

Inverness Royal Academy - Stakeholders Group

Meeting No.10

Note of meeting on the 28th April 2014

Present:

Alasdair Christie (AC), Ron MacKenzie (RM), Bill Allan (BA), Gordon Piper (GP), Emma Thomson (ET), Callum Mackintosh (CM), Jim Lyon (JL), Craig Giblett (CG), Claire Ford (CF), Holly Kingham (HK), Mina Johnstone (MJ), and Janet Hackel (JH).

1. Welcome and introduction

Alasdair Christie welcomed the group and introductions were made.

2. Apologies received

Jean Slater (JS), Fraser Parr (FP), Norrie Donald (ND), Sharon McArthur (SM), Linda Shearer (LS), Robert Campbell, Alastair McKinlay (AM),

3. Minute of previous meeting

Actions from previous meeting and minutes agreed.

4. Stakeholder Update

RM updated the group as to progress to date. The intention is that Miller Construction UK will start on site in July 2014 and hand over the new school building in May 2016, completing Phase 1 of the project. At this point in time there is an affordability gap between the budget and tenders received; however there is an ongoing exercise to bridge the gap via Value Engineering (VE) and cost reduction. A key element relates to the additional works required in relation to flood prevention (abnormal costs). A report will be presented to the Education, Children and Adult Services Committee on 21 May 2014 seeking consent to apply an inflationary increase to the budget and also to seek approval for funding to meet the abnormal costs associated with the site. RM then handed over to CF to take forward Hub North Scotland Limited design proposals

4a(i) CF highlighted the plans taken forward via the Planning Application, copies of which can be obtained from the planning website <http://wam.highland.gov.uk/wam>, entering the application reference **13/04414/FUL**, the key areas updated since the drawings were presented to the group are:

- The introduction of a Sustainable Urban Drainage (SUDs) basin to address flood concerns. This basin will be landscaped and enclosed and would in all likelihood be dry for most of the year; and
- A sample board will be prepared for consideration by the planners, detailing the external materials to be used in the build; and
- External landscaping offering the pupils a pleasant learning and social environment and forming a mixture of soft and hard landscaping and also ensuring safe access routes to and from the school.

CF hand over to CG

4a (ii) CG outlined the construction time line and phasing proposals, and the key dates in relation to the overall construction programme, which are as follows:

- July 2014 start on site
- April 2015 completion of PT Frame
- July 2015 building weather tight
- May 2016 handover of new school building
- June 2017 completion of project including STPs, car parking and landscaping works

AC sought assurances in relation to site security during the works. CG advised that 2.4m high timber hoarding would surround the construction site (Phase 1) with gatemen present during site working hours together with CCTV and a list of out of hours contacts.

JH raised the issue of the proposed new Synthetic Turf Pitches (STPs) and the planning objections raised in this regard. BA advised that these had been addressed and mitigation measures put in place via the planning process. Details can be found on the planning web site.

RM sought assurances re the site set up during the school summer holidays. CG advised that the temporary staff car park and temporary bus layby were programmed to take place during the holiday period. Millers were assessing the potential to remove the existing staff Car park and Bus drop off from the critical path. Every effort would be made by Millers to suppress noise (using acoustic panels) and dust during the construction works. In terms of servicing the site after the school summer holidays, no deliveries would take place during key pupil movement times.

4b) Community Access

ET advised that the existing sports groups using the school facilities had been written to, with some responses to date and user equipment schedules being prepared. Concern was raised re the Planning restriction on opening hours, and this was being addressed. The Fitness room layout had been prepared and was in the process of being agreed with school staff.

AC asked if a phased approach was going to be taken in relation to charges to groups using the facility, where a difference existed between the High Life Highland (HLH) charge and the current charge levied. ET advised that there was a mechanism in place to address this issue if it arose. GP confirmed that Inverness Royal Academy operated its lets in accordance with the Councils policy on school lets.

