Construction Phase Plan

Project Title:	**Renovation and Refurbishment (LIMA) Project Knowle Green Council Offices**
Company:	Knightsbridge Property Services
Project Number:	TBC
Issue Number:	001 - Tender Issue
Date:	23/03/18

Table of Contents

1 Description of project 4

1.1 Scope of works **Error! Bookmark not defined.**
1.2 Programme 4
1.3 Project team 5
1.4 Health hazards 6
1.5 Hazardous materials 10
1.6 Public protection 10
1.7 Work at height 11
1.8 Extent and location of existing records and plans 11
Existing Services 11
Existing Structures 11

2 Management of the work 12

2.1 Management structure 12
2.2 Management responsibilities 12
Managing Director 12
H&S Advisor **Error! Bookmark not defined.**
Project Manager 13
Site Manager 13
2.3 Health and safety goals for the project and arrangements for monitoring and review of health and safety performance. 14
2.4 Site rules 14
2.5 Arrangements for: 15
a) cooperation between the project team on site and co-ordination of their work 15
b) consultation with the workforce 16
c) the exchange of design information between the client, designers, principal designers and contractors on site 16
d) handling design changes during the project 17
e) the selection and control of contractors 17
f) the exchange of health and safety information between contractors 17
g) site security 18
h) site induction 18
i) on-site training 18
j) welfare facilities and first aid 18
k) the reporting and investigation of accidents and incidents including near misses 18
l) the production and approval of risk assessments and written systems of work 19
m) fire and emergency procedures 19

3 Arrangements for controlling significant site risks 20

3.1 Safety risks 20
a) delivery and removal of materials (including waste) and work equipment taking account of any risks to the public (for example during access to or egress from the site) 20
b) dealing with services - water, electricity and gas, including overhead powerlines and temporary electrical installations 21

c) accommodating adjacent land use 21
d) stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures 21
e) preventing falls 21
f) work with or near fragile materials 21
g) work involving the assembly or dismantling of heavy, prefabricated components 22
h) work near high-voltage cables 22
i) work on excavations and work where there are poor ground conditions 22
j) work on wells, underground earthworks and tunnels 22
k) work exposing workers to the risk of drowning 22
l) work carried out by divers having a system of air supply 22
m) work in a caisson with a compressed air system 22
n) work involving explosives 22
o) traffic routes and segregation of vehicles and pedestrians 22
p) storage of materials (particularly hazardous materials) and work equipment 22
q) any other significant safety risks 22
3.2 Health risks 22
a) the removal of asbestos 22
b) dealing with contaminated land 23
c) manual handling 23
d) use of hazardous substances, particularly where there is a need for health monitoring 23
e) reducing noise and/or vibration 23
f) exposure to UV radiation (from the sun) 23
g) any other significant health risks. 23
4 The health and safety file 24
4.1 Layout and format 24
4.2 Arrangements for the collection and gathering of information 24
4.3 Storage of Information 24

List of Appendices

1. Programme & Site Specific Protocols
2. Manual Handling/ Noise/Vibration Assessments
3. COSHH Assessments
4. Site Rules/Induction Sheet
5. Tool Box Talks
6. Training Certificates
7. Principal Contractors Risk Assessments
8. Site Specific Risk Assessment & Method Statement
9. Permits to Work
10. Fire Plan
11. Traffic Management Plan
12. Test Certificates/Maintenance Records

1 Description of project

Spelthorne Borough Council's Civic Offices, located on Knowle Green, have been programmed for refurbishment and renovation works to ensure that they are more suitable to employee working conditions and changes in personnel needs based upon the Council's own internal people strategies and business planning. On the basis of this requirement, the Council has planned a c. 8 month programmed upgrade of the Offices which will be occupied and opened for normal day to day Council business throughout duration of works. The project, which is to remodel the internal spaces to create better use of office space to accommodate reorganisation of the building users, will comprise:

- Dismantling of existing masonry and stud partitions
- Creating new openings through existing masonry walls / studwork
- Construction of new partitions and doors to achieve new layout
- Blocking up of existing openings
- Installation of double glazed windows to replace existing single glazed
- Installation of fixtures and fittings
- Installation of new floor tiles, ceiling tiles
- Painting and decoration

The work will be awarded as one contract but executed in phases / sequence to align with Council's programme for office decant and relocation programmes.

Phase	Works Location	Start Date	Completion Date
1	East & South Wings (1st Floor), South Wing (2nd Floor)	23 April 2018	28 May 2018
2	South Wing (1st Floor)	04 June 2018	30 July 2018
3	Interview Rooms / Reception Area (Ground Floor)	06 August 2018	27 August 2018
4	South Wing (Ground Floor, 1st Floor and 3rd Floor))	03 Sept. 2018	29 October 2018
5	Window Replacement (East and South Wings – All Floors)	05 Nov. 2018	10 Dec. 2018

1.1 Programme

A detailed programme showing all pre-construction activities (RIBA Stage 3) through to project handover and completion (RIBA Stage 7) is provided as **Appendix 1** All five phases of the Councils' sequencing as per 1.0 are contained within the construction phase of the programme. We have also included the windows phasing as an addendum, aligned to the five phases of the project.

1.2 Project team

An organisation chart showing KPS's management structure is below.

Detailed contacts for the project, including the wider project partnering team are shown below.

	Name	Company	Address	Contact Details
a)Client	Siraj Choudhury	Spelthorne Borough Council	Knowle Green Council Offices, Knowle Green, Staines, TW18 1XB	Tel: 01784 446 235 Mob: 07980 838 113 Email: s.choudhury@spelthorne.gov.uk
b) Principal Designer	Alfred Osawe	Runnymede Borough Council	Civic Centre Station Road Addlestone KT15 2AH	Tel: 01932 425 176 Mob: 077799 640 373 Email: Alfred.Osawe@runnymede.gov.uk
c) Principal Contractor	Matthew Eshalomi, Project / Site Manager Will McLaughlin, Managing Director	Knightsbridge Property Services	Airport House, Purley Way, Croydon, CR0 0XZ	Tel: 020 8253 4588 Mob: 07584 352 748 Email: Matthew.Eshalomi@kpsltd.co.uk Tel: 020 8253 4588 Mob: 07825 925 727 Email: Will.Mclaughlin@kpsltd.co.uk

d) Project Manager / Contract Administrator	Alfred Osawe	Runnymede Borough Council	Civic Centre Station Road Addlestone KT15 2AH	Tel: 01932 425 176 Mob: 077799 640 373 Email: Alfred.Osawe@runnymede.gov.uk
e) Clerk of Works	Tom Walsh	Runnymede Borough Council	Civic Centre Station Road Addlestone KT15 2AH	Tel: 01932 425 182 Mob: 07877 140 765 Email: Tom.Walsh@runnymede.gov.uk

1.3 Health hazards

After our initial site visits within the tender stage preparation, we have identified the following key hazards and mitigation methods. The list is not exhaustive and will be updated upon tender award with a detailed list of site hazards and risk mitigations and control measures.

Hazard	Control Measures
Live building site with building users, visitors and the general public accessing site	Project and Site Manager, Matthew Eshalomi, will carry out a detailed site risk assessment to review our working methods and confirm these for update into the Construction Phase Plan (this document). He will determine all hazards which may impact works and appropriate risk and control measures required, which will be captured into a site specific risk assessment which will be appended to this document. Matthew will also carry out a liaison function with the onsite Facilities Team, planning for upcoming phases via a two weekly rolling programme update as well as accounting for daily onsite changes and implementing any further control measures required. This will include the use of controlled site access to live works, use of barriers and hoardings, communication updates to onsite users, additional walk through / monitoring on days of potential high risk activities, etc. Measures will be tailored and appropriate to the requirements of works within each phase and mutually agreed with the Council to prevent access and maintain safety.
Material movements and logistics, protecting the public, building users and site	We have established a draft Traffic Management Plan (TMP) for the project, which will sit at Appendix 11 of this document**.** All site movements will be managed in line with the TMP, ensuring controlled access and deliveries at times that are convenient to the wider community and site usage at the Council offices. All deliveries will be scheduled on a just in time delivery model to prevent excess materials being located on site which prevent a security risk (i.e. from someone attempting to break into a site compound). Deliveries will be carefully managed, with Matthew acting as a Banksmen, to meet the material delivery, unloading, drop-off and exit from site which will be fully monitored, including signing in and out procedures. Clean-up of site will be taken immediately, including the local highway. All members of our site team, including our subcontractors, will be trained on the TMP. Regular quality auditing of site will include monitoring of compliance with the TMP with immediate corrective actions if needed.
Lack of communication with building users, the	We will ensure that a Communication Plan is established for the project, outlining all key individuals that will be impacted by works and the measures by which we will communicate H&S and safe working protocols that they

public and local community	must and should follow to help KPS keep site and users safe (over and above measures deployed via our risk assessment and method statement for the project). For example, we would be happy to provide a very short induction to all building users on H&S at all works stages such as following marked pedestrian zones, no access measures deployed, where site signage is located and emergency telephone numbers for KPS to contact us at any time should they have concerns. We can also back this with a short, A4 aide memoire that could be re-provided to building users as works location changes for further reinforcement. This same approach will also be extended to the local community with a series of regular communication bulletins, speaking to local neighbours who might be impacted and also our proposals for IVOR Goodsite to be deployed at Staines Preparatory.
Security issues in respect of the welfare compound	We will ensure that our site compound is fully locakable, alarmed, and that CCTV is deployed to monitor access. We will install hoardings or any other security measures appropriate from the Council's perspective based upon consultation about local anti-social behaviours (appreciating that there is a school nearby and the local Green may present issues here). We will regularly check all site security measures daily and take immediate remedial action if an issue is found. We will also co-ordinate our time on site with the local police department and community liaison officers so that they are aware we are on site and can support security awareness through their normal community patrols; we will also provide them with our emergency contact points (as well as the Council) for immediate response should an issue arise.
Noise, dust and vibration from machine tools	We minimise disruption and environmental hazards (i.e. noisy generators).The risk to health from noise will be limited by the enforcement of hearing protection zones where the noise level exceeds the second action level of 85 dBA. Where the noise is below this level but above the first action level of 80 dBA it will be recommended that workers wear the correct attenuation hearing protection. Monitoring of noise levels will be carried out by competent persons on site. Reference to the Noise at Work Regs will be made for all assessments. The risk of hand arm vibration syndrome from the use of vibrating tools is to be reduced by using remote / mechanical means where possible. Where this is not possible hand-held tools that have the lowest vibration speed available will be incorporated. Where the vibration exposure cannot be reduced below $2.5ms^{-2}$ then job rotation and the use of anti-vibration gloves will take place. The findings of any vibration assessment (**Appendix 2**) will be briefed to then user prior to starting work and close supervision will see these exposure periods are not exceeded. Reference to HS(G)88 Hand Arm Vibration shall be made where tasks may involve the risk of exposure to vibration. To reduce dust, we use dust suppression methods using damping down techniques and on-tool extraction systems to removes dust as produced using a local exhaust ventilation system fitted directly onto tools/small plant. We also provide appropriate respirators and other PPE including extractors.

