

Alpine Works Limited Building Services

CONSTRUCTION MANAGEMENT PLAN

CLIENT

UNIVERSITY COLLEGE LONDON

PROJECT

UCL ROCKEFELLER BUILDING SUBSTATION PROJECT



DOCUMENT CONTROL

DOCUMENT STATUS

REVISION	REV DATE	STATUS	PREPARED BY	CHECKED BY	APPROVED BY
1.0	31.05.22	DRAFT	AS&MM	JE&JR	JE
1.1	16.06.22	DRAFT	AS&MM	JE&JR	JE
1.2	30.06.22	DRAFT	AS&MM	JE&JR	JE
1.3	03.08.22	DRAFT	AS&MM	JE&R	JE

REVISION RECORD

REV	PAGE NUMBERS ALTERED	DATE	REVISION SUMMARY
1.1	7 (2.3) , 8 (2.4 & 2.5), 11 (3.6), 12 (3.8 & 3.11), 14 (4.6) 15 (4.7), 16 (4.7) & 18 (4.11)	16.06.22	General comments from GE (Text/Format/Clarifications)
1.1	10 (3.2)	16.06.22	Specific comments from GE (Delivery/Collection Arrangements, Waste Storage & Parking)
1.1	11 (3.7)	16.06.22	Specific comments from GE (Lifting Equipment Storage)
1.1	12 (3.9)	16.06.22	Specific comments from GE (Delivery/Collection Arrangements)
1.2	10 (3.2)	30.06.22	Specific comments from GE (Waste Storage Arrangements)
1.2	12 (3.9)	30.06.22	Specific comments from GE (Delivery/Collection Arrangements via Booking System)
1.2	21 (SITE PARKING)	30.06.22	Specific comments from GE (Site Parking Arrangements)
1.3	10 (3.2) & 12 (3.9)	03.08.22	Specific comments from GE (Delivery Times & Co-ordination with Existing Site Arrangements)
1.3	13 (4.6)	03.08.22	Specific comments from GE (Noise Assessment / Plant & Tools to be Used for Construction Activities)
1.3	17 (4.8)	03.08.22	Specific comments from GE (Neighbour Liaison – Initial Meeting & Ongoing Communication)
1.3	17 (4.9)	03.08.22	Specific comments from GE (Complaints Contact Details)
1.3	6 (1.3 & 1.4)	03.08.22	CP2 Programme Update

Section 1: Site Arrangements & Management Structure
Section 2: Traffic Management Plan
Section 3: Site Fire Plan

SECTION 1 – SITE ARRANGEMENTS & MANAGEMENT STRUCTURE

INTRODUCTION

The purpose of this Construction Management Plan(CMP) is to outline how Alpine Works Ltd (Principal Contractor) intends to carry out the proposed works from an operational and management prospective to minimise the impact on both the clients existing day to day operations and local residents wellbeing.

The CMP outlines Alpine Works Ltd intentions, and acts as an information document for the project team, statutory authorities and other stakeholders. The CMP will be updated and augmented as project parameters alter during pre-construction and post -construction phases of the project.

For clarity, the CMP is not to be confused with the Construction Phase Plan (CPP) which is a statutory requirement under Regulation 12 of the Construction Design & Management Regulations 2015. The CPP will be submitted in due course.

1. DESCRIPTION OF PROJECT

The project is to be undertaken at the following UCL site as detailed in the contract documents.

Rockefeller Building (UGC 201) – 21 University Street, London, WC1E 6DE

The works being undertaken as part of this project are to the rear of the main Building (Loading Bay Entrance location with access afforded via Chenies Mews)

WORKS INCLUDE:

The project comprises the following elements...

- Strip out & enabling works to the existing tank room location (including removal of existing oil tanks and any associated remediation works)
- Note: Existing services will be retained, modified, diverted, stripped out as required
- Formation of new light well & associated structural elements
- Formation of new staircase for enhanced access requirements
- Installation of applicable fire rating elements including doors, ceiling etc., for 4hour compliance purposes
- Construction of a new room to house UKPN owned equipment
- Construction of new rooms for UCL owned electrical HV equipment, Transformer & main LV switch board
- Installation of new containment systems & main HV/LV cabling (including testing & commissioning on completion)
- Installation of specialist Earthing arrangements &
- Installation of general MEP services associated with the spaces
- Note: including but not limited to...
- Electrical – Small Power, Lighting, Emergency Lighting, Fire Alarm, Security, Data, LV Metering
- Mechanical – Extract, Ventilation & Controls
- Installation of new sub mains cabling from the new main LV switch board to serve existing switch boards in the site

Works are to be carried out in accordance with the following design process...

- Stage 3 drawings & specification documents issued by UCL.
- Stage 4 drawings & supporting information issued by Alpine Works.
- Stage 5 technical submittals & implementation/construction documents issued by Alpine Works.
- (all in accordance with the contract documents and on receipt of appropriate approval status as applicable)

Works undertaken will be compliant with all current health and safety Legislation, including The Construction and Design management regulations 2015 and guidance and once finished will be compliant with the Workplace (Health Safety and Welfare) Regulations 1992

1.1 CLIENT DETAILS			
Name	Address	E-mail	Contact Details
University College London	University College London (UCL), 3rd Floor, Bidborough House, 38-50 Bidborough Street, London, WC1H 9BT	i.dimitrova@ucl.ac.uk	Contact: Ivet Dimitrova Tel: Mob: 07741 671149
1.2 PROJECT DIRECTORY			
PROJECT MANAGER			
Name	Address	E-mail	Contact Details
Aecom	Unit 1 Wellbrook Court Cambridge CB3 0NA	james.northfield@aecom.com	Contact: James Northfield Tel: Mob: 07887 405335
ARCHITECT & PRINCIPAL DESIGNER			
Name	Address	E-Mail	Contact Details
Burwell Architects	Unit 0.01, California Building, Deals Gateway, London, SE13 7SF	cg@burwellarchitects.com	Contact: Chris Gilbert Tel: 020 8305 6010 Mob:
STRUCTURAL & CIVIL ENGINEERS			
Name	Address	E-Mail	Contact Details
Aecom	Aecom, 63-77 Victoria Street, St Albans, AL1 3ER	julian.king@aecom.com	Contact: Julian King Tel: 01727 535883 Mob:
SERVICES CONSULTANT			
Name	Address	E-Mail	Contact Details
Buro Happold		saa.dunbar@burohappold.com	Contact: Saa Dunbar Tel: Mob: 07720 657733
COST CONSULTANT			
Name	Address	E-Mail	Contact Details
Gardiner & Theobald	10 South Crescent, London, WC1E 7BD	a.muir@gardiner.com	Contact: Andrew Muir Tel: Mob: 07469 350 170

APPROVED INSPECTOR			
Name	Address	E-Mail	Contact Details
Sweco Building Control	Sweco Building Control Limited, Grove House, Mansion Gate Drive, Leeds, LS7 4DN	monika.fabri@sweco.co.uk	Contact: Monika Fabri Tel: 020 002 1210 Mob: 07867 393637
UCL ESTATES MANAGEMENT TEAM			
Name	Address	E-Mail	Contact Details
University College London		r.laird@ucl.ac.uk	Contact: TBC Tel: Mob: 07741 671229
PRINCIPAL CONTRACTOR			
Name	Address	E-mail	Contact Details
Alpine Works Ltd	Brighton House, 23-25 High Street, Ewell Village, Epsom, Surrey, KT17 1SB	john.coleman@alpineworks.co.uk john.robinson@alpineworks.co.uk paul.b@alpineworks.co.uk alex.sykes@alpineworks.co.uk matty.makani@alpineworks.co.uk dan.lecount@alpineworks.co.uk jon.elborn@alpineworks.co.uk	Contact: John Coleman (CE) Mob: 07960 441880 Contact: John Robinson (OD) Mob: 07903 050282 Contact: Paul Brierley (QS) Mob: 07562 659079 Contact: Alex Sykes (CM) Mob: 07590 850904 Contact: Matt Makani (PM) Mob: 07850 646104 Contact: Dan Le Count (SM) Mob: 07710 089484 Contact: Jon Elborn (H&S) Mob: 07960 442314 AWL Office Tel: 020 8644 2014
HSE			
Name	Address	E-Mail	Contact Details
HSE	151 Buckingham Palace Road Victoria London SW1W 9SZ	www.hse.gov.uk	Contact: Principal Inspector Tel: 0300 003 1747 Mob:

