

Harrison Varma Projects Ltd
44-46 Hampstead Lane, London
Borough of Haringey

Construction Management Plan

May 2024

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1 INTRODUCTION

- 1.1 Caneparo Associates Limited has been appointed by Harrison Varma Projects Ltd ('the Applicant') to prepare a Construction Management Plan (CMP) to discharge Condition 28 of the Decision Notice relating to the proposed redevelopment of 44-46 Hampstead Lane ('the site'), located within the London Borough of Haringey (LBH).
- 1.2 The existing site forms of two detached residential properties, bound by Hampstead Lane to the south and Courtney Avenue in the west.
- 1.3 The site received planning permission in February 2024 (ref: HGY/2022/2731) for the:
- "Demolition of existing dwellings and redevelopment to provide a 66 bed care home (Use Class C2); associated basement; side / front lightwells with associated balustrades; subterranean and forecourt car parking; treatment room; detached substation; side access from Courtenay Avenue; removal 4 no. trees; amended boundary treatment; and associated works*
- 1.4 This CMP has been prepared to discharge Condition 28 of the Decision Notice which states the following:
- "Notwithstanding the submitted details and prior to commencement of development hereby approved a final Construction Management Plan shall be submitted to and approved in writing by the Local Planning Authority, detailing the programme of works and providing details in respect of the construction traffic movements, material and plant storage areas, details of necessary suspended car parking spaces, details of conveyor and gantry to implement through the project period".*
- 1.5 This CMP details the expected management of traffic during the demolition and construction periods. It seeks to provide a robust construction strategy that will minimise the potential for disruption to 'Community Considerations' such as local residents, businesses, members of the public and attendees of the site as well as other users of the adjacent highway network.
- 1.6 This CMP seeks to minimise the environmental impact of the construction process on the locality and will provide best endeavours to be part of a coordinated and collaborative approach with surrounding developments, including consultation when necessary and appropriate.

2 SITE MANAGEMENT TEAM

2.1 The Site Management Team (SMT) will be responsible for the day-to-day monitoring of demolition and construction works undertaken on-site and to ensure health and safety guidelines are practiced throughout construction.

2.2 The SMT details are as follows:

SMT

Name: John Ward

Phone Number: 07908 753052

Email: ashvaleconstruction@aol.com

Community Engagement

2.3 A member of the site management team will be elected as a Community Liaison Officer whose contact details will be made available on the site hoarding including a 24-hour emergency number. Their role and responsibilities will include being the primary point of contact for the local community and answering queries and questions where necessary.

2.4 The elected Community Liaison Officer will notify residents of any unusual operations likely to cause problems with access or with works that need to occur out of hours.

Arrangement for Communication

2.5 Communication with the Project Team

- Project Health & Safety Launch
- Weekly team meetings
- Daily activity briefings
- Formal correspondence
- Management by walking about (MBWA)
- Daily communication meetings
- Safety committee

- Toolbox talks

2.6 With the Client

- Monthly meetings
- Monthly report issued prior to meetings
- Formal correspondence

2.7 With the principle designer

- Monthly meetings
- Formal correspondence
- Design and project HS risk review

2.8 With Designers

- Appointment of design manager
- Design coordination meetings
- Weekly meetings
- Formal correspondence.

2.9 **Table 2.1** below details the communication procedure with Contractors.

Table 2.1 Contractor Communications		
Method	Frequency	By whom
Pre-start meetings	Minimum once prior to commencement	Senior site manager – manage with direct control
Progress Meetings (inc health, safety Env)	Once per week (minimum)	Manager with direct control

Safety meetings	Once per month (minimum)	Project leader - manage with direct control
Health and Safety Committee	At least weekly	Project leader and workforce representative
Emergency Meetings	If required	Manager with direct control
Written instructions	As necessary	Manager with direct control
Verbal instructions	As necessary	Manager with direct control
Walk About	Daily	Manager with direct control
Design Coordination meetings	To be agreed by senior site manager	Senior site manager Design Coordinator
Coordination meetings	Once per day – high risk Once per week – medium risk Once per month – Low risk	Manager with direct control

Protection of Third Parties

- 2.10 All site activities, unless otherwise consented, are to be contained within the hoarding line and a comprehensive traffic management plan will be implemented to ensure no disruption is caused to traffic or pedestrians on the adjoining roads or footways. Specific loading and unloading areas have been designated inside the site boundary.
- 2.11 Where boundary treatment works are required, these will be carefully coordinated, and suitable protection measures put in place to provide a safe working area for site operatives and the general public.