	We will also obtain the Contract Level Considerate Constructor's Registration for the contract.
Confined spaces and lone working	All work is carried out in accordance with the Confined Spaces Regulations 1997. Our risk assessment process which we will carry out in pre-construction / mobilisation identifying where there is the potential of confined space working, such as carrying out electrical works in the void space to prepare for new lighting or in the replacement of new ceiling tiles. We will first seek to remove the need to work in confined spaces; if this is not possible we then seek to reduce time and the reasons for working in them. Appropriate method statements will be established for such works, dependent upon the type of work and activity required. Where appropriate we always have a secondary team member in place for works in confined spaces given the potential risks associated with doing so that link to lone working so that we can immediately respond to issues arising. Supplementing this protocol is also our lone working policy and RAMS, which ensure that the risk of lone working will not occur at any time in the project without prior approvals for the Council; to manage this all staff and subcontractors are trained on KPS' lone working procedures and risk assessments.
Fumes and ventilation	All ventilation requirements will be maintained in line with Approved Document F, Ventilation, incorporating the 2010 and 2013 amendments. Working with paint and other similar decorating materials can result in fumes which requires appropriate ventilation of spaces (extraction, whole building, or purge techniques). We will work with the Council to determine appropriate ventilation techniques to maintain a safe, breathing environment for all KPS staff and building users which may be impacted.
Asbestos containing materials due to the building age	All works are delivered in a safe manner, checking and remaining aware of the risks which asbestos can create, ensuring all works are managed and delivered in full compliance with the Control of Asbestos at Work Regulations (2006). We will liaise with the Council during pre-construction as part of our mobilisation activities to review the Asbestos Risk Register and carry out a visual check for asbestos, as well as using a UKAS trained and approved asbestos surveyor for detailed checks if needed. All asbestos works, should these arise, will be conducted and managed through a robust system of comprehensive staff / subcontractor training and work procedures, supported by regular monitoring and review arrangements covering all staff (direct, temporary) and our subcontractors. UKATA approved asbestos awareness training (renewed annually) is required of all staff and subcontractors at KPS and also backed by a module in every site induction we carry out. Training covers the dangers of asbestos, where it may be found, avoiding unauthorised disturbance, and the meaning and location of warning signs; this is reinforced through our asbestos working processes, workshops, toolbox talks and operational safety handbook which must be utilised by staff / subcontractors. Where removal or containment of asbestos is required

	these works will only be undertaken by a licensed UKAS accredited subcontractor, with works stopped until proper safe progression is possible.
Use of chemicals	We will follow all protocols in line with the Control of Substances Hazardous to Health Regulations 2002. Full COSHH assessments will be carried out for the use of chemicals on site, including painting materials. All onsite staff will be trained on the COSHH Assessments and correct usage of the material, including cleaning up methods to prevent contamination and pollution of local drainage sources.
Working at height	Risk assessments are carried out in accordance with the Working at Height Regulations 2005. We first seek the remove the need to work at height; if this is not possible we use appropriate access equipment (i.e. access platform / mobile tower). All equipment is fully checked by a Site Manager prior to use to ensure it is fit for purpose and that it is the right equipment to be utilised. This is also a part of a daily progress check ensuring safety is maintained and equipment is used correctly. We use a 'permit to work' system to control certain high-risk operations, which covers the work to be undertaken, the precautions required and the procedures to be followed, utilising the Method Statement for the task. The permits to work form an essential part of the safe system of work for many of the activities we undertake; only allowing work to start after the safe procedures have been defined, and providing a clear record that all foreseeable hazards have been considered.
Scaffolding and security	All scaffolding will be installed by a certified scaffolding provider who hold all appropriate scaffolding accreditations (i.e. NASC) with a highly skilled, trained workforce. Appropriate certifications will be issued prior to works being carried out on site, with a joint scaffolding inspection including the nominated scaffolding partner (Trojan), KPS and the Council or your nominated representative. We will carry out daily scaffolding checks, recording these in the site diary to maintain compliance. All scaffolding will include appropriate access measures (as well as prevention of access) and will be alarmed, with an immediate 24/7 response via Trojan's nominated security partners should access be attempted.
Pollution and contamination of local drainage	We will map drainage via a detailed survey, with daily monitoring and corrective action for non- compliances. We will maintain our site and waste compound area away from surface water drains. Our operative and subcontractor induction will cover environmental protection and briefing on drain locations which must not be used for washing off chemicals or building works residue, etc. We will also store any diesel/oil paint, solvents and other harmful chemicals within secure storage containers and will use low VOC paints used where feasible with brushes cleaned off-site. All waste materials will be removed to designated skips with debris immediately brushed up to prevent contamination.
Working with electricity	All electrical work is undertaken in accordance with the Electricity at Work and Gas Safety Regulations via NICIEC certified staff and through KPS' Permit to Work System. Work is controlled via risk assessment and method statements created during pre-construction. Prior to work with electricity we will carry out a check of all circuits, ensuring they are safe and fully isolated

	via a lock off kit (ensuring no live power cables are left out). Works will also be 'cornered off' from building users via a second layer of access controls; barriers will be utilised to support this. We also co-ordinate works with the Council's Facilities Team to minimise disruption (i.e. periods when power will be off) so that building users normal working days are not impacted. When work are completed, all are fully tested by a qualified 2391 tester / inspector, with a full electrical certificate issued where appropriate. Connections with gas appliances / piping will also checked as a safety precaution.
Manual handling	All works are undertaken in accordance with the Manual Handling Operations Regulations 1992 (as amended). We ensure that all KPS staff and subcontractors are trained on manual handling and use of working methods to avoid lifting where possible and following correct lifting techniques if needed. Where weight limits exceed reasonable loads we will utilise appropriate lifting equipment to mitigate risks and hazards.

1.4 Hazardous materials

We have identified three core hazardous materials which may be present in the Knowle Green Council Offices refurbishment, which are:

- **Lead:** The presence of lead or lead based products may represent a risk to health to operatives removing such items. Where identified lead and lead based products are identified a risk assessment safety method statement is to be drafted and briefed to operatives for the safe removal in line with the Control of Lead at Work Regulations 2002.

- **Asbestos:** All works are delivered in a safe manner, checking and remaining aware of the risks which asbestos can create, ensuring all works are managed and delivered in full compliance with the Control of Asbestos at Work Regulations (2006). We will liaise with the Council during pre-construction as part of our mobilisation activities to review the Asbestos Risk Register and carry out a visual check for asbestos, as well as using a UKAS trained and approved asbestos surveyor for detailed checks if needed. All asbestos works, should these arise, will be conducted and managed through a robust system of comprehensive staff / subcontractor training and work procedures, supported by regular monitoring and re-view arrangements covering all staff (direct, temporary) and our subcontractors. Where removal or containment of asbestos is required these works will only be undertaken by a licensed UKAS accredited subcontractor, with works stopped proper safe progression is possible.

- **Chemicals:** We will follow all protocols in line with the Control of Substances Hazardous to Health Regulations 2002. Full COSHH assessments will be carried out for the use of chemicals on site, including painting materials. All onsite staff will be trained on the COSHH Assessments and correct usage of the material, including cleaning up methods to prevent contamination and pollution of local drainage sources. All works will be carried out prior to the safe removal using approved methods and PPE (**Appendix 3**)

1.5 Public protection

The site is to be protected by a 2.4m high timber hoarding to all boundaries that don't have suitable protection already in place. The erection of the hoarding will be in line with local authority guidelines and pedestrian barriers will be placed around the work areas, moving progressively as each section is completed. Lighting is to be placed all along the hoarding line where necessary.

Vehicle movements will be arranged so as to avoid busy periods, particularly the school runs. The roads are to be monitored by the Site Manager for accumulation of dust and debris from traffic exiting the site and road sweeping arrangements made as deemed necessary.

Where demolition and construction works are adjacent to pedestrian routes protective scaffolds are to be erected and fully debris netted to prevent any stray materials passing over the hoarding. These scaffolds will be monitored and inspected on a regular basis.

Airborne dusts will be kept to a minimum by damping of processes with water jets as seen necessary. It is not anticipated that any noxious fumes will be produced by any of the demolition processes but due consideration to the effects on the workers and public will be given should the occasion arise.

Noisy processes will be kept to the minimum by selection of plant and tools that have the lowest noise ratings and by the selection of processes that limit the use of the noisiest plant.

Reference to HS(G) 151 'Protecting the public, your next move' will be made for all activities that affect the locality.

1.6 Work at height

A proportion of the works will involve works at height in the form of:

- Erection, use and striking of scaffolding

In line with the Working at Height Regulations 2005 and the hierarchy of risk within, it is necessary to plan for all works at height. A full assessment of safe systems of work is to be taken into account within the method statements provided by each of the trades.

1.7 Extent and location of existing records and plans

Extent and location of existing records and plans which are relevant to health and safety on site, including information on existing structures when appropriate.

Existing Services

TBC

Existing Structures

TBC

2 Management of the work

2.1 Management structure

2.2 Management responsibilities

Managing Director (Will McLaughlin)

- Initiate, administer and interpret the effective implementation of the KPS safety policy.
- Have an understanding of the application of the Health and Safety at Work etc. Act 1974 to KPS's operations, regulations relevant to construction operations and codes of practice.
- Arrange for funds and facilities to meet the requirements of the policy.
- Promote the safe conduct of work generally.
- Reprimand any member of staff failing to discharge safety responsibilities allocated to them.
- Set a personal example for how H&S is to be delivered across the company
- Comply with health and safety requirements on site.

H&S Advisor (Colin Harvell)

- Provide advice on all aspects of the project safety requirements. Ensure that safety is given primary importance throughout the activities and that work is carried out to the standards required by the KPS safety policy and current legislation.
- Provide an advisory service to all persons involved with the project on all matters relating to health and safety.
- Visit the site on a regular basis and complete a site inspection, leaving a written report on site and forwarding copies to the Managing Director and Project / Site Manager.
- Measure the safety performance of employees, the self-employed and subcontractors.
- Ensure that all accidents and dangerous occurrences are fully investigated.

- Stop any activity conducted by an employee or subcontractor or self-employed person if it is considered that:
  - There is a risk of injury
  - The activity infringes safety legislation
- Set a personal example
- Comply with health and safety requirements on site.