1.3 PROGRAMME DETAILS

Refer to construction issue programme for full details. **(Construction Rev.2) – Updated as Required**



UCL Rockefeller
 Building Substation

1.4 START/COMPLETION DATE

Pre-Construction Start Date	21.04.2022			
Construction Start Date	19.09.2022			
Completion Date:	19.05.2023			
Hours of Work	Monday -Friday	Saturday	Sunday	Out of Hours
	Core Hours 08.00-17.00	08.00-16.00 (WITH PRIOR AGREEMENT ONLY)	08.00-16.00 (WITH PRIOR AGREEMENT ONLY)	AS REQUIRED (WITH PRIOR AGREEMENT ONLY)
Contract Period	56 Weeks 2 Days			
Construction Period	35 Weeks -- (Partial Handover 17.02.22) -- (Final Handover 19.05.23)			

1.5 PROJECT MANAGEMENT TEAM-ROLES AND RESPONSIBILITIES

THE PROJECT MANAGEMENT TEAM FOR THIS PROJECT ARE IDENTIFIED AS FOLLOWS:

ROLE	NAME	CONTACT/EMERGENCY NO'S:	LOCATION
CHIEF EXECUCTIVE	John Coleman	07960 441880	Mobile
OPERATIONS DIRECTOR	John Robinson	07903 050282	Mobile
QUANTITY SURVEYOR	Paul Brierley	07562 659079	Mobile
CONTRACTS MANAGER	Alex Sykes	07590 850904	Mobile
PROJECT MANAGER	Matt Makani	07850 646104	Mobile
SITE MANAGER	Dan Le Count	07710 089484	Mobile
HS ADVISORS	MEL Health & Safety Consultants	01708 555544	Office
HS MANAGER	Jon Elborn	07960 442314	Mobile
MAIN OFFICE	-	020 8644 2014	Office

EMERGENCY CONTACT INFORMATION
 In the event of an out of hour's emergency the Project Manager and the Site Manager can be contacted on their mobile numbers. In addition to this the nominated HS advisor will also be available to give advice on any Health and Safety Matters.

2. COMMUNICATION AND MANAGEMENT OF THE WORK

2.1 REGULAR LIAISON BETWEEN PARTIES ON SITE

- Regular liaison with all parties on site will be undertaken by Alpine Works Ltd throughout the duration of the project.
- This will be either in the form of client progress meetings, weekly progress meetings with sub-contractors working for or on behalf of Alpine Works Ltd.
- Ad-Hoc meetings as the project requires.
- Arrangements for shutdowns of services: Minor 2 Days & Major 7 Days. Shutdowns will be agreed with UCL's Project Manager & services consultants.
- Weekly look a heads and consultation with key stakeholders to ensure access/egress is maintained, noisy works are identified, and normal business use is maintained at all times.

2.2 ARRANGEMENTS FOR MONITORING AND REVIEWING HEALTH AND SAFETY AND HEALTH AND SAFETY GOALS FOR THE PROJECT

ARRANGEMENTS FOR ON-SITE HEALTH AND SAFETY

- Throughout the project Alpine Works Ltd will undertake monthly site inspections carried out by the Site Management Team. In addition, UCLs H&S platform for audits 'Build Safe / Infobric' will also be in use and implemented by the project team and any H&S issues, Near Misses and Good Working Practices recorded & noted.
- Hazards identified by such audits will be addressed and rectified within a given timescale by Alpine Works Ltd or the relevant sub-contractor.
- A copy of the audits will be made available to site operatives and posted in the site office.
- At the end of the project a review will be undertaken by Alpine Works Ltd to determine if any health and safety lessons have been learnt and how procedures may be changed to prevent a reoccurrence of any such incidents
- All works undertaken will be compliant with the Health and Safety at Work Act 1974 and all Health and Safety Statutory Instruments, ACOPs and Industry Guidance

HEALTH AND SAFETY GOALS

- To maintain the site as a safe working environment for all site operatives throughout the contract period whilst not putting those outside the confines of the site at risk from construction related activities.
- To have no accidents on site or adjacent to the site.
- To have no occupational ill health arising from the project.
- To ensure that no environmental damage occurs.
- To ensure the minimum disruption to the local community.
- To exclude unauthorised persons from the construction site.
- To provide safe access to, and egress from, work places.
- To provide work places that are free from risks to the health and safety of persons at work, or affected by the work, so far as is reasonably practicable.
- To provide operating conditions so that the lowest reasonably practicable levels of noise and dust are generated by construction activities.
- To minimise impact on adjacent users working activities & tasks being undertaken

2.3 CONSULTATION WITH THE WORKFORCE

Alpine Works Ltd will undertake H&S consultations with the workforce as follows: -

- At initial site Health and Safety induction. (Including UCL induction requirements)
- UCL contractor's safety rules. (**Version 8.0**)
- Toolbox talks.
- During site audit inspections.
- At site safety meetings.
- Provide update briefings on COVID-19 safe operating procedures and best practices. (Including UCL site specific guidelines, CLC SoP Latest Applicable (**Version.9.1**) Guidance & Build UK Flow Chart which demonstrates what should be implemented if an operative tests positive for COVID 19)

2.4 SELECTION AND CONTROL OF SUB-CONTRACTORS

- Sub-contractors have been vetted on their health and safety competence in accordance with the Alpine Works Ltd health and safety policy and acceptance on the preferred contractors list.
- Whilst on site they will be controlled by the Alpine Works Ltd Site Management Team and comply with site rules and UNIVERSITY COLLEGE LONDON Health and Safety Rules for Contractors at all times.
- They shall provide site specific method statements and risk assessments for works being undertaken.
- They shall be competent to undertake the tasks identified in the method statement and risk assessment.
- Sub-contractors will have their own nominated supervisor/manager to manage their site works.
- Daily liaison will be undertaken and held with all sub-contractors with AWLs Site Management Team.

2.5 EXCHANGE OF HEALTH AND SAFETY INFORMATION BETWEEN CONTRACTORS

- Throughout the project Alpine Works Site Management team will be responsible for exchanging health and safety information to all sub-contractors.
- Initial Information will be in the form of a site-specific induction to all operatives and visitors to site.
- The following HS information will be exchanged between all parties on site by Alpine Works Ltd.
- Amendments to the Construction Phase Plan including (Logistics plan, Traffic management plan, Waste management plan, Welfare arrangements & Fire Safety Plan)
- Amendments to Site Rules
- Amendments to any UNIVERSITY COLLEGE LONDON Safety Rules for Contractors (Available in the site Office)
- Posters highlighting general Health and Safety issues e.g., Manual Handling, Works at Height, electrical shock, COSHH etc.
- Toolbox talks provided by Alpine Works Ltd, or their sub-contractors will be entered on to a site register and recorded
- Changes to current health and safety legislation or Alpine Works Ltd health and safety procedures
- Where applicable health & safety information will be shared via the quickest routes these should include but not be limited by:
- Telephone
- Site meetings
- Toolbox talks
- E-mail
- Project management cloud-based platform (Procore)

The initial contact should be with the Alpine Works site manager/project manager or health and safety manager.

2.6 SECURITY ARRANGEMENTS

GENERAL:

- The Site Manager and the Site Management Team will be responsible for day-to-day security of the site and associated areas. The Security of the building itself will be the responsibility of UNIVERSITY COLLEGE LONDON Security.
UCL Security can be contacted on 222 from any internal telephone on site.
- Alpine Works Ltd site management team will ensure that visitors to site are inducted and where not familiar with the site arrangements for them also to be escorted around site accordingly.
- All site operatives and Visitors will sign in and out daily in the site signing in register which will be held at the site office.
- The nearest Police service is **Metropolitan Police, Kentish Town Police Station, 12a Holmes Road, London NW5 2AE.**
Tel: 999 / Tel: 101

NO GO/RESTRICTED AREAS:

The following areas have restricted access and Alpine Works operatives must seek permission to enter or use these areas or facilities.

PLANT ROOMS, SWITCH ROOMS & SERVICES RISERS:

- Permit to work will be obtained from the UNIVERSITY COLLEGE LONDON Security office or the Estates Departments

OFFICE & LABORATORY FACILITIES/TEACHING AREAS:

- All offices, laboratories and other UNIVERSITY COLLEGE LONDON teaching areas are restricted areas and permissions will be sought before entering these areas by the appropriate UNIVERSITY COLLEGE LONDON person.

