

2014/15

Organising Your Week: Constructionarium - Bircham Newton

Constructionarium Ltd

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Welcome

Thank you for participating in Constructionarium.

Constructionarium provides a practical, safe, construction learning experience. This guide is designed to assist you in preparing for your week to ensure that you and your students can get the maximum out of the learning experience.

This document relates to your week whilst on our site at **Bircham Newton, Norfolk**. The full postal address is:

Constructionarium Ltd
c/o National Construction College
Bircham Newton
Norfolk
PE31 6RH

Should you have any queries then please contact myself or one of the Constructionarium team:

Robin Holdsworth	Scheme Director	01276 38444
Julia Stevens	Development Manager	07950 686 596
Tony Millikin	Site Director	07521 892 058

We look forward to seeing you on site and for your students to have a safe and enjoyable learning experience.

Regards

Robin Holdsworth
Scheme Director

Introduction:

Constructionarium operates on the basis of a triangular partnership between an Academic Institute, Contractor and Consulting Engineering working in partnership to deliver a learning experience to students studying built environment related courses. The unique role each part plays should not be underestimated.

The Academic Institute provides the theoretical framework and academic rigor. They ensure that students are briefed on the event prior to attending, help the students identify and allocate dedicated team roles; and provide the pastoral care during the event.

The Contractor will bring the practical construction knowledge, provide experience personnel to coach the students in their activities, provide project materials, PPE (not boots) and safety management. Whilst the Consulting Engineer, will provide design knowledge, drawing interpretations, costing experience, project co-ordination and management skills.

The Contractor and will become the “**Client**” during the week, with the Consulting Engineer and the Academic Institute as members of the Client’s team. Collectively they will be holding project review meetings each evening and checking that their project is to time and budget.

To be truly successful, students benefit the most from having **all** elements of the partnership in place and the event is planned into the academic timetable with sufficient opportunity for the three parties to interact with the students before starting their week. All parties should remain on site during the week.

The following will assist you in your event preparation and in addition there is a handy checklist at the end of this document that you might find useful to use.

Prior to Going:

- Academic Institutes should seek Industry Partners - a Contractor and a Consultant Engineer. If you are experiencing difficulties with this please contact us as soon as possible.
- Industry partners will need to be confirmed to Constructionarium no later than **four weeks** prior to your event.
- A booking form should be completed by the Academic Institute and forwarded to Julia Stevens (jstevens@constructionarium.co.uk) as soon as possible but no less than six weeks prior to your event week. Confirmation will be provided to you for the date and project availability, along with login details to the Constructionarium website. All the details of the projects, drawings, students pack and any other ancillary information can be found on www.constructionarium.co.uk.
- It is essential that all parties check they are working to the latest version of project packs and drawings, as these do change from time to time. Constructionarium are currently updating the project packs.
- If students require “Power Tool Training”, it should be indicated on the booking form. It is recommended that a maximum of four members from each team are identified as Power Tool Operatives. Only if they successfully pass the training will be allowed to operate machinery during the week.

- If you have not taken part in Constructionarium before, it is a good idea to visit site in advance of your week. This should be arranged directly with the Site Director at Bircham Newton.
- Once the booking has been confirmed the Site Director will issue the site layout and project co-ordinates for the week.
- You will need to raise a purchase order for Constructionarium to cover the student fee.
- Academic Institutes should discuss with the students the event, provide an overview of the projects and also assist the students with allocating team roles. Please see the separate document on “Constructionarium Project Teams”.
- It is useful to have a named photo sheet of all students and staff who will be involved in the week available on arrival to site.
- The Site Director should be advised in advance if any students or staff have medical conditions or who are taking regular medication.
- On site, the weather can vary considerably during the day. Students and staff are advised that they should cater for all types.
- Academic Institutes are to ensure they have insurance to cover the journey to NCC. Contractors should ensure that they have insurance to cover the week. A copy of Constructionarium’s insurance is on the restricted area of the website.
- Students must have their own protected toe cap and mid sole safety boots.
- Contractors normally provide all other PPE (Hard hat, light eye protection, gloves, HV visibility jacket).
- Contractors should arrange to procure materials, equipment and source tradespeople as per the respective “Contractor Pack”. It is also useful to take a recent graduate to act as a Project Manager for the week.
- Delivery of material and equipment to site should be co-ordinated through the Constructionarium Site Director.
- All parties should notify their respective Press Offices/Communications Teams about the event. They should also obtain a waterproof banner which can be used in the final photographs.