Project Manager (Matthew Eshalomi)

- Ensure that training needs are identified, that the HR Director supports the delivery of training to meet those needs and that records of training are maintained.
- Notify the H&S Advisor of the anticipated programmed works, as required, to ensure that all aspects of the site health and safety plan are complied with.
- Co-ordinate health and safety information and disseminate such information throughout the project management team.
- Have an understanding of the application of the Health and Safety at Work etc. Act 1974 to KPS's operations, regulations relevant to construction, along with other relevant regulations, codes of practices and the KPS safety policy.
- Reprimand any member of staff failing to discharge safety responsibilities allocated to them.
- Liaise with the H&S Advisor to ensure the proper reporting, investigation and analysis of accidents, incidents and dangerous occurrences.
- Be aware of changes to legislation, which affect the project and promote the safe conduct of work generally.
- Monitor risk assessments, self-audit forms, and safety reports and ensure that unsatisfactory arrangements and conditions are rectified.
- Ensure that budgets are adequate to cover sound methods of working and the provision of the required welfare facilities.
- Ensure that the site health and safety plan is developed and implemented to cover all works carried out on the site, as required by the Construction (Design and Management) Regulations 2007.
- Monitor safety performance and compliance against the site health and safety plan.
- Set a personal example.
- Comply with health and safety requirements on site.

Site Manager (Matthew Eshalomi)

- Complete the risk assessment procedure as required by the site health and safety plan and organise the site so that work is carried out to the required standard of safety with minimum risks to persons, equipment and materials. Where complex procedures are involved, the Site Manager will ensure method statements, determining suitable and sufficient controls, are in place before operations commence.
- Understand the KPS safety policy, the site health and safety plan and appreciate the responsibility for health and safety allocated to each grade of employee and subcontractor.
- Have an understanding of the Health and Safety at Work etc. 1974, construction regulations, along with other relevant legislation.
- Ensure that hazards from materials stacking, positioning of plant and installations of electricity supply are eliminated.
- Ensure that safe methods of working are maintained and see that they do not require or allow persons to take unnecessary risks.
- Plan and maintain a tidy site.
- Make sure that suitable protective clothing is available where appropriate and that it is used.

- Ensure that all machinery and plant, including power and hand tools are maintained in good condition, have any necessary test certificates, and that any defects are reported to the H&S Advisor and Administration Manager.
- Ensure that site fire precautions procedures are developed and strictly adhered to for the site and act as Fire Co-ordinator.
- Ensure that adequate first aid facilities (including trained first aiders) are established and available.
- Review work hazards and methods with new or transferred employees and subcontractors.
- Ensure that statutory notices are displayed and that statutory registers are being maintained up to date.
- Maintain the site health and safety plan and complete self-audit forms.
- Overall responsibility for safety on site is the Site Manager's and they must ensure that all workers comply with health and safety requirements on site.
- Set a personal example.

2.3 Health and safety goals for the project and arrangements for monitoring and review of health and safety performance.

It is the policy of KPS to perform work in the safest practicable manner, consistent with good practice. The health and safety of KPS's employees, all those likely to be affected by our operations and the prevention of damage to Company assets is the responsibility of the management, and it ranks equally with production and profit. It is the duty of the management to do everything practicable to prevent injury and ill health, and it is equally the duty of each employee to exercise personal responsibility for their own safety and that of others. This is required by law.

All employees are to be aware that there is no conflict between safety and production. Safety must remain the priority in every situation. KPS recognises the management similarities between safety and quality and adopts these principles in managing KPS's activities.

The KPS safety objectives and goals for the project align with the KPS H&S Management system, including:

- The management of all aspects of the works with due regard to the safety and health of anyone liable to be affected by the works.
- To ensure all personnel involved with the project receive relevant safety training and refresher training carried out on the Construction (Design and Management) Regulations 2015 as required.
- To increase the visiting patterns of H&S Advisor to all sites thereby enforcing the safety philosophy of KPS

2.4 Site rules

Information is passed to employees and others at regular intervals to ensure compliance with Site Rules. (**Appendix 4**)

The following non-exhaustive list is available for use as a reminder to Management of the General Rules applicable:

- Where Management have identified that Personal Protective Equipment needs be worn as required by the Personal Protective Equipment at Work Regulations, it will be worn correctly, without exception. Site Management will give instructions to operatives where this rule applies.
- No person may wear plimsolls or other soft-sole footwear on site, unless specifically authorised to do so by the person in charge of the site. Employees will be provided, without charge, safety footwear suitable for use on construction sites. Contractors and the self-employed must provide their own safety footwear, in order to work on KPS sites.

- Safety belts, lanyards, lifelines and/or safety nets are to be used by persons working at heights when it is impracticable to provide working platforms.
- All ladders and steps will be of industrial class and kept in good repair.
- Only competent persons are permitted to erect, dismantle or alter scaffolding or tower scaffolding in any way.
- Only persons who have been trained in accordance with the Provision and Use of Work Equipment Regulations may change abrasive wheels and cutting discs.
- Suitable site fire precautions, preventative controls, fire plans and emergency plans, will be determined for all projects.
- All access equipment must be kept in good repair.
- All injuries, no matter how slight, must be reported to the Site Management, immediately.
- Stacked materials, stored equipment and parked vehicles must not be permitted to obscure any sign.
- All signs must be inspected regularly to ensure that they are in the proper position and are clean and legible.
- Untidy areas and methods of working, which create unacceptable risks, must be avoided at all times.
- The requirements of the Provision and Use of Work Equipment Regulations will be complied with and all operatives will be adequately trained in order to safely use the necessary work equipment.
- Where applicable to the particular machine, only persons with current KPS approved CTA qualifications will be permitted to drive plant. This applies to our own employees, contractors and operatives of cross-hired machinery.
- Persons under the age of eighteen years may not drive a mechanically-propelled vehicle on site, operate a hoist or crane, or give signals to the operator unless under direct and constant supervision or training.
- When mechanical equipment is being operated, no person will be in the cab other than the operator, unless the driver is under instruction or an appropriate seat is fitted.
- No person other than the driver shall ride on any plant unless on a properly constructed seat.
- No vehicles are to be left switched on and running while unattended.
- Safety rules and advice covering specific work areas and/or systems of work will form part of the Construction Phase Plan where work under the Construction (Design and Management) Regulations applies.
- Persons who, in the opinion of the Site Management, are under the influence of alcohol or drugs, which render them unable to conduct themselves safely, will not be allowed access to the site.
- Hi Visibility Vests shall be worn by all.
- Site transport will not exceed the site speed limit of 10 mph. Vehicles without adequate all round vision will not reverse unless under the direction of a competent signaller.

2.5 Arrangements for:

a) cooperation between the project team on site and co-ordination of their work

In order to ensure that contractors use safe methods of work, the Project Manager must ensure that contractors engaged by KPS provide written safe systems of work or method statements, and where appropriate permit to work systems. Prior to commencement the Site Manager and the Contractors Nominated Representative must agree the safe systems of work and procedures to be used during the project.

Where there are safety implications that affect other persons, it will be the responsibility of the Site Manager to ensure that all affected persons are advised of any risks present during their activities.

The Project Manager is responsible for ensuring that all contractors are aware of the Client's specific safety requirements on site and that contractors' employees have been properly advised. The Contractor's Nominated Representative in charge must report to the Site Manager prior to commencement of work each

day and will be updated in any changes to Clients' safety requirements and/or other standards and procedures affecting the contractor's work.

The Project Manager shall ensure that regular meetings are held at least monthly or if required at shorter intervals or on an ad-hoc basis depending on the duration of the contractor's package to discuss the following safety requirements:

- Specific risks to health and safety
- Employees' training requirements
- Review of safe systems of work
- Accident/frequency rates
- Co-ordination with other contractors

Project Managers must also regularly monitor contractor's performance to ensure high standards are maintained and faults identified are corrected.

Co-ordination of Contractors

Regular co-ordination meetings will be held and all Contractors' Nominated Persons will be required to attend. These meetings will generally be held monthly or if required at shorter intervals depending on the hazards of particular work packages. Particular attention must be given to contractors whose work packages are of a short duration to ensure that at least one meeting is undertaken.

During these meetings interfacing, transmittal of information and other health and safety matters will be discussed and action plans implemented. The Site Manager has overall authority in these meetings and will make any final decisions as may be required.

b) consultation with the workforce

Arrangements to Ensure Co-operation Between All Parties

The Project Manager and Site Manager will ensure robust systems are in place to ensure safety related information is communicated to all relevant parties concerned with the project. The Site Manager will ensure the compliance and effectiveness of these systems by a regular audit and inspection regime.

Employee and Contractors Consultation on Health and Safety Matters

Group Safety Meetings provide a forum for safety matters to be brought up from site and discussed at senior management level. Recommendations from these meetings may be put to the Executive Safety Committee, as appropriate, as a result of these discussions, to change, amend or introduce new policies or working practices and procedures.

The site toolbox talks (**Appendix 5**) are a forum designed to open discussion of site specific safety related matters and all personnel on site are encouraged to contribute to these discussions. The Site Manager records any comments made at these meetings and those comments are discussed at the various safety meetings.

c) the exchange of design information between the client, designers, principal designers and contractors on site

KPS will attend any meeting requirements laid down by the client and/or their professional team in order to ensure good safety communications are maintained throughout the project. At every meeting Safety will be the first agenda item and any safety related information passed on by the client to KPS would be disseminated through the management structure.

The Project Manager is the single point of contact for this project and the client and Principal Designer will address all communications to them for action and, where appropriate, dissemination.

d) handling design changes during the project

KPS recognises that with the ongoing development of new and improved designs and methods of working, changes are inevitable. Therefore, there will be a continuous need to amend and reissue safety documentation. These changes will be managed by the Project Manager who will ensure that all safety related information passed on by designers is communicated to all designers enabling them to take account of the overall scope of the works. The Project Manager will formally transmit all information and any resulting revisions.

The Principal Designer's point of contact for the project on all matters pertaining to health and safety is the Project Manager who will ensure all such information is disseminated to the appropriate recipients. Equally relevant information with regards to the CDM Regulations will be formally transmitted to the Principal Designer.

The Principal Designer must be immediately informed regarding the details of any appointed Designer

e) the selection and control of contractors

Contractors are selected for the project by measuring their previous record, technical ability and proven commitment to working in a safe manner. An approved list of contractors is maintained and regularly updated.

Contractors are required to provide with their tender submission evidence of their company safety policy, staff training and relevant competency records and accident performance statistics for the previous six months. Where appropriate contractors are also required to submit copies of risk assessments associated with the work they are tendering for, including assessments required by MHSWR, COSHH etc., and also their arrangements for first aid.

Contractors' meetings are held pre, during and post project to identify safety related matters and ensure items are managed with due regard to safety. Planning for safety is an integral part of the management system and will form part of all meeting agenda. The Site Manager will monitor recommendations emanating from any of these meetings, these being audited by the H&S Advisor as part of their overall auditing programme.

Contractor's safety performance is measured and controlled by a variety of systems.

