

OUTLINE CONSTRUCTION MANAGEMENT STATEMENT

**THE RAILWAY TAVERN
100 WEST END LANE
WEST HAMPSTEAD
LONDON
NW6 2LU**



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1. Introduction

Once appointed the Main Contractor for this project will have the responsibility to develop the Construction Phase Health and Safety Plan to include the formal Construction Management Plan.

The construction phase Construction Management Plan will be developed specifically to address the safety, health, environmental and quality requirements for this contract and will include all necessary measures required to minimise the effect of the construction works on the surrounding buildings, roads and to the public. Some of these measures will include the following:

1. Adequate signage on and off site
2. Specific parking restrictions
3. Proposals for scheduling of deliveries
4. Proposals for restricting dust and debris

As not all information relating to the project is available to develop the plan fully before construction works commence, any amendments to the plan will be implemented within the appropriate section of the management plan and subsequently recorded within an index of amendments.

The proposed works are to be carried out as one complete phase of works, however, the public house will close for the first 18 weeks of the works only. During this initial period the works to the ground floor and basement area are to be completed, whilst works in other areas will continue for the duration of the contract period. The Main Contractors Construction Phase Construction Management Plan will identify all measures necessary to ensure separation and safety of site operations from the public domain.

The site management team will prepare detailed method statements and programmes at the commencement of the works and as the works progress.

2. Pre-start Investigation

Prior to commencement of works on site, a detailed CAT survey will be carried out to confirm the extent of any existing services in conjunction with the information contained within the tender documentation. These will be plotted on a drawing which will be maintained as a record throughout the contract.

Consideration will be taken of this when formalising method statements and permits to work on certain aspects of the works. Any services of particular concern will be physically identified on site by means of visible marker posts or spray paint.

Notification of commencement will be issued to the Local Authority and to all Statutory Authorities advising them of the new construction works. Measures will also be undertaken to make early contact with all adjoining businesses and home owners to establish good relationships and a commencement notice will be delivered prior to works commencing on site.

A dilapidation survey of existing facilities will be carried out prior to the works commencing. A concise portfolio will be developed with written and photographic records detailing any conditions relevant to the site boundaries and access roads, a copy of which will be made available to the Client and to the Local Authority Planning and Highways Departments.

A clear line of communication will be established with the Client's Design Team to ensure all Party Wall matters/boundary conditions are dealt with in an agreed manner.

3. Site Set-up

Temporary Accommodation

The temporary site accommodation required for the construction period will be constructed within the building at first floor level. The temporary accommodation will include a site office, a canteen and a drying/changing room. The existing toilets within the building will be retained and used during the construction works. The position of the temporary accommodation may be moved on site to suit the progress of the works.

Existing service connections on site will be used for telephone, water, electricity and foul connections. All live temporary feeds will be suitably protected throughout the works and stripped out prior to handover.

Security

A timber hoarding will be erected to the perimeter of the site, with gates at the controlled access and egress points. After the initial 18 week period of works are completed the site hoarding will be rationalized to the tertiary entrance on Broadhurst Garden. Further security will be considered at the latter stages of the contract if deemed necessary.

All hoarding will remain intact until such time as the building itself can be secured. Floodlights, when required, will be provided to aid security and will be located in various positions with care taken so as to avoid any discomfort to adjacent properties.

Signage

Prominent signage will be used on the contract to inform and advise both operatives and the general public of hazards, access routes, construction works, parking areas etc.

The site offices and the welfare facilities/area will prominently display the main site health and safety sign which will advise all operatives and visitors of the general site safety rules that are applicable to the site. Further signage will be displayed outside the site for other road users, including by the main entrances to site so as to warn/advise operatives and the general public of more specific dangers such as construction traffic movement.

Site signage will be provided as necessary to advise visitors and deliveries of the safety requirements within the confines of the site. Such signage will include:

- Danger Construction site
- Overhead/underground services
- Personal Protective Equipment requirements
- Noise etc.

All information relating to health and safety, including the F10 form and the site rules, will be displayed on a notice board situated within the site welfare facilities.

Access to Site

All vehicular access to site will be via Broadhurst Gardens. All deliveries to site will be via the site entrance and loading/unloading of vehicles will be managed in a controlled set down zone off Broadhurst Gardens. All deliveries will be overseen and managed with a banksman present at all times. Pedestrian routes on site will be identified and protected to provide safe access to and from the building; this route will be clearly demarked on site. A clear escape route will be maintained at all times from the site and from adjoining buildings fire escapes.