Accommodation:

- All accommodation is booked separately and directly with the National Construction College’s (NCC) Accommodation Team. Rooms for staff and students should be booked in advance with the NCC. It is recommended that one person from the Academic Institute be responsible for booking all rooms for all parties to avoid double booking. They can be contacted on 0800 2800 343. They will send you a separate booking form and copy of the CITB Terms and Conditions. Their offices are open 0800-1800 Monday to Thursday and 0900-1600 on a Friday.
- NCC does prefer Academic Institutes to establish credit accounts with them. You will need to raise a separate purchase order for CITB to cover the cost of the accommodation.
- The Accommodation Team must be advised of delegate names and any dietary requirements **at least 14 days before** your arrival.
- Academic staff, Contractors and Consultants will normally be accommodated in The Birches conference facility and the students in the general blocks nearer the main entrance.
- There is the possibility of some students sharing rooms or bathrooms (to keep costs down) as well as students having en-suite single rooms.

- It is recommended that arrival (Sunday afternoon) and departure times (Friday morning) are confirmed **two weeks in advance** with the Accommodation and Constructionarium team. This helps NCC to ensure they have sufficient staff on Reception to check everyone in / out with the minimum of fuss.
- The students must check out Friday morning before going to the project site, so a room will need to be arranged with the NCC to store luggage. The students should be advised that they will not be able to go back to their rooms. They must leave their rooms in a tidy and clean state.
- All students should arrive and leave as one group, by coach which is arranged by the Academic Institute.
- Details of the Bircham Newton site location and its facilities available are on the CITB website: <http://www.citb.co.uk>

Student Briefing Day:

- A briefing day should be held at the Academic Institute a week or two before the event so that the students can be briefed on the projects and groups finalised ready for the Constructionarium event.
- Contractors include a safety talk by their Health and Safety Manager on the Contractors site safety practice, PPE and hazards specific to the project. It is important to advise students that they should not do anything that they are not comfortable with and that they should say if they do not feel happy carrying out any specific instructions.
- Contractors will also brief students on their organisations approach to costing, risk assessments, method statements, programming and project management; so students know what they will be expected to undertake alongside the physical construction of their project. It is vital to point out that these aspects of a project are just as significant as the actual site work because what happens on site must always be controlled, at the right time and in the right way.
- The Academic Institute will provide the students with a copy of the Student Pack for the project they will be undertaking.
- Constructionarium has produced a “Student Packing List” which may be of use. This can be found on the Constructionarium website.

Sunday Afternoon/Evening:

- You should aim to arrive at the National Construction College’s Reception between 3-4pm, where you will check in and be allocated room keys.
- A site induction will be held on Sunday afternoon. **All students and staff** (including Contractors and Consulting Engineers) are required to attend.
- Timings on Sunday should also take note of the restaurant opening and closing times (5-6pm).
- It is recommended that a lecture room is booked by the Academic Institute for the Sunday afternoon / evening as a central place to brief the students. An induction will be given by NCC on the safety issues relevant to the CITB facility as a whole. The room and induction will need to be booked in advance with the Accommodation Team. All students and staff should attend.
- The Contractor and Consulting Engineer should also hold a briefing to welcome the teams and advise them of what activities will start. If the students have not already allocated themselves into roles within their teams this needs to be finalised on Sunday evening. This means that on Monday morning the right people can be sent to the right activities without too much delay.

- A start can be made by each team in planning, costing and programming their work. Students will also need to prepared risk assessments and method statements. These will need to be approved by the “Client” prior to any works commencing on site. It is essential that the activities programmed to take place on Monday morning are prioritised and the team is fully aware of what and where they need to be.
- Students should be issued with name badges which are to be worn at all times during the week.
- It may be possible to book additional rooms during the week should you want somewhere to gather the students each evening for a project review meetings or as a place they can work.