STUDENT FACILITIES:

- All student facilities other than those required to enable the works to proceed are to be regarded as out of bounds to Alpine Works site operatives.

COMMON AREAS:

- The entrance to the building, common areas and stairwells are restricted and can only be achieved with the cooperation of the UNIVERSITY COLLEGE LONDON Security & Staff who will permit access and provide key-cards.
- Alpine Works Ltd will liaise with UNIVERSITY COLLEGE LONDON Security on a regular basis to ensure that each party is aware of any additional security issues that may affect either the project or UNIVERSITY COLLEGE LONDON operations.

2.7 SITE INDUCTION AND ON-SITE TRAINING

- All Alpine Works Ltd Operatives and sub-contractors will receive an individual site induction prior to commencing works on site.
- All Operatives & sub-contractors will be required to provide relevant CSCS cards on arrival
- Site Induction will cover aspects of Fire and Emergency, PPE, Access Egress, First Aid and COVID-19 safety operating procedures
- Additional on- site training will be in the form of toolbox talks held bi-weekly. A toolbox talk schedule will be implemented.
- Additional training identified during the project by Alpine Works Ltd Site Management Team.
- Results of any health and safety audit that highlights the need for additional training.
- Additional training identified by UNIVERSITY COLLEGE LONDON health and Safety advisors

2.8 WELFARE FACILITIES

- The main site offices will be located as detailed on page 20 of this document and will be used by Alpine Works Ltd staff and sub-contractors and will be always kept clean and tidy.
- Welfare and canteen areas on site are to be utilised for all operatives throughout the duration of the project. Alpine Works Ltd staff and sub- contractors will ensure all facilities used are always kept clean and tidy.

Note: Both Located (Directly Adjacent to the site area) at 86-96 & 96A-98 Chenies Mews, London, WC1E 6HX

Site Office – Ground Floor G.08A

Welfare/Canteen Area – Ground Floor Existing Facility

WC Area – Ground Floor Existing Facility

Shower Rooms – Lower Ground Floor Existing Facility

2.9 FIRST AID

- Site nominated 4-day First Aid trained persons **Dan Le Count – 07710 089484**
- First Aid & Eye Wash kits (suitably sized of the number of operatives & sub-contractors) will be kept in the main site office and clearly identified by a First Aid Sign and contact details
- In the event of an individual requiring hospital attendance. The nearest hospital to the main site office with an A&E is located at:
A+E Department University College Hospital 235 Euston Road London NW1 2BU Tel: 020 3456 7890 or alternatively by dialling 999

2.10 REPORTING AND INVESTIGATION OF ACCIDENTS AND INJURIES INCLUDING NEAR MISSES

- Accident reporting. All accidents will be entered into the site accident book and any reportable incidents will be investigated and **reported to the HSE immediately by telephone as required under RIDDOR 2013 (latest revision) by Alpine Works Ltd** and the Client's representatives will be notified of any such incidents immediately. MEL Ltd shall also be contacted and will provide the lead in any investigation of a major or reportable incident.
- **HSE, 151 Buckingham Palace Road, Victoria, London, SW1W 9SZ Tel: 0300 003 1747**
- In the event of a RIDDOR reportable incident Alpine Works Ltd and MEL will investigate the incident and put in place any changes to site operations of work procedures to prevent a re-occurrence.
- Near misses are to be reported to the site management team so that trends can be monitored by Alpine Works Ltd.

2.11 THE PRODUCTION AND APPROVAL OF RISK ASSESSMENTS AND METHOD STATEMENTS

- Site Specific Method Statements and Risk Assessments will be provided by and to Alpine Works for the works being undertaken. Approval of method statements will be undertaken by the site management team.
- Method Statements should be provided a minimum of 2 days before works are due to commence so that the site management team may comment accordingly on their contents.
- Site operatives will sign that they have read and understood the relevant Risk Assessment and Method Statement and always abide by its contents.
- Addendums to any Risk Assessment or Methods Statement will be undertaken by the site management team for Alpine Works Ltd works and by the competent person for any sub-contractor.

2.12 FIRE AND EMERGENCY PROCEDURES

FIRE:

There is no smoking at all times on all sites.

Alpine Works Ltd will liaise with the UNIVERSITY COLLEGE LONDON Estates and Facilities Division to ascertain any further information. Site specific fire and emergency plans exist for the site & adjacent client buildings, and these will be obtained by Alpine Works Ltd and will be reviewed/maintained/utilised throughout the project duration. Alpine Works will consider the UNIVERSITY COLLEGE LONDON's internal fire and emergency and evacuation systems which also includes details for liaison with the emergency services and other authorities.

- Alpine Works Ltd complies with the **Fire Prevention on Construction Sites Joint Code of Practice CC, LCP 6th Edition (current Issue) and HS (G) 168 Fire Safety in Construction Work.**
- All operatives will make themselves familiar with the site fire and emergency plan and any interface with the Client's operational areas and impact of their works on such areas.
- Hot works permits will be provided daily where required and sign off such permits will be one hour after site works have finished.
- Alpine Works Ltd will liaise with UNIVERSITY COLLEGE LONDON Estates and Facilities Division with regards any fire safety issues
- All operatives shall familiarise themselves with the site fire plan and emergency procedures available in site office.
- The UCL Fire Safety Officer is **Simon Cooke** and he can be contacted on **020 3108 8597 / 07979 240861**
- The nearest fire service is **Kentish Town Fire Services 20 Highgate Road London NW5 8NJ. Tel: 999 / Tel 0208 555 1200 (Ext: 38778)**

3. ARRANGEMENTS FOR CONTROLLING SIGNIFIGANT SITE RISKS

3.1 SAFETY RISKS

3.2 DELIVERY AND REMOVAL OF MATERIALS (INCLUDING WASTE) WORK EQUIPMENT INCLUDING RISKS TO PUBLIC DURING ACCESS/EGRESS FROM SITE

- All deliveries direct to site must be co-ordinated with the AWL project site management prior to arrival. Use of a pre-booking system will be implemented to ensure traffic congestion is limited & minimised.
- Local restrictions and UCL rules will be followed and adhered to and only with staff/allocated supervision being on site to co-ordinate and collect vehicles on arrival.
- Delivery vehicles will move from the loading /unloading area immediately on completion (this will be direct to the loading bay area/directly adjacent to the entrance)
- Deliveries will be made between the hours of: 08.00-16.00hrs adhering to the current site rules & restrictions in place. (Larger vehicles will whenever possible be arranged for early morning arrival. Notification will be provided to UCL in advance to enable co-ordination with any existing site arrangements/deliveries being carried out as part of normal business use)
- Waste removal will be undertaken on a regular basis and at times where Local residents, UCL's staff, students and visitors will not be inconvenienced. (Again early morning whenever possible with waste stored in the loading bay area)
- Waste being produced on the project will be segregated and removed from the works areas. It will be stored within the sites demise (basement tank room area with mobile bins being provided) and also in the ground floor allocated space provided in the rear loading bay (fenced off area with mini skip and as depicted on the waste management plan drawing). It will then be collected by our appointed waste disposal contractors/supply chain members and transported back to their facilities for disposal & recycling as appropriate with relevant consignment notes obtained for all collections made.
- Deliveries & collections will be monitored, and relevant information collected to support the project mini-SKA rating requirements
- A banksman will be allocated to aid waste collections or delivery vehicles for materials/plant deliveries to site.
Note: Heavy/Large plant items requiring HIAB/cranes will be assessed and delivery requirements assessed/pre-booking arrangements made to limit disruption to the area and maintain access/egress to the site.
- Care will be undertaken to ensure drivers of company vehicles or sub-contractor's delivery vehicles negotiate the surrounding roads with care and with special attention noting the limited access restrictions and one way system in place at the sites location.

3.3 SERVICES (GAS, WATER, ELECTRICITY, TEMP ELECTRICS)

- Gas, electrical, water and other services are identified within the works area. Isolations will be required and Alpine Works Ltd will liaise with Estates and Facilities Division to ensure the correct isolations are undertaken and relevant permit issued.
- No works are to be undertaken without a permit and confirmation of required isolations being made available.
- Services provided by Alpine Works Ltd for their own use will be tested and have relevant certification.