AC asked whether contact had been made with a wider group of sporting bodies other than the ones using the current school facilities. ET advised that engagement to date was with existing users and Basketball Scotland given the desire to create a centre of excellence re Basketball. AC requested that contact be made with the Gymnastics group who presently use the school in order to seek their views.

4c) Transition arrangements

GP updated the group on the proposals to use a temporary car park for staff during the construction period and the need to create a temporary parent and bus drop off point. The changes would be communicated to pupils, parents and staff before the close of term. The school travel plan has been updated and this will be issued to the Planning Service prior to the start of the construction works. In addition the ASG Primary 7 pupils will be attending the school towards the end of June for an orientation day and there will also be an evening event for the parents of those P7 pupils.

AC highlighted that Lochardil, Holm and Bun-sqoil Ghaidhlig Inbhir Nis Primary Schools both used, in part, the routes used by pupils traveling to Inverness Royal Academy and it would be useful for the Head teachers of those schools to have sight of the Inverness Royal Academy School Travel Plan. CM to act as the liaison in relation to this matter between the Primary School Head Teachers at the next ASG meeting to be held on 7 May.

4d) Communication

BA advised that given the changes ahead, a newsletter would be issued to pupils and parents via a school bag drop as well as issuing to the ASG Primary School Head Teachers for onward transfer to their P7 pupils and the wider school.

AC, HK and MJ advised that to date they had not received any communications from their Primary School Head teachers in relation to the Inverness Royal Academy project. BA advised that the ASG Primary School Head Teacher had been issued with the newsletters at the same time as they were issued to GP. In order to ensure that these e-mails were being picked up, copies of the newsletter would also be sent

to the Primary Schools generic e-mail box by BA. CG advised that Millers web site for the project could also host the newsletter.

4e) Programme overview

4e (i) BA advised that we were entering the last stage of the pre-construction programme (v16), and as of 28 April all of the work packages will have been received by Hub North Scotland Limited and will be reviewed over the coming weeks, with the ultimate aim of achieving contract signature on 30 June 2014.

4e (ii) CG covered the key dates of the construction project in the earlier presentation.

4f Community Benefits

CG tabled Millers Interface with Stakeholders document and ran through the key areas;

- Communication Plan
- Local Community Engagement
- Feedback from Public
- Considerate Constructors Scheme
- Control of Noise, Dust and Vibration

A copy of the document is appended to the minutes.

AC asked whether the Directors of HNSL and Millers could offer work experience opportunities to pupils of Inverness Royal Academy and specifically opportunities for looked after children. CG advised that Millers deal with Graduate placements, however apprenticeships are addressed through Millers supply chain and this would develop over the course of the project.

5. Any other competent business

AC highlighted that the Council were looking at opportunities for returning children who were presently looked after outwith the Council area. At present the wider site of Inverness Royal Academy was being looked at for a residential unit capable of housing 6 children. BA advised that the feasibility study in this regard was still at an early stage and once proposals were available they would be shared with the group.

7. Date of next meeting

An update e-mail will be issued to the group prior to the start of the school summer holidays. A schedule of meetings will be drafted, however the general consensus was that meetings should only be held when significant issues arose.

Distribution

Alasdair Christie, Norrie Donald, Fraser Parr, Jean Slater, Janet Hackel, Holly Kingham, Sharon McArthur, Mina Johnstone, Alister McKinlay, Gordon Piper, Ron MacKenzie, Ken Allan, Bill Allan, Emma Thomson, Philip Shannon, Robert Campbell, Simon Swanson, Robert Ferrier, Marlene Stewart, Bernadette Cairns, Kenny Murray, Calum Mackintosh, Stewart Wardlaw, Linda Shearer, Mike Felton, Heather Sharkey.

