
Construction Management Plan

22 Warren Street & 52-56 Fitzroy Street

Broadland Properties Limited

20 May 2024



PROPERTY CONSULTANTS

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Version Control

Issue Number	Date	Owner	Internal Reference
1.0	20.05.2024	Gavin Ritchie	22 Warren Street & 52-56 Fitzroy Street

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1.0 Project Description



Property: 22 Warren Street & 52-56 Fitzroy Street

Client: Broadland Properties Limited

Surveyor(s): Gavin Ritchie
MRICS

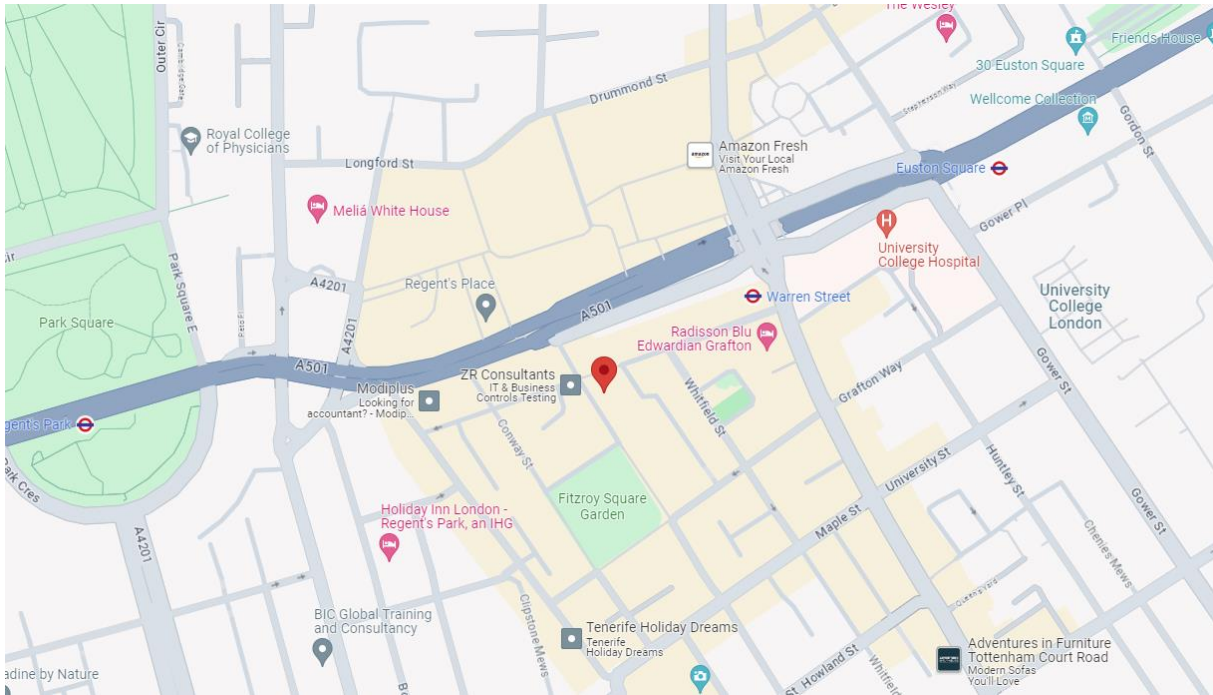
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GV&Co has prepared this Construction Management Plan for the re-development of 22 Warren St & 52-56 Fitzroy Street. This project will adopt the Considerate Constructors Scheme and as such will comply with all relevant rules and conditions set by the CCS. It will also be delivered in accordance with all of London Borough of Camden policy requirements and best practice guidance.

This Construction Management Plan confirms the safe delivery of the project and the measures to be taken throughout the construction period to mitigate disruption and minimise the impact of the project on our neighbours and the general public. It outlines methodology, logistics and environmental management. It shall be a live project document that is reviewed and updated throughout the works at regular intervals as required.

1.1 SITE LOCATION



The subject property has offices to the upper floors and retail to the ground and basement, London W1T.

1.2 SCOPE OF WORKS

In summary, the works comprise the following.

- Formation of new mansard roof
- Formation of new rear stairwell
- New render
- External façade repairs
- New windows
- Internal refurbishment

