

CONSTRUCTION MANAGEMENT PLAN

CONTRACT: 51-52 TOTTENHAM COURT ROAD, LONDON, W1T-2EH
(REFURBISHMENT, ADDITION OF UPPER FLOORS & BASEMENT
DEVELOPMENT)

CLIENT: ATLAS PROPERTY LETTING & SERVICES LTD

DATE: 02/01/16 (Revision 00)



Information Prepared by:
Malcolm Furniss BSc(Hons), MCIQB, CMIOBH, RMaPS.
Email: malcolmfurniss.mef@gmail.com

00	02/01/16	mf		Initial Draft
Revision No:	Date	Rev. by AP	Rev.by Client	Note

M.E.F. CONSTRUCTION SERVICES LTD
CONSTRUCTION MANAGEMENT AND SAFETY CONSULTANT
Director: MALCOLM FURNISS BSc(Hons), MCIOB, CMIOSH, RMaPS

Forward

As part of the REDEVELOPMENT of the existing properties there is an intention to enlarge the basement under the existing building together with refurbishment of upper floors and addition of upper floors.

The existing building is on the main thoroughfare and retail district of TOTTENHAM COURT ROAD. This is a busy retail and residential area CENTRAL LONDON and therefore the CONSTRUCTION WORKS needs to fulfil the requirements of CAMDEN COUNCIL.

Access for plant, materials and waste being dictated by surround buildings and road configurations. Site as per the location plan below:



07 HAYLEY ROAD, LANCING, WEST SUSSEX, BN15-9EL
07988629423

.....
e-mail: malcolmfurniss.mef@gmail.com
.....

Contents:

- 1.0 Introduction
 - 1.1 Objectives of the Plan
 - 1.2 Project overview
- 2.0 Project Background
 - 2.1 Site Description
- 3.0 Proposed Site Works
 - 3.1 Preliminary Programme
- 4.0 Construction Management Action Plan
 - 4.1 Communication
 - 4.1.2 Neighbourly Relations
 - 4.1.3 Considerate Constructor Scheme
 - 4.2 Site Establishment
 - 4.2.1 Access
 - 4.2.2 CTMP - See separate document**
 - 4.2.3 Working Hours
 - 4.2.4 Fire and Emergency Procedures
 - 4.2.5 Security
 - 4.2.6 Health and Safety
 - 4.2.7 Scaffolding
 - 4.2.8 Main Plant
 - 4.2.9 Good Housekeeping
 - 4.2.10 Utility Services
 - 4.3 Environmental Issues (See Environmental Impact Assessment)
 - 4.3.1 Waste and Material Management
 - 4.3.2 Dust, Noise and Vibration
- 5.0 Method Statement

1.0 Introduction

1.1 Objectives the Plan:

The purpose of the Construction Management Plan is to outline our approach to managing the demolition, reconfiguration and re-construction works for 51-52 TOTTENHAM COURT ROAD. This document includes specific comment on site establishment, logistics and the process of managing the overall environment surrounding the Site. It will also ensure that the works cause the minimum disruption to the adjacent businesses and residents with a safe working and living environment.

The agreed contents of the construction management plan must form part of the development plan and agreed with CAMDEN COUNCIL. The plan will be constantly reviewed and any changes and or improvements will be added and agreed with the Council and the plan revised and re-issued

These proposals are to enable third parties to understand the nature of the works and the various construction activities associated with the development.

This Construction Management Plan is subject to third party approvals and therefore amendments are likely. Formal approvals and activity methodology approaches will be addressed in detailed submissions to the design team and the Client. Liaison with the neighbours and interested parties will continue throughout the project, as information is updated and as the project develops. Particular attention will be paid to ensure that the neighbours are kept apprised of progress and future works on the project.

The information provided in this document is an overview of the key project activities for the works to the Project. Generic statements herein are to be further developed into plans, procedures and detailed method statements as the project develops.

This Plan will be used as the background for the detailed construction method and risk assessments and will be included in all specialist trade contractor portions of the works.

The management and planning required for this project is to be of the highest order if the technical and logistical issues are to be overcome and the project delivered successfully in the best possible time. We have a carefully selected supply chain of specialist suppliers and subcontractors who have been identified at an early stage for their suitability for a project of this nature. We have carried out a detailed analysis of the proposals and have established a realistic construction plan for the project.