Interface with Local Stakeholders – Inverness Royal Academy B3919

Executive Summary

Miller Construction aim to achieve

- Communication that ensures “No surprises” when activities happen on site
- Regular clear focussed communication
- Open and honest discussions on any issues and sharing of feedback information
- Excellent working relationships with Hubco, THC and Inverness RA Team and surrounding neighbours
- A positive impact on the neighbourhood through community and charity works

We will achieve this by

- Agreeing all communication with all stakeholders with the client team in first instance
- Hubco, THC and Inverness RA having full knowledge and access to any complaints or comments that come to Miller Construction and vice versa
- Focussed efforts in relation to our nearest neighbours
- Holding a mix of formal Open Forum meetings and more frequently held client meetings along with monthly issued newsletters for a full communication programme
- Implementing a strong programme of community engagement to maximise the opportunities of learning on site
- Full team focus on Considerate Constructors Scheme as the backbone of neighbourhood relations
- Constant vigilance on minimising noise or other construction nuisance by reducing dust and noise in the site

Miller Construction will focus on 5 key areas to deliver these objectives

1. Communication Plan
2. Local Community Engagement
3. Feedback from Public
4. Considerate Constructors Scheme
5. Control of Noise, dust and vibration

The site is located adjacent to the existing Inverness Royal Academy completed circa 1980's and includes the use of the existing shale sports pitch area to facilitate the Phase 1 works. The existing school will remain in operation during the phase 1 section of works, scheduled to commence July 2014 completion May 2016. Thereafter upon the completion of phase 1 and the successful decant from the existing school to the new school May – July 2016, Miller Construction UK Ltd will undertake Phase 2 of the works which include the demolition of the decanted facility, construction of x 2 MUGA all-weather pitches, construction of the new car park, soft landscaping and balance of hard landscaping.



The site is bound to the South by B8082 Culduthel Avenue, to the East by the B861 Culduthel Road and to the North / West by Culduthel Avenue and residential properties. Residents need to be able to continue with their activities with

minimal disruption and certainly to be aware of the upcoming construction activities and the potential impact on their home life

The challenge is to construct this development in such a way that function of the existing school, teachers, pupils and members of the public are able to carry on with their normal activities and at the end of the construction they are delighted with the new facilities and enhanced neighbourhood.

Single Point of Contact

Miller Construction is experienced in working in major sites and maintaining excellent relations with the local community. We employ an experienced and project dedicated Liaison Manager to ensure that there is a single point of contact for Inverness Royal Academy and the surrounding neighbours. This role will be one of the key contacts for the Client with regard to upcoming programmes and the impact on the construction programme. Formal monthly coordination meetings shall be undertaken where our Liaison manager shall chair and minute said meeting but obviously any ad hoc communication can be dealt with as our Project Liaison manager will be based on the site and therefore available to deal with any issues that may crop up out with the formal meetings. The Community work and communication to the surrounding neighbours will also be managed and coordinated through this role. We shall also provide a dedicated 24 hour contact list for distribution.

1. Communication Plan

a) Open Invitation Public meeting

One of our first priorities would be to hold an Open Invitation Public meeting inviting all the local neighbours and key stakeholders of the project to a presentation detailing the construction programme, utilising visuals of each proposed stage. We would envisage that this meeting would be held in a location agreed with THC / Hubco and be a joint presentation with the Key stakeholders, we can then present each section of work and give an indication of the type of activities associated with each stage and the level of noise or vibration that will be involved. At this meeting, our senior management and key personnel from the site team will be present and available to take any questions relating to the construction of the project. We would envisage that this form of meeting would take place on a 6 monthly basis to update neighbours and stakeholders at a top line level.

b) Neighbours and Statutory Bodies Meeting

We would also instigate a more formal set of meetings with individual representatives from the neighbouring business and residents,

- Representatives from Inverness Royal Academy and any Events Team
- Representatives from THC / Hubco
- Residents and Community Councils
- Representatives from local neighbouring businesses
- Representatives from any other interested individuals
- Residents from the neighbourhood.

