

165 Portland Road
London
W11 4LR

Client: Mr. & Mrs. C Zwart

Construction Management Plan



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PLAN
PROJECT MANAGEMENT

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Issue Date: March 2017

Construction Management Plan – 165 Portland Road, London, W11 4LR

1. Introduction

The purpose of this Construction Management Plan (“the Plan”) at this planning stage is to outline our approach to managing the execution of the proposals to create the client a modern home suitable for growing family living. The Plan has been formulated out of best practice for execution of the minor nature of the development proposed. The building work essentially comprises the following elements: enlargement of the existing closet wing and creation of a lower ground floor light and rear light access, provision of a third floor bedroom within the loftspace, creation of a front pedestrian access, and the enlargement of the lower ground floor living space including by lowering its existing floor level. This document includes comment on the envisaged construction operations comprising: site establishment, logistics and the process of managing the overall local environment. It seeks to ensure that the works cause the minimum practicable disruption to residents including by achieving a safe working and living environment.

The Plan forms part of the planning application proposals and envisage guiding their execution. Throughout the project, we will regularly review the plan and maintain a communicative relationship with the council advising them of such changes and/or improvements to the plan as may occur. The Plan’s proposals shall enable third parties to understand the nature of the works and the various construction activities associated with the development.

To the extent that this project execution requires third party regulator approvals, this Plan will be reviewed to bring it into line with such requirements of the same. Formal approvals and activity methodology approaches will be addressed in detailed submissions to the design team and the Client. Liaison with the neighbours and interested parties will continue throughout project execution and as information is updated. Neighbours will be kept informed of progress and anticipated works.

The Plan provides an overview of the key project activities. Generic statements will be amplified at the appropriate stage of the project execution together with relevant procedures and detailed method statements. This Plan will be used as the template for developing the construction phase health and safety plan, in tandem with the Construction Method Statement (also a part of this planning application). In selecting the appropriate constructors, we shall assess their project track record and management procedures to ensure capability to deliver a project safely and with minimum practicable disruption and inconvenience to local residents. Throughout the works the constructors will be required to provide relevant method statements and risk assessments for the works.

Benchmarking against relevant Key Performance Indicators will be used to monitor the constructor’s performance against the qualities in this plan.

2.0 Project Overview

The existing property is a Victorian four-storey mid terrace townhouse. The current floor arrangement comprises of an existing lower ground floor with light wells to the front and rear of the building, ground floor living room, and two upper floors containing three bedrooms and two bathrooms. The building has a pitched roof between the front and rear parapet walls. The proposals comprise the formation of a third floor bedroom within extended loft space and a half width closet extension to the lower ground, ground, first and second floors. The rear portion of the existing lower ground floor will be extended rearwards into the garden space, with a corresponding rearward formation the existing lower ground light well within garden to optimize external garden area. The existing lower ground floor level is to be lowered to create a contemporary open plan kitchen/dining/family space. The lowering requires underpinning of the party walls of the adjoining properties of 163 and 167 Portland Road. In designing the proposals, a key goal has been to practically minimize building works' environmental impacts. The design incorporates sustainable design comprising renewable energy elements and green roof sustainable drainage systems to minimise future impact on the local infrastructure.

The Clients have also entered into and maintain a positive and collaborative dialogue with both adjoining owners - also extending their homes - and the practical execution of works envisages parallel extension works at 167 (and recently completed extension works at 163).

The proposals have been progressively refined such that we propose to construct the lower ground floor extension and lightwell retaining walls as an Reinforced Concrete lining wall using a top down construction method. This mitigates the need for temporary sheet piling or disruptive building activities. Negating a requirement for driven piling precludes consequent noise and vibration. Lowering of the internal lower ground floor and the associated underpinning of the party walls will be carried out in a traditional planned 'hit and miss' sequence thereby avoiding damage to property.

In constructing the third floor loft conversion and the extension to the rear upper floors careful thought has been given to the provision of safe vertical movement and protected working areas. External scaffolding will be contained within the confines of the building plot at front and rear and provision of a ground floor front hoarding in line with the existing railings will protect passing pedestrians on the public footpath.