- Weekly Site Manager's audits
- H&S Advisors reports
- Accident/frequency rates
- Project Manager's visits

If poor safety trends are identified, then remedial action will be instigated which may include:

- Offenders being removed from site
- Project Manager/Site Manager informing the contractor with regard to non-conformities in Health and Safety procedures
- On site training to improve trends
- Contractors being removed from site

f) the exchange of health and safety information between contractors

KPS sees the requirement to inform all contractors and any self-employed persons on site as to the hazards associated with the operations involved, or the working environment, as a requisite to ensuring a safe place of work. Relevant Health and Safety Information contained in the Pre-construction Information and Construction Phase Plans forms part of the Contractual documentation. This information is coordinated through the Project Manager and such information is passed on to all relevant parties at pre-project

meetings, site meetings and site induction briefings. Any significant changes in any circumstances will be communicated to all affected contractors at a formal meeting or by toolbox training sessions, carried out on site by Site Management and where it is thought necessary, by letter from the Site Manager to the contractor's management.

g) site security

Where members of the public may be in close proximity to the works warning signs will be positioned by the Site Manager, in consultation with the H&S Advisor if necessary, to advise them of hazards.

Local resident's associations are encouraged to bring to the attention of KPS any concerns they may have and KPS will attend any local association meeting, on request, to clarify any concerns the residents may have. The single point of contact for residents' associations is the Project Manager.

Members of the public will be kept out of the site area for their own protection. The site will be clearly demarked and signs posted warning the public of the hazards of the site. The Police will be contacted for advice, and their help sought, if the Site Manager believes it is necessary in order to control unauthorised access.

h) site induction

Prior to commencing on site all personnel including visitors, regardless of employer, must attend a safety induction briefing given by the Site Manager, or his representative. Attendance will be documented and records retained for audit purposes.

Regular on-site toolbox training sessions are compulsory for all site personnel, regardless of employer. The Site Manager will ensure the topics covered are relevant to the site conditions and encourage active participation from all attendees. Records of attendance will be kept by the Site Manager and will be audited by the H&S Advisor during his site inspections. The H&S Advisor may attend or give toolbox-training sessions to some sites in order to either ensure consistency or that certain topics are universally covered.

i) on-site training

All personnel are encouraged to continually develop their skills and ability. Company employees attend regular appraisal meetings to identify their wants and needs and the findings from which are used to determine individual requirements. Site Management receive regular safety training, generally held in-Company. Company site visitors (e.g. Surveyors etc.) receive site safety appreciation training.

Operatives receive general safety awareness training on a regular basis, and where their duties involve the operation of plant or machinery they are certificated by a KPS approved training body (e.g. CITB etc.). Where plan training results in the issue of Certificates of Training Achievement (e.g. CPCS) the operative must carry these at all times whilst on site (**Appendix 6**). Details of who is authorised to operate plant will be entered on the KPS Safety Checklist poster displayed in the site office.

j) welfare facilities and first aid

The requirements of the Construction (Design and Management) Regulations 2015 and associated regulations and the Health and Safety (Display Screen Equipment) Regulations 1992 will be strictly complied with regard to the site office accommodation, where applicable.

Adequate first aid facilities, including qualified first aiders, will be maintained on site, and it is the responsibility of the Site Manager to ensure that these are maintained throughout the period of the works.

k) the reporting and investigation of accidents and incidents including near misses

All accidents, however trivial, must be recorded in the Accident Record Book, which is kept in the site office.

The requirements of RIDDOR will be strictly followed by the Site Manager as laid down in the KPS Incident Reporting Flowchart. Full details are contained at in the H&S Folder.

l) the production and approval of risk assessments and written systems of work

Generic Risk Assessment

Group Safety holds generic assessments for manual handling operations, materials hazardous to health, common construction operations and noisy operations and plant. These are available to all personnel by consultation with the H&S Advisor. Generic assessments are not disseminated to all management to prevent site conditions being forgotten when assessing the significant risks for individual sites. Generic assessments will only be used for planning and reference purposes (**Appendix 7**).

Site Specific Planning Risk Assessments

All programme items have been assessed for their potential to cause both damage and injury accidents. The potential for risks and consequence posed by each operation has been determined, giving due regard to the existing control measures, and controls, physical, document and legislative have been identified. The significant findings of this evaluation process have been recorded in the site risk assessment table contained in **Appendix 7**. Where site wide controls have been identified in the risk assessment process they have been reflected in the site rules (**Appendix 4**).

Site Manager's risk assessments are an integral part of the weekly site self-auditing process and will be maintained by site management. These will identify unforeseen and unplanned circumstances and ensure adequate control measures are in place to prevent injury and damage incidents. Advice on site risk assessments can be obtained from the H&S Advisor.

On Site Risk Assessments

Self-auditing by Site Managers produce on-site assessments and where risks are identified other than during the Site Manager's weekly audit the proforma contained in the self-auditing documentation will be used to record the risk assessment. The H&S Advisor will carry out regular inspections of site and complete a site inspection report, which will include any required risk assessments as a result, in their findings, after consultation with the Site Manager.

Contractor's Risk Assessments

Contractors are required to submit to KPS their risk assessments prior to starting work. These will be reviewed by the Site Manager, in conjunction with the H&S Advisor if necessary, prior to works commencing and any considered alterations agreed. Site Management and the H&S Advisor will monitor contractor's application of the controls identified in their risks.

Method Statements

Contractors are required to submit method statements for any works carried out which have significant risks. These method statements must be submitted prior to the works commencing and will be reviewed by the Site Management. Advice on the safety content of such method statements may be sought from the H&S Advisor or the Designers and guidance is included in the KPS H&S Folder. Required amendments must be made prior to works commencing and contractors must ensure that their workforce are conversant with the content of method statements and apply the requirements therein determined. The Site Manager will monitor adherence with the content of method statements, as will the H&S Advisor during inspections (**Appendix 8**).

m) fire and emergency procedures

Site fire precautions will be determined by the Site Manager (who will act as the Site Fire Coordinator) and maintained to a satisfactory standard. These procedures may require a Hot Works Permit regime, (**Appendix 9**) and if so this will be managed by the Site Manager. All hot works will be required to be completed 3 hours before the site closes for the day. The Site Manager will inform all contractors of any such requirements. The

Site Manager will monitor the effectiveness of the fire precautions, with an overall audit of the requirements being an integral part of the H&S Advisors auditing process. The Site Fire Plan is attached at (**Appendix 9**).

Emergency and out of hours information

In the event of an emergency the fire, police and ambulance can be contacted by dialling the telephone number displayed on the Site Emergency Poster, which is in the KPS site office. Details of the nearest hospital with an accident and emergency (A and E) Department are displayed on the First Aid Poster, which is in the site office.

Emergency out of hours telephone numbers for the project are:

	Name / Address	Tel Number
Project Manager		
H&S Advisor		
H&S Advisor		
Site Manager		
HMFI		
EMAS		
Local Authority		
Local Hospital Details		

3 Arrangements for controlling significant site risks

3.1 Safety risks

The risk assessment process, which will be carried out by a competent person, will ensure that all activities have been assessed and that the procedure for carrying out the risk assessment has been followed prior to work starting.

The H&S Advisor will check that the risk assessment procedures are being applied when undertaking site safety inspections. This will ensure that risk assessments for the work being undertaken at the time of the inspection have been completed and reviewed prior to work starting and that the control measures identified are being correctly applied.

Site Management will also review the risk assessments prior to work starting and during the course of the work to ensure that any emerging risks are identified assessed and that further controls instigated as required. Where accidents and incidents occur, which identify that risk assessments are no longer valid a competent person will review and update the risk assessments accordingly to ensure that appropriate control measures are applied.

Safety risks include:

a) delivery and removal of materials (including waste) and work equipment taking account of any risks to the public (for example during access to or egress from the site)

Traffic management plans within and external to the boundary of the site are to be planned prior to commencement on site by the project team. Liaison with local authorities and highway departments will ensure that the safest, most considerate routes of access / egress to the site are employed. Timing of deliveries to avoid local school runs and other local busy periods are to be considered. Reference to the site

Traffic Management Plan at (**Appendix 10**) and utilisation of guidance note HS(G) 151– 'Protecting the public, your next move' shall be made throughout developing the Traffic Management Plan.

b) dealing with services - water, electricity and gas, including overhead powerlines and temporary electrical installations

All services including temporary supplies will be provided and installed by competent persons. All electrical equipment must be electrically safe and comply with the requirements of the Electricity at Work Regulations 1989. Only competent persons are to repair electrical equipment. Where possible battery or 110-volt centre-core tapped equipment is to be used. Under extreme circumstances 240-volt equipment can be used with the Site Managers permission provided that the person intending to use the 240-volt equipment has produced a suitable and sufficient risk assessment for the works and that all extension cables and equipment are protected by a RCD. Site electrical circuits to accommodation units etc. will be connected and tested by a competent person prior to being used for the first time and thereafter at least once every three months (**Appendix 11**). Portable electrical tools will be of the safest practicable design, use the lowest voltage suitable and be regularly checked for mechanical and electrical soundness.

Excavations will be carried out in accordance with the H&S Folder, Ref.'s xxx and xxx and will require the issue of a Permit to Dig (**Appendix 9**).

c) accommodating adjacent land use

During the planning stages of any project the sites 'neighbours and the use of that land is to be considered. Liaison with adjacent landowners throughout the works shall ensure that neither the adjacent land use nor the construction works themselves adversely affect each other.

Works adjacent to or in public areas shall be executed using HS(G) 151 – 'Protecting the public, your next move' as a guideline throughout.

d) stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures

During the planning and design stages of every project the stability of structures is to be considered. Thorough surveys are to be conducted of structures within or bounding the site to ensure stability. Where these are found to be requiring stabilisation, a qualified engineer shall design temporary works that shall ensure the integrity of the structure and the safety of those working adjacent.

e) preventing falls

KPS will where possible design out the requirement for operatives to work at height by changing the process where practical to do so. If the work still requires to be undertaken then a position of safety will be established to ensure the safety of the individual. Suitable working platforms, MEWP, Safety Nets, Harnesses, Supervision and Training in accordance with the Work at Height Regulations 2005 and Construction (Design and Management) Regulations 2015 will be used.