In addition we feel it would be beneficial for representatives from a number of Statutory Bodies to attend these meetings, such as

- Police Scotland
- Scottish Fire & Rescue
- THC Licensing Department
- THC Roads and Transport Department
- THC Building Control
- Local Bus service providers
- Utilities Providers
- The Health & Safety Executive

We envisage that these will be held every 3 months and will be convened and chaired by the Project Liaison Manager and minuted by a representative from Miller Construction. An agenda will be issued a minimum of 14 days before the meeting, and Minutes will be circulated within 7 days of the meeting with the date of the next meeting agreed at the close of each meeting. In addition to these meetings, we would like to offer a full site visit to the whole meeting at least twice through the duration of the project, although we will accommodate and encourage site visits for smaller groups throughout the project, a focussed visit with key members of the site team available to discuss any

aspect of the build has proved very useful and popular on previous developments. We would arrange PPE for all members of the group and have each smaller group escorted by a member of Miller Construction's Site Management Team to ensure safe passage and answer any questions.

c) Client Team and Staff Visits

It is vital for the acceptance of the project by those who are going to work and use the new building that they feel engaged with it from an early stage. We propose to jointly schedule with THC, a series of visits to ensure that the staff, pupils and end users can visit the site at least twice during the construction phase. We would also envisage that Client Meetings start with a site tour allowing the team to focus in on specific areas.

d) Monthly Newsletter

In between these key meetings, we will issue a monthly newsletter to all neighbours detailing the upcoming works and key activities 2 months in advance. This newsletter would be written in conjunction with THC / Hubo and Inverness Royal Academy. Proposed newsletter template and content to be agreed during mobilisation period

It would be our intention that the newsletter is sent electronically to THC / Hubco and then a week later the hard copies are distributed to all other neighbours. An enlarged version of the newsletter will also be displayed on notice boards on the hoardings around the site so that the general public will also be aware of the upcoming works.

e) Inverness Royal Academy / THC / Hubco Publication

We would also like to use (if available) any Inverness Royal Academy / THC / Hubco publications to help describe the new facilities and the work that will be on going.

f) Video Displays

We note the Video displays in the existing school with key information and would suggest that a rolling presentation incorporating the Computer Generated Images of the new building and a timeline would also aid the understanding of the impact of the new building to existing customers. We would be delighted to work on this presentation in conjunction with Hubco / THC / Inverness Royal Academy to deliver the key messages for the project.

g) Focus on nearest neighbours

We recognise that there are neighbours close to the site and would seek to engage with them at the earliest opportunity.

h) Overall Communication Programme

We have included below a key schedule drafted for a previous successful project that at Inverness Royal Academy we would propose to utilise a similar proposal. Community events and charity works are shown that we will instigate on site. In addition to any events and meetings that are agreed, we are proposing to set up a webcam at a key location on site and link the output to the Miller Constructions website to show real time footage.

Activity/ Month	2012				2013			
	Large Scale Meetings	Communication Tools	Robert Gordon University specific meetings (monthly)	Community and Charity Events	Large Scale Meetings	Communication Tools	Robert Gordon University specific meetings (monthly)	Community and Charity Events
January	Neighbours and Statutory Bodies Meeting	Newsletter	Meeting with Key Client Team to discuss programme	Topping Out Ceremony	Neighbours and Statutory Bodies Meeting	Newsletter Video Screens in Robert Gordon University	Meeting with Key Client Team to discuss programme	Design an Office Competition with local schools to be judged by Grays School of Art
February		Newsletter Video Screens in Robert Gordon University	Meeting with Key Client Team to discuss programme	Open Days		Newsletter Video Screens in Robert Gordon University	Meeting with Key Client Team to discuss programme	Open Days
March		Newsletter and Robert Gordon University "News" Newsletter	Meeting with Key Client Team to discuss programme	Sport Relief		Newsletter and Robert Gordon University "News" Newsletter	Meeting with Key Client Team to discuss programme	Comic Relief
April	Neighbours and Statutory Bodies Meeting	Newsletter	Meeting with Key Client Team to discuss programme	Torch Parade RGU RAG	Neighbours and Statutory Bodies Meeting	Newsletter	Meeting with Key Client Team to discuss programme	Torch Parade RGU RAG
May	Open Invitation Public Meeting	Newsletter	Meeting with Key Client Team to discuss programme		Open Invitation Public Meeting	Newsletter Video Screens in Robert Gordon University	Meeting with Key Client Team to discuss programme	Be a Builder Day at Treehouse Nursery
June		Newsletter and Robert Gordon University "News" Newsletter	Meeting with Key Client Team to discuss programme			Newsletter and Robert Gordon University "News" Newsletter	Meeting with Key Client Team to discuss programme	
July	Neighbours and Statutory Bodies Meeting	Newsletter	Meeting with Key Client Team to discuss programme	Break Through to Public Ceremony	Neighbours and Statutory Bodies Meeting	Newsletter	Meeting with Key Client Team to discuss programme	Behind the Scenes Visit for Local Stakeholders

