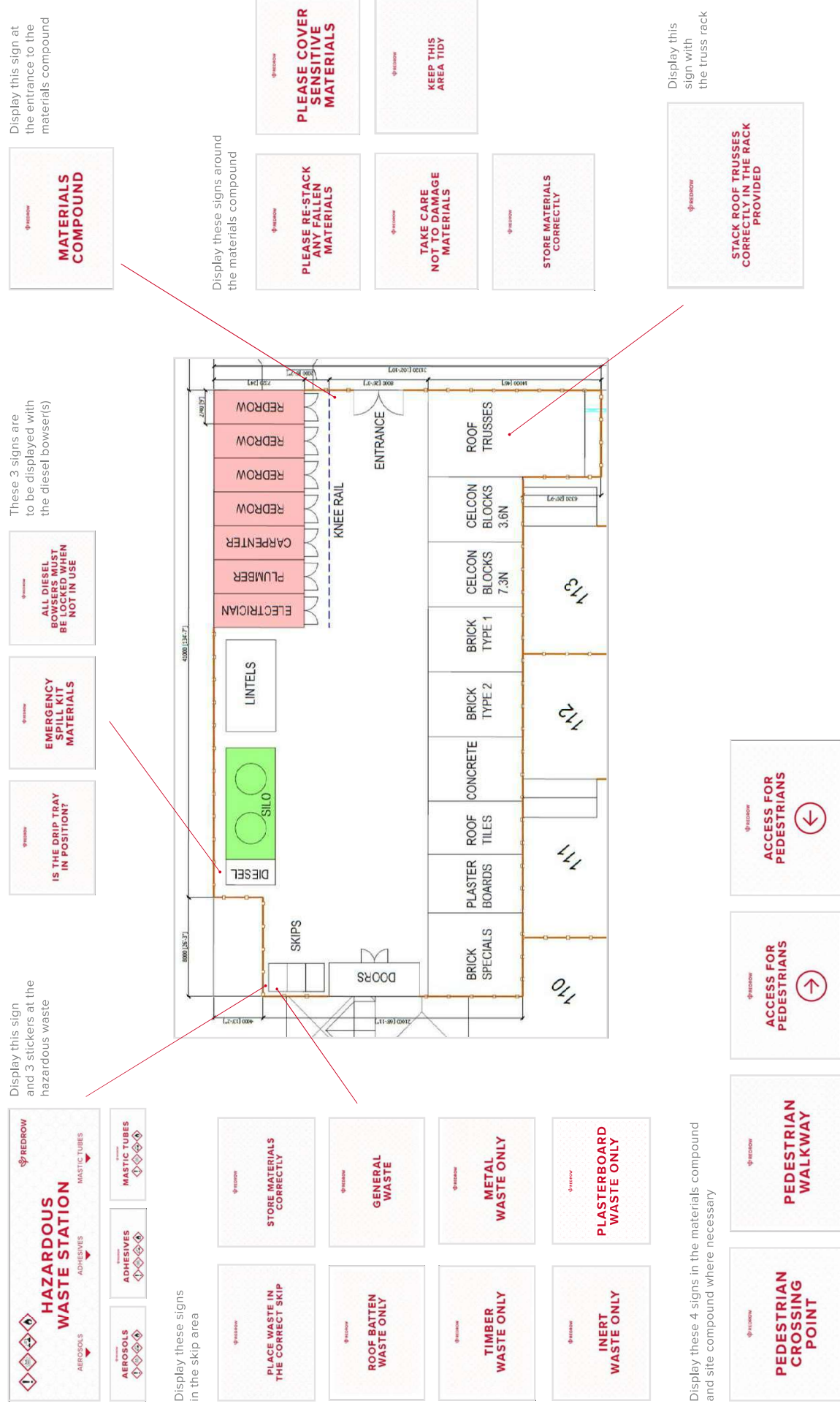




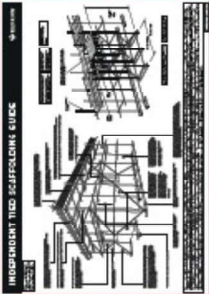




04: COMPONENTS OF A STANDARD REDROW MODULAR COMPOUND; LAYOUTS, FURNITURE, SIGNAGE AND NOTICEBOARDS



NOTICEBOARD 1 / 1800 X 1200MM (CANTEEN)