M.E.F. CONSTRUCTION SERVICES LTD
CONSTRUCTION MANAGEMENT AND SAFETY CONSULTANT
Director: MALCOLM FURNISS BSc(Hons), MCIOB, CMIOSH, RMaPS

It is recognised that it is a very restricted site with limited access and egress. To assist in the smooth running of this project, from a “good neighbour” point of view, the project will be signed up to the Considerate Constructors Scheme, and our proposed team have received a number of awards on previous projects. It is our commitment to achieving an excellent rating score on all our projects that assures that our impact on the local environment, and in particular their neighbours, is minimal.

This project will have two site Liaison Officers – Names TBC.

1.2 Project overview:

The proposed project is to redevelop a Retail, Commercial and Residential Property on the West side of TOTTENHAM COURT ROAD situated on a BUS LANE running North. The property is a mixed use development with retail or commercial use at ground and basement level with extended upper floors as residential use. The existing property is to be extended by means of constructing an extended basement below the property and extending out at upper levels as well as refurbishment of some of the external elements of the property.

2.0 Project Background

2.1 Site Description

The works are on a restricted site on a busy road in the retail area of Central London adjacent to the underground stations at GOODGE STREET & TOTTENHAM COURT ROAD, works requiring multiple deliveries over the course of the works and external scaffold with all activities contained within the site.

The key elements of the development with regards to the potential impact on surrounding area are:

- Demolition and stripping out works
- Substructure: Basements.
- Frame: Superstructure.
- External elevations.
- Internal services and finishes.
- External works.

3.0 Proposed Site Works

3.1 Preliminary Programme

The works are scheduled to commence March 2016, and due for completion May 2017 - TBC

The key elements of the project are as follows

- Demolition and stripping out works – 6 WEEKS
- Substructure: Basements. – 10 WEEKS
- Frame: Superstructure. – 20 WEEKS
- External elevations. – 10 WEEKS
- Internal services and finishes – 30 WEEKS
- External works. – 6 WEEKS

With work items overlapping an overall programme of works of 70 weeks is anticipated.

4.0 Construction Management Action Plan

The following sections outline the key elements for consideration. This document demonstrates our commitment to manage, control and where possible mitigate our impact on the local community and infrastructure.

Many of the issues identified will be further developed and dealt with in our more detailed site based method statements. Method statement will be prepared and agreed for all major site operations in advance of the relevant works commencing. This will be particularly important for demolition, excavation and structural works.

4.1 Communication

4.1.1 Neighbourly Relations

The site is within a retail, commercial & residential area. Maintaining good neighbourly relations is assisted greatly by good communication, and by keeping third parties regularly informed of site activities likely to impact on adjoining residents. The Contractor will listen to reasonable concerns and by demonstrating a considerate and professional approach will maintain a well-balanced relationship.

Regular newsletters will be produced to keep neighbours advised of future events, general progress of the works and the requirements for any abnormal works.

Appropriate signage and information boards will be displayed on site hoardings.

M.E.F. CONSTRUCTION SERVICES LTD
CONSTRUCTION MANAGEMENT AND SAFETY CONSULTANT
Director: MALCOLM FURNISS BSc(Hons), MCIQB, CMIOH, RMaPS

4.1.2 Considerate Constructors Scheme:

The Contractor will register and comply with the requirements of the Considerate Constructors Scheme for the duration of the project.

The works including demolition will be carried out in accordance with the Considerate Constructors Scheme and in such a way as to minimise the impact on the local environment and amenities. Materials will be re-cycled wherever possible.

A contact board will be displayed outside the site providing contact details. This will include names and telephone numbers of key construction staff that neighbours and the general public can contact should they have cause to do so.

A complaints / contact book will be kept on site, which will be used to record details of any complaints. This will include the name of the person making the complaint, the date, time and nature of the complaint and the action necessary to resolve the complaint. The complaints book will be regularly reviewed to ensure that any complaints are dealt with and resolved promptly (*sample below*).