Parking Facilities

No parking will be available on site, other than for delivery purposes. All operatives will be instructed to use public transport, local pay and display car spaces or to park in nearby public car parks.

Materials Storage

Bulk/large materials will be delivered to site, on an as required basis, (due to the limited available space), off loaded and protected directly adjacent to the intended work place where possible. Lockable storage containers will be used by subcontractors within the building for the storage of small items of material, equipment and small plant. The storage containers will be kept locked at all times with a designated person holding the official key. No hazardous materials should be kept within these unless relevant specialist precautions are taken.

At no time shall materials be stored outside the site.

Should it be necessary to store fuels such as diesel on site, a suitable area will be designated for storage and double skin tanks with integral bund will be utilised.

Waste Disposal

All sub-contractors will deposit waste materials in a skip inside the hoarding line. Due to space restrictions this will be a mixed waste skip and materials will be segregated offsite. The skip will be within the site hoarding and thus prevent unauthorised access by the general public. All skips will be removed to registered tips as necessary with the required waste management measures instigated. The contractor will be encouraged to consider WRAP during the construction period.

Existing Services

The Main Contractor will operate both Permit to Dig and Plant Operator Authorisation systems of work for all works including excavations. No excavation works will be allowed to commence until the Site Manager or Site Engineer has issued these permits to the machine operator or

the operative. This system of work will ensure that the appropriate checks have been made.

4. Sequence and Method of Work

Introduction

To help minimise disruption and to keep adjacent properties and businesses informed, the Main Contractor will liaise regularly with all affected parties. The name and contact details of the site Project Manager will be displayed in a prominent position on site and also on the site hoarding.

Particularly nuisances such as noise and vibration will be considered in deciding construction methods and timing. Traffic considerations are dealt with in a separate document by the Main Contractor once appointed.

It is intended that the Main Contractor registers the project with the Considerate Constructor Scheme and aim for a Gold award. This initiative and the objective of scoring well is a live, daily incentive to excel in neighbourly relationships through communication, appropriate noise and vibration control measures and traffic management.

Site Set-up

On taking possession of the site, the first activity to be carried out will be to set up the onsite offices and welfare facilities. Following on from this a netted independent scaffold will be erected around the building and a 2.4m high hoarding will be erected around the site as per the Construction Site Layout. This will ensure that the site is fully secure prior to commencing the demolition and alteration works. The Contractor shall apply for appropriate pavement licences.

Scaffolding

Independent scaffold will be erected to all external elevations. Materials will be loaded out onto loading platforms purposely designed and located to suit the works. Physical ties to the building will be utilised where and when required through window and door openings or onto adjacent structural frames.

The independent scaffold to the external elevations will be fully netted to prevent the risk of materials falling from height. The timber hoarding and netted scaffold will also act as a dust prevention barrier to avoid dust nuisance to the surrounding properties.

Scaffold inspection and installations will be supervised very closely with handover certificates issued and received prior to any access.

Under no circumstances will anybody be permitted to alter or adapt scaffold unless trained to do so. If this should occur the person or persons will be instantly dismissed from site.

Surface Water / Groundwater

Every effort will be made to ensure groundwater is not affected by the works. This will include the proper control and management of all materials that may have an adverse affect.

Surface runoff will be closely monitored so as not to adversely affect adjoining drainage systems. Detailed method statements will be amended if necessary, whenever practical, to ensure this objective.

Demolition and Alterations

The demolition and alterations stage of the project will include the following activities:

- Upon completion of a full Refurbishment and Demolition Asbestos survey any necessary works for the removal of asbestos will be carried out by appropriately qualified contractors.
- Strip, remove and safely store all existing FFE that is to be reused when the works are complete.
- Removal of the existing main roof and third floor construction and reconstruction using structural steel framing together with timber joisting carcassing to form a new mansard roof construction.
- Demolition and removal of internal loadbearing masonry walls and replacement with structural steel beams and columns.
- Construction of new loadbearing masonry walls up off new foundations.
- Replacement or strengthening of existing floors to the first and second floor levels for uprated floor loadings and support of acoustic treatment.
- Removal of the existing ground floor ceiling and services to enable installation of new acoustic rated floor construction. New ceiling line to be reinstated to match existing ground floor ceiling.
- Strip out of existing mechanical and electrical services and replacement with new.
- Strip out of existing unwanted drainage runs and connection, capping services where necessary.
- Removal of previously blocked up window infill panels and replacement with new windows.