2. Local Community Engagement

In our experience, building a large project gives a unique opportunity to use it as a platform for engaging with local schools, colleges and specific university departments. School children of all ages can gain from visiting the site or indeed from Site Personnel visiting schools to discuss the project and instigate projects. Local community involvement, with schools, nursery groups and local businesses enhance the image of the development and foster a greater understanding of construction.

a) School Engagement

We would seek to foster close links with the existing Inverness Royal Academy to give the children a chance to see real life "Bob the Builders!" In previous projects we have had local children's paintings displayed on the hoardings, run construction safety awareness days and had Christmas Poems written and displayed. We have also arranged for groups of school children to visit the site having first ensured a safe and secure route for them.

Having the existing School so close to the project will give Miller Construction and THC / Hubco a unique opportunity to offer placements, site visits, mentoring and competitions to increase the student's practical knowledge of construction works. Miller Construction would seek to liaise closely with the school to produce a comprehensive calendar of visits, activities and placements. We will also be keen to undertake the same process with relevant colleges and will establish dialogue with them via our liaison manager.

b) Visits from Operations & Maintenance Team

In addition to these events, we would welcome visits from the Op's & maintenance team that will be involved in the building post completion to see the construction materials and M&E systems as they being put in place to facilitate their understanding and ability to efficiently manage the building from Day 1. We would also look to engage with the team from an early stage to ensure that the Operations and Maintenance Documents are in the format that will be most useful for them going forward.

c) Charity Works

Fundraising for local and national charities is a key part of the Miller Construction site activities. Recently projects we have undertaken have taken part in Sumo Wrestling, Fancy Dress, Quizzes, Bike Rides and raffles to raise over £8000 for Red Nose Day, Children in Need, Sightsavers, Place2Be and Princes Trust.

d) Local recruitment and Supply chain

We will work closely with local recruiters so that where possible we recruit locally and utilise local supply chain to carry out works on site. Our intention is also that our supply chain partners participate in this process to furthermore promote and provide opportunities during the construction phase. Examples of local supply chain engagement previously utilised are:

- Provision of welfare supplies
- Provision of materials and small tools
- Provision of accommodation e.g. hotels, rented properties
- Training and development by local training suppliers
- On site catering facilities
- Site Security
- Provision of materials and small tools
- Employment of local labour
- Subcontract works e.g. hoardings / concrete gangs / brick and blockwork contractors / dry liners / decoration

3. Feedback from Public

- i. Any and all community queries or comments are responded to in person wherever possible and responded to in writing within 24 hours by the Project Liaison Manager.
- ii. In the newsletter and detailed on the hoarding will be contact telephone numbers and an email address for any contact.
- iii. These comments and queries are received in a polite and courteous manner and responded to in a professional and positive way.
- iv. We also report to the client team all comments that we receive from the public both positive and negative and detail the actions that have been taken to resolve the issue.

- v. We will also give the Client Team access to the email box for their individual access and review.

4. Considerate Constructors Scheme

Miller Construction first registered as site with the Scheme in April 1997 and has since been invited to become an Associate Member in recognition of our site performance and long standing commitment to the scheme.

