



## Construction welfare facility management plan

96a – 98 Chenies Mews- Building 204

### 1.0. Purpose

The purpose of this document is to detail the management arrangements for the construction welfare facilities provided within 96a-98 Chenies Mews. This will ensure the building is safely managed and does not impact on any surrounding users.

This building will be used as a centralised welfare facility for the contractors working on the “Transforming UCL” projects in and around the main UCL central campus. It will provide the following accommodation;

- Changing Rooms, Lockers, WC and Shower Facilities
- Seating area for works to have lunch
- Contractor Site Management Office
- Site Induction and Meeting Rooms

### 2.0. Arrangements

	Details
<b>Use of building</b>	<p>The Chenies Mews centralised welfare facility will open at 0630. The facilities will however only be open to the building manager and the Wilson James traffic marshalling team at this time. This includes a maximum of 15 people. The construction workers (the majority of users) will not be allowed access until 0700.</p> <p>The Wilson James team will marshal 4 entry gates at UCL (Malet Place, Front Quad, Gower Place &amp; Gordon Street) and the logistic zone in Gordon Square to ensure the safe and efficient movement of delivery vehicles. They therefore need to access the site at 0630 to allow them to take up their posts by 0700. This will ensure that deliveries and ‘business as usual’ operations can take place in the morning to minimise disruption on the local highway network during rush hour.</p> <p>A schedule of the use of the building is outlined below:</p> <ul style="list-style-type: none"> <li>• 0630- the building is open to the building manager and the Wilson James traffic marshalling team (maximum of 15 people).</li> <li>• 0655- Wilson James traffic marshalling team take up their posts to facilitate the safe delivery of vehicles before the rush hour commences.</li> <li>• 0700- the welfare facilities are open to construction workers (the majority of users).</li> <li>• 0730- construction workers are allowed to access their construction sites to set up.</li> <li>• 0800- operations are allowed to commence on construction sites. Please note that there are no noisy operations required on Chenies Mews.</li> </ul>
<b>Opening Hours</b>	<p>The building will be open from 0630 to 1930 Mondays to Fridays and 0700 to 1400 on Saturdays (following the schedule of use set out above).</p> <p>Construction works will be minimised on Saturdays. However, some Saturday working will be required to allow works to take place that could not be facilitated during the week. There will however be significantly fewer workers using the facility at the weekend. Access to the facility will require UCL approval through the grant of an ‘out of hours’ working permit. This will be approved by the Building Manager and the UCL security team.</p> <p>A list of approved Saturday operations will be included in the Quarterly update that the Building Manager issues to Camden.</p>
<b>Access to the Building</b>	<p>The main entrance to the building is from Chenies Mews. There is also a side entrance to the building behind a secure gate.</p> <p>Access to Chenies Mews will be controlled by access cards (the UCL cardex system). Cards will be issued once an individual has attended an induction.</p> <p>There will not be a security guard or reception desk for the building. There is an intercom system from the front door</p>