Contact details as follows for service providers

- **Gas (Southern Gas Network) – 0800 111 999**
- **Water & drainage (Thames Water) – 0800 714 614**
- **Electricity (UK Power Networks Ltd) – 0800 3163 105**

3.4 ADJACENT LAND USE

- Adjacent buildings and other commercial and residential sites are in use by residents, staff, students, visitors, and members of the public at all times. Care will be taken by Alpine Works Ltd and its nominated contractors to ensure that members of the public, staff and students are not put at risk by activities being undertaken.
- Other adjacent areas consist of residential and commercial dwellings and Alpine Works Ltd will apply the same care and attention so as not to inconvenience staff, visitors, and member of the public when undertaking deliveries.
- Work areas will be protected against unauthorised access by suitable barrier protection and safety warning signage as required.
- Plant and equipment when not in use will be isolated and secured to prevent unauthorised use or injury to staff, students, or visitors.
- Regular liaison with UCL Estates and facilities will be undertaken so that staff, students, and visitors are advised in advance of works that are likely to affect them.
- Fire and access/egress routes to the site will not be blocked or obstructed at any time during the project.
- Delivery vehicles will park to avoid obstruction, engines switched off and controlled by an appointed banksman.

3.5 STRUCTURAL STABILITY (DURING CONSTRUCTION WORK)

- Structural works on the project consist of the formation of a new light well (estimated at 3.7m deep), penetration/opening then being formed into the existing basement area oil tank room (new substation area) and installation of new lifting beam.
- All structural works required including any temporary arrangements needed will be agreed and applicable designs issued/signed off & approved with the project team / structural engineer prior to commencing.

Note: All works will be fully supervised by AWL site management and relevant sub-contractors appointed supervisors.

3.6 WORK AT HEIGHT/WORK NEAR FRAGILE MATERIALS AND PREVENTING FALLS

- Work at height will be undertaken and Alpine Works Ltd shall ensure that safe working platforms are provided for the works. Mobile towers, Podium steps and in some cases step ladders will be used due to space restrictions on staircases, corridor areas etc.
- Where ladders are to be used a separate RA will be provided by Alpine Works Ltd or their nominated contractors.
- Work near fragile materials: Where identified protections will be put in place where there is risk of operatives falling through fragile materials.
- For any mobile access platforms used than it will be constructed to manufacturer's requirements. Handrails to 950mm with Mid Rail 470mm and toe-boards 150mm will be provided so as to prevent falls from height. These will be erected by a PASMA trained operative only.

3.7 CONTROL OF LIFTING OPERATIONS

- Heavy/Large plant items requiring HIAB/cranes will be assessed and delivery requirements/pre-booking arrangements made to limit disruption to the area and maintain access/egress to the site.
- In addition, movement of heavy plant items into the site area via the new light well will require the implementation of specialist lifting facilities/technics (Main LV Switchboard, Transformer, HV/MV Switchgear) this will be carried out utilising the new lifting beam being installed as part of the project to the rear loading bay area (via block & tackle)

Note: All works of this nature will be fully assessed on site and conducted under specific Lift Plans & RAMS documents prior to commencement.

- Any lifting equipment required to be stored on site will be within the site demise/boundary (located in the loading bay area)

3.8 MAINTENANCE OF PLANT AND EQUIPMENT (PUWER) – PROVISION AND USE OF WORK EQUIPMENT REGULATIONS

- Plant and equipment will be maintained in accordance with PUWER 1998 and weekly checks will be undertaken by site management team.
- Operatives will carry out daily visual checks on plant and equipment before use. Any equipment which is in a poor standard of repair will be removed from site.
- Weekly scaffold checks will be undertaken by competent person and entered into a working Platform register

3.9 TRAFFIC ROUTES AND SEGREGATION OF VEHICLES AND PEDESTRIANS

- Deliveries will be made direct to site with prior arrangements/agreement made on suitable routes (Refer to site traffic plan)
- All area's used by staff and students as a means of fire exit and must be kept clear at all times.
- Access for any emergency services vehicles will be maintained at all times.
- Access for deliveries to site will be maintained at all times with ongoing communication maintained at all times.
- Site storage facilities will utilise space within the sites demise and to the agreed lay down area at the new light well location (within the designated fenced off area)
- Note: All deliveries will be coordinated via/with UCL site management incorporating any additional local rules or requirements applicable at the time.
- (Deliveries/Collections arranged on a just in time basis whenever possible)

Use of a pre-booking system will be implemented to ensure traffic congestion is limited & minimised. (The booking system will be co-ordinated and managed so only 1no vehicle associated with the project works arrives on site at any given time – if any vehicle arrives outside of their allocated time slot they will be asked to move off & return at a later date. Failure to comply with the booking system arrangements will result in this being escalated to the appropriate personnel within the relevant organisations and further steps taken to ensure compliance.) (Larger vehicles will whenever possible be arranged for early morning arrival. Notification will be provided to UCL in advance to enable co-ordination with any existing site arrangements/deliveries being carried out as part of normal business use)



AWL_TM Plan
Chenies Mews.pdf



AWL_Waste
Removal Plan.pdf

3.10 STORAGE OF MATERIALS (INCLUDING HAZARDOUS MATERIALS) AND WORK EQUIPMENT

- Plant and materials will be delivered on a just in time basis due to limited space on site. Areas have been agreed & allocated by the client and will be utilised for storage and will be kept clean and tidy with access always maintained.
Note: an external area adjacent to the site entrance in the rear loading bay area will be utilised with fencing installed segregating the location while maintaining access & egress for deliveries, fire exits, etc...
- Materials and work equipment will be removed from any works areas remote to the sites demise at the end of each working day and stored in the areas allocated also.

3.11 OTHER SIGNIFIGANT SAFETY RISKS

- The Removal of existing redundant oil tanks & associated pipework will be undertaken as part of the project works. The oil tanks will be emptied, decontaminated & associated certification issued prior to the removal works commencing. The tanks and associated pipework will then be cut up and removed from site. This will be undertaken by specialist appointed sub-contractors with all aspects of the works being identified in their RAMS/Logistics documents prior to commencing (Issued for approval/acceptance including all enhanced safety requirements, spill kit arrangements & fire safety arrangements)

Note: Regular reviews of RAMS will be undertaken by the Alpine Works Ltd Site Management Team to ascertain if they are still sufficient to the task being undertaken. If not sufficient then they will be amended by the competent person and any changes made known to the relevant site operatives involved.

4.0 HEALTH RISKS
4.1 IDENTIFICATION OF ASBESTOS
<ul style="list-style-type: none">Asbestos surveys have been undertaken by a UCL appointed specialist contractor. The findings of this survey has been provided to Alpine Works Ltd and will be fully reviewed prior to commencement on site. Any asbestos identified will be subject to further discussion with UCL if located in areas or affected by the contracted works.A copy of the asbestos survey reports for reference is available in the site office and MUST be consulted.Operatives are advised to stop work if they are suspicious of any materials which may contain asbestos.Alpine Works Ltd will liaise with UCL to ascertain the content of any such material.Locations remote to the site area (as required) will be identified and request made for additional surveys to be undertaken if no information has been provided prior to any access arrangements or works commencing.
4.2 REMOVAL OF ASBETSOS
<ul style="list-style-type: none">Any abatement & removal works required will be carried out by UCL appointed LARC (AA Woods) and Monitoring/Testing/Compliance company (Lucion Environmental) working in conjunction with our Supply Chain members carrying out associated demolition/strip out/new installation works Note: Existing oil tank bases & associated pipe work flanges have had asbestos hazards identified along with existing services located to the space.
4.3 CONTAMINATED LAND
<ul style="list-style-type: none">None Identified
4.5 CONTROL OF HAZARDOUS SUBSTANCES
<ul style="list-style-type: none">Alpine Works Ltd will ensure that all Contractors on the site comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002 and COSHH assessments will be providedTrade Contractors will notify the Site Management Team of any COSHH related materials that they wish to bring to site prior to their arrival.Hazardous materials will only be stored after agreement with the UCL's representative and in a secured/controlled area.
4.6 NOISE AND VIBRATION
<p>NOISE:</p> <ul style="list-style-type: none">Noise assessments of plant/tools to be used as part of the construction activities will be carried out prior to works commencing to ensure best methods/practices have been considered and implemented to reduce noise pollution as far as is reasonably practicable. Sample construction tasks/activities will be carried out under controlled methods and in sequence of their acoustic outputs (quietest first/loudest last) while being monitored by an appointed external party.The Noise at Work Regulations 2005 specify 3 types of exposure to noise and what actions are required to be taken to reduce or eliminate the risk of noise entering the ear.<ul style="list-style-type: none">Lower Exposure Action Value is 80dB (A)Upper Exposure Action Value is 85dB (A)Exposure Limit value 87dB (A)Where the LEA is equal to or likely to be exceeded than a suitable risk assessment will be undertaken identifying risks to employees and control measures to be implemented to control the noise level.The assessment will consider observing work practices, noise assessments where necessary and referring to the manufacturer's information sheet for plant and equipment used to determine its noise levels and exposure times.Hearing protection will be issued and information and Instruction and training on the correct use shall be issued to the operativesWhere the UEA or ELV is identified as equal to or likely to be exceeded than a suitable and sufficient Risk assessment will be undertaken to consider the type of noise and level of exposure, the health effects to employees, whether alternative equipment can be used, exposure to those not working with the equipment, information provided by the manufacturer.Hearing protection zones will be established and indicated by the blue mandatory hearing protector signage Access to these areas will be restricted and hearing protection will be worn.Where noise assessments have identified exposure limits of 85dB (A) are being exceeded health surveillance will be arranged and undertaken.