- 2.12 Where construction is to be carried out above any adjoining buildings, roads or pedestrian walkways and there is a risk of falling materials, Monarflex sheeting or debris netting will be installed as a safety precaution.

Measures Influencing Construction Vehicles and Deliveries

Safety and environmental standards and programmes

- 2.13 The construction project will be registered with the Considerate Constructors Scheme in order to minimise any negative impact that construction activity may have on the local area.
- 2.14 It will be a requirement for Contractors to be registered with the FORS silver scheme and to ensure all subcontractors are also registered. FORS silver will be a mandatory requirement where applicable which recognises that FORS silver:
- Creates safer drivers – with significantly reduced occurrence of accidents;
 - Will encourage suppliers to improve fuel economy associated with the project;
 - Provides a system to identify 'at risk' drivers, allowing the project team and suppliers to target training and incentives effectively;
 - Improves certainty of deliveries and collections; and
 - Promotes a reduction in journeys to and from the site.
- 2.15 A collision reporting system will be mandated to ensure all collisions and accidents involving the project's vehicles and drivers are reported to the Site Manager and relevant parties. In order to effectively undertake this, the 'FORS Silver Manager' reporting tool will be utilised.
- 2.16 It is a requirement for all contractors to be signatories of the Construction Logistics and Community Safety (CLOCS) initiative. Operating to the CLOCS standard will ensure that transport and logistics are managed to the highest industry standard during all stages of demolition and construction.
- 2.17 Banksman will be located near the loading area and vehicle access / egress points into the site throughout the demolition and construction period to ensure appropriate safety and traffic management measures are adhered to.
- 2.18 During the site mobilisation period, the Contractor will follow up with the following:
- Notice will be served to the Health and Safety Executive

- Meeting with Building Control and Planning Authorities
- Meeting with local Environmental Health Officer
- Meeting with local police and fire brigade
- Liaison with local residents
- Notification to the emergency services giving full details of the construction works
- Highway Authority

Adherence to Dedicated Routes

- 2.19 The routes to/from the Transport for London Road Network and Strategic Road Network are specified. These access routes have been reviewed with respect to potential impacts, conflicts and hazards. Junctions and parts of the routes of particular potential concern have been identified in terms of coming into conflict with other road users, with particular attention paid to pedestrians and cyclists around access to work sites.
- 2.20 A copy of the routing plan will be given to all suppliers when orders are placed to ensure drivers are fully briefed on the required route to take. The supplier will be made aware that these routes are required to be followed at all times unless agreed or alternate diversions are in place.
- 2.21 Vehicle arrivals / departures will be programmed and staggered to reduce the potential for unnecessary delay and congestion at the site.
- 2.22 A web-based delivery management system will be used to control the volume of deliveries to site which will be shared between the two construction sites. This system will work by defining the number of 'resources' a site has and thus can service. It then limits the number of delivery bookings to manage an efficient process to the defined capacity. Sub-contractors and hauliers must be booked in a minimum of 48-hours in advance in order to allow the request to be reviewed and subsequently approved/declined. The system can be accessed by completing a new user application form and submitting it, countersigned by your supplier relationship manager or package manager to the delivery manager.

Delivery Scheduling

- 2.23 The scheduling of deliveries will be managed in order to effectively utilise the proposed loading area. A 'just in Time' scheduling of deliveries where possible will be used to minimise storage capacity required, double handling and congestion around the site. Storage Suppliers will be given instructions asking the vehicle driver to call ahead to ensure that the site is ready to receive a vehicle. In addition, verbal briefings of the access route will be provided to all suppliers, contractors and visitors prior to them undertaking a journey.
- 2.24 An efficient and effective logistical operation could provide material benefits to the efficiency of deliveries and, as such, a robust delivery system will be implemented.
- 2.25 In the event an unauthorised vehicle arrives at site the vehicle will be accommodated within the loading area. Persistent unauthorised deliveries will be dealt with via a 3-strike policy whereby their contract to deliver to the site will be reviewed.
- 2.26 In the event space is not available at the site for unauthorised deliveries, the driver will be instructed to exit the area and re-schedule a delivery time with the main contractor.
- 2.27 Any diesel fuel required for site plant, will be stored in sealed tanks inside bunded walls. The use of diesel driven plant and equipment will be kept to an absolute minimum. Wherever possible, equipment and plant will be electrically powered to reduce noise and prevent emissions.