PROJECT COMPLAINTS REGISTER

Contract No & Project						
Date Received	Name & Details of Caller	Complaint / Comment / Compliment	Walter Lilly Signature	Action Taken	Date Actioned	Status Open / Closed

07 HAYLEY ROAD, LANCING, WEST SUSSEX, BN15-9EL
07988629423

.....
e-mail: malcolmfurniss.mef@gmail.com
.....

4.2 Site Establishment:

A the existing frontage will provide security to the site except if the frontage a ground level needs to be replaced, whereupon a hoarding on the building line will be provided. The hoarding will be kept in a clean and tidy condition throughout the works.

Access via the underpass will require gates to be erected to prevent unauthorised access and to enable small vehicles to access the site with the gates being closed behind them.

A site office and welfare facilities will be established on site. Due to the sequencing and nature of the works site accommodation will need to be re-located as the works proceed.

Temporary power, water and drainage will be established to serve the site.

4.2.1 Access:

Access to the site will be from TOTTENHAM COURT ROAD via the existing door entrances or via underpass entrance. There is no access from the rear of the site.

Vehicles can only park adjacent to the site to offload in TOTTENHAM COURT ROAD during hours when restrictions do not apply.

A minimum of two traffic marshalls will need to be in place at certain times to allow good access adjacent to the site. The necessary arrangements will be made with the CAMDEN COUNCIL at the appropriate times.

4.2.2 Traffic Management: *(Please see separate detailed CTMP)*

The Principal Contractor will liaise with the other contractors operating in the close area to ensure, so far as is reasonably practical that deliveries and other construction operations are coordinated to minimise any negative impact on the residents and users of the road.

Deliveries will be managed on a 'just-in-time' basis. Deliveries will be carefully planned, pre-booked and managed on site to ensure no back up of vehicles in TOTTENHAM COURT ROAD and timed to minimise disruption to neighbours.

All deliveries to site will be undertaken with full regard paid to:

- Reduction and control of plant movements
- Reversing vehicles directed by a Competent Person

M.E.F. CONSTRUCTION SERVICES LTD
CONSTRUCTION MANAGEMENT AND SAFETY CONSULTANT
Director: MALCOLM FURNISS BSc(Hons), MCIOSH, CMIOB, RMaPS

- Pedestrian and vehicle directional signage – suitable barriers will be erected when deliveries arrive to prevent pedestrians accessing the unloading area.
- Mobile plant will only be operated by a Competent Person with a Traffic Marshall in attendance to direct movements

Consultation with CAMDEN COUNCIL will continue throughout the project to ensure:

- Construction methods minimise the potential impact on nearby residents
- Maintenance of the existing public highway
- Segregation of all pedestrians, public or employees, on or in the vicinity of the site

4.2.3 Working Hours:

Working hours will be 08.00 – 18.00 Monday to Friday 08.00-1.00 Sat.

Deliveries will be required to be scheduled in early as there is a 0830- 2230 restriction on loading. Therefore will request from CAMDEN COUNCIL to enable loading to commence at 0600 up to 0830 or alternatively be offered a time slot within the working day.

During working hours the site will be always be managed by a suitably qualified manager having at least SMSTS or SSSTS qualification and First Aid EFAW.

4.2.4 Fire and Emergency Procedures:

Contact names and telephone numbers will be made available in case of out of hour's emergencies relating to the site. This information will be displayed on the hoarding.

The Contractor shall implement procedures to protect the site from fire, which will include the following:

A Site Fire Safety Co-ordinator will be appointed to assess the degree of fire risk and formulate a Site Fire Safety Plan, which will be updated as necessary as the works progress and will also include the following:

- ... Hot Work Permit regime.
- ... Installation of the site fire fighting equipment e.g. establishing fire points and installing and maintaining fire extinguishers etc.
- ... Evacuation alarm.
- ... Material storage and waste control.
- ... Fire Brigade access.

07 HAYLEY ROAD, LANCING, WEST SUSSEX, BN15-9EL
07988629423

.....
e-mail: malcolmfurniss.mef@gmail.com
.....

4.2.5 Security:

All site personnel will have to sign in on arrival and sign out before leaving the site. This will be incorporated into the site rules and included as part of the site induction process.

The name of an appropriate member of staff will be provided in case of emergencies.