In relation to site access, the property is situated on the west side of Portland Road, a primarily residential area, and there is vehicle access from Ladbroke Grove via Elgin Crescent, Clarendon Road and North Portland Road. and this has been taken into account in the preparation of this document. There is no direct rear access to the site. All of the works will be accessed via the 165 Portland Road frontage and the existing front lightwell allows for direct construction access to the existing lower ground floor. There are a number of pay and display bays directly in front of the property and no residents' parking bays will be disrupted as a result. Delivery lorries and skips can park and be placed directly in front of the property in an existing pay and display bay(s) so as to allow for immediate and direct access and egress of material.

Applying as best practice the criteria of RBKC's Code of Construction Practice, Table 3 - Category triggers/indicators; the project will be classified as a Category 2 site. No noise application is required.

3.0 Proposed Site Works

3.1 Preliminary Programme

It is envisaged that the duration of works described will be 24 weeks (See Appendix for the attached outline construction programme). The key elements of the development with regards to the potential impact on the surrounding area are:-

- Site Setup - See section 4.2
- Existing Lower Ground Floor

The lowering of the existing floor levels in the lower ground floor will require the underpinning of the existing foundations of the adjacent walls of 163 and 167 Portland Road. This underpinning will be approximately 1000mm deep to result in a finished internal floor level of some 600mm lower than currently exists. Knapp Hill Structural Engineer's Construction Method Statement outlines the underpinning process, with the existing ground conditions being monitored on an on-going basis throughout the operation, so as to ensure that any arising concerns are immediately addressed with the appropriate precautions.

The excavation spoil from the pits will be disposed of to a skip on the road. All necessary permits will be obtained. Concrete for underpinning operations is envisaged to be delivered and barrowed into the site from the road. Large concrete pours, such as the ground slabs may be undertaken using mobile pumps so as to practicably minimise activity duration.

- Enlargement of Rear Lightwell Access Area

The existing rear lightwell is bordered by retaining walls on all three sides. The new retaining walls will be formed using a traditional 'top-down' construction sequence commonly utilized in a small scale projects. This will allow the new lower ground walls (and associated foundations to the new rearward upper floor extension) to be formed without the need for sheet piling and related shoring. This avoids consequence noise and vibration commonly associated with piling. Spoil from this operation will be disposed of to a skip on the road. Following the pouring of each subsequent section of the new foundations, the existing retaining walls to the front of the new retaining wall will be removed. Knapp Hill Engineering's Construction Method Statement describes the works.

- Loft Conversion & Closet Wing Extension

Erecting scaffolding to the front and rear of the building will create a safe working area for the construction of the third floor within the existing roof space. Repairs and redecoration to the front elevation will also be carried out from scaffold working platforms. Scaffolding will be erected to allow execution of the Closet Wing Extension. Maintenance and checking of the scaffold shall be undertaken at regular intervals.

(If used), scaffold rubbish chutes will include sound deadening linings, and debris netting and similar protection will be implemented to provide strict protection for the health and safety of all workers and third parties, as well as minimising practicably any inconvenience of the work to local

neighbours . The scaffold shall be contained within the site hoarding lines and be used for vertical movement of materials. Access and working space for the construction of the dormers, along both party wall boundaries will be agreed with both sets of neighbours as part of Party Wall matters.

The works also involve forming openings in the existing external envelope of the building and appropriate protections will be put in place to prevent and manage any water ingress during construction.

- Internal Structural Openings

In creating the loft and layout alterations to the other floors, new structural steel members will be installed between the party walls. The creation of the necessary holes for provision of engineering brick pads for steel work will generate some demolition and opening up. The Party Wall awards and Construction Health and Safety Plans will seek to practicably minimize use of vibratory equipment for these demolitions. Temporary works and supports shall be developed by the selected Contractor's Works Engineer and shall be shared with the Client's Consulting Structural Engineer.

- Bulk excavation

Following installation of the new lightwell retaining walls and the underpinning of the party walls, the bulk excavation to form the lowered lower ground floor level will commence. The contractor may remove the spoil by 'muck away' lorry, loading a parked lorry on Portland Lane by conveyor belt. Conveyor belt configuration will be adjusted as the excavation proceeds. Appropriate traffic management measures to protect pedestrians and vehicles shall be implemented – see 4.2.2.

- Temporary Shoring & Propping

A fully designed temporary propping scheme will be developed by the selected Contractor's Works Engineer in tandem with the Client's Consulting Structural Engineer. The temporary works will be installed as the works progress. Each phase of the temporary works installation will be inspected by the Contractor's Temporary Works Engineer prior to it being loaded. There will be a regime of formal regular inspections of the temporary works. Please refer to the Construction Method Statement document within this planning application.