Scaffolding Contractor's shall produce a detailed sketch prior to erecting the scaffold specifying the location of the various components. Suitable edge protection shall be established around the perimeter of excavation works. Baulk timbers shall be established alongside the excavations adjacent to vehicle routes.

f) work with or near fragile materials

Wherever possible the need to work with or adjacent to fragile materials shall be risk assessed out by the designer. Where the risk can be reduced no further through design, a specific safe system of work will be drafted to ensure no persons are exposed to the risk of imminent danger. Guidance is available from the H&S Advisor.

g) work involving the assembly or dismantling of heavy, prefabricated components

To be completed where applicable.

h) work near high-voltage cables

To be completed where applicable.

i) work on excavations and work where there are poor ground conditions

Where applicable excavations will be checked prior to works commencing; at the end of the working day and a more formal and recorded check will be undertaken on a weekly basis. Method statements will be produced and briefed to all those involved and included in the Construction Phase Plan.

j) work on wells, underground earthworks and tunnels

To be completed where applicable.

k) work exposing workers to the risk of drowning

To be completed where applicable.

l) work carried out by divers having a system of air supply

To be completed where applicable.

m) work in a caisson with a compressed air system

To be completed where applicable.

n) work involving explosives

To be completed where applicable.

o) traffic routes and segregation of vehicles and pedestrians

The Site Manager is responsible for developing, implementing and monitoring the Site Traffic Plan (**Appendix 11**) in accordance with 'The Safe use of Vehicles on Construction Sites' HS(G) 144.

p) storage of materials (particularly hazardous materials) and work equipment

Detailed storage arrangements for materials will be determined by the Site Manager and will be strictly enforced. Materials not already programmed into the works, or delivery schedule, will not be allowed onto site without the Site Managers permission. Contractors will notify the Site Manager, in advance, of any hazardous or potentially hazardous substances they intend to bring onto site. A written assessment of the hazards and subsequent risks associated with the substances, and the controls needed in order to eliminate, or reduce to an acceptable level, those risks, must be provided by the Site Manager. Any such assessments will be of a standard to comply with the requirement of the Control of Substances Hazardous to Health Regulations (COSHH) (**Appendix 3**).

q) any other significant safety risks

To be completed where applicable.

3.2 Health risks

a) the removal of asbestos

Only licensed contractors will be employed to remove asbestos insulation, asbestos coatings and asbestos insulating board, which must be carried out on accordance with the KPS safety procedure (Ref. xxx). If asbestos is discovered unintentionally, all operatives will be immediately removed from the area and the area cordoned off and signs exhibited to warn of ASBESTOS.

As soon as asbestos is discovered the KPS safety procedure must be followed by Site Management, seeking advice and guidance from the H&S Advisor where required (Ref. xxx). Management are responsible for the application of the procedure on asbestos prior to its removal.

b) dealing with contaminated land

The Company and all contractors will strictly adhere to the requirements of section 34 of the Environmental Protection Act 1990. The detailed requirements of the KPS Environmental Policy will be maintained at all times, under the control of the Site Manager.

Controlled waste will be dealt with under the requirements laid down in the KPS Environmental Folder; waste transfer notes being completed for all transactions. At the end of the project the waste transfer notes will be forwarded to Group Safety for record purposes. An Environmental Management Plan is produced for each project.

c) manual handling

Manual Handling will be avoided wherever possible in favour of mechanical processes. If Manual Handling operations cannot be avoided then a suitable Manual Handling risk assessment will be completed and discussed with the appropriate personnel. Attached at (**Appendix 2**).

d) use of hazardous substances, particularly where there is a need for health monitoring

KPS will comply with all statutory requirements with regard to the procurement of materials and consumables in so far as they apply to health and safety at work. Such examples being the requirement to pass on safety related information in section 6 of the Health and Safety at Work etc. Act 1974.

All materials purchased and delivered to an KPS Site arrive with the appropriate “Safety Data Sheet”. Procedures manuals for the control of substances hazardous to health are issued to all production management.

Assessments are produced by Site Managers for hazardous substances to be used on their site; contractors are also required to produce detailed assessments of hazardous substances to be used during their operations on site. Site Managers are responsible for ensuring that suppliers/manufacturers Safety Data Sheets are obtained if they are not received with the delivery (**Appendix 2**).

e) reducing noise and/or vibration

Where possible operations that involve the least amount of noise and vibration will be selected over all others. In some cases noisy processes cannot be avoided and noise suppression techniques will be utilised to reduce noise levels as far as reasonably practicable.

Reducing exposure of individuals to the harmful affects of vibration will be taken seriously. Where possible changes in process will be adopted or utilising alternative tools and ultimately job rotation will all be employed to reduce exposure to vibration (**Appendix 2**).

f) exposure to UV radiation (from the sun)

Incidence of skin cancer within the construction industry is a significant and growing issue. All operatives working outside will be made aware of the need to cover exposed skin and wear high SPF (sun protection factor) barrier cream particularly in summer months. Protective cream is a means of PPE and as such will be provided without charge for employees where necessary.

g) any other significant health risks.

To be completed where applicable.

4 The health and safety file

4.1 Layout and format

Information for the Health and Safety File must be provided by the Principal Contractor to the Principal Designerin an agreed format and to an agreed programme as will be appropriate to the nature and phasing of the works. The types of information required can include the following:

- Historical site data
- Site survey information, pre and post construction
- Site investigation reports and records
- Reports and results of any survey carried out prior to demolition or dismantling, excavation work or of any other investigation necessitated by the Principal Contractors method of working or as agreed
- Record or as-built drawings and plans used and produced throughout the construction process
- Photographic records
- The design criteria, such as the design philosophy, calculations and applicable design standards
- General construction methods employed;
- Materials used, identifying in particular hazardous materials, and including data sheets obtained from suppliers of the materials;
- Details of the nature, type, locations and terminations of services and the utilities and systems, including emergency and fire fighting systems, whether installed as part of the project or existing, as encountered during the works;
- Details of equipment and of maintenance and cleaning facilities;
- Manuals which outline operating, maintenance and cleaning procedures for plant, equipment and structures;
- Any health and safety information that may be required by a designer, contractor or owner/occupier in the future in order for them to be able to fulfil their obligations under CDM.

4.2 Arrangements for the collection and gathering of information

Information necessary for the completion of the Health and Safety file shall be gathered throughout the project period by the Project team. This will require cooperation between designers manufacturers, suppliers and installers in providing instruction and guidance as to how the final product can be utilised, maintained and dismantled at the end of its useful life.

It is made clear in procuring each contractor the type and quality of information required from them including a timetable of when it shall be needed.

4.3 Storage of Information

The contents of the Health and Safety File are to be stored in a manner where they are readily retrievable, the format specified by the client.

The Health and Safety File is to be maintained and updated throughout the useful life of the structure and made available to any persons who are required to carryout maintenance or alteration to the structure and systems covered by it.

Appendix 1 – Programme Plan

We have attached overleaf the following documentation:

- Programme Plan
- Windows Phasing as per Site Layouts

KNIGHTSBRIDGE PROPERTY SERVICES LTD

Renovation and Refurbishment Works at Knowle Green Council Offices
SPELTHORNE BOROUGH COUNCIL

SPELTHORNE BOROUGH COUNCIL

ID	Task Name	Duration	Start	Finish
1	Pre-Mobilisation Activities	11 days	Mon 09/04/18	Mon 23/04/18
2	Preferred Bidder Notification (indicative)	0 days	Mon 09/04/18	Mon 09/04/18
3	Alcatel Standstill Period	10 days	Mon 09/04/18	Fri 20/04/18
4	Contract Award	0 days	Mon 09/04/18	Mon 09/04/18
5	Construction Start	1 day	Mon 23/04/18	Mon 23/04/18
6	Mobilisation Activities	15 days	Mon 09/04/18	Fri 27/04/18
7	Mobilisation & Construction Programme Review Meeting with Project Partnering Tea	1 day	Mon 09/04/18	Mon 09/04/18
8	Site security / closure measures made with SBC	1 day	Tue 10/04/18	Tue 10/04/18
9	Communication plan and stakeholder map established	1 day	Wed 11/04/18	Wed 11/04/18
10	Procurement supply chain established / confirmed (if required)	1 day	Mon 09/04/18	Mon 09/04/18
11	Surveys to prepare for works (condition, ground-radar survey, etc.)	5 days	Tue 10/04/18	Mon 16/04/18
12	Supply chain and subcontractor orders placed	2 days	Wed 11/04/18	Thu 12/04/18
13	Updated contract sum analysis prepared and signed off	3 days	Wed 11/04/18	Fri 13/04/18
14	Final programme prepared, disseminated and signed off	3 days	Mon 16/04/18	Wed 18/04/18
15	Agree payment schedule with Council aligned to work phases and final programme	3 days	Thu 19/04/18	Mon 23/04/18
16	Construction phase H&S Plan prepared and signed off	3 days	Mon 16/04/18	Wed 18/04/18
17	Office staff decanting and temporary relocation plan agreed	1 day	Thu 19/04/18	Thu 19/04/18
18	Traffic Management Plan and logistics arrangements prepared and signed off	3 days	Tue 24/04/18	Thu 26/04/18
19	SBC Permit to Work Scheme disemminated as aligned to KPS Project Team	1 day	Fri 27/04/18	Fri 27/04/18
20	Pre-construction Activities	6 days	Tue 24/04/18	Tue 01/05/18
21	Preparation of onsite storage and welfare facilities	5 days	Tue 24/04/18	Mon 30/04/18
22	Early site inductions with Project Team and & Subcontractor Partners	2 days	Mon 30/04/18	Tue 01/05/18
23	Working at height preparations made (High Level Access, Scaffolding, etc)	1 day	Mon 30/04/18	Mon 30/04/18
24	Handover of site from SBC to KPS for construction works	0 days	Mon 30/04/18	Mon 30/04/18
25	Construction Period	166 days	Mon 23/04/18	Mon 10/12/18
26	Phase 1 - East and South Wings (1st floor), South Wing (2nd floor)	30 days	Mon 23/04/18	Fri 01/06/18
27	Strip Out Works	3 days	Mon 23/04/18	Wed 25/04/18
28	Electrical Wiring	2 days	Wed 25/04/18	Thu 26/04/18
29	Partition and soundproofing	7 days	Thu 26/04/18	Fri 04/05/18
30	Window installations	5 days	Mon 30/04/18	Fri 04/05/18
31	Ceiling and flooring works	4 days	Tue 08/05/18	Fri 11/05/18
32	Door installs	2 days	Mon 14/05/18	Tue 15/05/18
33	Making Good works	2 days	Wed 16/05/18	Thu 17/05/18
34	Light fitting installs	1 day	Fri 18/05/18	Fri 18/05/18
35	Decorations	3 days	Mon 21/05/18	Wed 23/05/18
36	Blinds	2 days	Wed 23/05/18	Thu 24/05/18
37	Final snagging and phase handover	1 day	Fri 25/05/18	Fri 25/05/18
38	Phase valuation and invoice submitted to Council	0 days	Fri 25/05/18	Fri 25/05/18
39	Council staff relocation and decanting activities (KPS to support as necessary)	5 days	Mon 28/05/18	Fri 01/06/18
40	Phase 2 - South Wing (1st floor)	45 days	Mon 04/06/18	Fri 03/08/18
41	Strip Out Works	5 days	Mon 04/06/18	Fri 08/06/18
42	Electrical Wiring	2 days	Mon 11/06/18	Tue 12/06/18
43	Partition works	13 days	Wed 13/06/18	Fri 29/06/18
44	Window installations	8 days	Wed 27/06/18	Fri 06/07/18
45	Ceiling and flooring works	5 days	Mon 09/07/18	Fri 13/07/18
46	Making Good works	2 days	Mon 16/07/18	Tue 17/07/18
47	Light fitting installs	2 days	Tue 17/07/18	Wed 18/07/18
48	Decorations	5 days	Wed 18/07/18	Tue 24/07/18
49	Blinds	3 days	Tue 24/07/18	Thu 26/07/18
50	Final snagging and phase handover	2 days	Fri 27/07/18	Mon 30/07/18