Associate member companies are those who have proven their commitment to improving the image of the industry through a high number of registrations that have consistently performed to a high level. Associate Members agree to register all of their sites with the Considerate Constructors Scheme (CCS) and to comply with all aspects of the Scheme's Code. Whilst the scheme only provides certificates of registration per project, not as an overall business, details of our Associate Membership and performance can be found on the CCS website www.considerateconstructorsscheme.org.uk/

All our sites are registered with the CCS and are operated with the aim of achieving our company KPI score of more than 40 points out of 50 for every site visit. We have set this target as part of our Corporate and Social Responsibility policy and consider the scheme an integral part of how our sites are set up and operated. We welcome the feedback from the independent CCS auditors and recognise this as a useful monitor of our performance compared with the industry across the UK.

For the year to December 2013 our Scottish region average score was 43 out of 50. 2013 saw the award of four gold, four silver and five bronze awards throughout the UK, with a runner up for the most considerate site in the UK, demonstrating our experience, commitment to safety, welfare and neighbour relations whilst working on or adjacent to live facilities.

5. Control of Noise and Vibration – minimising nuisance.

a) Liaison and Communication

From our previous experience we understand that a close working relationship including regular meetings, where programme information and future activities are shared from both sides, is essential to maintain good relations.

- It is our intention to put a Project Liaison Manager in place to manage the relationship between the Client, Miller Construction and the Local Neighbours.
- The construction programme will be discussed in detail each week looking forward 2-3 weeks, as well as a less specific build programme to completion.
- A newsletter will be issued each month with details of the contracts programme highlighting any possible disturbance. In addition the Project Liaison Manager will gather key contacts for all the neighbours adjacent to email or phone if there are any activities that need to happen out with the newsletter notice period. Details of this will be communicated as far in advance as possible to allow all neighbours to make alternative arrangements.

Through the regular formal and informal meeting the Project Liaison Manager will be aware and have communicated to the rest of the Site Operations teams the key events. The Project Liaison Manager will be the first point of contact for all neighbours.

- Any and all community queries or comments are responded to in person wherever possible and responded to in writing within 24 hours.
- It is our intention to use acoustic barriers where the new construction site bounds the existing residential properties to minimise disruption at the existing service access road from Culduthel Avenue.

In our experience, it is not just Noise and Vibration that can cause concern to the surrounding neighbourhood but dust, mud and litter as well.

- As part of our site plan, we will have litter bins mounted on the painted timber hoardings surrounding the site to encourage members of the public to keep the streets tidy. These will be emptied by our personnel at least once per day.
- The site boundary will be swept and maintained by our personnel so that pedestrians can walk with confidence in a clean and safe footpath that will be lit and complete with CCTV.
- Wheel washers will be used to minimise any mud tracked from the site onto the road or footpath as well as boot brushes for all personnel.
- Dust suppression techniques such as fine water spraying and road sweepers will also be used in the summer months to ensure a clean site boundary and neighbourhood.

We have reviewed the relevant British Standards as well as our own internal documentation and have produced a Noise Management Plan. This will be an ongoing document and can form the basis of discussions between THC / Hubco, Inverness Royal Academy and Miller Construction to identify the key periods of construction that may affect the operational activities of the school.

b) Nuisance Checklist

It is our intention to use the checklist below in addition to our current Risk Assessments to identify at an early stage any potential for unduly disturbing the neighbours and Inverness Royal Academy

Checklist	YES	NO
Are any operations likely to produce excessive noise, vibration, dust or odours that may cause a nuisance?		
If alternatives are not available can control measures be implemented to reduce the nuisance?		
Will control measures reduce the nuisance to an acceptable level which is unlikely to cause a nuisance?		
Does the Local Authority, Contract or Client require a Section 61 consent?		
Is any work going to be carried out outside normal working hours?		
Can impact equipment (pile hammers, pneumatic/ hydraulic breakers) be replaced by “silent” equipment (hydraulic pile jacking, chemical splitting)?		
Can static plant be sited well away from neighbouring receptors?		
Is all plant being operated with acoustic covers closed?		
Is all plant turned off when not used?		
Are any noise screens used continuous and without gaps?		
Are heavily used haul roads paved?		
Is the area of exposed haul roads minimised? (wide enough only for safe passage of 2 way traffic)		
Are wheel washers used when necessary and adjacent public roads regularly swept?		
Are roads being damped down during dry dusty weather?		
Are stockpiles located out of the wind, behind windbreaks or covered to prevent wind borne dust?		
Are all waste skips covered or netted?		
Is wet cutting, water spraying or vacuum extraction being used in all masonry cutting operations?		
Is all lighting equipment properly shaded to prevent light pollution and turned off when not in use?		

