

# Construction Management Statement

The key to delivering a successful project is the setting-up and maintaining of an effective logistics strategy. We believe we have prepared the optimum logistics strategy that will underpin the success of the project

Working in 11 St Chad Street WC1H 8BG

## Introduction

A robust logistics plan is fundamental to the success of the Eleventh Church of Christ 'Scientists' fit out.

Should we be successful, the logistics plan will be developed further to provide:

A high quality management and welfare environment that will retain the workforce and engender a quality mindset

Well managed site operations

A clear plan for delivery of materials and removal / recycling of waste from the site

A clear plan for movement of operatives and materials within the site, including measures to prevent trespass of adjoining areas

Awareness of and efforts to reduce the environmental impact of the works

Security of the site and safety for visitors and operatives.

**square metre** procedures are set up specifically with consideration to working in occupied premises. Subsequently our standard procedures for all sites, whether occupied or not, include the following minimum expectations which are included within the site induction process.

All operatives and visitors must be polite and well mannered

Respect to be shown to all people (especially the public) at all times

No site radios

No smoking on or around site

No inappropriate language on or near site

Correct PPE to be worn at all times

**square metre** hard hat and hi-viz to be worn at all times

Appropriate levels of clothing to be maintained at all times

Maintain a tidy site

No materials or equipment to be left outside the site demise without specific prior agreement

All safe routes and fire escape routes to be kept clear at all times

Skips and refuse containers to be kept tidy and covered at all times

Consumption of food and drink must only take place within the site welfare area

No access outside the site demise into other parts of the property without authorisation

Permits to work must be obtained to access voids / risers and any location outside the site demise

No work to be carried out without **square metre** approval of method statements and risk assessments.

Taking account of the environment within and around the building, we will enforce safe working practices at all times. No operatives will be permitted outside the designated site demise without authorisation. **square metre** will not tolerate any non-compliance with this policy and anybody found in breach of this will be permanently removed from site.

## Access Arrangements for Employees

We would propose that construction staff and site visitors enter the building via the scaffold gantry located at the front of the building in St Chad St. Located on the gantry will be the site office & welfare facilities. All construction staff and visitors will be required to sign in/out when entering or vacating the site.

## Site Induction and Identification Cards

Before completing the **square metre** Induction, all personnel whether employed directly by **square metre** or sub contracted will complete a **square metre** induction form and have their photo taken. The induction form information will then be input into the access control database. The Project Manager / Foreman will then produce a company ID card which will display name, company and image of holder and date of issue. The ID card will be displayed at all times while working on site.

All operatives working on the project will be required to complete a comprehensive Site Safety Induction on site prior to starting any works on site. Inductions will be carried out daily at 08.00 in the meeting room.

An induction will also be carried out for the Design and Client teams, this is essential to comply with our company's health and safety policies, its important that all parties including visitors need to conduct themselves in a safe manner while being on site, by leading from the front we can demonstrate to the whole delivery team the importance of working in a safe and considered manner.

## Site Deliveries and Storage

All deliveries to site will be scheduled in advance. Trade contractors wishing to deliver to site will make a delivery booking with the **square metre** site foreman.

Our full time foreman would also be responsible for acting as Banksman for vehicle movement. The Banksman would be responsible for managing the Delivery Schedule ensuring materials are delivered on a 'just in time' approach. All deliveries will be booked-in to the required time periods and co-ordinated to ensure congestion is kept to a minimum.

Once an agreed delivery slot has been allocated, the trade contractor will be informed and the intended delivery logged into the **square metre** delivery schedule.

We will put in place the following procedures to ensure compliance with **square metre** protocol and to minimise the impact of transport and deliveries:

Daily deliveries transport mileage will be recorded and CO2 emissions recorded in kg

Waste removal transportation will also have mileage and CO2 emissions recorded

Vehicle drivers are not allowed to park up in the surrounding area and wait for their allocated delivery slot; this practice WILL cause unnecessary traffic congestion and disruption to the surrounding area

Bulk deliveries are to be scheduled at non-busy periods to help avoid traffic congestion

All delivery trade contractors are to have a safe system of works (SSOW) in place to facilitate the safe working at height of any operative(s) working on the back of a vehicle whilst within the loading area

Delivery vehicle drivers are to have in their possession any licence / certification relating to competence of operating any equipment / accessories, HIAB, Moffat forklift, slings, chains etc...