- Water proofing works

Once the structural works are complete, the waterproofing system will be installed. It is proposed to install a cavity drainage system on the inside face of the structural lowered ground floor walls and this will mitigate the need for invasive works outside or along the boundaries.

- Structural Steelwork and Glazing

Where large components are to be delivered and/or crane-lifting equipment is required, residents will be notified of any road closures or disruptions in advance of the event. As with all activities, risk assessments and method statements shall be prepared in advance so as to safely plan the execution of the activity. Where road closure permits are required, these will be obtained from RBKC in advance of the activity being booked.

- Superstructure

Within the detailed design, alternative forms of building technology are currently being considered to simplify the construction on site. The project and neighbours will potentially benefit from reductions in project duration consequential from any efficiency in logistics such as manual handling and transport/deliveries.

4.0 Construction Management Action Plan

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

Many of the matters identified will be developed in more detail and dealt with at the appropriate construction stage by detailed site based method statements. Method statements will be prepared and agreed for all major site operations in advance of the relevant works commencing. This is particularly for the groundwork excavation and structural works.

4.1 Communication

4.1.1 Neighbourly Relations

The site is within a residential area. The Clients currently have and seek to maintaining good neighbourly relations. Such relations are assisted greatly by good communication, and by keeping neighbours and appropriate third parties regularly informed of site activities likely to impact on adjoining residents. The contractors' representatives and the management team will be receptive to all reasonable concerns of the neighbours and local community and will demonstrate a considerate and professional approach, so as to maintain a well-balanced relationship with neighbours, and the local public during project execution.

Notices shall be posted on the site hoarding to keep neighbours advised of anticipated events, general progress of the works and any requirements for any abnormal works. Appropriate signage and information boards will be displayed on the hoarding.

4.1.2 Considerate Constructors Scheme

The appointed constructor will be registered and comply with the requirements of the Considerate Constructors Scheme for the duration of the project. The works will be carried out in accordance with the Considerate Constructors Scheme and in such a way as to minimise the impact on the local environment and amenities.

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

A complaints / contact book will be kept on site, which will be used to record details of any complaints. This will include the name of the person making the complaint, the date, time and nature of the complaint and the action necessary to resolve the complaint. The complaints book will be regularly reviewed by the constructor and the client's management team to ensure that any complaints are dealt with and resolved promptly.

4.2 Site Establishment

The space available within the property on the upper floors will be utilised for the site office and welfare facilities and this will enable the execution of the project within the property. The existing incoming power and water supply will be utilised. Access will be maintained for the duration of the works via front entrance on Portland Road. Temporary Hoardings will be erected across the existing openings with secure access. The constructor will liaise with the Client's representative with regard to the details.

4.2.1 Access

Access to the site will be from the front of the site on Portland Road.

There is a footpath along the frontage of the property. Residents parking controls restrict the parking in the immediate vicinity outside of 163 Portland Road and there are a number of pay and display bays immediately outside of the 165 Portland Road which can accommodate visiting delivery lorries with minimal disruption. During large volume concrete works (e.g. Lower ground floor slab) a mobile concrete pump may be positioned on the road. A number of parking bays in front of the house shall be suspended for these specific activities. All necessary permits and licences will be obtained in appropriate time from RBKC.

During the period when the pins are being excavated for lowering of the lower ground floor, the excavation spoil will be barrowed to skips on the road. All necessary permits and licences will be obtained in good time from RBKC.

During the period of bulk excavation from the lower ground floor, there may be a continuous transfer of excavation spoil to muck away lorries via a conveyor belt. If this method is chosen, it is envisaged that the lorries will be parked in the pay and display parking bays directly outside of the property. If required, the constructor shall obtain the necessary permit and/or licence will be obtained from RBKC.

4.2.2 Traffic Management

The small scale of the proposals means that no construction traffic management plan is necessary. As part of the Construction Management Plan, deliveries will be carefully managed to minimise disruption to neighbours.

All deliveries to site will be undertaken with appropriate regard paid to:-

- Reversing vehicles to be directed by a Competent Person
- Pedestrian and vehicle directional signage – suitable barriers will be erected when deliveries arrive to prevent pedestrians accessing the across the footpath frontage to the site property.