	<p>to the cloakroom that can we used for those without cards to gain access.</p> <p>Visitors to the building – must be met at the door by their host. Visitors to the building must be briefed on the emergency arrangements for the building by their host.</p>
<b>Building Information</b>	<p>The building is approximately 750sqm</p> <p>There are 3 levels</p> <p>Basement Floor – Male Toilets, Showers, Changing rooms, Cloakroom with 160 spaces, Cleaners Cupboard &amp; Store.</p> <p>Ground Floor – Male and Female Toilets, Female Shower and Changing facilities, lunch sitting area- 92 seats, Vending &amp; Self Service area, communications room, two meeting rooms, offices for 15 desks and induction / training room.</p> <p>First Floor – Unisex toilets, office space for 46 people.</p> <p>The building adjoins at the basement and ground floor to 115-117 Gower Street – which is the UCL Student Residences Offices. This door is secure and provides a fire escape only from the basement floor.</p> <p>The building adjoins at first, second &amp; third floor levels with 86a-96 Chenies Mews UCL Women’s Health to provide an emergency means of escape.</p>
<b>Building Maintenance</b>	<p>All service requests will be placed through UCL Customer Services – who will triage the request and action as appropriate.</p> <p>General building maintenance – UCL MOT</p> <p>Emergency Lighting – Planned Preventative Maintenance is in place for the emergency lighting.</p> <p>Toilets – UCL MOT</p> <p>Cardex System – Reach Active</p> <p>Fire Alarm System – Fisk – Planned Preventative Maintenance is in place for the fire alarm</p> <p>Vending Machines – Sodexo are responsible for the vending equipment</p>
<b>Building Management</b>	<p>UCL will closely monitor the use of this welfare building and respond accordingly to ensure that there are no adverse effects on the users, building or local neighbours.</p> <p>UCL will appoint a dedicated building manager to ensure the Management Plan is strictly applied. The building manager will have responsibility for the use of the building and will respond to any issues.</p> <p>The building manager will be easily contactable and will visit the site daily. The building manager’s role will include:</p> <ul style="list-style-type: none"> <li>• Becoming the main point of contact for the facility and will ensure the building is run efficiently and safely. The building manager will ensure there are no adverse impacts for the neighbouring users and will oversee the complaints procedure.</li> <li>• Oversee the complaints procedure (if there are any issues)</li> <li>• Carry out weekly inspections of the facilities to monitor welfare standards, cleaning, damage, fire doors, exits and compliance with this plan.</li> <li>• Monitor the building usage and implement staggered break periods if required during peak periods.</li> <li>• Ensure once a project is finished on site that the contractor vacates their space.</li> <li>• Provide a monthly report to the UCL Estates central campus team on space utilisation and issues.</li> <li>• Monitor facilities for cleaning and maintenance.</li> <li>• Book space for rooms, desks, inductions.</li> <li>• Request for extra cleaning if required.</li> <li>• Cloak room management.</li> <li>• Keeping notice boards up to date.</li> <li>• Fault reporting.</li> <li>• Encouraging environmental savings such as water and energy consumption.</li> </ul> <p>UCL will hold a neighbours meeting before the building is opened and provide details of the building manager to residents.</p> <p>Every worker using the facility will be required to attend an induction. The induction will include sections on expected behaviours of workers and respecting surrounding neighbours (through minimising noise and strictly following the ‘no lingering’ policy).</p>
<b>Canteen</b>	<p>There will be no catering facilities in this building. There may be vending machines.</p> <p>Microwaves, fridges, hot drink making facilities will be provided as well as drinking water.</p>
<b>Chenies Mews</b>	<p>Chenies Mews- the main entrance to the building is from Chenies Mews adjacent to a number of UCL properties and a UCL gas store. Residents are also located on the southern end of Chenies Mews. A ‘no lingering policy’ will be strictly enforced on Chenies Mews to ensure there are no adverse impacts on surrounding users and for safety precautions associated with the gas store. All contractors and workers will be informed of this policy and it will be included in the induction briefings. The building manager will ensure this policy is strictly applied.</p>

<b>Cleaning</b>	O&G will provide cleaning for the lunch area, offices, meeting rooms, toilets and waste removal. External window cleaning if required. There is a service level agreement from O&G. There are cleaners cupboards located within the basement and ground floor for equipment and supplier.
<b>Cloakroom</b>	There will be a managed cloakroom within the building for construction workers to leave their belongings securely using hanging baskets. This will be managed by Wilson James. (UCL Logistics Partner) Items left in the cloakroom for longer than 2 months will be considered lost property and disposed of.
<b>Complaints</b>	UCL will hold a neighbours meeting prior to the building opening as construction welfare facilities. UCL will also provide details of the building manager to residents.  The contact details of the building manager and the complaints procedure will be clearly shown at the entrance to the property and issued to nearby neighbours including residents and UCL departments. Any complaints submitted will be carefully considered and responded to accordingly.  It will be the responsibility of the building manager to prepare and update a complaints log that will outline any complaints made and the actions taken by UCL to resolve the issue. The building manager will forward this complaints log to LB Camden every 3 months to demonstrate that UCL is taking all possible procedures to minimise impacts on neighbours.
<b>Consumables</b>	O&G will provide hand towels, soap, toilet rolls, refuse sacks and bin liners.
<b>Deliveries</b>	All deliveries will be booked in via the Wilson James delivery management system. It is unlikely that deliveries will come to this building; they should go direct to the construction sites. Deliveries of consumables for the building and waste collections will occur as part of the UCL servicing of the surrounding buildings.
<b>Disability Access</b>	There is limited access to the building due to a number of level differences, should access be required a Personal Emergency Evacuation Plan (PEEP) will need to be completed.
<b>Emergency Plan</b>	In the event of an emergency within the building the fire alarm should be raised and evacuated Muster / Assembly Point will be the corner of Huntley Street & Paul O’Gorman building.
<b>Environmental Considerations</b>	UCL Recycling bins will be provided for the office and lunch areas. Building manager will be responsible for energy saving schemes. Noise impact on local residences – all building users will be advised during the induction that there are halls of residences and private residences in the location and noise must be kept to a minimum when entering and leaving the building.
<b>Fault Reporting</b>	Any faults with the building should be reported to UCL customer services.
<b>Fire Equipment</b>	UCL will provide and maintain all fire equipment Fire Extinguishers / Fire Blankets – UCL Fire Team Fire Alarms – FISK – Weekly checks Emergency Lighting – Weekly Checks
<b>Fire Risk Assessment</b>	A fire risk assessment for the building currently exists this will need to be reviewed once the building is modified. UCL Fire Team will undertake the fire risk assessment for the building. Fire Plans for the building are held in W:\13.0 Drawings\13.2 Fire\204 Chenies Mews.  It is important to note that this building provides an emergency escape route from the adjacent buildings, which must be maintained at all times.
<b>First Aid</b>	First Aid Provisions will be located with the logistics team and the first aiders will be listed. Should an individual require first aid whilst in the building call Security on 2222 (UCL Internal Extension)
<b>Furniture</b>	The building will have desks and chairs for office occupants, and tables and chairs for the lunch area. An itinerary of these will be held by the building manager. Additional furniture brought into the building by the contractors will need to be recorded & approved by the building manager. It must be removed by the contractors when their works are complete.
<b>Incident Reporting</b>	Any accidents or incidents in the Welfare Building must be reported via RiskNet, UCL’s incident reporting system.