Page 1

KNIGHTSBRIDGE PROPERTY SERVICES LTD

Renovation and Refurbishment Works at Knowle Green Council Offices
SPELTHORNE BOROUGH COUNCIL

SPELTHORNE BOROUGH COUNCIL

ID	Task Name	Duration	Start	Finish
51	Phase valuation and invoice submitted to Council	0 days	Mon 30/07/18	Mon 30/07/18
52	Council staff relocation and decanting activities (KPS to support as necessary)	5 days	Mon 30/07/18	Fri 03/08/18
53	Phase 3 - Interview Rooms / Reception (ground floor)	20 days	Mon 06/08/18	Fri 31/08/18
54	Strip Out Works	3 days	Mon 06/08/18	Wed 08/08/18
55	Electrical Wiring	2 days	Wed 08/08/18	Thu 09/08/18
56	Partition works	5 days	Thu 09/08/18	Wed 15/08/18
57	Radiator installation	1 day	Thu 16/08/18	Thu 16/08/18
58	Window installations	2 days	Thu 16/08/18	Fri 17/08/18
59	Ceiling and flooring works	2 days	Mon 20/08/18	Tue 21/08/18
60	Door installs	1 day	Tue 21/08/18	Tue 21/08/18
61	Making Good works	1 day	Wed 22/08/18	Wed 22/08/18
62	Light fitting installs	1 day	Wed 22/08/18	Wed 22/08/18
63	Decorations	2 days	Thu 23/08/18	Fri 24/08/18
64	Reception Desk install	1 day	Fri 24/08/18	Fri 24/08/18
65	Blinds	1 day	Fri 24/08/18	Fri 24/08/18
66	Final snagging and phase handover	3 days	Mon 27/08/18	Wed 29/08/18
67	Phase valuation and invoice submitted to Council	0 days	Wed 29/08/18	Wed 29/08/18
68	Council staff relocation and decanting activities (KPS to support as necessary)	2 days	Thu 30/08/18	Fri 31/08/18
69	Phase 4 - South Wing (ground floor, 1st floor and 3rd floor)	45 days	Mon 03/09/18	Fri 02/11/18
70	Strip Out Works	4 days	Mon 03/09/18	Thu 06/09/18
71	Electrical Wiring	2 days	Thu 06/09/18	Fri 07/09/18
72	Partition works	8 days	Mon 10/09/18	Wed 19/09/18
73	Window installations	8 days	Wed 19/09/18	Fri 28/09/18
74	Ceiling and flooring works	5 days	Mon 01/10/18	Fri 05/10/18
75	Making Good works	3 days	Mon 08/10/18	Wed 10/10/18
76	Light fitting installs	2 days	Thu 11/10/18	Fri 12/10/18
77	Decorations	5 days	Mon 15/10/18	Fri 19/10/18
78	Blinds	3 days	Mon 22/10/18	Wed 24/10/18
79	Final snagging and phase handover	2 days	Thu 25/10/18	Fri 26/10/18
80	Phase valuation and invoice submitted to Council	0 days	Fri 26/10/18	Fri 26/10/18
81	Council staff relocation and decanting activities (KPS to support as necessary)	5 days	Mon 29/10/18	Fri 02/11/18
82	Phase 5 - Window Replacement (East and South Wings - all floors)	26 days	Mon 05/11/18	Mon 10/12/18
83	Stairwells, Landings, Clock Tower, - All floor (East and South wings)	5 days	Mon 05/11/18	Fri 09/11/18
84	206 - 207	3 days	Mon 12/11/18	Wed 14/11/18
85	Goddard	2 days	Thu 15/11/18	Fri 16/11/18
86	Committee, Leaders, Mayor, Chambers Lobby, Council Chambers (SS elevation)	5 days	Mon 19/11/18	Fri 23/11/18
87	Council Chamber, Chamber Lobby, First Aid, Stairs, (3rd floor)	5 days	Mon 26/11/18	Fri 30/11/18
88	Toilets - East and South wings (All floors)	4 days	Mon 03/12/18	Thu 06/12/18
89	Final snagging and phase handover	2 days	Fri 07/12/18	Mon 10/12/18
90	Phase valuation and invoice submitted to Council	0 days	Mon 10/12/18	Mon 10/12/18
91	Handover & Completion	11 days	Tue 11/12/18	Tue 25/12/18
92	Handover meetings	5 days	Tue 11/12/18	Mon 17/12/18
93	Snagging and defect checks for galleries using sectional handover process	1 day	Tue 18/12/18	Tue 18/12/18
94	Issue of completed H&S file to SBC	1 day	Wed 19/12/18	Wed 19/12/18
95	Final testing and commissioning of all M&E	5 days	Wed 19/12/18	Tue 25/12/18
96	Issue O&M manuals for comment to SBC	1 day	Tue 18/12/18	Tue 18/12/18
97	Building control sign off where required	1 day	Wed 19/12/18	Wed 19/12/18
98	End user training period on any new lighting / M&E requirements	1 day	Thu 20/12/18	Thu 20/12/18
99	Issue Final O&M & H&S file to SBC	1 day	Fri 21/12/18	Fri 21/12/18
100	Project completion and Defects Liability Period commences	0 days	Fri 21/12/18	Fri 21/12/18

Page 2

FIRST FLOOR

NOTES

IT WILL BE THE RESPONSIBILITY OF THE APPOINTED WINDOW SUB-CONTRACTOR TO CHECK ALL SIZES AND DETAILS PRIOR TO MANUFACTURE.

WF. 01 DENOTES WINDOW / DOOR REFERENCE

(9) DENOTES TYPE REFERENCE

REVISIONS

REV	DATE	AMENDMENT
		P1
		P2
		P4
		P5

-Glazetek Limited-
WINDOW & GLAZING CONSULTANCY TO THE CONSTRUCTION INDUSTRY

DERRICK HOUSE DERRICK ROAD KINGSWOOD BRISTOL BS15 8DS
TEL: 0117-961-5395 FAX: 0117-961-0081
Glazetek
e-mail: mail@glazetek.co.uk

PROJECT:
SPELTHORNE BOROUGH COUNCIL OFFICES
KNOWLE GREEN, STAINES TW18 1XB
PROPOSED WINDOW & DOOR REPLACEMENTS

DETAIL : FIRST FLOOR PLAN WITH WINDOW REFERENCES AND TYPE REFERENCES ADDED

DATE : 21ST FEBRUARY, 2018

DRAWN : JAMIE TRIGG

SCALE : 1:200 (AT A1)

DRG NO : CT. 9173/FFP

GROUND FLOOR

NOTES

IT WILL BE THE RESPONSIBILITY OF THE APPOINTED WINDOW SUB-CONTRACTOR TO CHECK ALL SIZES AND DETAILS PRIOR TO MANUFACTURE.

WG 01 DENOTES WINDOW / DOOR REFERENCE

(1) DENOTES TYPE REFERENCE

REVISIONS

REV	DATE	AMENDMENT
		P2
		P3
		P4
		P5

-Glazetek Limited-
WINDOW & GLAZING CONSULTANCY TO THE CONSTRUCTION INDUSTRY

DERRICK HOUSE DERRICK ROAD KINGSWOOD BRISTOL BS15 8DS
TEL: 0117-961-5395 FAX: 0117-961-0081

Glazetek

e-mail: mail@glazetek.co.uk

PROJECT:
SPELTHORNE BOROUGH COUNCIL OFFICES
KNOWLE GREEN, STAINES TW18 1XB
PROPOSED WINDOW & DOOR REPLACEMENTS

DETAIL : GROUND FLOOR PLAN WITH WINDOW REFERENCES AND TYPE REFERENCES ADDED

DATE : 21ST FEBRUARY, 2018

DRAWN : JAMIE TRIGG

SCALE : 1:200 (AT A1)

DRG NO : CT. 9173/GFP

NOTES

IT WILL BE THE RESPONSIBILITY OF THE APPOINTED WINDOW SUB-CONTRACTOR TO CHECK ALL SIZES AND DETAILS PRIOR TO MANUFACTURE.

WS. 01 DENOTES WINDOW / DOOR REFERENCE

(13) DENOTES TYPE REFERENCE

REVISIONS

REV	DATE	AMENDMENT
		P1
		P2
		P4
		P5

-Glazetek Limited-
WINDOW & GLAZING CONSULTANCY TO THE CONSTRUCTION INDUSTRY

DERRICK HOUSE DERRICK ROAD KINGSWOOD BRISTOL BS15 8DS
TEL: 0117-961-5099 FAX: 0117-961-0081
Glazetek
e-mail: mail@glazetek.co.uk

PROJECT:
SPELTHORNE BOROUGH COUNCIL OFFICES
KNOWLE GREEN, STAINES TW18 1XB
PROPOSED WINDOW & DOOR REPLACEMENTS

DETAIL : SECOND FLOOR PLAN
WITH WINDOW REFERENCES
AND TYPE REFERENCES ADDED

DATE : 21ST FEBRUARY, 2018

DRAWN : JAMIE TRIGG

SCALE : 1:200 (AT A1)

DRG NO : CT. 9173/SFP

NOTES

IT WILL BE THE RESPONSIBILITY OF THE APPOINTED WINDOW SUB-CONTRACTOR TO CHECK ALL SIZES AND DETAILS PRIOR TO MANUFACTURE.