Key Performance Indicators – Vehicle Deliveries / Collections

- 2.28 In order to effectively manage vehicle movements into and out of the site during construction the Site Manager will implement Key Performance Indicators which will be used to monitor the scheme. The KPI's to be implemented are as follows:
- Zero unplanned vehicles.
 - Zero non-complaint vehicles.
 - Zero instances of project-related vehicles involved in a collision.

Re-timing for Out-of-Peak / Out-of-Hours Deliveries

- 2.29 Re-timing out of peak time will aid the operational efficiency of the construction site and also the neighbouring area. The Applicant commits to re-timing as many deliveries as possible out of the traditional peak hour periods and school drop-off and pick-up hours (07:00-09:00 and 16:00-18:00)

Use of Holding Areas and Vehicle Call-Off

- 2.30 The use of off-site holding areas and vehicle call-off areas will be discussed with the Contractor to ensure an appropriate management procedure is in place in the event the loading area is fully occupied by vehicles / materials.

Use of Logistics and Consolidation Centres

- 2.31 The Applicant will explore the use of logistics and consolidation centres for appropriate deliveries, for example general deliveries during site set-up, fit-out, testing and commissioning, where smaller levels of material are required and, as such, can be more easily consolidated.

Measures to Encourage Sustainable Freight

- 2.32 It is not possible to undertake deliveries by water or rail for this project owing to its separation from both, and the scale and nature of the development.

Material Procurement Measures

Secure Storage of Materials, Plant, Tools, Chemicals and Gases

- 2.33 Secure storage of materials, plant, chemicals and gasses will be controlled in accordance with Health & Safety Procedures and Environmental Policy and general adherence of BS EN 14001.
- 2.34 Any storage of rubbish and/or materials must be within 3m of the wood and heras fencing and the Contractor is to strictly ensure that there is no disposal of materials in the woodland.

Non-Road Mobile Machinery (NRMM)

- 2.35 All NRMM will be stored on-site and will at no point be located on the public highway and has been registered on <http://nrmm.London/> showing the emission limits for all equipment. This can be made available to Local Planning Authority Offices if requested. Details of the NRMM have already been discharged under Condition 13 (ref: HGY/2024/0781).
- 2.36 All NRMM machinery on-site will be regularly serviced and a service log will be kept on-site which will include proof of emission limits for equipment during inspection.

DfMA and Off-Site Manufacture, and Smart Procurement

- 2.37 Consideration will be given to the opportunities to employ off-site manufacturing processes upon appointment of a contractor.
- 2.38 Consideration will be given to the employment of smart procurement measures such as last mile logistics solutions and sourcing local suppliers. This will also be explored following the appointment of a contractor.

Control of Dirt and Dust

- 2.39 The scheme will aim to reduce air pollution and dust during the works for local residents and businesses and have selected construction techniques to minimise issues as much as practicable.
- 2.40 The following section on Dust and Emissions has been drawn up using 'The Best Practice Guidance on The Control of Dust and Emissions from Construction and Demolition' document (produced by the GLA and London Councils). The Construction Management Plan should also be read in conjunction with Air Quality report submitted as part of this application and appended to the Construction Logistics Plan.
- 2.41 The works will be revised against the hierarchy of control of emissions as follows:
- Prevention of dust and emissions from the works.
 - Suppression of any dust and omissions from the works.
 - Containment of any dust and omissions from the works with the site environment.
- 2.42 Other measures considered to reduce the impact of dust pollution will be:

- 2.4m high hoarding around the perimeter of the site including gates which will assist in reducing noise break out from the site operations and the spread of dust.
- Establishing air quality procedures to minimise dust generation and control plant and vehicle exhaust emissions.
- As required, undertake regular air quality sampling to ensure works are not impacting the existing air quality levels.
- Ensuring stockpiles of topsoil etc. are kept below hoarding heights and kept damp in dry and windy conditions. Once weeds and grass have grown again on the piles, this will reduce the risk.
- During dry periods the works will be dampened down to control the generation of dust.
- Ensuring materials have a minimum of packaging.
- Ensuring all polystyrene and similar lightweight materials are weighted down.
- Making sure all dust generating materials are adequately packaged.
- Ensuring all vehicles leaving the site have been through the wheel wash (subject to phase and necessity) and that loads are covered where spoil or material is being removed.
- Provide regular road cleaning using road sweepers or brushes to control dust and mud.
- Keeping the loading drop heights of spoil into lorries as low as possible.
- Implementing an effective procedure to deal with complaints from third parties to ensure issues are dealt with efficiently and quickly, via dedicated telephone number and posted on the site hoarding.