NOISE MONITORING:

- A description of the construction activities and the method of working as well as proposed hours of working will be provided.
- Establish an inventory of sound power levels, either from measurements, manufacturers' specifications, or BS 5228 databases.
- Use sound power levels, the description of the works and the construction programme to establish predicted airborne noise levels in accordance with BS 5228: Part 1. Predicted noise levels will initially be based on construction noise only, 1m from any affected façade to residential properties or noise-sensitive business, and account for acoustic screening.
- Identify suitable mitigation measures as appropriate, review beats per minute (BPM) and re-work all calculations as necessary.
- Adopt appropriate baseline ambient noise monitoring results, from various sources including:
UCL's baseline ambient noise and vibration information.
Measurements by the UCL's other contractors
- Undertake additional baseline noise surveys at the reasonable request of the project team / Employers Agent.

Note:

- **UCL noise restrictions apply as follows (No noisy works before 8.00am & after 4.00pm)**

VIBRATION:

- Alpine Works Ltd will comply with the Control of Vibration Regulations 2005.
- The regulations refer to two exposure values and control measures required to reduce or eliminate exposure to operatives.
Hand Arm Vibration Daily Exposure Action Value = $2.5M/S^2$
Hand Arm Vibration Daily Exposure Limit Value = $5M/S^2$
- If vibrations are equal to or likely to exceed the EAV/ELV than Alpine Works Ltd will undertake a risk assessment to instigate control measures to prevent operatives becoming harmed by vibration by reducing the exposure.
- Control measures will include providing information, training, and instruction on the correct use of equipment, that records are kept of individual exposure, operatives will rotate their works and if necessary, move to other works where there is no risk to further exposure
- Plant and equipment will be identified with its vibration rating and details entered into a chart to determine each individual's expected exposure level. This will determine the time each operative can use such equipment.
- Where exposure limits have been identified as to be above $2.5M/S^2$ Health surveillance shall be undertaken.

CONTROL OF VIBRATION

- AWL will undertake vibration risk assessments, and where significant impact thresholds are expected to be exceeded, develop a Vibration Control and Mitigation Plan.
The relevant thresholds for determining significant impacts will be sourced from relevant standards and guidance including BS 5228 Part 2, BS 7385 Parts 1 and 2, and BS 6472 Part 1.
Where relevant, other stakeholder-imposed threshold values will also be complied with, especially in the case of buried utilities infrastructure, **and vibration-sensitive equipment operating at UCL.**

Measures for vibration control are specified for three purposes with each assessed using different, individual parameters:

- To protect the occupants and users of buildings from disturbance, for which vibration dose values are assessed. Vibration dose values (VDVs) are defined and their application to occupants of buildings is discussed in BS 6472- 1 Guide to evaluation of human exposure to vibration in buildings – Vibration sources other than blasting, 2008;
- To protect buildings from risk of physical damage, for which component's peak particle velocities (PPV) are assessed in accordance with BS 7385-2 Evaluation and measurement for vibration in buildings. Guide to damage levels from ground borne vibration, 1993;
- To protect particularly vibration-sensitive equipment and processes from damage or disruption, for which peak component acceleration, velocity or displacement are assessed as appropriate to each process or item of equipment.

UCL will be notified regarding any works predicted to generate a PPV above 10mm/s. Where it is agreed that there is no reasonable or practicable means to reduce predicted vibration then AWL, in consultation with the UCL, will seek to agree:

- Monitoring for vibration and strain induced in the building during the works;
- With occupiers of properties:
The surveys to be carried out and any consequent actions;
Any additional reasonable and practicable mitigation to be provided for occupants;

Buildings that may be unusually vulnerable to vibration, that are located within 50m of any activities that may give rise to significant vibration need to be identified.

Where the predicted vibration at the foundations of such buildings exceeds 5mm/s PPV then it will be required to consult further and to undertake an initial structural survey of the building if required.

The extent of condition surveys and continuous vibration monitoring required will be confirmed and agreed with the building owner pending the results of the initial structural survey.

Risk assessments will be prepared for structures which may be affected by construction vibration.

Details of construction activities, prediction methods, location of sensitive receivers and noise and vibration levels will be discussed UCL both prior to construction work and throughout the construction period.

AWL will follow the requirements of BS 5228 Code of Practice for Noise and Vibration Control on Construction.

4.7 OTHER SIGNIFIGANT HEALTH RISKS

Violence from Members of the Public:

- There is a possibility that students and members' of the public become violent or agitated towards contractors working on site if they deem to be inconvenienced by the works being undertaken. At the first instance of this the Contractor is to avoid any such confrontation and seek assistance from UNIVERSITY COLLEGE LONDON Security immediately. Ring 222 or 020 7679 2222

Air Quality:

- AWL will require its contractors to manage dust, air pollution, fumes, odour, exhaust emissions or other substances that may be offensive or harmful during the construction works in accordance with Best Practicable Means. As far as reasonably practicable, dust control procedures will be implemented during construction to avoid the emission of dust and other particles that could adversely affect air quality.

An assessment will be undertaken by the Contractor prior to construction to assess the overall risk of atmospheric pollutants from the site. Almost all UCL construction activities are likely to fall into the Medium to Low Risk category's owing to the urban nature of the site. The risk assessment should examine the specific activities planned for the project, identify the main sources of atmospheric pollutants and undertake site and project planning to attempt to mitigate and minimise these emissions and to place them away from sensitive receptors.

Dust monitoring will comprise of agreed techniques at locations on site boundaries or near to local receptors.

Demolition and construction works will be carried out in such a way as to limit the emissions of pollutants, particularly dust, fine particles (PM10) and exhaust emissions (NOx). This will include the following as appropriate:

Good housekeeping procedures relevant to limiting dust and air pollution.

Controls and measures to control or mitigate the effect of potential emissions or nuisance caused by the construction works.

Dust and air pollution monitoring measures to be employed during construction of the project.

Measures relevant to control risks associated with asbestos dust

Projects will comply with the Environmental Protection Act 1990 and local policy guidelines to ensure that the developments are managed in a way that is not detrimental to the local amenity or residents.

Where reasonably practicable, site layouts will be planned to locate machinery and dust-causing activities away from sensitive receptors. Where appropriate, methods such as the erection of hoardings or other barriers along the site boundary will be used to mitigate the spread of dust to any sensitive buildings or other environmental receptors.

AWL will ensure that dust does not escape from the site area into adjacent buildings by sealing all openings out of the site area. If dust enters other parts of the building from the site, the Contractor is to pay the cost of cleaning such parts to the UCL's satisfaction.

Leptospirosis: (Weils Disease)

- Good hygiene procedures will be adopted by all contractors whilst working on site.

Working in laboratories

- None envisaged

Radiation

- None envisaged

Control of Emissions from Plant and Equipment:

- Measures will be implemented to limit emissions from construction plant and vehicles, which will include the following, as appropriate:
Operation of construction plant in accordance with the manufacturer written recommendations.
Vehicles and plant will be switched off and secured when not in use.
Vehicle and construction plant exhausts will be directed away from the ground and be positioned at a height to facilitate appropriate dispersal of exhaust emissions.
Using low emission vehicles and plant fitted with catalysts, diesel particulate filters or similar devices.
The enclosure, shielding or provision of filters on plant likely to generate excessive quantities of dust beyond the site boundaries.
Devices such as dust extractors, filters and collectors will be used on drilling and sawing equipment.
Where reasonably practicable, construction plant will be located away from site boundaries which are close to sensitive receptors.
The Logistics Zone used for receipt of site deliveries and unloading will be designed to minimise the requirement for onsite plant.
The use of diesel- or petrol-powered generators will be reduced by using mains electricity or battery powered equipment where reasonably practicable;
Cutting and grinding operations will be conducted using equipment and techniques which reduce emissions and incorporate appropriate particle suppression measures.
Damping down of dust generating equipment and road surfaces where dust may be generated.
Measures to keep roads and accesses clean.
Vehicle, plant, and equipment maintenance records will be kept on site and reviewed regularly.