1.3 PROGRAMME AND PHASING OF THE WORKS

Planning – Sept 2024

Construction Commence – February 2025

Construction Complete – August 2025

1.4 PRE-CONSTRUCTION PHASE ISSUES

No	Item	Reason	Action
1.01	Asbestos	A FULL R&D survey is required before works commence	Report to be undertaken and recommendations implemented.
1.02	HSE Notification F10	HSE requirement	The Contractor will submit the F10 notice. GV&Co to check this has been done prior to works commencing.
1.03	Scaffold license and hoarding	Scaffold license from Camden Council is required for the works	Contractor to make application for licenses at least 2 weeks prior to works planning to commence.
1.04	Temporary works design	Fully considered design for temporary works is required before the first phases of works begin	Contractor to work with supply chain to ensure temporary works designs are in place and fully considered before works begin
1.05	Pavement closure license	Pavement closure license from Camden Council is required for the works	Contractor to ensure licenses are in place prior to works commencing.
1.06	Welfare and site-setup	Welfare must comply with regulations	Contractor to ensure fully considered in line with CDM regulations.
1.07	Noisy works	Undertaking the demolition of certain parts of the building	Working in conjunction with the Local authority and adhere to their guidelines and noisy working hour. In addition, we will be supplying acoustic screens/barriers to the live areas which will absorb and reduce the noise levels.
1.08	Dust and fumes	Generated dust and fumes during out demolition and deconstruction works.	Specialist dust extraction and enclosures, screens, watering/spraying down during the demolition.
1.09	Impact to local community	Certain parts of the pavements will be closed off, fully scaffolded building, noisy works, increased traffic.	Early engagement with the local community/residents, monthly newsletter, bi-monthly morning coffee catchup with the local community, Showing courtesy throughout.

1.5 CONSTRUCTION PHASE ISSUES

The construction works principally relate to the refurbishment to improve the overall look of the building but also include a new mansard roof extension, new rear staircase and internal refurbishment.

Due to the neighbouring buildings, access and deliveries will be limited to Fitzroy Street.

Key issues identified:

- Neighbours
- Construction methodology and sequencing
- Logistics and Traffic management
- Access and egress to the building
- Planning deliveries
- Noise

Building Phases

1.Site set up and demolition – Includes establishing welfare accommodation, erecting scaffolding and hoarding, temporary works, demolishing elements of the existing buildings and clearing the site of debris.

2.Structural Works –including steelwork, blockwork to roof extension, framework for rear stairwell.

3.Facade & Windows – includes the external elements of the building such as render and windows.

4.Fit-out, testing and commissioning—This stage includes all mechanical, electrical, and plumbing installation and testing of newly installed systems.

1.5.1 Site Neighbours

The site is located within a residential and commercial area with residential units to the south and commercial and residential to the east. Warren street has been partly pedestrianised.

Our construction methodology considers neighbours and will endeavour to mitigate any inconvenience. There are a few steps that will be taken to reduce the impact of the works on these third parties:

- It is of the utmost importance to engage as early as possible with Camden Council to ensure our logistics plan can be agreed and approved prior to site commencement.
- Noisy works will be identified and where possible methods changed to reduce. Any noisy works will be limited to section 60 hours (two hours on and two hours off approach).
- Deliveries and construction traffic activities will take place during agreed times and as per Camden Council requirements.
- Articulated vehicles are not to be used for deliveries—rigid vehicles only.
- All delivery trade contractors are to have a safe system of works (SSOW) for any operatives working on the back of a vehicle whilst delivering.
- Delivery vehicle drivers are to have in their possession any license / certification relating equipment / accessories (HIAB, Moffett forklift, slings, chains etc).
- Only one delivery vehicle will be allowed on location at any one time, preventing traffic jams/restriction of access—this will be controlled via our online delivery booking system that we manage in house.
- We will be transparent with all residents and our neighbours providing regular updates on the works and planned activities with regular newsletters being sent out.
- An open dialogue will be held with the construction activities with the local residents & businesses adjacent and the existing tenants to ensure co-ordination of any major activities are planned.

1.5.2 Construction Methodology and Sequencing

Initial construction works include site set up works, comprising of setting up welfare facilities, temporary services and establishing the site security. Part of the initial works will ensure the existing boundaries are secure and safe to prevent unauthorised access and introducing ourselves to the neighbouring buildings.

Works will commence with the Validations, Design Surveys, Isolations and decommissioning of the existing services and erection of scaffold, to allow strip out works to commence. We will also be carrying out a level of “investigation works” to allow us to fully understand the building to assist us in completing the building design. The roof will have a handrail erected to provide safety fall prevention to operatives working at roof level. Due to the restricted nature of the site, a wait and load waste removal method will be utilised, meaning a waste removal vehicle will arrive onsite and be loaded by hand before leaving site. The maximum vehicle size anticipated is up to around 8m in length, meaning the maximum waste skip utilised will be an 8-yard skip or fixed based equivalent such as a cage waste wagon.

The façade refurbishment works will begin with the erection of scaffold to the front, side and rear elevations. The scaffold will be erected in accordance with the approved scaffold design. The scaffold will be sheeted with Monar flex to capture falling debris and dust and all scaffolding will be cleaned down daily by the site team. Lighting will be provided to all scaffold lifts and CCTV and alarm to the gantry and lower perimeter levels.

Before structural demolition works commence, temporary works will be installed to support the existing structure, i.e. the annexe, rear lightwell and the perimeter of the new proposed core. Fall prevention safety systems and dust sheeting will be adopted for the works.

Deliveries

Deliveries will be coordinated using a weekly delivery schedule to coordinate between hoist usage and mobile crane lifts to avoid creating nuisance on the street.

The new brick work, blockwork and holorib (met floor steel decking) for the rear stairwell and roof extension will be delivered to site via lorries, Hiab drop onto the gantry and moved immediately to the required floors via or a mobile crane, all depending on size of deliveries and materials. The scaffold gantry will also be supplied with a beam hoist to assist with some deliveries that may not be able to be lifted by hiab.