The site will be secured at night to prevent trespass with a site manager having responsibility to ensure that the site is secure at the end of each day.

4.2.6 Health and Safety:

A Construction Health and Safety Plan will be prepared for the works in accordance with the CDM 2015 Regulations. Risk Assessments will be developed and agreed. Sub-contractors detailed method statements will also be produced and safe methods of work established for each element of the works. Site inductions will be held for all new site personnel to establish the site rules and to enforce safety procedures. All site personnel will be required to read the emergency procedures when signing in for the first time, and sign to the effect that they have read the procedures. These will include any relevant neighbourly issues.

4.2.7 Scaffolding:

Prior to scaffolding being erected on site a fully designed solution will be developed and agreed.

All scaffolding will be erected in accordance with the approved code of practice and TG20:2013 - SG4.5

The scaffold gantry over the footpath to be used as a pedestrian walk-through will be lined with painted plywood but will also be subject to a full scaffold design by a structural engineer.

Scaffolds will be utilised for the demolition works and general scaffolding used for the reconstruction works.

4.2.8 Main Plant:

A Small 360° excavator will be used to excavate the new basement area and load excavated material onto a conveyor or small bins for removal from site. There excavators will operate within the confines of the site. Diesel plant within the building will be restricted in favour of electric plant, to limit the need of forced ventilation to remove fumes.

4.2.9 Good Housekeeping:

The site will be kept in a clean and safe condition. The areas adjacent to the site will be regularly inspected and any rubbish or litter removed.

Adjacent roads and pavements will be kept clean.

Perimeter hoardings will be repainted from time to time and will be kept in a neat and tidy condition. Any graffiti will be quickly removed from the hoardings.

Offloading will generally be direct from vehicles onto the site. Materials will not be stored on public footpaths.

Waste and rubbish will be regularly removed from site and not allowed to accumulate so as to cause a safety or fire hazard.

Activities that have the potential to cause dust will be carefully monitored and dust reduction methods employed. This will include water spray, dust abstraction and localised screening where appropriate.

Welfare facilities will be provided on site to discourage operatives from frequenting the interface between the site and public areas. Site operatives will not be allowed to congregate or loiter on the footpath adjacent to the site.

4.3 Environmental Issues

Separate Environmental Impact assessment – to be issued.

The Contractor will have an environmental policy in which they will pursue the following objectives. To:

- Conduct our activities with proper regard to the protection of the environment.
- Comply with all relevant regulatory and legislative requirements and codes of practice.
- Communicate with local communities to ensure the work causes the minimum disturbance and disruption.
- Ensure that the staff have a good understanding of the environmental impacts of our business and what is expected of them to minimise these impacts.
- Ensure that our suppliers and sub-contractors are aware of this policy and ensure they apply similar standards to their own work.

During the early stages of the project the following activities will be carried out to deal with environmental management:

1. Preparation of the Project Environmental Plan in line with our ISO 14001 Environmental Management System.

M.E.F. CONSTRUCTION SERVICES LTD
CONSTRUCTION MANAGEMENT AND SAFETY CONSULTANT
Director: MALCOLM FURNISS BSc(Hons), MCIOB, CMIOSH, RMaPS

2. Preparation and consultation with client and statutory authorities to obtain approved licences and consents for discharge and putting the stated consent conditions and controls in place through the Project Environmental Plan.
3. Preparation of the Site Waste Management Plan and consultation with supply chain partners and design team to design out or minimise waste.

4.3.1 Waste and Material Management:

A site waste management plan will be prepared prior to the works commencing. All waste materials will be removed from site by a licensed waste contractor via TOTTENHAM COURT ROAD, where possible using the underpass.

All waste from this site will be dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection (Duty of Care) Regulations 1991 (b): and materials will be handled efficiently and waste managed appropriately

We aim to minimise waste and to recycle as much material as possible. Due to the limited space on site waste will generally be sorted for recycling at the waste transfer station. This element of the works will be carried out by one of our licensed sub-contractors specialising in waste management.