Dust:

- **Control of Dust and Emissions from Demolition Activity**

The appointed Demolition Contractors will be required to provide Demolition Plans for demolition and associated activity. The methodology will be dictated by the type of construction and other influencing factors, such as the location of adjacent buildings and degree of likely noise and dust generation.

Dust pollution from demolition activities will be limited using the following measures, as appropriate:

Stripping of insides of buildings before demolition.

Buildings or structures will be sprayed with water or screened as necessary, prior to and during demolition.

Skips and bins are to be covered and secured.

Burning of any material will not be permitted on sites.

Avoidance of the prolonged storage of waste materials on site.

Removal of waste from the site will comply with the requirements of this CMP relating to the transportation of materials

- **Control of Dust and Emissions from Excavations Activity**

Dust pollution from excavations and earthworks activities will be limited through the use of the following measures, as appropriate:

Excavated material to be carted away will be loaded using minimum 'drop heights' from excavators into vehicles involved in the transport of excavated material.

Imported bedding and backfill material that could generate dust such as gravels and sands are to be kept damped down prior to being placed into excavations

Compacting and rolling of excavated areas, and spreading of fill is to be undertaken using dust damping down measures

adequate wheel-wash facilities provided at site exit, wherever there is to be significant excavation works and where there is adequate space to locate these.

- **Control of Dust from Material Transportation, Storage and Handling**

The unloading, storage and handling of construction materials can be a significant source of dust emission. Storage areas will be sited in locations away from work areas and where operatives and the public cannot be exposed to the effects of any emissions.

Dust and air quality management measures will be implemented to limit pollution arising from the transportation and storage of materials, including the following, as appropriate:

Covering materials, deliveries or loads entering and leaving the construction site for the purposes of preventing materials and dust spillage.

Vehicles transporting materials within or outside the construction site will not be overloaded.

Where reasonably practicable, stockpiles and mounds will be kept away from sensitive receptors and sited to consider the predominant wind direction relative to these receptors.

Material stockpiles likely to generate dust will be enclosed or securely sheeted, kept watered or stabilised as appropriate.

Fine dry material will be stored inside buildings or enclosures with measures in place to ensure no escape of material and of overfilling during delivery.

Mixing of large quantities of concrete will be undertaken in enclosed areas or shielded.
The number of handling operations for materials will be kept to the minimum reasonably practicable.

Review of Site Health Risks:

- Alpine Works Ltd will undertake regular reviews of identified health risks for this project and where additional risks are identified amend the plan accordingly and brief all site operatives of the applicable changes.

4.8 NEIGHBOUR AND COMMUNITY LIASON

AWL has a strong relationship with UCL and endeavours to maintain and improve relations during all stages of a project. The focus of this is particularly on the groups who may be directly affected by construction impacts including local residents, businesses, landowners, community resources and the specific needs of protected groups (as defined in the Equalities Act 2010).

The AWL Project Manager or AWL Representative will take the lead to engage with and manage the concerns of neighbours during the life of the development.

The contractors for all major projects shall be proactive in communicating and reporting on the following:

- Health and Safety Issues
- Key Upcoming Major Construction Activities that may impact staff, visitors and neighbours
- Traffic Management Issues
- Pedestrian & Cyclist Routes
- Signage and Wayfinding
- Out-of-hours working
- Neighbourhood Engagement Plans
- Complaints
- UCL Events
- Newsletters and Other Communications

AWL understands the importance of considering the needs of local people, businesses and visitors. Consultation will be carried out regularly, to ensure this is being achieved.

AWL will address the codes of conduct required from operatives and staff working at UCL during their site inductions and ensure these standards are being adhered to.

Where relevant, neighbours will also be specifically informed about any abnormal work or any impact to the adjacent roads/areas adjacent to the site boundary.

The surrounding buildings are predominantly owned by the UCL and therefore it is likely that the most significant impacts will be on UCL's operations itself. Regular meetings will be planned on a project by project basis for all stakeholders.

Interface meetings between projects (if applicable) to ensure there is a co-ordinated approach to communication with the communities and clear messages that are not ambiguous or conflicting.

Prior to construction works commencing an initial site review meeting (Envisaged at 1 hours duration) will be arranged to run through the works with key members of the local residents Chenies Mews Working Group (3no persons), UCLs project team employers agent/principal designer (2no persons), and Alpine Works project management representatives (1no person)

Maximum number of attendees being 6no in total due to the sites location and to ensure H&S is not compromised.

In addition following commencement of the construction works phase a monthly newsletter will be issued outlining progress, key milestones & highlighting and issues that may have arisen/required further action/resolution.

4.9 COMPLAINTS PROCEDURES

A complaints procedure will be implemented to log and respond to issues raised by UCL employees, neighbours, or members of the public.

Where possible, measures will be put in place to avoid recurrence of the complaint.

Complaints will be handled in the first instance through the Project Manager or a UCL Representative.

Alpine Works (Project Manager) – Matty Makani - matty.makani@alpineworks.co.uk - 07850 646104 - (NWH: Monday-Friday / 8.00am-5.00pm)

UCL (Employers Agent) – James Northfield – james.northfield@aecom.com – 07887 405335 - (NWH: Monday-Friday / 8.00am-5.00pm)

Note: Contact details will also be displayed at the site entrance/boundary location

AWL will work together with the Project team to deal with any issues raised on the project.

Each complaint will be logged, and a response issued directly to the initial source within 1-3 working days depending on the severity of the complaint.

4.10 FEEDBACK & IMPROVEMENT

AWL strive to implement a lessons learned approach to every project they deliver. Each comment will be logged against its related project and used during the initiation stage of further projects to add value and improve on previous projects delivered.

Appointed sub-contractors are encouraged to carry out the same procedure internally amongst their project team at the end of each project and feed these comments back to the AWL Project Manager.

Perspectives from organisations at the end of any project will allow for positive improvements on any future project being carried out.

4.11 SAFE OPERATING PROCEDURES – COVID-19

Alpine Works will comply with the latest Government & UCL guidelines on Coronavirus (Covid-19) at all times.

There are separate specific Risk assessment for COVID-19 as part of Alpine Works RAMS but the following key points are taken from the current Public Health England Site operating procedures and HM Government Guidance for the Construction Sector

Site Works

- Workers & operatives attending site will be inducted & briefed on the latest current requirements and safety measures being implemented. These include **UCL site specific guidelines, CLC SoP Latest Applicable Version.9.1 Guidance & Build UK Flow Chart** which demonstrates what should be implemented if an operative tests positive for COVID 19)

Staffing levels will be monitored, and consultation held weekly with UCL (Project Team & Building/Department Managers) to ensure all parties have an understanding of the works planned and to ensure that the latest safety measures are communicated, implemented and adhere to at all times.

Communication, Documentation & Monitoring

- All documentation relevant to the project works and site arrangements will be reviewed and updated as necessary ensuring best practice & compliance is achieved as far as is reasonably practical
- All appointed sub-contractors RAMS will be reviewed to ensure they follow the relevant enhanced safety procedures required
- All operatives/ personnel attending site will be inducted and briefed accordingly ensuring they are familiar with the latest requirements and site operating procedures and safety measures that are in place. These will be recorded and signed acknowledgements retained.
- Any changes to the site operating procedures implemented will be communicated to all operatives/personnel again via site briefing or toolbox talk and again recorded.

Additional Statements

- The measures necessary to minimise the risk of spread of infection rely on everyone at Alpine Works and their sub-contractors taking responsibility for their actions and behaviours.
- Alpine Works openly encourage a collaborative working approach between all parties including the Project team, UCL site & department managers and members of staff to ensure all possible measures are taken to provide a safe working environment for all.

UCL Coronavirus update: Issue 165 - Dated 04.05.22

1. Updated guidance about living safely with infections
2. A summary of changes to UCL's COVID-19 guidance and procedures
3. Useful links

1. Updated guidance about living safely with infections

The Government has removed remaining domestic COVID-19 restrictions in England and has published advice on [living safely with respiratory infections including COVID-19](#), which includes measures such as getting vaccinated, keeping spaces well-ventilated and practicing good hygiene.