Waste Management Plan

- 2.43 The Project Site Waste Management Plan will detail the Project waste types and quantities including waste management actions and responsibilities for waste disposal. All waste transfer documents e.g. transfer notes / consignment notes will include the appropriate six-digit code from the List of Waste Codes.
- 2.44 A list a waste permits / consents / exemptions and licenses (e.g. waste carriers, receiving tips and exemption certificates).
- 2.45 Project objectives and targets will be considered and formally agreed at the start of all new projects including any associated KPIs and client requirements.

Noise Protection

- 2.46 Noise and vibration caused by site activities will be controlled as far as is reasonably practicable so that surrounding receptors are protected from excessive levels arising from the construction process.
- 2.47 A sound / noise meter may be required to be kept on site at all times to check noise levels at the site boundaries during certain operations.
- 2.48 Inside the site, and closer to noise sources, hearing protection zones, where hearing protection must be provided and worn if noise levels reach 80 – 85 Db, will be set up.
- 2.49 Careful planning and use of appropriate plant and equipment normally keeps these requirements to few and very short periods.
- 2.50 All hand operated tools and equipment shall be effectively silenced and will bear the manufacturer's guaranteed maximum sound level generated. The recommendations made in BS 5228-1: 2009 "Code of Practice for Noise and Vibration control on Construction and Open Sites" will be adopted by subcontractors.
- 2.51 The Contractor will work under the guidelines set out in the legislation below.
- Public Health Act 1961
 - Health & Safety at Work act 1974
 - Control of Pollution Act 1974
 - Environmental Protection Act 1990
 - The Noise at Work regulations 2005
 - British Standard 5228
- 2.52 The Contractor will aim to keep noise levels to a minimum. This will be carried out by:
- Ensuring all plant is fitted with the correct and working exhaust mufflers and noise suppression kits.
 - Changing where possible methods and processes to keep noise levels low.
 - Position plant as far away from residential property as physically possible.
 - Limit the hours worked on noisy operations.

Tree Protection

- 2.53 The site has some existing trees that are to be protected throughout the construction process. To ensure this is carried out correctly an Arboriculturist Specialist Consultant has surveyed the site and compiled a detailed assessment of each tree and the recommended actions.
- 2.54 Prior to any work commencing on-site the work detailed in the method statement will be carried out by a Specialist Contractor under the supervision of arboriculturists.
- 2.55 The tree and root protection will be inspected daily by a designated person and any maintenance will be carried out immediately. These records will be kept in the project environmental file.

Site Security

- 2.56 Security during site working hours will be maintained at all times. Vehicular gates will be locked at all times and controlled by banksmen for vehicle movements.
- 2.57 Out of hours security may be provided by remotely monitored (web accessible) CCTV system. This may be supplemented with the use of onsite security personnel during the fit-out stage of the project and will deter theft and damage.
- 2.58 All deliveries will have to be signed in by the gate men (banksmen) using the delivery booking system to ensure no unauthorised deliveries enter the site.
- 2.59 Fire escape routes, firefighting stations, alarm points, muster points and practice drills within the works will all be carried out according to Standard Health and Safety Procedures.
- 2.60 Site management will be responsible for seeing that all plant and materials are stored safely and securely after the workday ends.

Other Measures

Site Offices and Welfare Facilities

- 2.61 The site compound will be located within the confines of the site.
- 2.62 Site office accommodation will be subject to the Contractors requirements but are likely to be standard high security portable cabins. Cabins may be stacked and corridor linked with a main entrance at one end and fire escape door at the other, if appropriate.

- 2.63 Suitable drying rooms, canteen facilities and toilets will be provided within the welfare cabins which will be near the site offices.
- 2.64 Sub-Contractors will have a designated area for their offices and small stores within the compound. Electricity and communications links will be provided to the area for quick and easy connections. Sub-Contractors will share the main Contractor's welfare facilities.
- 2.65 Cleaning of the facilities will be on a thrice daily basis as a minimum. There will be a daily and weekly checklist on all temporary facilities.

