

Detailed Construction Method Statement

For

**Phoenix House
104-110 Charing Cross Road
London
WC2H 0JN**

For

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1. Introduction

This detailed construction method statement has been prepared specifically to accompany the planning application that relates to the construction and erection of a 2 storey lightweight extension above 104-110 Charing Cross Road, WC2 OPJ forming 2 No. residential apartments.

This is a draft document that, from time to time, will may need to be revised to reflect design and programme changes that may be implemented during the construction period. Any necessary amendments will therefore be provided as appropriate

This construction method statement details the proposed construction methodology and the controls measures necessary to safely construct the new apartments above 104-110 Charing Cross Road.

2. Site Establishment/Logistics

The access to the site will be via a temporary goods/passenger hoist with a proposed location to the Phoenix Street elevation (*refer to Appendix 10 for details*)

It is proposed to erect a temporary gantry/platform at first floor level with access from the street by means of staircase located behind a purpose made wooden hoarding/access controlled site entrance door. The hoist will operate between the first floor and roof with a loading area at first floor above the pavement.

Pedestrians will be able to walk under the gantry/platform safely without coming into contact with any construction works. The gantry will have operational lighting at all times.

It is proposed to erect a tube and fittings access scaffold between and pavement level and roof complete with a scaffold located at roof level. The access scaffold will only provide (a) access to the roof and an (b) alternative means of escape from the roof during the construction period.

Scaffolding will be alarmed.

This CMS is considering 2 options for site establishment/welfare and are dependent on a construction start date.

OPTION 1 allows for the short term rental of an empty office space local to the project for the duration of the construction works. Office and welfare facilities will be off-site and located within this space. Location to be confirmed

OPTION 2 allows for the erection of an office/restroom and drying room on the new temporary gantry as described about.

The existing Phoenix House toilet facilities will be used during the works and a toilet cleaner/labourer will be engaged to ensure the toilets are cleaned through-out the day. The main contractor will allow to decorate the toilets if required.

On completion of the works the existing toilet facilities will be redecorated.

Dalcon Superprime are particularly aware of the need to mitigate noise and vibration wherever and whenever practically possible for any adjacent properties which neighbour this development. These comprise those properties who either face onto or who are located within the existing building below the proposed works.

Our health and safety team will, where identified, undertake periodic noise 'monitoring' to ensure that the resolutions are being met and to further enhance our current construction working methods to ensure that good working practice is shared around the business.

If vibration from normal construction activities is likely and where it is possible to exceed 0.3mm s^{-1} ,

the local residences and the Local Planning Authority will be pre-notified, in writing, at least 5 full working days prior to work commencing.

We would note that in this particular development we are not currently aware of any working practices that would result in the creation of vibration at this level. However, it should be noted the following will be recorded should an incident be reported:

- (1) Location – the location on site in relation to the reporting neighbour;
- (2) Duration of those site operations, including schedule of operations likely to cause any further vibration and their hours of work;
- (3) Vibration characteristics – e.g. whether it is continuous, intermittent or impulsive;
- (4) Effect on buildings – it is important to assure the affected residents/community that vibration levels will not cause building damage;
- (5) Details of site operator community liaison – so that the residents/community feel assured that information is available and that complaints will be handled expeditiously.

Any vibration levels which have the potential to cause building damage will not be tolerated.

Delivery vehicles will use the Charing Cross Road site. All deliveries or the movement of materials from the delivery vehicles to the first floor loading platform will be segregated from the public.

The site establishment will consist of a site office, canteen, WC facilities(existing) and drying room. These will be located on the scaffold gantry.

The main site entrance perimeter, located at pavement level, will consist of a plywood hoarding to all elevations with a single point of entry to a staircase providing access to the first floor gantry delivery/hoist platform. This will further add to the physical segregation and visual separation of the compound when viewed from the street level.

The bulk storage and recycling area will be provided within the site boundary on the roof.

Any signage required for this development will be procured to be in line with the Dalcon Superprime Corporate Identity Brochure. Typically this will include access/ directional signage and these will be finalized once we have agreement upon the Site Layout and Traffic Management Plans.