<b>Inductions</b>	<p>Every person using the building will be required to attend an induction. The induction will include</p> <ul style="list-style-type: none"> <li>• About UCL</li> <li>• Getting to know your way around</li> <li>• What you can expect from UCL</li> <li>• What we expect from you – expected behaviours at UCL.</li> <li>• Centralised Welfare – details of the building its facilities.</li> <li>• Chenies Mews – no lingering and respect for surrounding users.</li> <li>• Fire &amp; Emergency Arrangements for Chenies Mews.</li> </ul> <p>These inductions take place every day at 09:00hrs in the induction room on the ground floor. There will be a requirement to complete a form in advance of the induction and book a place on the induction</p>
<b>Inspections</b>	There will be weekly inspections of the facilities to monitor welfare standards, cleaning, damage, fire doors, exits and compliance with this plan.
<b>Insurance</b>	<p>The public liability for the building will be covered under the UCL Policy, which is available on the intranet. The material damage insurance to cover costs of damage to the contents The business rates for the building will be arranged with Michael Short – UCL Property Team.</p>
<b>IT</b>	The building will have WiFi – Edurom and printing facilities.
<b>Legionella</b>	The building will be added to the existing UCL Legionella monitoring regime.
<b>Pest Control</b>	Will be managed via the existing UCL O&G contract
<b>Postal Address</b>	<p>96a-98 Chenies Mews University College London Torrington Place London WC1E 6HX</p>
<b>Security</b>	<p>UCL Security will monitor the building remotely via CCTV. There will not be a security guard post within the building. The building will be secured at between 19:30 and 06:30 by security. For out of hours access - an application will need to be made to security. Security for personal items – there will be a managed cloakroom for workers items. Security for computers / laptops in the offices will be via locks to the desks – they will be provided by the individuals.</p>
<b>Smoking</b>	The building will be a non-smoking building. No smoking will be allowed on Chenies Mews in accordance with no lingering policy and due to the safety issues of the adjacent gas store and bin storage.
<b>Space Allocation</b>	<p>Office and desk space will be allocated by UCL Estates on a project by project basis. Meeting Rooms / Induction Room – These rooms are on the UCL centrally bookable rooms. There is no storage space within the building, other than the cleaners cupboards.</p>
<b>Statutory Notices</b>	UCL will be responsible for ensuring statutory notices for the building are displayed and notice boards maintained.
<b>Telephones</b>	There will be a fixed telephone on every floor for emergency calls.
<b>Waste</b>	<p>Building waste will be removed from the building via the O&amp;G Cleaning contract and placed in bins in the alleyway to the side of Chenies Mews, behind the secure wooden door. O&amp;G will have a daily waste collection on weekdays to empty external bins, this will form part of the UCL waste servicing arrangement.</p>