Health and Safety

- 2.66 Safety will be treated as the highest priority and will develop a programme of initiatives, in order to improve Health and Safety awareness and performance on the project. This will work by actively encouraging site operatives to think in a manner that assesses personal safety and the safety of others, not only on site but also throughout their lives.
- 2.67 The layout of the site accommodation will ensure that all staff, visitors and operatives will have the ability to store and retrieve the correct PPE before entering the construction area.
- 2.68 Every person who enters the project will receive a specific project induction before they are allowed to leave the compound and commence work on site. Inductions will provide an introduction to the project, a description of the project risks and a review of the individual's competency. Site Access passes will only be distributed following site induction from management personnel of the appointed Main Contractor.
- 2.69 The induction talks for operatives new to the site will include site rules which will cover among other things:
- Behaviour toward others on site and nearby residents
 - Drugs and alcohol
 - Smoking areas
 - PPE and safety issues
 - Welfare facilities
 - Security issues
 - Emergency procedures

- Good and bad practice

- 2.70 The Contractor shall also provide and ensure site inductions in languages other than English where appropriate.
- 2.71 The Contractor is to hold regular consultation meetings with the workforce to assess safety performance on site and review where safety can be improved. These will be open to all on site; in addition to this, the Contractor will actively encourage the use of a 'comment box' so that site observations can be forwarded and actioned in a confidential manner.

First Aid

- 2.72 The Contractor's Site Management are qualified First Aider and there will be a minimum of one member of the Site Management Team who will be on site and in attendance at all times.
- 2.73 First aid boxes will be located in the contractors office as well as the first aid room.
- 2.74 RIDDOR injuries and incidents are those defined in the Reportable Injuries, Diseases and Dangerous Occurrences Regulations. The Project Manager will report all RIDDOR information to the HSE via the internet portal.
- 2.75 The Project Manager must be informed of any incidents on site by the quickest possible means.
- 2.76 The relevant sub-contractor or supervisor will report all incidents within 24 hours to the Project Leader using the Initial Incident Report form.

Risk Assessment and Method Statement Approvals

- 2.77 Much of the work carried out on this contract is of a standard nature within the industry. Where job specific method statements are not required for standard or routine operations, a risk assessment must already have been provided incorporating control measures within standard operating procedures or site rules and must be enforced.
- 2.78 The Risk Assessments undertaken by Project Manager and its sub-contractors must identify particular risks, the required management processes and other control measures.

- 2.79 Project Manager requires for any normal operations that a method statement is prepared within a minimum 7 working day prior to the commencement of works. It should be noted that whilst reasonable efforts will be made to revert regarding any inadequacies the sub-contractor should not expect an approval at 7 working days, it may take longer as the process often requires response from both parties to questions raised in commenting.
- 2.80 The package managers/section managers will be responsible for reviewing the method statements of the individual packages they are responsible for. The method statements will then reach a "no comments" status following a review by the construction manager or project manager if they are the construction manager's packages. Project managers internally generated documents will be formally approved. External contractor documents will be "Acknowledged" and "Commented on". There must be a frequent review of the relevance of all current Risk Assessments and method statements, but these must be undertaken at least every three months.

Site Safety Plan

- 2.81 In the event of an incident or a suspected incident, the Site Manager/Appropriate Person will assume control of the situation and direct the immediate response through delegation, if necessary.
- Emergency Services: 999
 - Local Police: 101
 - HSE London: 0844 371 9173
 - Environmental Agency: 0800 807 060
- 2.82 The contact order will be:
- First: Site Manager – John Ward 07908 753052
 - Second: Anil Varma – 07979 655550

Workplace Safety Inspections

- 2.83 Hourly workplace inspections as work progresses will be carried out by the person in control of the specific workplace.
- 2.84 Where subcontractors are required to carry out such inspections, the responsible manager must have a system of ensuring the adequacy of the inspection process.

2.85 Inspection of temporary works will be carried out and recorded as described in the company procedure 'Management of Temporary Works'.

2.86 Compliance monitoring will be carried out to verify that agreed procedures and methods are being implemented and are producing the required result. Compliance monitoring will be carried out by the Manager controlling the area in which the works take place.

Actions in Emergencies

2.87 Those directly involved should:

- Make the area safe for themselves and others who may be exposed (where safe to do so).
- Raise the alarm and instigate Site Incident Response Plan/Fire Plan as necessary
- Apply First Aid to those who may need attention.
- DO NOT make changes to the scene apart from those making the area safe – evidence will be required to aid investigation.