4.3.2 Dust, Noise and Vibration:

Dust

The following measures will be considered as appropriate to mitigate the impact of dust due to the construction activities:

Solid barriers could be erected around the site particularly to the neighbouring buildings and boundaries;

There will no on-site bonfires;

Site set-up to be planned to ensure where possible dust creating activities are located away from the sensitive areas;

Demolition activities will use water as a dust suppressant;

Adjacent road surfaces will be frequently swept to keep in clean;

All loads entering and leaving the site will be covered where appropriate;

All non-road mobile machinery will utilise ultra-low sulphur tax exempt diesel, where available;

M.E.F. CONSTRUCTION SERVICES LTD
CONSTRUCTION MANAGEMENT AND SAFETY CONSULTANT
Director: MALCOLM FURNISS BSc(Hons), MCIOSH, CMIOB, RMaPS

All road vehicles will be requested to comply with set emission standards;

Cutting equipment will use water as suppressant or have a local exhaust ventilation system;

Skips will be securely covered;

A method statement will be developed as part of this Construction Management Plan prior to the works commencing to minimise gaseous and particulate emissions generated during construction.

Noise and Vibration

We are fully aware of the sensitivities of those occupying the adjacent properties to noise.

All reasonable steps will be taken to minimise any disruption to adjacent occupiers by noisy activities. Where it is necessary to carry out noisy activities, these will be identified well in advance and the timing agreed prior to commencement.

Operatives working in noisy areas will be monitored to ensure they are wearing the necessary protective equipment and that they are not exceeding their permitted exposure periods.

Electrically operated plant will be used where practical. We will ensure all plant used on the site will be effectively silenced. No radios or other audio equipment will be allowed on site.

Where it is necessary to carry out noisy activities these will be carried out in accordance with Local Authority requirements and in consultation with any affected residents.

5.0 Method Statement

To be read in conjunction with the Contractors Method Statement

Supervision

On site supervision:

The project will be supervised full time by an experienced senior site manager who will be backed up by an assistant site manager and full time site foreman. The site team have extensive knowledge of the surrounding area.

M.E.F. CONSTRUCTION SERVICES LTD
CONSTRUCTION MANAGEMENT AND SAFETY CONSULTANT
Director: MALCOLM FURNISS BSc(Hons), MCIOB, CMIOSH, RMaPS

Off site Supervision:

Will be carried out by an experienced contracts manager who is responsible for all aspects of health & safety and ensuring the correct recourses are in place on site to ensure the safe and efficient execution of the works. All site supervision will be carried out by trained staff with relevant building experience, and will be fully supported by the project team.

Appointment/Mobilisation Period

During the mobilisation period, we will establish the Working Construction Phase Health & Safety Plan and place early sub-contract packages to ensure a co-ordinated start on site:-

- M&E Services – Existing services are correctly sized for the new development and no new supplies need to be brought into the school. Disconnections of existing buildings will be timed to suit the programme.
- Surveys - Surveys will be carried out in good time for the existing drainage, soil conditions, asbestos etc
- Demolition/Builders work – Careful surveys and investigation works will be under taken prior to demolition and careful planning taken to minimise dust and noise. This will be covered in the specialist demolition contractor's method and risk assessments.

Site Establishment/Site Accommodation

The site compound will be set in up WITHIN EXISTING SITE BOUNDARY, this will be clearly signposted and enclosed on all sides with a secure hoarding. All deliveries will be directed to the site manager and unloading of materials will be fully supervised by our traffic management team at all times.

The site accommodation set up, will be located within the site boundary and will be located to the rear of the site.. The accommodation will be screened from the neighbours. The site boundary will be clearly marked with hoarding to prevent unauthorized entry. Areas of open storage will be created on scaffold gantries and with the site boundary for the safe storage of materials and plant.

The site accommodation will consist of the following:-

- Site Office/Meeting Room
- Drying/Changing Room/Canteen/Kitchen
- Toilets
- Secure Storage

07 HAYLEY ROAD, LANCING, WEST SUSSEX, BN15-9EL
07988629423

.....
e-mail: malcolmfurniss.mef@gmail.com
.....

Site Access

Access to the site for pedestrians and materials will be through secure gates into the site.

Contractor parking – No parking will be available on site and the nearest pay and display car parks will be used when necessary. Most of the labour force will use public transport, via adjacent Underground Stations and the Site Management Team will actively encourage operatives to use this method of transport.