UCL's HR website has also been updated to include information and guidance on [Living safely with respiratory and other common infections, including COVID-19](#). This includes guidance on:

- What to do if you feel unwell with symptoms of COVID-19 or other respiratory infections. If you do feel unwell, we strongly encourage you to take sick leave if you need to, or work from home if you can, to avoid passing on infection to others in the community. Find out more on the HR webpages, "[Unwell? Stay at home](#)".
- [The COVID-19 vaccination centre at UCL's Bidborough House](#) is still open, and their services have now been extended to offer an overseas vaccination validation service. UCL students can also access the overseas vaccination validation service in the [Student Enquiries Centre on Wednesdays](#).
- Links to updated Government guidance, for example [guidance for people with symptoms of a respiratory infection including COVID-19](#) and [people whose immune system means that they are at higher risk](#).

2. A summary of changes to UCL's COVID-19 guidance and procedures

- The COVID-19 telephone helpline service has now ended. UCL staff can still submit any COVID-related questions [via our online form](#) or email covidhelpline@ucl.ac.uk. Students should use the [askUCL service](#).
- In line with Government guidance and the end of the free national testing programme, we no longer advise staff and students to test for COVID-19 twice a week. Please continue to follow guidance on hygiene and do not come onto campus if you feel unwell.
- Please continue to use [UCL's Connect to Protect service](#) to report positive cases, so that we can monitor cases and identify potential outbreaks.
- Parents and carers leave for COVID-19 related absences will no longer be unlimited and will revert to 5 days per year from 1 May – more information on the [HR Website](#).
- When travelling abroad, staff are asked to [book all work-related travel via Clarity](#), our travel provider who will advise on the requirements of each country.
- In line with Government guidance, staff, students and visitors are no longer expected to wear face coverings or masks on campus. You may be required to wear a face covering in some areas of UCL which are managed by our partner hospitals. Please remember to follow local guidance. We recognise that it is an individual's choice to wear a face covering or not, whether at UCL or in wider society. Please be considerate of those around you, especially if they are wearing a '[Please give me space](#)' lanyard or badge. The UK Government has published guidance on [when to consider wearing a face covering or a face mask](#).

Interim working guidance

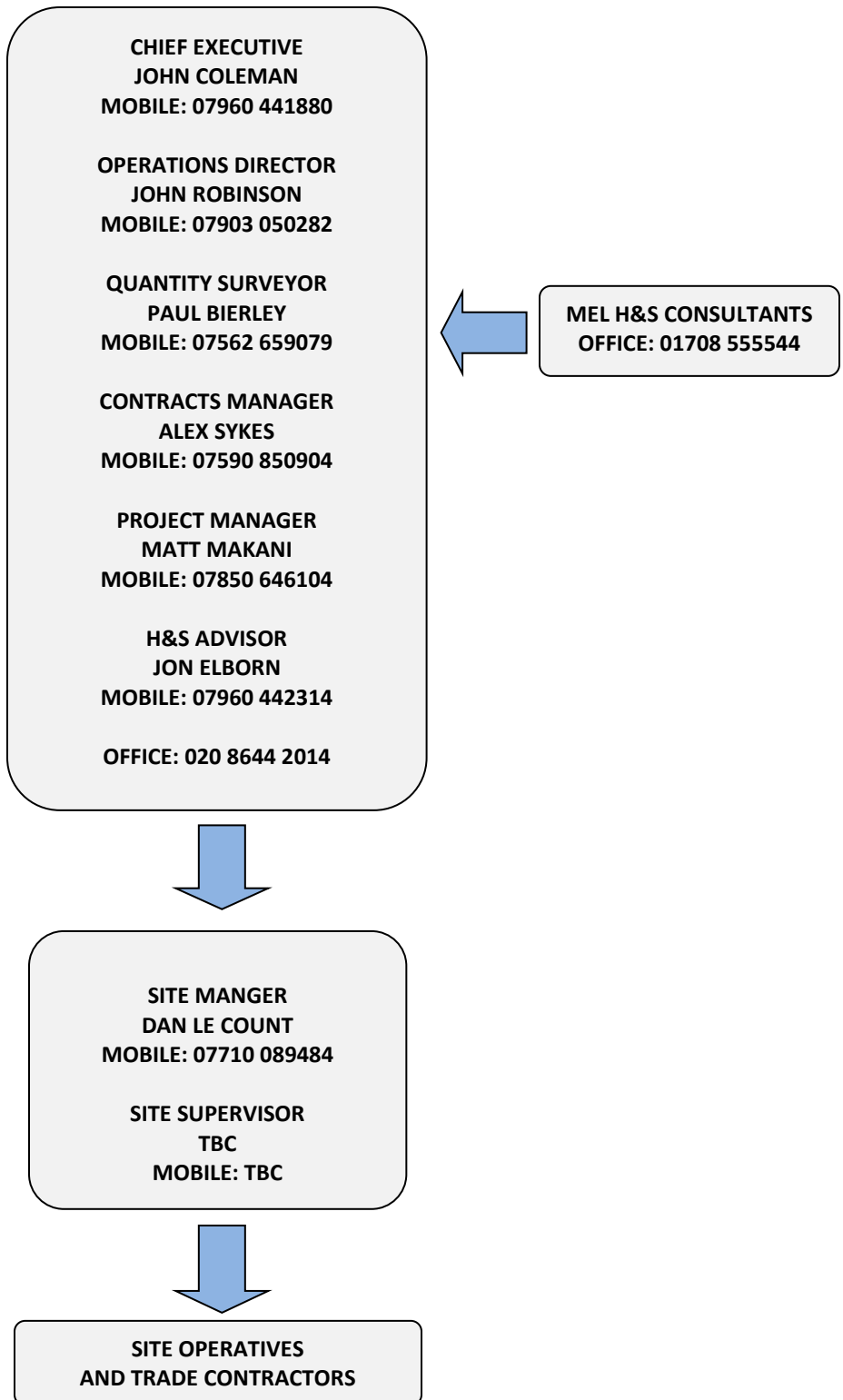
At this time, our general guidance continues to be that staff are expected to be on campus for 40% of their time, in line with UCL's [Return to Campus – Interim Guidance for Staff and Line Managers](#). Staff with a disability who feel unable to comply with this requirement should discuss a reasonable adjustment with their line manager as outlined in paragraph 7.2.10.

3. Useful links

Coronavirus information webpages

- [Coronavirus information webpages](#)
- [Keeping safe on campus](#)
- [Testing, reporting and managing potential cases](#)
- [Living safely with respiratory and other common infections, including COVID-19](#)
- [Wearing face coverings on campus](#)
- [Government advice on coronavirus](#)
- [NHS coronavirus website](#)
- [Archive of all past coronavirus updates](#)

**ALPINE WORKS LTD
PROJECT MANAGEMENT STRUCTURE**



SECTION 2 - TRAFFIC MANAGEMENT PLAN

INTRODUCTION					
PROJECT:	Rockefeller Building Substation Project	SITE ADDRESSES:	Rockefeller Building (UGC 201) 21 University Street, London, WC1E 6DE		
THE FOLLOWING LOCAL CONDITIONS HAVE BEEN IDENTIFIED IN THE PREPARATION OF THIS TRAFFIC PLAN.					
Residential Area	Yes		Existing Structures	Yes	
Nearby Schools, Shops, Universities Colleges	Yes		Ground Conditions		No
Existing Road Conditions	Yes		Other Conditions		No
SITE DESCRIPTION					
<p>The project is to be undertaken at the following UCL site as detailed in the contract documents.</p> <p>The site addresses as follows... Rockefeller Building (UGC 201) – 21 University Street, London, WC1E 6DE</p> <p>All surrounding roads are used 7 days per week by students, staff and members of the public.</p> <p>The surrounding buildings form part of the university as well as private/commercial residences.</p>					
SITE PARKING					
<p>Local controlled public parking is available remotely from the site.</p> <p>Delivery vehicles are not to obstruct current parking arrangement for the areas. They will also be controlled/supervised on arrival by the appointed banksman to ensure traffic congestion is limited & minimised. Deliveries/Collections will back into the loading bay as far as is reasonably practical or park directly adjacent to the loading bay entrance and move off directly on completion.</p> <p>There is no parking available on site.</p>					
ACCESS ROUTES					
<p>Access for operatives & deliveries will be the sites rear entrance/loading bay area.</p> <p>Access for all delivery vehicles will be reviewed at the time of specific site inductions and with prior arrangement via/with UCL site management to ensure disruptions are avoided and normal business use to the site is maintained.</p>					
SPEED LIMITS					
<p>Local Speed limit will apply to any site delivery vehicles. Vehicles must not exceed this limit</p>					

DELIVERY/LOADING/UNLOADING

Deliveries will be via the sites rear entrance/loading bay. Storage will be in the agreed/allocated area

Vehicles are to switch off their engines during deliveries.