We have detailed in the table attached, the key activities and their noise rating, expected duration and the specific mitigating measures that we will take to reduce the noise. These measures will be in addition to the general measures that are detailed below. Miller Construction will be using the Environmental Control Nuisance Hierarchy of Eliminate, Substitute, Isolate and Control to reduce, manage and control the noise and vibration on site.

i. Eliminate

Miller Construction has a great deal of experience in dealing with large scale sites and has utilised this experience when deciding on the types of machinery to be used and the execution of the works. We will aim to have as much material as logistically possible fabricated offsite in order to reduce the works on site. We will ensure that operatives are trained in the correct techniques to reduce general noise on the site and are sufficiently supervised to ensure that this is carried out. Training will cover proper use and maintenance of equipment, locating machinery on site at the least disruptive position to neighbours, the PPE required for operating or supervising noisy activities, measuring the noise level and general awareness of the noise impact of the activities on other personnel and the neighbourhood.

ii. Substitute

In addition to the reviewing of construction methods, machinery and materials that we have discussed above, once these are on site, more can still be done to reduce the noise and vibration impact to personnel on site and also to the surrounding neighbours. The use of mains electricity rather than generators will all help to reduce the noise.

iii. Isolate

Earth bunds will also be used where possible to help reduce the spread of noise from the site boundary. Plant will be positioned to reduce the noise audible outside the boundary wherever possible.

iv. Control

Noise, Vibration & Dust Monitors will be in place throughout the site to monitor the levels throughout the process. The Project Liaison Manager will also monitor the levels from the boundary of the site to ensure that adequate steps are taken to avoid noise leakage from the site. Miller Construction will of course adhere to any “permissible hours” that are agreed.

As part of the risk assessments, method statements and Safe Systems of Work that Miller Construction and their sub-contractors operate, the level of Personal Protective Equipment, e.g. Ear Protectors is detailed to ensure adequate measures are taken. As with all activities, the wearing of PPE is the last resort and all other measures to reduce the noise will be taken before PPE is assessed. Measures such as Acoustic screens (pictured below) and the use of mains electricity rather than generators will all help to reduce the noise. Use of timber hoardings rather than metal for the site boundary will help absorb the noise from the site.



Activity	Noise rating (1-Low to 5- High)	Duration	Specific Measures	Mitigating
Works immediately adjacent to existing Inverness Royal Academy				
Earth Excavation				
Pecking out of Rock				
Pile Driving				
Steel Erection				
Block Work				
Concrete Pours				
Power Float Finish				
Removal of Waste Skips				
Erection of Site Cabins				
Erection of Tower Cranes				
Install of Windows				
Install of Curtain Walling				
Removal of Materials from Existing Building				
Testing of Life Safety Systems				
Testing of Plant Rooms and Plant on Room				
Testing of Smoke Fans				

Overall Summary

- Miller Construction will jointly implement a strong communication plan with Inverness Royal Academy ensuring that all communication is issued in advance to the School community before the general public
- Miller Construction will be inclusive and open with site visits for the Client Team and offer opportunities for the wider public to attend site
- Miller Construction will be open with any and all communication from the general public
- Miller Construction will strive to have a positive impact on the local community through education, community involvement and charity works.
- Miller Construction will strive to achieve excellent results in the Considerate Constructors Scheme as this is an independent assessment of our work within the community
- Miller Construction will do everything in its power to minimise noise and disturbance from the works