3. Scope of works

The proposed development scope of work is as follows:

1. HVAV enabling works to roof- relocate existing plant

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2. Mechanical services enabling works- relocate cold water storage tank to a new mezzanine floor located at rear of building
3. Construction of new mezzanine platform to site relocated plant/equipment
4. Structural works to existing column heads to receive new steel base
5. Two storey Lightweight steel extension off new steel base frame

6. Lightweight Façade cladding
7. Full internal fit-out
8. External Hard landscaping
9. New lift installation to serve existing floors and new 2 storey extension.
10. Connections to existing utility supplies.

Commencement of construction packages is anticipated to be early January 2017 with completion June 2015

The estimated construction phases for 104-110 Charing Cross Road are as follows: These are, however subject to the 'actual' construction start date made on site.

Phases	Activity	Established Start on site	Estimated completion date
1	Site establishment	January 2017	
2	Structural works	January 2017	September 2017
3	Fit-out works	October 2017	April 2018
4	Practical Completion		April 2018
5			

4. Traffic Management

Dalcon Superprime will produce a specific **Traffic Management Plan** to ensure that all deliveries are managed and programmed to minimise the impact on the adjacent highways.

Heavy Goods Vehicle (HGV) movements during this phase will have to be monitored closely with detailed traffic management and logistics plans updated and monitored daily(see *fig.1 below for estimated vehicle movements*)

The management of the site logistics is key to the success of the project and will require a dedicated member of the team to develop a detailed plan to control and manage the site.

Deliveries will only be accepted on a just-in-time principle. There will be no storage allowed on-site and it is expected that all deliveries will be booked in with the logistics team not less than 24 hours prior to arrival on-site.

Deliveries will be offloaded onto the loading bay located at first floor level. There will be no deliveries to the

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street level. Only one truck at any time will be permitted with consideration being given to the provision of an offsite holding area for vehicles with possibly limited material storage to facilitate efficient deliveries.

The structural base steel sections will be prefabricated off site and delivered/positioned as the programme dictates. It is anticipated that that a part road closure will be necessary to lift the sections off the delivery lorry into position on the roof. Sections will be lifted by mobile crane.

It is estimated that the complete base frame can be lifted into position over a 2 day period of a weekend.

All other materials will be delivered to site in sizes and weights that can be off loaded by Hiab onto the first floor loading deck and maneuvered into the hoist and taken to the roof where they will be off loaded and positioned.

The principles of the logistics plan will be detailed in all tender and contract documents issued to suppliers and sub-contractors. It is anticipated that site logistics will form a significant part of the pre-appointment meetings for contractors and sub contractors and that regular coordination meetings will be held throughout the construction phase of the project.

In view of the location of the site, the constraints on traffic and the permits that will be required for vehicles to access the site, a senior member of the logistics team will be nominated as a liaison officer responsible for communication with the local highway authorities and neighbours with regard to traffic problems, planned large deliveries and road maintenance issues. In this way it is anticipated that the risk of material shortages at key times can be reduced to a minimum.

Some delivery arrangements will of course need to be agreed with the local authority by generally deliveries will be kept to outside rush hour times however, the vast majority of deliveries will be made by means of city type box van with the drop off point in Phoenix Street.

Vehicles approaching the Site

The location of the main access to the site will be agreed with the highways department for the approval of the temporary access measures required. For Delivery vehicles, as already mentioned, deliveries must be pre-booked at least 24 hours in advance to avoid the areas peak travel hours. Not only should this prevent congestion on site but it will also spread the resultant traffic over a longer period. Special deliveries to the site will be coordinated with the Local Authority highways department to avoid congestion during peak traffic periods. A Traffic Marshall will be available on site to make sure access and exit of site vehicles is processed in a safe manner. Any vehicle arriving without this prior booking may, at the discretion of the logistics staff, be turned away and advised to return at another appointed time. This procedure will be detailed within the contract documentation for both subcontractors and suppliers, to ensure that all delivery drivers are aware of the requirements.