Articulated vehicles are not to be used to deliver material to site – rigid vehicles only

Only one delivery vehicle will be allowed access to the site at any one time

All vehicle engines are to be turned off when stationary in the loading area

All trade contractors are to be encouraged to optimise their deliveries to ensure that delivery journeys are not just delivering one box, helping to reduce the vehicle carbon emissions

Due diligence is to be observed by all vehicle drivers within the loading bay, guidance / directions from the vehicle banksman is to be obeyed at all times.

This process will also include any client direct installers.

Storage areas will be clearly identified on each floor and we expect each trade to manage their storage of materials to ensure the site is kept tidy at all times.

Maintaining a clean and tidy workplace also goes hand-in-hand with running an effective material strategy. square metre very much believe in this philosophy and make every effort to ensure that its sub-contractors maintain a clean work area and also provide support to tidy-up after contractors who unfortunately neglect this condition. Generally, our site team ensure that site 'housekeeping' is maintained and continually reviewed from walk-rounds and inspections. All suppliers will be given directions to the site and instructions as to the site restrictions.

## Site Security

**square metre**, once appointed, will provide a robust security regime to manage and protect the site. As part of this review we have considered a strategy to secure the building.

We would propose to install a scaffold covering the full width and height of the front façade on St Chads Street. The entire scaffold would be covered with monoflex. At Ground floor and level 1, the scaffold would be clad in a 2.4m high secure painted plywood ready to receive a possible advertisement, advertising covering or other. A gantry would be built on level 1 which would house the site office & welfare facilities and be used as the site entrance. We would also propose to use the ground floor for deliveries and waste removal but would limit its use during the working day to mitigate the risk to members of the public.

A scaffold would be built to the sides of the building with a temporary roof to protect the working areas

We would look to install a security alarm to the scaffold & secure plywood hoarding around the site

Our site foreman would be on duty during working hours and would be responsible for securing the entrance gates at the start and end of the working day.

# Site Setup

## Site Offices and Welfare

We take our responsibility to provide good quality facilities for site operatives very seriously. By providing good quality, well maintained welfare facilities, we deliver a message stating the intent of the level of care and quality that we will be striving to achieve on the Eleventh Church of Christ 'Scientists' fit out.

We propose to establish our site set up using portacabins located on the St Chads St elevation scaffold gantry.

The facilities will include:-

- square metre** management office with full communications functionality

- Meeting room

- Canteen

- Lockers and drying / changing area

- Site Toilets.

The work areas will also be set up and maintained to a standard that will engender quality workmanship and retain the workforce. Good lighting, ventilation and signage are a minimum standard and will be well maintained via a series of planned daily and weekly checks.

## Protection

The making good of finished items of work is ultimately the responsibility of **square metre's** management team to ensure the protection of these areas. Therefore to eliminate this risk, our site team before and during the works, will establish the exact protection requirements. To maintain this level of commitment monies will be built into each work package to ensure that protection is included, as we all realise that to go back and make good finished areas of work is not desired or cost effective.

The basic level of protection will be individually identified to ensure that finishes are maintained throughout in order to retain the required level of finishes desired by the client and that will ultimately lead to a snag-free project.

- Retained finishes within the work area

- Retained finishes through access routes

## Fire Evacuation

The existing staircases will be used in the event of a fire. The Fire Muster Point during the construction works will be on the corner of St Chad St, opposite Stratston's car park

Details of this will be displayed on site and a detailed description given during the onsite health and safety induction. Portable hand ringing bells would be placed on each floor during the construction phase and be operated by **square metre** staff in the event of the need to evacuate the building.

**square metre** understand the need to maintain emergency escape routes, access routes, toilet areas and the main entrance way and will ensure all temporary hoardings are maintained at all times.

## Safety & Security

**square metre** will ensure that all operatives and visitors know where they are required to sign in when arriving on site. With our site offices being directly situated within the building demise, we will have in place a system that will ensure that only authorised personnel enter the site. As such the following regime will be put into place:

Security pass (Photographic) for each & every individual

Booking-in system for deliveries

Signing-in book for all personnel, visitors & staff

Permit-to-work system in place where required

Lockable doors to all site entrances.

Safety notices will be in place throughout the site where appropriate and with regular safety inspections and checks all aspects of safety can be realised and kept to a minimum. Fire procedures will be in place and assigned within each person's induction.

## Parking

No operatives will be allowed to park on the site during the works. Only specialist vehicles necessary for the works or vehicles making deliveries will be allowed access to the works. This will be clearly explained to all during both the tendering process and also the specific individual inductions when the site rules will be reinforced.