Monday Morning:

Depending on Sunday evening’s progress, Monday morning is usually taken up briefing all the different parts of the teams in their specialism:

- Students must report to site wearing the correct PPE at the agreed start time. Short sleeve t-shirts and/or short are **not** permitted on site.
- Unless training in the use of power tools has been provided by the supporting Contractor prior to the event, four students from each project will receive training from NCC in the use of power tools. Those students who have been identified as “*power tool operators*” should assemble outside the Constructionarium Site Managers Office (Unit C1) at 09.00hrs. Their PPE will be checked and they will be escorted to the training venue. Training **must** be booked in advance of the week via the booking form.
- The Contractor and Consulting Engineer should brief all the project teams on the tools, equipment and materials available during the week and how they are to gain access to them. It is also an opportunity to remind students about the importance of having a tidy work/site environment, to avoid tripping hazards. They should also remind students that they **MUST** wear **ALL** the required PPE **ALL** the time.
- Risk assessments, method statements and project teams must be in place and approved **prior** to any works commencing on site.
- A refresher or overview of basic setting out is recommended for the students. This should cover baseline, offsets, datum levels etc. It is recommended that they be made to set out considering the various methods as appropriate. A “level and staff” should be provided by the Contractor.
- Any specific items of plant that the students are to use will need demonstrating by the Contractor and an opportunity made for practice before the students start using it.

Operational Matters:

- Hi visibility jackets must be worn by **all** persons when walking to / from the Constructionarium site and the college restaurant, training and residential areas.
- All students must wear the appropriate PPE for the activity they are engaged on whilst on site. Short sleeved shirts and/or shorts are **not** permitted.
- Smoking is not permitted on site.
- Mobile phones are not permitted to be used on site by students. There are designated areas. (Staff may use mobile phones whilst on site but should be mindful of their safety and surrounding environment whilst in use).
- English is the **only** language to be used whilst on site.
- Students must have a break mid-morning and mid-afternoon to replenish liquids.

- The Constructionarium site is exposed and open to the elements. It is necessary for students and staff to have access to sun block cream, lip salve and liquids during the working day.
- Please ensure **ALL** visitors report to the Constructionarium Site Director on arrival.
- A receipt system should be used by each team to record what tools and materials the team uses. This will assist the stores person and each team's 'cost person' can see what has been utilised during the day.
- Requests for heavy plant support and concrete deliveries should be made to the Resident Site Manager in a timely manner.
- The students should ensure that they work in a tidy manner and the welfare facilities are regularly cleaned and maintained.
- All tools should be returned to the "Stores" at the end of each day.
- Academic staff, Contractor and Consultant staff should regularly check in with the Project Teams to ensure that health and safety matters are being adhered to and the correct PPE is being worn; along with ensuring that learning, programme, sequence, costs and other key points are being addressed.

The Friday Finish:

- Each project has a final activity that 'makes' the project. This can be erecting the parts of a structure over the course of a couple of hours, or the final testing/switch on of the completed project. Quite often not all students are needed while the very last pieces are finished. Provided they are not being taken away from their build at a key point, they must help tidy up. Any shutters used for temporary formwork should be dismantled and stacked. Tools returned to the "Stores" etc.
- Once the projects are finished and everyone has downed tools and the site/stores are tidy, each team is encouraged to make a short presentation next to their project to the other students and the "Client". They should be encouraged to say what they did, how they planned it, what went well, what went not so well etc. This is a good way to conclude the Constructionarium event, bringing it to a logical close and a great photo opportunity.
- While the students are clearing away it is a good idea for the Academic staff, Contractor and Engineer to discuss the completed project, the teams and if need be, mark/score the projects by whatever pre-agreed criteria.
- The best time for any visitors (marketing departments, press, Directors etc) from the participating organisations to attend would be between 1000-1230hrs. Please confirm any expected visitors within two weeks of the event start date with the Site Director. All visitors to be advised that they must report to the Site Director on arrival on site.
- The site, project offices, toilet block, tools and mess room must be tidied, cleaned and left safe and secure.
- **All keys are to be returned to the Constructionarium Site Director before final departure from site.**

Miscellaneous:

- This site opens at 0700hrs each morning (Monday to Friday) and aims to close at 1830hrs, subject to light and weather conditions. Should you wish to work outside these hours please liaise with the Site Director.
- The students may end up working late each evening to maximise on the natural daylight. In particular, this may happen on Thursday night – especially if the project has fallen

behind. If this happens, please let Constructionarium's Site Director know. **Do not** allow the students to work if there is insufficient light.