WT. 01 DENOTES WINDOW / DOOR REFERENCE

(14) DENOTES TYPE REFERENCE

REVISIONS

REV	DATE	AMENDMENT
A	22-02-18	WT17 NOTE ADDED TO CLARIFY THE EXCLUSION OF THIS WINDOW P4 P5

-Glazetek Limited-
WINDOW & GLAZING CONSULTANCY TO THE CONSTRUCTION INDUSTRY

DERRICK HOUSE DERRICK ROAD KINGSWOOD BRISTOL BS15 8DS
TEL: 0117-961-5395 FAX: 0117-961-0081

Glazetek

e-mail: mail@glazetek.co.uk

PROJECT:
SPELTHORNE BOROUGH COUNCIL OFFICES
KNOWLE GREEN, STAINES TW18 1XB
PROPOSED WINDOW & DOOR REPLACEMENTS

DETAIL : THIRD FLOOR PLAN
WITH WINDOW REFERENCES
AND TYPE REFERENCES ADDED

DATE : 21ST FEBRUARY, 2018

DRAWN : JAMIE TRIGG

SCALE : 1: 200 (AT A1)

DRG NO : CT. 9173/TFP Rev. A

NOTES
IT WILL BE THE RESPONSIBILITY OF THE APPOINTED WINDOW SUB-CONTRACTOR TO CHECK ALL SIZES AND DETAILS PRIOR TO MANUFACTURE.
SIZES INDICATED ARE APPROXIMATE SIZES FOR TENDER PURPOSE; SEVERAL AREAS WERE NOT ACCESSIBLE AT SURVEY STAGE AND NO EXTERNAL ACCESS EQUIPMENT WAS PROVIDED TO SURVEY EXTERNAL SIZES/DETAILS ABOVE GROUND FLOOR AND SUBSEQUENTLY SIZES INDICATED FOR FLOORS ABOVE GROUND FLOOR ARE BASED UPON EXTERNAL SIZES TAKEN AT GROUND FLOOR LEVEL.
SIZES INDICATED ARE EXTERNAL SIZES - WITH THE EXCEPTION OF THE DORMER WINDOWS. ALL WINDOW SIZES WILL NEED TO SUIT THE REQUIRED INSTALLATION WITHIN CHECK REVEALS.
ALL VIEWED EXTERNALLY.
GLAZING :
EXTERNAL
INTERNAL
G1 4MM CLEAR
4MM CLEAR LOW E
G2 4MM OBSCURE
4MM CLEAR LOW E
G3 4MM TOUGHENED CLEAR
6MM TOUGHENED CLEAR LOW E
G4 4MM TOUGHENED OBSCURE
6MM TOUGHENED CLEAR LOW E
G5 6. 8MM (33.2) LAMINATED CLEAR LOW E
4MM OBSCURE
G6 6. 8MM (33.2) LAMINATED CLEAR LOW E
4MM TOUGHENED OBSCURE
G7 6. 8MM (33.2) LAMINATED CLEAR LOW E
4MM CLEAR
G8 6. 8MM (33.2) LAMINATED CLEAR LOW E
4MM TOUGHENED CLEAR
G9 4MM TOUGHENED CLEAR
4MM TOUGHENED CLEAR LOW E
L1 FIXED ALUMINIUM LOUVRE BLADES COMPLETE WITH INTERNAL BIRDMESH/FLYSCREEN.
ALL SEALED UNITS ARE TO BE PROVIDED WITH ARGON CAVITIES AND BLACK WARM EDGE SPACERS.
PR DENOTES WINDOW TO BE PROVIDED WITH PERMANENT RESTRICTION - CA/CLIENT TO CLARIFY WINDOW OPENING DIMENSIONS PRIOR TO MANUFACTURE.
DOV DENOTES DUMMY OPENING VENT.
REVISIONS
REV
DATE
AMENDMENT
PHASE 1
PHASE 2
PHASE 3
PHASE 4
PHASE 5
-Glazetek Limited-
WINDOW & GLAZING CONSULTANCY TO THE CONSTRUCTION INDUSTRY
DERRICK HOUSE DERRICK ROAD KINGSWOOD BRISTOL BS15 8DS
TEL: 0117-961-5395 FAX: 0117-961-0081
Glazetek
e-mail: mail@glazetek.co.uk
PROJECT:
SPELTHORNE BOROUGH COUNCIL OFFICES
KNOWLE GREEN, STAINES TW18 1XB
PROPOSED WINDOW & DOOR REPLACEMENTS
DETAIL : ALUMINIUM WINDOW AND DOOR SCHEDULE (1 OF 3)
TYPES 1-9 & 9A
DATE : 21ST FEBRUARY, 2018
DRAWN : JAMIE TRIGG
SCALE : 1:50 (AT A1)
DRG NO : CT. 9173/01
TYPE 1 - 5 NO REQ'D
TYPE 2 - 1 NO REQ'D
TYPE 3 - 51 NO REQ'D
TYPE 4 - 1 NO REQ'D
TYPE 5 - 1 NO REQ'D
TYPE 6 - 2 NO REQ'D
TYPE 7 - 4 NO REQ'D
TYPE 8 - 1 NO REQ'D
TYPE 9 - 63 NO REQ'D
TYPE 9A - 1 NO REQ'D
PHOTOGRAPH SHOWING TYPICAL EXISTING WINDOWS AT GROUND AND FIRST FLOOR LEVELS (WEST ELEVATION)
PHOTOGRAPH SHOWING EXISTING DOOR TYPE 4 (GROUND FLOOR - WEST ELEVATION)
PHOTOGRAPH SHOWING EXISTING DOOR TYPE 5 (GROUND FLOOR (HALF LANDING) - SOUTH ELEVATION)
PHOTOGRAPH SHOWING EXISTING WINDOW TYPE 6 (GROUND FLOOR - EAST ELEVATION)
PHOTOGRAPH SHOWING EXISTING WINDOW TYPE 8 (GROUND FLOOR - COURTYARD WEST ELEVATION)

NOTES
IT WILL BE THE RESPONSIBILITY OF THE APPOINTED WINDOW SUB-CONTRACTOR TO CHECK ALL SIZES AND DETAILS PRIOR TO MANUFACTURE.
SIZES INDICATED ARE APPROXIMATE SIZES FOR TENDER PURPOSE; SEVERAL AREAS WERE NOT ACCESSIBLE AT SURVEY STAGE AND NO EXTERNAL ACCESS EQUIPMENT WAS PROVIDED TO SURVEY EXTERNAL SIZES/DETAILS ABOVE GROUND FLOOR AND SUBSEQUENTLY SIZES INDICATED FOR FLOORS ABOVE GROUND FLOOR ARE BASED UPON EXTERNAL SIZES TAKEN AT GROUND FLOOR LEVEL.
SIZES INDICATED ARE EXTERNAL SIZES - WITH THE EXCEPTION OF THE DORMER WINDOWS, ALL WINDOW SIZES WILL NEED TO SUIT THE REQUIRED INSTALLATION WITHIN CHECK REVEALS.
ALL VIEWED EXTERNALLY.
GLAZING :
EXTERNAL
INTERNAL
G1 4MM CLEAR
4MM CLEAR LOW E
G2 4MM OBSCURE
4MM CLEAR LOW E
G3 4MM TOUGHENED CLEAR
6MM TOUGHENED CLEAR LOW E
G4 4MM TOUGHENED OBSCURE
6MM TOUGHENED CLEAR LOW E
G5 6.8MM (33.2) LAMINATED CLEAR LOW E
4MM OBSCURE
G6 6.8MM (33.2) LAMINATED CLEAR LOW E
4MM TOUGHENED OBSCURE
G7 6.8MM (33.2) LAMINATED CLEAR LOW E
4MM CLEAR
G8 6.8MM (33.2) LAMINATED CLEAR LOW E
4MM TOUGHENED CLEAR
G9 4MM TOUGHENED CLEAR
4MM TOUGHENED CLEAR LOW E
L1 FIXED ALUMINIUM LOUVRE BLADES COMPLETE WITH INTERNAL BIRDMESH/FLYSCREEN.
ALL SEALED UNITS ARE TO BE PROVIDED WITH ARGON CAVITIES AND BLACK WARM EDGE SPACERS.
(PR) DENOTES WINDOW TO BE PROVIDED WITH PERMANENT RESTRICTION - CAVCLIENT TO CLARIFY WINDOW OPENING DIMENSIONS PRIOR TO MANUFACTURE.
DOV DENOTES DUMMY OPENING VENT.
REVISIONS
REV
DATE
AMENDMENT
TYPE 10 - 4 NO REQ'D
TYPE 11 - 1 NO REQ'D
TYPE 12 - 3 NO REQ'D
TYPE 13 - 33 NO REQ'D
TYPE 13A - 4 NO REQ'D
TYPE 13B - 1 NO REQ'D
TYPE 14 - 20 NO REQ'D
TYPE 15 - 4 NO REQ'D
TYPE 16 - 2 NO REQ'D
TYPE 16A - 2 NO REQ'D
TYPE 17 - 5 NO REQ'D
TYPE 18 - 1 NO REQ'D
PHOTOGRAPH SHOWING EXISTING WINDOWS TYPE 13 (SECOND FLOOR - SOUTH ELEVATION) & DORMER WINDOWS TYPE 14 (THIRD FLOOR - SOUTH ELEVATION)
-Glazetek Limited-
WINDOW & GLAZING CONSULTANCY TO THE CONSTRUCTION INDUSTRY
DERRICK HOUSE DERRICK ROAD KINGSWOOD BRISTOL BS15 8DS
TEL: 0117-961-5395 FAX: 0117-961-0081
Glazetek
e-mail: mail@glazetek.co.uk
PROJECT:
SPELTHORNE BOROUGH COUNCIL OFFICES
KNOWLE GREEN, STAINES TW18 1XB
PROPOSED WINDOW & DOOR REPLACEMENTS
DETAIL : ALUMINIUM WINDOW AND DOOR SCHEDULE (2 OF 3) TYPES 10-13, 13A, 13B, 14-16, 16A, 17 & 18
DATE : 21ST FEBRUARY, 2018
DRAWN : JAMIE TRIGG
SCALE : 1:50 (AT A1)
DRG NO : CT. 9173/02

TYPE 19 - 2 NO REQ'D
COURTYARD NORTH ELEVATION
SECOND FLOOR
#1.18 MALE WC
#1.43 FEMALE WC

TYPE 20 - 1 NO REQ'D
COURTYARD NORTH ELEVATION
SECOND FLOOR
#5.50 FIRE EXIT

TYPE 21 - 2 NO REQ'D
COURTYARD NORTH ELEVATION
SECOND FLOOR
#1.32 COUNCIL CHAMBER
#1.54 COUNCIL CHAMBER

ASSUMED SIZES
(NO ACCESS AT SURVEY STAGE)

TYPE 22 - 1 NO REQ'D
SOUTH ELEVATION
THIRD FLOOR
#1.07 ABOVE COMMUNITY SUPPORT POLICE (-331)

TYPE 23 - 3 NO REQ'D
WEST ELEVATION
THIRD FLOOR
#1.19 STAIRS
SOUTH ELEVATION
THIRD FLOOR
#1.19 LIFT MACHINE ROOM
EAST ELEVATION
THIRD FLOOR
#1.21 LIFT MACHINE ROOM

ASSUMED SIZES
(NO ACCESS AT SURVEY STAGE)

TYPE 24 - 1 NO REQ'D
NORTH ELEVATION
TOP OF TOWER
(WEST TOWER HIGH LEVEL)

ASSUMED SIZE & DESIGN
(NO ACCESS AT SURVEY STAGE)

DORMER WINDOW

TYPE 25 - 1 NO REQ'D
NORTH ELEVATION
TOP OF TOWER
(WEST TOWER HIGH LEVEL)

PHOTOGRAPH SHOWING EXISTING TYPES 24 & 25 AT TOP OF TOWER

NOTES

IT WILL BE THE RESPONSIBILITY OF THE APPOINTED WINDOW SUB-CONTRACTOR TO CHECK ALL SIZES AND DETAILS PRIOR TO MANUFACTURE.