Materials must be off loaded immediately and taken in to the site storage areas, if not immediately then they must be stored so that fire escape /pedestrians or traffic routes are not blocked.

VEHICLE MOVEMENT RESTRICTIONS

There are restrictions on delivery times: Deliveries must be made between 08.00 and 16.00hrs. All deliveries to site will follow local restrictions while adhering to UCLs specific site rules.

Deliveries/Materials will be arranged on a just in time basis due to the limited space available and moved to the adjacent main site area as soon as possible ensuring the area does not become congested.

Use of a pre-booking system will be implemented to ensure traffic congestion is limited & minimised.
(Larger vehicles will whenever possible be arranged for early morning arrival. Notification will be provided to UCL in advance to enable co-ordination with any existing site arrangements/deliveries being carried out as part of normal business use)

SITE COMPOUND/STORAGE

The main storage area for the project will utilise space provided by UCL to the rear loading bay area.
This will be segregated by the use of security fencing and appropriate signage displayed.

All areas will be kept clean and tidy with access & regress routes maintained at all times

ROAD CLEARANCE

Road sweeping & washing will be implemented as required to maintain good housekeeping

Wheel wash operations are not envisaged as being required (to be monitored and implemented if needed).

Alpine Works Ltd will keep their delivery areas clean and tidy at all times throughout the project





OTHER ISSUES

The entrance to Chenies Mews has a height/width restriction.

This is to be reviewed and suitable arrangements made to ensure all delivery vehicles are suitably allocated to suit.

The contents of this plan will be monitored and where identified, amended as the site is developed by the Alpine Works Ltd Site Management or Health and Safety Manager.

SECTION 3 - SITE FIRE SAFETY PLAN

PROJECT DETAILS			
PROJECT:	Rockefeller Building Substation Project	SITE ADDRESSES:	Rockefeller Building (UGC 201) 21 University Street, London, WC1E 6DE
DETAILS OF WORKS BEING UNDERTAKEN:			
<p>The project is to be undertaken at the following UCL site as detailed in the contract documents. Rockefeller Building (UGC 201) – 21 University Street, London, WC1E 6DE The works being undertaken as part of this project are to the rear of the main Building (Goods Inn Entrance location with access afforded via Chenies Mews)</p> <p>WORKS INCLUDE: The project comprises the following elements:</p> <ul style="list-style-type: none"> Strip out & enabling works to the existing tank room location (including removal of existing oil tanks and any associated remediation works) Note: Existing services will be retained, modified, diverted, stripped out as required Formation of new light well & associated structural elements Formation of new staircase for enhanced access requirements Installation of applicable fire rating elements including doors, ceiling etc...for 4hour compliance purposes Construction of a new room to house UKPN owned equipment Construction of new rooms for UCL owned electrical HV equipment, Transformer & main LV switch board Installation of new containment systems & main HV/LV cabling (including testing & commissioning on completion) Installation of specialist Earthing arrangements & Installation of general MEP services associated with the spaces Note: including but not limited to... Electrical – Small Power, Lighting, Emergency Lighting, Fire Alarm, Security, Data, LV Metering Mechanical – Extract, Ventilation & Controls Installation of new sub mains cabling from the new main LV switch board to serve existing switch boards in the site <p>Works are to be carried out in accordance with the following design processes:</p> <ul style="list-style-type: none"> Stage 3 drawings & specification documents issued by UCL. Stage 4 drawings & supporting information issued by Alpine Works. Stage 5 technical submittals & implementation/construction documents issued by Alpine Works. (all in accordance with the contract documents and on receipt of appropriate approval status as applicable) <p>Existing Site Fire Safety & Fire Brigade Contingency Plans as follows...</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  Appendix D-201_37400401 - B& </div> <div style="text-align: center;">  Appendix D-201_37400402 - G1 </div> <div style="text-align: center;">  Appendix D-37500401-Baseme </div> <div style="text-align: center;">  Appendix E-866_G_050 T1.pdf </div> </div>			

SITE MANAGEMENT TEAM:							
POSITION	NAME		CONTACT NO(S)	LOCATION			
Project Manager	Matt Makani		07850 646104	Office/On Site			
Site Manager	Dan Le Count		07710 089484	On Site			
Site Supervisor	TBC		TBC	On Site			
CONTACT NAME AND NUMBER FOR LOCAL FIRE BRIGADE:							
<p>UNIVERSITY COLLEGE LONDON on 222 or 020 7679 2222</p> <p>The nearest fire service is Kentish Town Fire Services, 20 Highgate Road, London NW5 8NJ. Tel: 999 / Tel: 0208 555 1200 (Ext: 38778)</p>							
PROJECT SPECIFIC RISKS							
<p>Alpine Works will maintain the fire integrity of the building/site areas at all times throughout the duration of the project.</p> <p>Removal of existing redundant Oil Tanks is required as part of the project works. The tanks will be emptied, decontaminated and certification issued prior to the removal works commencing. Specific methodology will be provided by the specialist appointed sub-contractors for review, signed off & approval including any enhanced fire safety precautionary measures to be implemented.</p> <p>All works will be monitored with hot works /permit to work system being implemented. (sign off of such permits will be one hour after site works have finished)</p>							
FIRE HAZARDS:			CONTROL MEASURES:				
Smoking			No Smoking permitted on site				
Electrical			Tools provided for electrical works will be PAT tested and also visually checked prior to use				
Combustible Materials			All combustible materials will be removed from site works areas on a daily basis				
Fire Route			Safe access/egress to be maintained at all times by Alpine Works operative and contractors. Fire exits are to be kept clear at all times.				
FIRE ALARMS/EVACUATION PROCEDURES							
TYPE:		Break glass – Sounder					
LOCATIONS:		Call Points to each floor/area and on exit routes					
ASSEMBLY POINTS:		As detailed on the site fire plan layout. (Assembly point location – Chenies Mews)					
FIRE BRIGADE ACCESS:		Main entrance to building / Rear Loading Bay Area					
FREQUENCY OF FIRE DRILLS:		Daily		Weekly		As required by Client	x

ACTION TO BE TAKEN ON ACTIVATION OF ALARM	SITE MANAGER – Dan Le Count SITE SUPERVISOR – TBC	FIRE WARDEN NO.1 – Dan Le Count FIRE WARDEN NO.2 – TBC
	Will liaise with the Fire Warden to ascertain the nature of the problem. The site manager must assess the situation and, if required, inform site staff and adjacent occupiers or members of the public when an evacuation takes place. Contact UNIVERSITY COLLEGE LONDON on 222	Should ascertain the nature and location of the problem. If it is safe to do so, with a site operative try to put out or contain the fire. If unable to do so the Fire Warden will commence evacuation of the site and ensure that the site signing in book is taken to the muster point.
	SITE FOREMAN	SITE OPERATIVES
	The Site supervisor must liaise with the site manager and fire warden at all times during the period of the alarm being sounded and be ready to help evacuate the site	Stop work, isolate plant and equipment. If it is safe to do so, try to fight the fire <u>BUT DO NOT ENDANGER YOURSELF.</u> Otherwise, proceed to the assembly area and await further instructions.
FIRE POINTS		
Fire points are located at all main exit points.		
STORAGE OF LPG AND HIGHLY FLAMMABLE MATERIALS		
Location:	Not Applicable to this project.	
HOT WORKS PERMITS (If required)		
Permits that are applicable to this project will be provided by Alpine Works Project & Site Manager. Task specific extinguishers to be in place during any such works. Hot works to cease 1 hour before works finish and areas will be checked by the site manager or appointed person to ensure there is no risk of fire.		
FIRE PLAN REVIEW DATE		
Date:	As required throughout the project duration.	
By Whom:	Project Manager & H&S Manager.	

The contents of this plan will be monitored and where identified, amended as the site is developed by the Alpine Works Ltd Site Management or Health and Safety Manager.