- The students' behaviour whilst on site is the responsibility of the Academic Institute. Disruptive or behaviour that endangers others will not be tolerated and students may be asked to leave site. Constructionarium, the Contractor or Consulting Engineer staff will report any students or observable incidents to Academic staff for investigation.
- When the students are released for lunch, it is helpful to stagger their times in the restaurant to avoid congestion and overloading the counters. Constructionarium share the restaurant facility with all other NCC delegates and staff who work at Bircham Newton, so it can become very busy.
- No site boots or hi-visibility work wear are permitted in the restaurant. Items must be removed and stored in the hallway prior to entering.
- Constructionarium will issue paper based feedback forms to the students for their comments on their experience during the week. We ask that these forms are returned to the Constructionarium Site Director prior to students leaving the site. Students may also be asked to take part in some online reflective feedback a month or two after the event.
- You may find it useful for the students to produce a poster after the event, to reflect the experience gained. This could then be used as a focus of an event to promote the students to Industry and recognition to the Academic Institutes Industrial Academic Board or College Governors etc.
- CPD Certificates will be issued by Constructionarium.
- Please include **#constructionarium** in any tweets you, your Academic staff or your students might post. Constructionarium is happy to do this on your behalf. Please text your daily project update to 07950 686 596 **before 8pm** each evening.
- A **LinkedIn group** has been established; please encourage the students, Academics, Contractor and Engineering staff to join in the discussions and post details of their experiences. Constructionarium can invite students and staff to participate, please forward a list of email addresses to Julia Stevens.
- Constructionarium actively seek quotes from all parties on their experiences to use in marketing activities.
- Constructionarium welcomes photos or videos for inclusion in their library. Permission will be requested and credit given to the supplier if used on their website or in any other marketing activity. Constructionarium will not use any photos or videos that display incorrect PPE being worn or poor site practice/behaviour being carried out.

Lastly, please ensure you and the students have a safe, rewarding and enjoyable week with us.

Organising Your Week at Constructionarium – Bircham Newton

EVENT CHECK LIST

	Timeline	Activity	Action by	Date actioned
BEFORE	ASAP	Academic Institute seek Industry Partners	U	
		Check on project availability	U/DM	
	Min 8 wks	Send booking form to Constructionarium	U	
		Acknowledge and confirm booking	DM	
		Raise purchase orders for Constructionarium and CITB, forwarding copy of PO to each	U	
		Arrange transport for students	U	
		Issue website logins as required	DM	
		Notify Press Office/Communications Team of event	U/C/CE	
		Academic staff, Contractor and Consultant meet to discuss project, arrange Student Briefing Day and site visit	U/C/CE	
	4 weeks	Last day to secure event at Constructionarium	U	
		Contractor confirms delivery arrangements	C/SD	
	14 days	Last day to notify NCC Accommodation Team of details	U/NCC	
		Confirm arrival times	U/NCC	
		Notify expected visitors to Constructionarium	U/C/CE	
		Student briefing day is held	U/C/CE	
		Student teams identified and individual photos taken	U	
		Constructionarium raise invoice for Academic Institute	CSD	
	EVENT			
AFTER	Sun	Arrive at Bircham Newton between 3-4pm	U/C/CE	
		NCC site and Constructionarium inductions	U/C/CE/NC C/SD	
		CITB restaurant open between 5-6pm		
		Welcome and Induction	U/C/CE	
		Issue PPE and name badges	U/C	
		Teams identify work priorities and disseminate	U/C/CE	
	Mon	0900hrs Power Tool Operatives report for training	S/SD	
		Teams present for work sign off with Client	S/U/C/CE	
		Project update Text to 07950 686 596 by 8pm, if required	U	
	Tue	Project update Text to 07950 686 596 by 8pm, if required	U	
	Wed	Project update text to 07950 686 596 by 8pm, if required	U	
	Thu	Project update text to 07950 686 596 by 8pm, if required	U	
	Fri	Check out of accommodation by 100hrs	U/C/CE	
		Aim for project completion at 1230hrs	U/C/CE	
		Photo/Press opportunities (Visitors to arrive between 1000 and 1230hrs)	U/C/CE/ SM	
		Clear, clean and tidy site + hand back keys	U/C/CE	
		Project update and photo text to 07950686596 by 1430hrs	U	
	2 weeks	Invoice paid by Academic Institute to Constructionarium	U	
4 weeks	Constructionarium to issue CPD certificates	DM		
2 months	Suggested poster event at Academic Institute	U		

KEY:

- U = Academic Institute
- S = Students
- C = Contractor
- CE = Consulting Engineer
- CSD = Constructionarium Scheme Director
- SD = Constructionarium Site Director
- DM = Constructionarium Development Manager