Demolition of the third floor means that the building will be susceptible to the elements and in particular to the ingress of rain water until the third floor and roof is reconstructed and the building weatherproofed. At this time it is anticipated that a temporary roof will be installed.

The site manager will liaise with the adjoining building residents prior to the works being carried

out to avoid unnecessary alarm. Every effort will be made to reduce the noise and vibrations produced by these works.

Frame and Envelope

New steelwork framing will be erected to the third floor and mansard roof. During this operation full or partial temporary road closures will be required on Broadhurst Gardens and a mobile crane will be set up within the roadway. All necessary approvals will be obtained from the Local Authority Highways Department prior to these works being carried out. The mobile crane will be set up on the roadway and no outriggers will be placed on the footway or over existing services in the roadway. Safe pedestrian access will be maintained along Broadhurst Gardens at all times. The Main Contractor will notify and liaise with local residents prior to the road closures. A Traffic Management Plan will be put in place to divert vehicular traffic and a clear working area will be set up using barriers.

During the road closure works, the working area will be kept clean and tidy. Noise and dust will be controlled and minimised so as to avoid discomfort to neighbouring properties and the general public.

New windows will be installed either off of the standing scaffold or a MEWP depending on the elevation. A specialist contractor who has been approved by the door manufacturer will install the doors and will provide all necessary protection until handover is achieved.

Roof

Once the steelwork framing and timber carcassing of the mansard roof is installed, the external roof area will be lined and levelled and works to the roof coverings will commence. Edge protection to the roof will be provided by means of a double handrail and toe boards.

Access to the roof to facilitate installation will be via the external scaffolding or from within the existing building. Lifting of materials on to the roof may be via a goods hoist. The specialist subcontractor's method statement will be checked and agreed before any works commence on site.

Internal Fit Out Works

Once the building is weather tight, internal metal stud partitions will begin to be installed. Activities to follow will include mechanical and electrical installations, 1st and 2nd fix carpentry, wall finishes and floor finishes.

All rubbish arising from the internal works will be taken off site by a licensed waste contractor. Care will be taken at all times to reduce noise during the internal works.

Mechanical and Electrical Services

The mechanical and electrical services for the building will be installed by specialist subcontractors. Their works will take into account, current legislation, Codes of Practice and sustainability

statements for the development.

External activities will be carried out again off of the scaffolding or MEWPs, with internal activities accessed using podium steps or similar. All working access platforms will be risk assessed prior to use.

Careful planning will be given to works when services become live, with a permit to work in Live areas system being run.

Main services installation will also be coordinated from site, and scheduled to suit installation dates, commissioning programmes and external works constraints.

External Works

A very limited amount of external works are envisaged for this project. If required, any making good works to the footpaths around the building will be carried out towards the end of the project. The Main Contractor will liaise with the Local Authority Highways Department prior to any such works being carried out and all necessary approvals will be obtained. A safe working zone will be clearly marked out using suitable barriers and a safe pedestrian route will be maintained at all times.

During the external works phase, the working area will be kept clean and tidy. Noise and dust will be controlled and minimised so as to avoid discomfort to neighboring properties and the general public.

Crane / Material Handling

Due to site logistics, the material distribution and hoisting may be carried out by means of a goods hoist.

As detailed above, some activities will require the use of a mobile crane. Mobile cranes will be supplied by a specialist. All necessary arrangements, such as lifting plans, risk assessments and use of competent trained personnel, will be organised and approved by the Main Contractor prior to the crane coming onto site.

5. Site Procedures

Internal Site Meetings

Regular meetings will be held to discuss:

1. Progress on site, update the current position related to the contract programme and to discuss and record ways and means of overcoming any current problems relating to the processing of the works.
2. Methods of carrying out forthcoming construction works so as to allow for planning periods or particular on site operations to avoid any confusion or possible delays and indeed abortive work.
3. Internal procedures and to adjust/update the programme should it be felt necessary, especially to make the running of the site more efficient.
4. All aspects of safety on site especially requirements of forthcoming site operations.

Reporting Procedures

The following will be tabled for discussion at each internal site meeting:

1. The status and progress recorded against the contract programme.
2. Current short-term programmes and stages recorded against contract programmes with, if necessary, actions for bringing works into line with the contract programme.
3. Weekly labour and plant returns.
4. A rolling schedule of approvals of all materials yet to be approved. This schedule will be updated on a weekly basis.
5. A schedule of materials and projects manufactured off site with status of percentage manufactured and anticipated delivery dates.