There will be no on-street loading or unloading will be encouraged. Delivery arrangements will of course need to be agreed in consultation and agreement with the Highways Authorities. A traffic management system will be established to avoid congestion in the vicinity of the Proposed Development.

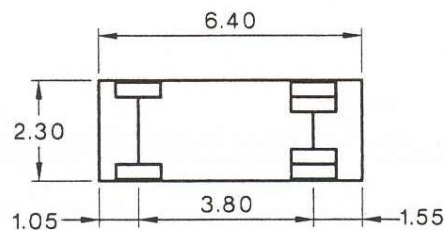
Loading and unloading will be restricted to certain times of the day to further minimize the likelihood of congestion on highways surrounding the site and strict monitoring and control of all vehicles entering, exiting and traveling across the site will be maintained including:

- The setting of specific delivery and collection times;
- Consolidation of deliveries wherever possible;
- A system of *'just in time'* deliveries; and
- The requirement for prior authorisation when visiting the site via vehicle, which is managed by the logistics manager. The manager will agree at least a week in advance delivery schedules and then review and prioritise them on a daily basis.

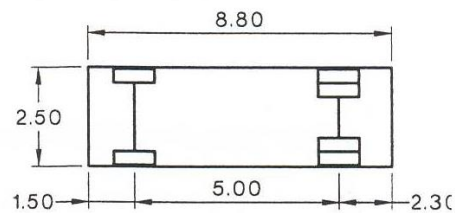
Fig.1

Estimated Vehicle Movements				
Week No.	Weight and load skip	Small Rigid (Type a)	Medium Rigid (Type b)	Box Van
1		✓		✓
2			✓	
3			✓	
4	✓		✓	
5		✓	✓	
6		✓	✓	✓
7	✓	✓	✓	✓
8		✓		✓
9				✓
10	✓			✓
11				✓
12		✓		✓
13	✓	✓		✓
14		✓		✓
15		✓		✓
16	✓	✓		✓
17		✓		✓
18		✓		✓
19	✓	✓		✓
20		✓		✓
21	✓	✓		✓
22		✓		✓
23	✓	✓		✓
24		✓		✓
25	✓			✓
26				✓
27	✓			✓
28				✓
29	✓			✓
30				✓
31	✓			✓
32	✓			✓
33	✓			✓

34	✓	✓
35	✓	✓
36	✓	✓
37	✓	✓



(a) Small rigid vehicle
Clearance height 3.50
Design turning radius 7.1



(b) Medium rigid vehicle
Clearance height 4.50
Design turning radius 10.0

5. Security and Lighting

The site is normally managed during the hours of 07:30 – 18:00, at other times and days when the site is not working we will have a member of the security team in attendance if and when required.

The site boundaries will be secured by proprietary 2.4m high solid plywood type fence. This will be monitored, adapted and maintained throughout the duration of the build. Consideration has and will throughout the development of the site be given to the segregation of construction works from existing neighbours; their boundaries and properties which are in close proximity to them.

All deliveries will go to the loading platform.

All contractors and visitors will be inducted and a signing register will be in place.

Contractors will be encouraged to use public transport. Sub-contractors can drop off and pick up of tools and materials in Phoenix Street and transfer to site via the main site entrance.

This management arrangement is controlled by the Dalcon Superprime site team.

The HSE requires that we have installed adequate lighting –

“Adequate lighting should be provided to all areas and especially to those used in darkness hours, or where loading/unloading can be carried out in poor visibility or diminished lighting conditions. As a minimum, lighting should be provided for junctions, around plant and buildings,

pedestrian routes and areas where loading/unloading is to be carried out. Guidance for road lighting can be found in BS 5489 „Road Lighting“.”

The workplace (Health, Safety and Welfare) Regulations 1992 will be complied with in this respect.

We will consider of supplementary guidance notes which assist in this particular area such as LA Supplementary Planning Guidance: External Artificial Lighting and Environmental Protection UK: Light Pollution. We will work within these guidelines wherever and whenever practically possible on the construction phases of this development site. We will therefore install sufficient 50 lux minimum lighting units to enable the safe movements of both vehicles and pedestrians across the site. The initial locations will be along the existing access road and around the site compound and the first working area. We will ensure that these illumination levels do not add light pollution to the neighbourhood throughout the duration of the construction works on site.