2.88 The following should occur in emergencies:

- Immediate reporting to a member of the Site Management Team or to your manager or supervisor who should then report the associated enforcing authorities and/or other as appropriate.
- Evaluate the area following the site designated procedure.
- Instigate the accident /incident reporting procedure to ascertain why the incident occurred – this will not be to assign blame but to prevent recurrence.
- Review risk assessments and method statements to ensure that the content still reflects the situation on site.
- Site management must monitor the situation until such time that the incident is passed and the site has returned to normal working conditions. This is in addition to the continuous monitoring of all other site activities.
- A close-out meeting should take place in order to learn from the event and enable such information to be fed back into the company to aid continuous improvement. Under no circumstances should a member of staff discuss the incident during or after events with the press or others. All such communications must be done through the management.

Actions to be taken in an Environmental Emergency

2.89 In the event of an actual or suspected pollution incident involving:

- Spillage of oils or chemicals
- Discharge of silty water or other pollutant such as concrete (watercourse or land)
- Flood
- Fire (emissions to air)/ Fire runoff
- Discovery to or potentially contaminated land

2.90 The following should occur:

- Report immediately to a member of Site Management or to your manager / supervisor who should then report to a member of site management. Site Management will then put into action the Incident Response Plan and report to the associated enforcing authorities and/or others as appropriate.
- Try to identify the source of the pollution and stop the flow immediately. Switch off sources of ignition. Identify the material which may be burning and, if it can be done safely, extinguish with an appropriate fire extinguisher.
- Avoid the spillage or fire water runoff spreading. Check the site drainage plan – where will the spillage go? Stop the flow if possible. Dam the flow with earth/sand/polythene/absorbent materials. Divert the flow from drains/watercourses where possible. Use drain covers if available.
- Get a spill kit. Use absorbent material if appropriate. Place a boom across watercourses if applicable.
- Do not wash spillage or firewater runoff into the drainage system. Never use detergents and use sand or absorbent pads to mop it up and dispose of as Special Waste.
- If the spill has already entered the drains, block the drains off if possible.
- Seek specialist advice or seek authorisation from the environmental advisor before moving contaminated material.
- An investigation will be carried out by management to ascertain why the incident occurred.

Fire Safety Plan

2.91 The Fire Safety Co-ordinator and Fire Marshal shall:

- Ensure that all procedures and safety measures as defined in the Site Safety Plan are understood and complied with by all those on site.
- Ensure that a HOT WORK permit is established and monitor compliance.
- Carry out daily / weekly checks on firefighting equipment, alarms, detection devices, escape routes, emergency access and work areas.
- Liaise with the local Fire Brigade, HSE, Police and site security.
- Maintain records of all checks, inspections, tests, fire patrols and fire drills.
- Execute the duties for the safe evacuation of the site and ensure that all staff, Contractors and visitors report to the assembly point.
- Ensure that all emergency services are provided with site drawings plans and all information required.

Fire Precautions

2.92 The following fire extinguishers will be provided:

- Site Store Office – 1 x dry powder + 1 x foam
- Fuel Storage Area - 1 x dry powder + 1 x foam
- Geotech Office - 1 x dry powder + 1 x foam
- Fire Point One - 1 x dry powder + 1 x foam
- Fire Point Two - 1 x dry powder + 1 x foam

2.93 The following other measure will be implemented:

- Battery operated smoke detectors have been fitted.
- Test certificates for permanent electrical installations.
- Test certificated for temporary electrical supplies and distribution to each unit.

Hot Work Permit

- 2.94 Before commencing work the operative shall fill in the form CMSD 281 Rev 0. This will detail the work and area where the works will be carried out. The completed form is to be taken to the site office where it will be signed by a competent member of staff detailed in the Organisation Chart. A copy will be taken and issued to the operative carrying out the work. The original will remain in the H&S File.
- 2.95 Upon completion of the work at least one hour will pass, whereupon the operative shall return to the area of 'hot work' and check for any signs of fire. Having completed the checks the operative will return to the site office and the original form will be 'signed off'. In addition, if the work continues through a break period, an operative has to be in attendance for at least 60 minutes after the cessation of the hot work.