Material Handling

Materials will be transferred from the delivery vehicles by hand in TOTTENHAM COURT ROAD, with suitable traffic marshalls in place. When this is not possible due to material size or weight, these along with any large plant will be craned onto the loading gantry subject to licence from CAMDEN COUNCIL. Lifting operations will be carried out using mobile cranes under a contract lift. Waste from the site will be removed by the means of mechanical plant and recycled/ reused as required.

Start on site

Following the site set up and hoardings erected, the demolition to the existing STRUCTURE will commence, and spoil arising from the works would be segregated in the on site compound and removed from site. Brick work and concrete spoil will be crushed off site. The demolition process will see dust control measures being deployed including screening and regular damping down to ensure dust control.

Substructure

The foundations and ground works will then continue to the building with basement and foundation details to be designed to minimise the amount of spoil to be removed from site and concrete brought in. The preferred option is for a underpinned foundation solution with concrete slab and walls with the concrete pump poured from Bridge Avenue. The basement walls will be constructed of water proof concrete. Spoil from the dig will be transported from the site via conveyors. The spoil arising from the excavation will be wet already and not pose a problem from a dust.

Superstructure

The superstructure to the new building will have a steel frame superstructure which will be mechanically lifted into the site.

The super structure external walls will be erected to allow the roof construction to commence. External scaffolding will be installed as the works proceeds.

M.E.F. CONSTRUCTION SERVICES LTD
CONSTRUCTION MANAGEMENT AND SAFETY CONSULTANT
Director: MALCOLM FURNISS BSc(Hons), MCIOB, CMIOSH, RMaPS

The external windows and doors will be fitted to allow the internal works to commence

With the new floors in place and stairs installed the internal walls will be constructed.

Roof finishes follow the roof carcass to make the new buildings watertight and the completion of the window installation allows the scaffold to be dismantled.

Services & Internal Finishes

Fitting out of the works will be carried out as per our programme

The general sequence of operations on a floor will be as follows:-

- Mechanical/Electrical 1st Fix
- Insulation, Plaster Board and Plastering
- Mechanical/Electrical 2nd Fix
- Joinery & Ironmongery
- Decoration
- Floor Finishes
- Mechanical/Electrical Finals
- Specialist equipment fit out
- External works

The programme will allow for separate periods for commissioning of services, snagging, de-snagging and final cleaning operations prior to handover – at contract stage a separate programme for the services installation will identify individual periods for all activities including commissioning and production of building services manuals.

External Works

Once the external scaffold have been struck the external works will commence

Quality Control Monitoring

As each trade package is completed, a full detailed inspection and test will be carried out and elements signed off prior to new trades starting work. The attention to detail on this particular project will hold the key to its success

Protection

Main areas of concern on this project are the following:-

- Existing services – unknown locations. These will be surveyed and re located/ disconnected before the works starts

07 HAYLEY ROAD, LANCING, WEST SUSSEX, BN15-9EL
07988629423

.....
e-mail: malcolmfurniss.mef@gmail.com
.....

M.E.F. CONSTRUCTION SERVICES LTD
CONSTRUCTION MANAGEMENT AND SAFETY CONSULTANT
Director: MALCOLM FURNISS BSc(Hons), MCIOSH, CMIOB, RMaPS

- Adjoining neighbours. Party wall agreements will be in place to protect the garden walls prior to the piling starting
- Site boundaries and neighbouring walls. These will be surveyed and the condition recorded as part of the party wall agreements
- Dust - Screening, water control and careful selection of plant and machinery is the best way of controlling dust from the works if alternative methods cannot be used. These will be monitored on an individual task basis and the correct protection method put into place.

Completion

Once the building has been practically completed a final inspection and snagging exercise will be undertaken.

Once all snagging has been completed, the building will be cleaned, cleared and handed over.

Malcolm Furniss BSc(Hons), MCIOSH, CMIOB, RMaPS
MEF Construction Services Ltd

Date: 02/01/2016

07 HAYLEY ROAD, LANCING, WEST SUSSEX, BN15-9EL
07988629423

.....
e-mail: malcolmfurniss.mef@gmail.com
.....