Roof compound lighting and any necessary site task or general lighting will be configured such as to ensure that it is directed to light the area required without illuminating the surrounding area. This lighting will be further controlled by means of time clocks and sensors as required. We are very aware that the lights within the Compound area do not ‘shine’ towards the neighbouring properties which are located close to the Northern boundary of the development site.

6. Health and Safety

Reference Document: HSE Health and Safety Guidance – Health and Safety in Construction 2010.

Health and Safety will be given the highest priority on this development and will feature in all aspects of the project. The Construction Phase Plan will cover the entire development and will be reviewed and amended throughout the duration of the site.

All subcontractors will be site inducted and The Site Rules displayed prominently in the site compound and at other locations around the site. (Refer to Appendix 5 for details)

Design elements will be integrated to ensure that the maximum amount of risk is removed prior to procurement and the safest method of construction will be used.

Segregation of pedestrians and site traffic will be monitored and adapted as work progresses along with the production of the Emergency Procedures which will be monitored and revised as necessary throughout the construction period.

A permit to work system will form a safe system of work for high risk activities, i.e. permit to lift,

permit to dig and hot works permit.

During the construction phase a minimum of bi-weekly inspections will be conducted by the Dalcon Superprime Health and Safety Inspector. The inspector will monitor and measure safety on site.

Occupational health risks arising from construction activities such as manual handling will be controlled in the contracts and subcontractors method statements and risk assessments.

Exposure to dust (especially containing respirable crystalline silica) can lead to the slow development of the irreversible lung disease Silicosis. Heavy and prolonged exposure under conditions that are sufficient to cause Silicosis can also lead to an increased risk of lung cancer.

Dust exposure will therefore be controlled to mitigate this.

All Contractors carrying out activities such as mechanical cutting and grinding of stone, concrete lintel and paving slab cutting by ground workers, tile cutting at the ridge and verge by roofers, dry cutting will be allowed in the valley so long as roofers adopt a safe system of works, for all activities involving release of silica dust and persons carrying out sweeping activities, will be expected to be face fit tested and wear a suitable Face Fit P3 mask. Plant movements that creates substantial amounts of dust must ensure the following hierarchy of prevention is implemented:

- Adequate ventilation provided, or Water
- Suppression System used, or
- Local Ventilation Systems (vacuum) systems used

Where the above hierarchy cannot be implemented, those exposed to the dust must wear Respiratory Protection Equipment (RPE) – to grade APF 40 (full face respirator with filter to p3 standard).

Contractors must ensure that dust created by their work activities does not affect the health of other workers, residents and members of the public.

7. Road Sweeping

All waste materials resulting from the necessary construction activities will be removed from site by a licensed waste carrier and taken to a licensed waste disposal facility

Waste materials will be stored on site and removed first thing in the morning by means of wait and load waste carrier. Dalcon Superprime will, if necessary, also provide an approved Mechanical Road Sweeper with vacuum facilities, spray facilities and on board storage. This shall be used for the sweeping and cleaning of the roadway system and the public highway immediately adjacent to the site, on a regular basis or as deemed necessary to prevent nuisance or hazards to other highway users. Collected debris is to be disposed of at a licensed waste disposal facility.

8. Detailed Site Waste Management Plan – (Referred to as SWMP- Appendix8)

Dalcon Superprime will ensure that the adoption of the governments 'wrap' template is used which will assist us with the forecasting, monitoring and controlling of waste movements on and off from the development site.

An initial site specific waste management procedure/guidance for the pre-construction works has been drawn up and will be developed further to cover the construction phases prior to works commencing.

A planned and designated space located within the redundant escape staircase on the ground floor to the side Phoenix Street elevation and on the roof have been identified as the area to segregate construction materials. This provision will accommodate the five main waste streams that we would anticipate being required on this site – Wood/Timber, Plaster/Plasterboard, Mixed Packaging, Metal and Inert/General Builders Waste.