The necessary steel work and holo rib, necessary for the extension of the roof, will be delivered on a flatbed vehicle to keep the extent of vehicles on the road to a minimum.

Vertical transportation of large and bulky materials & plant will be carried by either hoist or Mobile cranes. Mobile cranes will be utilised for distributing materials to the higher levels mainly and these will be programmed to be undertaken over weekends.

Material movement by Mobile Cranes

We have investigated all options, and the use of mobile cranes is the most practical solution to material movement on site.

We have used hoist and Nicco beam solutions in the past, but these have proved only viable if no other options are available.

The use of the mobile crane will de-risk the programme's requirement to get material to the work face quickly and easily, without damage or health and safety risks, using pinpoint accuracy.

Camden council will be notified of the road closure requirements and a meeting will take place on site to discuss the expectations of the council. A full application will be made 8 weeks prior to works commencing, Islington advise an 8-week period is required for processing an application.

Façade works comprising of render repairs, window replacements and paint. All access for these works will be via the scaffold with materials being distributed via a hoist positioned in the centre of the site at the front of the building on Fitzroy Street adjacent the proposed gantry. The scaffold will remain in place throughout all works and continue to be wrapped in acoustic Monar flex to prevent dust and debris falling on to neighbouring property during these works.

1.5.3 Logistics and Traffic Management

The main access to the site will be via Fitzroy Street. The road is shared with the neighbouring buildings including commercial & residential units. As such the access for residents and users of the neighbouring buildings will be maintained.

2.0 Management Structure

Role	Name	Address	Contact	Number	Email

The main contractor will be selected and appointed in due course.

3.0 Communications and Correspondence

The successful implementation of this Construction Phase Management Plan depends upon adequate coordination, communication and liaison between the various parties.

Accordingly, the following formal arrangements have been made at a project management level:

- Weekly meetings will be held between (Main Contractor), the Design team Consultants, the Client and the Client's Agent.
- Design Team meetings will be held as required with the design team and contractors as appropriate.
- Fortnightly meetings will be held on site between the Project Manager and subcontractors employed on the project.
- Supervisors will hold 'Tool-Box Talks' with all operatives; there will be records kept on site of these toolbox talks.
- Instructions relating to Health and Safety will be issued at the daily meeting between the Project Manager and the subcontractors' foremen, as well as the regular recorded meetings held at least fortnightly with the subcontractors.

4.0 Health and Safety Policy

4.1 HEALTH AND SAFETY POLICY

The main contractors Health and Safety Policy will be aligned to industry best practice and will be appended to the final Construction Management Plan.

4.1.1 Principal Contractor Responsibilities

The Principal Contractor will take all precautions and actions such that are necessary to enable them to discharge his obligations as required by the following regulations:

- Health & Safety at Work Act 1974
- Management of Health and Safety at Work regulations 1999
- Workplace (Health, Safety and Welfare) regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Construction (Design and Management) Regulations 2015
- Control of Substances Hazardous to Health Regulations 2002
- Manual Handling Operations Regulations 1992
- Work at Height Regulations 2005
- All other current legislation and Approved Codes of Practice

5.0 Accident and incident reporting

All accidents and dangerous occurrences must be fully investigated, and the findings entered in the accident book immediately following the incident. All reportable accidents must be notified to the Director by telephone in addition to the statutory duty to inform the relevant office of the Health and Safety Executive. The definition of a reportable incident/accident is set out in section '13 Book 'A' (Legal and Management) 'of the new CITB Safety Notes.

Each contractor is responsible for ensuring that accidents and incidents are reported via Form F5208 to the Health and Safety Executive or appropriate enforcing authority in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR2013).

All accidents that result in personnel time loss or damage to plant or properties (of any nature) will be investigated by the employer or responsible person with full participation and cooperation of any contractors involved. A full report must be compiled with any witness statements and photographs to assist in the final conclusions and recommendations.

6.0 Shared welfare for site personnel

Welfare will be provided for all operatives and contractors on site. These will be located within the Ground floor of the Project and will be cleaned on a daily basis. The welfare will include:

Clean and tidy toilets will be provided at easily accessible locations. They will have adequate ventilation and lighting. There will be separate male and female toilets provided. Site WCs will be provided to meet the recommended ratio of 10:1.

Clean and tidy washing facilities with sufficient ventilation and lighting will be provided next to all site toilets and changing areas with the hot and cold running water, soap and other cleaning agents and hand towels.

An adequate supply of suitable drinking water will be provided, with suitable cups or other drinking vessels.

Separate male and female changing rooms and lockers will be provided for operatives to change into specialist clothing, with seating and secure areas for storing personal clothing and protective clothing. Facilities for drying wet clothing will also be provided.

Adequately heated rest facilities with the appropriate number of seats and tables will be provided, along with a method for heating drinks and warming food.

7.0 Induction and training

All personnel (including visitors or the Client's professional team) wishing to access and work on this project must attend the site safety induction. On this project there will be 3 types of Induction @ 0830:

- Full site-specific induction –which everyone shall attend.
- Site supervisors' induction – which the Trade contractors Foreman and Site Managers shall attend.
- Visitors' induction for ALL visitors