Client Meetings

These meetings held on site with the site team will review all matters prevailing to the works. Emergency/out of hour's telephone numbers will be made available for all the site team.

Weekly Sub-Contractors Meetings

At weekly intervals a meeting with sub-contractors will be held to highlight and coordinate any problems. This will ensure the smooth running of the site operations, especially concerning safety.

Safety, Health, Environment and Quality

Our procedures for Safety, Health, Environment and Quality are covered in section 7 of this Construction Method Statement.

Accident Statistics

All accidents and incidents, including damage to property belonging to the Main

Contractor or others, are reported to site management and the appointed Health & Safety Advisor who shall instigate an initial investigation as soon as is practicable as to the cause of the incident. The site management team shall introduce where appropriate immediate corrective actions to avoid recurrence of the incident.

6. Working Hours

The typical site working hours will be as follows:

- 07.00 – 18.00 Monday to Friday
- 08.00 – 13.00 Saturday
- No work on Sundays or Bank Holidays

7. Safety, Health, Environment and Quality

It will be the Main Contractor's duty to constantly maintain the Health & Safety of all operatives on site and the general public, where and when they come into contact with the operating site.

During the construction stage the Main Contractor will appoint a Site Manager, amongst whose duties will include the coordination of health and safety issues between the various sub-contractors engaged in the project. This will be achieved by a strict Site Induction, regular toolbox talks and regular meetings between sub-contractors' nominated representatives chaired by the Site Manager.

All activities will be pre-planned and considered in advance; Safety specific planning meetings will consider in advance the safety implications of the tasks themselves and also the interaction of trades with other concurrent activities.

Each operation will be assessed for risk prior to commencement, and will only be allowed to continue when the methods to be adopted are safe, the method statements have been approved and the workforce themselves understand the protective constraints that they are to work under.

The site will be audited regularly by independent safety advisors. Copies of these audits will be filed on site. Issues arising will be dealt with in the next tool box talk. These toolbox talks will happen immediately if the issue requires.

All sub-contractors, per appointment, will first be required to demonstrate a satisfactory safety record and safety management system, and commit to the concept of continual improvement.

The Main Contractor will be required to assess potential environmental impact of his operations including specific consideration being applied to matters such as waste generation, energy use, and air and water pollution threat.

The Main Contractor will be required to implement a Quality Management System, which will be used to monitor the quality of all works carried out on the project. Work inspection sheets will be completed for each element of the works to check compliance with the specifications and drawings etc.

During the construction works, there will be various demolition, alteration and construction activities undertaken, all of which have the potential to generate noise and/or dust.

Adherence to the construction working hours that are detailed in Section 6 will ensure that any noise and vibration emanating from the works will be limited to specific times during the week.

Mitigation Measures

In order to sufficiently ameliorate the likely noise impacts, a schedule of noise control measures will be formulated by the Main Contractor for the construction phase.

With regard to construction activities, reference will be made to construction regulations for guidance on the control of noise and vibration from demolition and construction activities. In particular, it is proposed that various practices be adopted during construction, including:

- Limiting the hours during which site activities likely to create high levels of noise or vibration are permitted
- Establishing channels of communication between the contractor/developer, Local Authority and neighbours
- Only plant that conforms to the relevant noise emission standards will be used during the construction of the proposed development
- All plant items brought to site will be properly maintained, provided with effective silencers and operated in a manner as to avoid causing any excessive noise, vibration or exhaust emission
- All items of plant operating on the site in intermittent use will be shut down in the intervening periods between use
- All stationary plant will be located as far as reasonably possible from occupied dwellings
- All stationary trucks shall turn off their engines when possible
- Selection of plant with low inherent potential for generation of noise
- Erection of barriers as necessary around items such as generators or high duty compressors
- Locating of noisy plant as far away from sensitive properties as permitted by site constraints and the use of vibration isolated support structures where necessary

Dirt & Dust Control

Site operatives will be instructed to clean their work area on a daily basis to the skip supplied. Additionally it will be expected that a site wide general clean will be undertaken each week or as deemed necessary. This will involve each sub-contractor supplying operatives to work under the instruction of the Main Contractor to clean up the site and maintain it in good condition.

The site will be enclosed by the timber hoarding and netted scaffold which will act as a barrier to prevent dust spreading outside the site. Water suppression devices will be used on dust producing equipment such as concrete saws.

8. Construction Site Layout

To be prepared by the Main Contractor once appointed.

10. Programme

A construction works programme is to be prepared by the Main Contractor once appointed.