Escape Routes

- 2.96 The emergency plan for action in the event of fire (Section 1) will be part of the induction given to all site operatives. The Plan will be displayed at the Fire points adjacent to the landing of the escape staircase.
- 2.97 Escape route plans will be displayed at each Fire point. The plans will be changed as the demolition/construction continues.
- 2.98 A copy of the plans showing the position of gas bottles, firefighting aids, fuel stores and areas of high risk (i.e. voids in slabs, danger of label, etc) will be displayed in the security hut and will be issued to the Fire Brigade on arrival in case of an emergency call.
- 2.99 The Site Fire Officer will keep and maintain a weekly register of inspections of fire extinguishers, alarm/detection devices, escape routes, fire brigade access and firefighting facilities.

Collaboration amongst other Construction Sites in the area

- 2.100 The developer and appointed contractor will consult with LBH and other contractor/developers in the area where appropriate to minimise disruption and undertake joint trip generation analysis.
- 2.101 According to the approved construction logistics plan for 42 Hampstead Lane, construction works are expected to be complete in August 2024. If there is any overlap between the two construction sites, the Contractors will look to collaborate through shared logistics to reduce the impact of HGVs on the local highway network where possible to do so.

Implementing Staff Travel Plan

- 2.102 A Staff Travel Plan for construction workers will be considered for the construction programme which would include details of local public transport options, in particular all surrounding stations within a 20-minute walk from the site, as well as a suite of measures to discourage the use of private transport. Furthermore, temporary cycle parking facilities will be provided within the site during construction to encourage active modes.
- 2.103 All construction workers and visitors will be encouraged to travel to and from the site by public transport and no car parking will be provided, however, in the event operatives are required to bring vehicles to site, operatives will be expected to unload any materials or equipment using the loading area proposed before finding a parking opportunity near the site. This approach will not be promoted and will be prevented wherever possible throughout the construction programme.

Staff Training

- 2.104 All staff undertaken construction works at the site will be provided with a copy of the CMP before commencing work. This is to ensure all staff are aware of the management procedures throughout the construction programme. On-site meetings will occur at the start of construction and throughout for any new staff. This training will be the responsibility of the Contractor / Site Management Team.
- 2.105 All new starts will be booked onto an induction using the site induction form. This form is submitted to security who will check attendees against these forms to control personal on-site at all times. No new start will be allowed on-site without a valid CSCS card and have passed the short induction test.
- 2.106 Inductions will be carried out by a Health and Safety Officer or a competent trained member of staff. All new starters must report to their relevant supervisors / managers before starting work on site.
- 2.107 Copies of all inductions will be stored safely on site. The files will be in order of inductees surname and will include a copy of their CSCS card, induction test, medical details, contact details and next of kin. It will also include a signed copy of their method statement and risk assessment.

- 2.108 There will be a safety board displayed on site with safety information and updates of access routes changing and neighbouring issues. Any operative deemed to be breaching Healthy and Safety on site will be re-inducted, retained or removed from the site, depending on the severity of the breach.

Safety Rules

- 2.109 Drug and alcohol testing may be carried out at any time. Positive or excess alcohol or refusing to take a test could result in termination of contract or refusal of entry to site. if you use any medication that could affect your ability to work safely, notify your employer.
- 2.110 Disciplinary Code is operated on site and Behavioural Incident Notice may be issued and recorded. Persons receiving a 3rd warning or warning for gross misconduct will be removed from site and further formal disciplinary action may be taken.

Public Highway

- 2.111 At no time will material or plant be stored on the public highway.
- 2.112 The Contractor will monitor the condition of the public highway in the immediate vicinity of the Site. A conditions survey of the local highway network will be undertaken before and after construction works and will be submitted to LBH.

Pedestrian and Cyclist Safety

- 2.113 Construction traffic can pose a potential risk to pedestrian and cyclist safety when not managed effectively. Vulnerable road users' safety will be paramount throughout the construction period. The use of traffic marshals will assist pedestrian and cyclist safety, particularly when vehicles are accessing and egressing the loading area.
- 2.114 A hoarding will be installed around the perimeter of the site when under construction. The hoarding will screen off any works or activities and protect passers-by as well as reduce dust and noise emissions. In addition, the hoarding will be decorated to suit local authority requirements and contain illumination, so it is easily seen at night by traffic and pedestrians using the surrounding roads. Gates will be locked each evening by the contractor's project team.

- 2.115 Traffic marshals will be positioned either side of the vehicular crossover access to assist pedestrians and cyclists travelling along Hampstead Lane and Courtney Avenue whilst a vehicle is manoeuvring into / out of the private access road.