Dalcon Superprime will provide wheelie bins for use by the site labour only sub-contractors. All other sub contractors will be providing their own waste disposal management; which will also be positioned in

the designated waste storage area and will in turn be monitored.

Site waste management will be monitored and managed under the main development project management.

The Dalcon Superprime Site Management Team enforces Zero tolerance on fly tipping and housekeeping will ensure the control of waste movement on and off site.

A waste minimisation policy will be enforced from the outset of project and will be monitored during the construction stages.

9. Construction

The hours of work will be:

- Monday to Friday **0730 – 1800 hrs**
- Saturday **0800 – 1300 hrs**

No work will be allowed on Sundays or Public Holidays. These may be varied in exceptional instances subject to approval with LI A and subject also to any restrictions or requirements that they may impose.

10. Contractor Access, Egress and Materials Distribution *(Refer to Appendix 10 for details)*

The primary vehicular access point will be on the corner of Charing Cross Road and Phoenix Street.

The access strategy will be developed to ensure a clear, accessible and safe network of surrounding roads, streets, pathways and cycle ways are maintained It is designed to give pedestrians priority throughout the development to provide clear existing access routes.

During the construction period, there will be 1 construction access and egress route .

Timing for deliveries and collections as laid down by local Authority are Mon – Fri 8.00am – 5.00pm, Saturday 8.00am – 1.00pm with no vehicular deliveries between 7.00am – 9.00am. No Working Sundays or Bank/Public Holidays.

Timings for deliveries and plant movement from site are set out by Dalcon Superprime and state it

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is a residential area with occupied houses, and local amenities. Consideration therefore is to be given to pedestrians, residents, local traffic and children all of whom remain a priority at all times.

These instructions have been communicated to buying and surveying teams.

11. Considerate Constructors

Dalcon Superprime propose to register the site with the Considerate Constructors Scheme (CCS). Membership of the CCS requires principal contractors to adopt a Code of Practice, which seeks to:

- (1) Minimise any disturbance or negative impact (in terms of noise, dirt and inconvenience) sometimes caused by construction sites to the immediate Neighbourhood.
- (2) Eradicate offensive behaviour and language from construction sites. Provides contact details of the key personnel for the project.
- (3) Results in an improved understanding and respect from residents and others in the community and fewer complaints.

The CCS also requires each site to be independently audited during construction.

All sites and companies registered with the Scheme display a Scheme poster (where appropriate), giving the contact details of both the registered site or company and the Scheme.

All complaints received by the Scheme from any source, regarding a registered site or company, are recorded.

All complaints are put into one of the following categories:

Noise, Dirt and Dust. Parking, Safety, Inconsiderate Behaviour, Road Conditions and Vehicle Movements, Environmental Concerns, Pedestrian Access Obstruction, Property Damage, Site Lighting, Working Hours, Other.

The Scheme has designated staff, trained to deal with any type of complaint.

If the complaint does not relate to an issue covered by the Scheme's Code of Considerate Practice (for example, the Scheme cannot get involved with planning issues or in decisions relating to compensation), the complainant will be pointed in the appropriate direction.

When a complaint is received that is relevant to the Scheme's Codes of Considerate Practice, the Site Manager or company contact will be told what the complaint is about, and given the name and contact details of the complainant (with the complainant's permission). Advice might also be offered as to how they might deal with the complaint.

The Scheme will stay in contact with the complainant until the site or company has investigated and responded to the complaint and until the Scheme is satisfied that the site is adhering to the Site/Company Code of Practice, at which point the complaint will be taken off the 'active' list.

Site Manager or company does not deal with a complaint in a satisfactory manner, the complaint will be passed to the Scheme's Chief Executive, who will refer the matter to the

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construction company's head office contact (as listed on the registration form). in the event that the response is still unsatisfactory, and the contact is not a director, then the complaint will be taken to company director level.

The Scheme may attempt to mediate between the parties during this process. if, at any time, the Scheme's Chief Executive considers that a reasonable settlement has been reached, the complaint will be taken *off* the active list. Where necessary, an experienced Scheme

Monitor may visit the complainant and the Site Manager or company contact to seek resolution.

This method statement was prepared by:-

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