CAMPAIGN POSTER			HEALTH & SAFETY LAW POSTER WHAT YOU SHOULD KNOW	SITE RULES	SITE RULES
				ACCIDENT PROCEDURE NOTICE	FIRE ACTION NOTICE
CAMPAIGN POSTER	PSTO	HAS POLICY BOOKLET OR STATEMENT	HOSPITAL LOCATION NOTICE	F10 NOTICE	ORGANISATION CHART
	INSURANCE CERTIFICATE				

BUILDING RESPONSIBLY

BECAUSE IT MATTERS

REDROW

NOTICEBOARD 3 / 1800 X 1200MM (MEETING ROOM)

Site Plan showing services

04: COMPONENTS OF A STANDARD REDROW MODULAR COMPOUND; LAYOUTS, FURNITURE, SIGNAGE AND NOTICEBOARDS

NOTICEBOARD 2 / 1800 X 1200MM (CANTEEN)
AND NOTICEBOARD 6 / 1800 X 1200MM (INDUCTION ROOM)

CCS



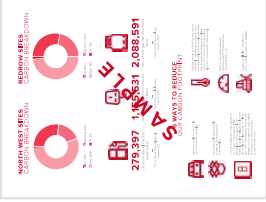
HEALTH AND
WELLBEING



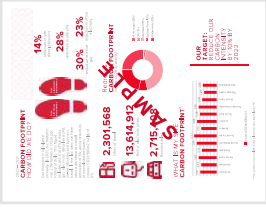
Latest CCS Report



Divisional carbon infographic A4



Redrow carbon footprint A4



ED&I poster



Code of considerate practice A3



Relevant spotlight on poster A3



Construction industry helpline A4



Poster of latest campaign – No Smoking day, Mental Health Awareness etc



05: OTHER NOTES



05: OTHER NOTES

Office	• Must have a key box • Folders must be red and neatly labelled • Long term and two week programme must be displayed
Shower Room	• A Legionnaires testing regime for showers must be set up
Induction/First Aid Room	• First aid room must always be accessible • Induction room must have a TV to watch the induction video on • Site specific induction on flip chart or PowerPoint must be available
Racks	• These must be designed and built by the scaffolders, complete with a handover certificate • Keep all trusses and associated materials off the floor - These can be adapted by the scaffolders to accommodate other external materials such as window formers
Storage Containers	• These must be kept securely locked • All containers must have a numbered sign and a list of materials, which are found inside • Any containers that have various materials inside must be stored in specific racks, neat and tidy and well protected
Silo Area	• Signage must be displayed as per the mandatory HS&E signage • There must be a stop block/kerbs in front of the silos • This area must be fenced off
Skip Area	• The skip area must house all of the skips for Redrow and any contractor skips • The skip area must have the relevant HS&E signage for each skip • The skip area must be fenced off and secure and kept clean at all times • Materials must be carefully segregated and placed into the appropriate skip
Hazardous Waste Area	• The bins must be from a designated supplier and compliant with our waste policy • The bins must be labelled • The bins must be kept closed at all times • The area must be fenced off and secure and kept clean at all times
HVO Storage	• Any HVO storage must have the appropriate signage • All HVO storage must be banded • There must be a drip tray and a spill kit (appropriate size for the HVO tank) located at each diesel area • All HVO storage areas must be locked at all times with only specific personnel having access to the key • Ensure that the HVO COSHH assessment has been briefed and to those exposed and the RAMS briefing register updated. • Coming soon - a protection guide to help prevent damaged materials
Material Storage Area	• All materials must be stored neatly and segregated - All bricks and blocks must be on pallets/off the ground • Nothing must be stacked more than 2 pallets high • All areas of materials must be signed • Running areas for forklifts must be on Gallapave or tarmac to minimize mud and dirt getting round the site • Any pallets that are not re-usable, wither break down and skip or set to one side and get a chipper in so that the end result can be used in walkways etc.

06: SUPPLIERS



06. SUPPLIERS

Solar Generator	ThinkHire – 0330 133 2222 Paul Willis – paulwillis@thinkhire.co.uk
Modular Building and Furniture	Pickerings Stuart Wilson – stuartwilson@pickeringshire.co.uk
Furniture	Diamond Interiors Nick Pollitt – npollitt@diamondinteriors.co.uk
HVO Fuel	from NEWERA, Speedy or Crown Fuels



A BETTER WAY TO LIVE