3 CONSTRUCTION LOGISTICS

Construction Traffic Hours

- 3.1 It is proposed that the standard operational hours for construction traffic will be as follows:
- Weekdays: 08:00 – 18:00 (avoiding peak hours 07:00-09:00 and 16:00-18:00).
 - Saturday: 08:00 – 13:00
 - Sunday & bank holidays: No activity unless agreed with the Council
- 3.2 All vehicle activity will be scheduled and undertaken in accordance with the Council and TfL's guidelines. Vehicle activity will primarily take place outside of peak periods in order to minimise disruption to the local road network. All vehicle activity will be undertaken on-site, with banksmen made available at the site entrance to assist with access / egress manoeuvres and to assist with any pedestrians walking along the frontage of the site.
- 3.3 In other circumstances it is anticipated that there will be a requirement for vehicles to arrive and depart outside of usual construction hours to allow specialist construction activities to be undertaken; or to deliver bulky machinery / materials (plant, mini-piling rig etc.) before busy traffic periods in London. The Council will be provided with prior notification in regard to any special dispensation for out-of-hours vehicle activity. Such deliveries will not be on a regular occurrence.
- 3.4 There will be no working on Sundays and bank holidays unless there is a requirement for emergency works, abnormal deliveries or cranes. The Council will be provided with prior notification should working during abnormal hours be necessary.
- 3.5 The site will be provided with 24-hour security to prevent any unauthorised access outside of the construction traffic hours.

Site Arrangements

- 3.6 Construction staff, operatives and visitors arriving by foot will access the site from Hampstead Lane. The site will be fully secured with hoarding to any exposed boundaries. The hoarding will be provided in line with all LBH and TfL regulations with a noticeboard placed in prominent visible positions.

- 3.7 Fully equipped welfare facilities for staff and operatives will be provided on-site, with an off-site office to be provided if necessary / appropriate. All plant, material and equipment will be stored on-site and not on the public highway.
- 3.8 No footway closure will be required and no gantry system will be erected as all loading will occur within the site and not on the public highway.
- 3.9 It is noted that no on-site parking will be available for staff or visitors to the site. In the event that private vehicles are required to access the site, operatives will be expected to unload any materials or equipment before finding a parking opportunity in the local area.
- 3.10 Private vehicle use by operatives working at the site and visitors will be discouraged throughout the proposed works.

Vehicle Types

- 3.11 There are no anticipated restrictions to the size of heavy good vehicles servicing the site. Numerous types of vehicles will be used to bring materials, with the main vehicle types including:
- 16.m length, 2.6m width Articulated Lorry;
 - 10.2m length, 2.5m width Large Tipper;
 - 10m length, 2.5m width Rigid Flatbed;
 - 8.4m length, 2.4m width Concrete Lorries;
 - 3.5T Luton Vans; and
 - 5.5m length LGVs (Transit Vans)

Construction Traffic

3.12 The proposed number of vehicles per construction phase are outlined in **Table 3.1**.

Table 3.1: Estimated Construction Vehicles – Monthly and Daily			
Phase	Period of Stage	No. of Trips (monthly)	Peak no. of Trips (daily)
Site Setup & Demolition	Q3 2024 - Q3 2024	250	10
Piling Works	Q3 2024 - Q4 2024	500	20
Substructure	Q4 2024 - Q1 2025	370	15
Superstructure	Q1 2025 - Q3 2025	500	20
Envelope and cladding	Q3 2025 - Q1 2026	250	10
Fit-out and commissioning	Q1 2026 - Q3 2026	250	10
Peak period of construction*	Q1 2025 - Q1 2025	700	28

4 MONITORING AND REVIEW OF THE PLAN

- 4.1 The SMT will monitor construction activity as set out previously in this document, reporting any incidences in accordance with the relevant guidance identified. In addition, the SMT will keep a record of construction vehicle activity to understand any issues and/or opportunities to improve the way in which construction is undertaken.
- 4.2 The SMT will constantly monitor/review the success of the CMP and, if considered necessary/appropriate, will propose changes to the document to be approved by LBH.
- 4.3 The SMT will review any comments received from site workers or neighbours regarding the construction environment and its safety and notify LBH if necessary/appropriate.

5 CONCLUSION

- 5.1 Overall, the CMP will ensure the successful operation of construction on a day to day basis.
- 5.2 The CMP will ensure that the likelihood of conflicts will be minimised, and that the construction of the Development will not affect the free flow or environmental condition of the public highway or surrounding area.