4.2.3 Working Hours

Working hours will be 08.00 – 18.00 Monday to Friday only, in accordance with RBKC's most recent code of Construction Practice – 1 April 2016

4.2.4 Fire and Emergency Procedures

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

The constructor shall implement procedures to protect the site from fire. The site manager shall assess the degree of fire risk and formulate a Site Fire Safety Plan, which will be updated as necessary as the works progress and will also include the following:-

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

4.2.5 Security

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

The front hoarding will be regularly inspected to ensure that it remains secure. All windows and external doors will remain closed when the site is not operational. The access door to the site will be controlled to only allow access for authorised personnel.

4.2.6 Health and Safety

A Construction Health and Safety Plan will be prepared for the works in accordance with the CDM Regulations. Risk Assessments will be developed and agreed. Sub-constructors' detailed method statements will also be produced and safe methods of work established for each element of the works.

Site inductions will be held for all new site personnel to establish the site rules and to enforce safety procedures. All site personnel will be required to read the emergency procedures when signing in for the first time, and sign to the effect that they have read the procedures. These will include any relevant neighbourly issues.

4.2.7 Scaffolding

As already noted, scaffolding will be required to the front and rear of the property. Scaffolding will be used to provide workers with a safe temporary work platform. It will be planned, erected, inspected and tagged by competent persons and will be regularly inspected to ensure there are no risks to safety and will comply with the requirements of HSE regulations.

4.2.8 Good Housekeeping

The site will be kept in a clean and safe condition. The areas adjacent to the site will be regularly inspected and any site rubbish removed. The adjacent road and pavement will be kept clean. The perimeter hoarding will be repainted from time to time and will be kept in a neat and tidy condition. Any graffiti will be quickly removed from the hoardings.

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

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

Welfare facilities will be provided within the site to discourage operatives from frequenting the interface between the site and public areas.

4.3 Environmental Matters

The selected constructor shall operate an environmental policy in which supports the following values, to:

- Conduct their activities with proper regard to the protection of the environment.
- Comply with all relevant regulatory and legislative requirements and codes of practice.
- Communicate with local communities to ensure the work causes the minimum disturbance and disruption.
- Ensure that staff have a good understanding of the environmental impacts of construction work and how to minimise these impacts.
- Ensure their suppliers and sub-constructors apply similar standards to their own work.

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

- Prepare a Project Environmental Plan.
- Prepare and consult with the client and statutory authorities to obtain relevant approved licences and consents
- Prepare a Site Waste Management Plan and consultation with supply chain partners and the design team to design out or minimise waste.

4.3.1 Waste and Material Management

A site waste management plan will be prepared prior to the works commencing. All waste materials will be removed from site by a licensed waste constructor and discharged via the entrance to 165 Portland Road using skips or lorries.

Waste from this site will be dealt with in accordance with the waste duty of care in Section 34 of the Environmental Protection (Duty of Care) Regulations 1991 (b). Materials will be handled efficiently and waste managed appropriately. The constructor shall be aim to minimise waste and to recycle as much material as possible. Due to the limited space on site, waste will generally be sorted for recycling at the waste transfer station.

4.3.2 Dust, Noise and Vibration

The property is not adjacent to any sensitive properties and is in a residential area. The minor nature of the proposals means that no special measures are necessary for the ordinary consequences of project execution. Instead, this Plan includes measures to practicably mitigate those ordinary consequences from such activities and as a matter of good practice:

Dust

- Demolition activities will use water as a dust suppressant;
- Adjacent road surfaces will be frequently swept clean;
- All loads delivered to or collected from the site will be covered where appropriate;
- All road vehicles will be requested to comply with set emission standards;
- Skips will be securely covered
- The air quality within the site shall will be continually monitored

Noise and Vibration

- The constructor shall take reasonable steps to minimise any noise disruption to adjacent occupiers.
- Where it is necessary to carry out noisy activities, identify them in advance and give notice.
- Operatives working in noisy areas will be monitored to ensure they are wearing the necessary protective equipment and that they are not exceeding their permitted exposure periods.
- Electrically operated plant will be used where practical.
- Try to ensure all plant used on the site is effectively silenced.
- No externally audible radios or other audio equipment will be allowed on site.

APPENDIX - OUTLINE CONSTRUCTION PROGRAMME

OUTLINE PROJECT PROGRAMME