SIZES INDICATED ARE APPROXIMATE SIZES FOR TENDER PURPOSE; SEVERAL AREAS WERE NOT ACCESSIBLE AT SURVEY STAGE AND NO EXTERNAL ACCESS EQUIPMENT WAS PROVIDED TO SURVEY EXTERNAL SIZES/DETAILS ABOVE GROUND FLOOR AND SUBSEQUENTLY SIZES INDICATED FOR FLOORS ABOVE GROUND FLOOR ARE BASED UPON EXTERNAL SIZES TAKEN AT GROUND FLOOR LEVEL.

SIZES INDICATED ARE EXTERNAL SIZES - WITH THE EXCEPTION OF THE DORMER WINDOWS, ALL WINDOW SIZES WILL NEED TO SUIT THE REQUIRED INSTALLATION WITHIN CHECK REVEALS.

ALL VIEWED EXTERNALLY.

GLAZING :

EXTERNAL	INTERNAL
G1 4MM CLEAR	4MM CLEAR LOW E
G2 4MM OBSCURE	4MM CLEAR LOW E
G3 4MM TOUGHENED CLEAR	6MM TOUGHENED CLEAR LOW E
G4 4MM TOUGHENED OBSCURE	6MM TOUGHENED CLEAR LOW E
G5 6.8MM (33.2) LAMINATED CLEAR LOW E	4MM OBSCURE
G6 6.8MM (33.2) LAMINATED CLEAR LOW E	4MM TOUGHENED OBSCURE
G7 6.8MM (33.2) LAMINATED CLEAR LOW E	4MM CLEAR
G8 6.8MM (33.2) LAMINATED CLEAR LOW E	4MM TOUGHENED CLEAR
G9 4MM TOUGHENED CLEAR	4MM TOUGHENED CLEAR LOW E
L1 FIXED ALUMINIUM LOUVRE BLADES COMPLETE WITH INTERNAL BIRDMESH/FLYSCREEN.	

ALL SEALED UNITS ARE TO BE PROVIDED WITH ARGON CAVITIES AND BLACK WARM EDGE SPACERS.

(PR) DENOTES WINDOW TO BE PROVIDED WITH PERMANENT RESTRICTION - CA/CLIENT TO CLARIFY WINDOW OPENING DIMENSIONS PRIOR TO MANUFACTURE.

DOV DENOTES DUMMY OPENING VENT.

REVISIONS

REV	DATE	AMENDMENT

PHOTOGRAPH SHOWING EXISTING WINDOWS TO WEST ELEVATION

PHOTOGRAPH SHOWING EXISTING WINDOWS TO SOUTH ELEVATION (TIMBER DOOR TO BE RETAINED)

PHOTOGRAPH SHOWING EXISTING WINDOWS & DOOR TO SOUTH ELEVATION

PHOTOGRAPH SHOWING EXISTING WINDOWS TO EAST ELEVATION

PHOTOGRAPH SHOWING EXISTING WINDOWS TO NORTH ELEVATION

PHOTOGRAPH SHOWING EXISTING WINDOWS TO COURTYARD WEST ELEVATION (TIMBER DOOR TO BE RETAINED)

PHOTOGRAPH SHOWING EXISTING WINDOWS TO COURTYARD NORTH ELEVATION

-Glazetek Limited-
WINDOW & GLAZING CONSULTANCY TO THE CONSTRUCTION INDUSTRY

DERRICK HOUSE DERRICK ROAD KINGSWOOD
BRISTOL BS15 8BS
TEL: 0117-961-5395 FAX: 0117-961-0081

Glazetek

e-mail: mail@glazetek.co.uk

PROJECT:
SPELTHORNE BOROUGH COUNCIL OFFICES
KNOWLE GREEN, STAINES TW18 1XB
PROPOSED WINDOW & DOOR REPLACEMENTS

DETAIL : ALUMINIUM WINDOW AND DOOR SCHEDULE (3 OF 3)
TYPES 19-25

DATE : 21ST FEBRUARY, 2018

DRAWN : JAMIE TRIGG

SCALE : 1:50 (AT A1)

DRG NO : CT. 9173/03

Appendix 2 – Manual Handling, Noise & Vibration Assessments

To be added upon completion of site specific risk assessments.

Appendix 3 – COSHH Assessments

To be added upon completion of site specific risk assessments.

Appendix 4 – Site Rules / Induction Sheet

To be added upon completion of site specific risk assessments.

Appendix 5 – Toolbox Talks

To be added upon completion of site specific risk assessments.

Appendix 6 – Training Certificates

To be added upon project commencement.

Appendix 7 – Principal Contractors Risk Assessments

To be added upon completion of site specific risk assessments.

Appendix 8 – Site Specific Risk Assessment & Method Statement

To be added upon completion of site specific risk assessments.

Appendix 9 – Permits to Work

To be added upon completion of site specific risk assessments.

Appendix 10 – Fire Plan

To be added upon completion of site specific risk assessments.

Appendix 11 – Traffic Management Plan

TRAFFIC MANAGEMENT PLAN

FOR KNOWLE GREEN OFFICES

Project Title:	Renovation and Refurbishment Works at Knowle Green Offices
Company:	Spelthorne Borough Council
Project Number:	
Issue Number:	Draft
Date:	23rd March 2018

Table of Contents

1 - Introduction 47

1.1 PROJECT OVERVIEW 47
1.2 SITE ADDRESS 47
1.3 CONTACT DETAILS 47
1.4 PROGRAMME 48
1.5 HOURS OF WORK 48
1.6 SITE ACCESS 48

2 - Vehicle Logistics 49

1.7 ROUTEING OF CONSTRUCTION VEHICLES 49
1.8 VEHICLES ACCESSING THE SITE PER DAY/WEEK 49
1.9 VEHICLE CALL UP PROCEDURE 49
1.10 ROAD CLOSURES AND SUSPENSION 50
1.11 MATERIAL MOVEMENT 50

3 - GENERAL MANAGEMENT ISSUES 51

1.12 REVIEW OF THE TRAFFIC MANAGEMENT PLAN 51
1.13 LIASION WITH DOMESTIC WASTE COLLECTIONS 51
1.14 RESIDENT LIASION 51

1 - Introduction

4.4 PROJECT OVERVIEW

Spelthorne intends to seek the services of a contractor to carry out renovation works to update the Knowle Green Council Offices by changing some sections from cellular to an open plan office layout, improve accessibility and operational efficiency. The intention is to undertake interior renovations and to replace assemblies which include floor tiles, windows, ceiling tiles, light fittings, etc. The project which is to remodel the internal spaces to create better use of office space to accommodate reorganisation of the building users will include removal of some partitions (walls), new partitions, decorations, etc. The works are phased out and will be carried out in sequence to accord with dates assigned to each phase. There are five phases (Phases 1-5) which are to be programmed separately to allow works to be executed in succession in line with the Council's programme for office decant and / or relocation.

This Traffic Management Plan (TMP) has been prepared by KPS in order to explain the traffic management procedures that will be implemented during the renovation and refurbishment of Knowle Green Offices to ensure that the construction deliveries and vehicles are organised in a safe and professional manner.

4.5 SITE ADDRESS

Knowle Green Council Offices,
Knowle Green,
Staines-upon-Thames
TW18 1XB

4.6 CONTACT DETAILS

Matthew Eshalomi
Site / Project Manager

T: 020 8253 4588
M: 07584 352 748
Email: Matthew.Eshalomi@kpsltd.co.uk

4.7 PROGRAMME

A fully detailed programme will be developed following further detailed discussions with our subcontractors and supply chain. We have indicated below the list of main activities:

- Dismantling of existing masonry and stud partitions
- Creating new openings through existing masonry walls / studwork
- Construction of new partitions and doors to achieve new layout
- Blocking up of existing openings
- Installation of double glazed windows to replace existing single glazed
- Installation of fixtures and fittings
- Installation of new floor tiles, ceiling tiles
- Painting and decoration

The duration of the contract is anticipated to be 29 weeks.

4.8 HOURS OF WORK

The normal site hours for works which are audible at the site boundary will be as follows, except in the case of an emergency:

- Monday to Friday: 8am – 6pm
- Saturdays 8:30am – 1pm

4.9 SITE ACCESS

It is important that our strategy for delivering the project considers the well-being of all the parties who reside, visit and / or work in the nearby properties, both during the project and following its completion. The traffic management plan for the project plays a key role in this respect as it sets out the approach for how materials are delivered and removed from site and the method by which operatives enter and leave the site as well as pedestrian movements to maintain site safety. It also covers the management of noise, dust, movement and vibration to prevent community hazards. Following completion of the project, it is crucial that the surrounding roads and properties are left in as good a condition as before the project commenced.

The only access to the property is via Knowle Green, hence our logistics plans are based on utilising Knowle Green as the primary access for the delivery and removal of materials. The detail of how materials' deliveries will be executed is explained in more detail below along with the other key aspects of the logistics strategy.

2 - Vehicle Logistics

4.10 ROUTEING OF CONSTRUCTION VEHICLES

The proposed supply route to and from the site will generally be via the A308 onto Kingston Road, and onto Knowle Green, which is a dead end.

4.11 VEHICLES ACCESSING THE SITE PER DAY/WEEK

- Deliveries will be scheduled from 8:00 till no later than 16:30 to allow for unloading before 17:00.
- Delivery vehicles and supply contractors required to avoid the morning and afternoon peak hours of 0830 to 0930 and 1500 to 1600 (taking account of school runs and peak traffic).
- Any out of hours deliveries will only be mutually agreed based upon sign-off by the Council.

4.12 VEHICLE CALL UP PROCEDURE

All deliveries will be booked in with our Project / Site Manager at least 72 hours in advance of the delivery date, with all deliveries appointed, as well as allowing sufficient times between deliveries (factoring in delivery size, local traffic, etc). Any unscheduled delivery will be turned away.

All deliveries and plant movements in the mews will be carefully managed by the site team; in particular, a banksman will always be involved to carefully oversee these operations. Their role is to ensure that vehicles are closely supervised as they move around the mews, including reversing and all lifting activities and movement of materials into and over the (mews) building. Any crane lifting operations will receive specific attention from one of our trained crane supervisors (Appointed Person).

Contractors and site operatives will not be allowed to park within the site or the surrounding area. Travel to site shall be via public transport. Staines train station is located less than 10 minute walk from the site, with bus routes running regular services in the vicinity.

4.13 ROAD CLOSURES AND SUSPENSION

It is not expected at this time that we will require any road closures.

4.14 MATERIAL MOVEMENT

Wherever possible, plant selection will be based on the quietest method and equipment that is available on the market. All works deemed to be noisy and/or produce dust will have control measures to minimise nuisance to Council staff, visitors, and the local community. These will be documented into the Construction Phase Plan with these mitigations:

- Registering site with the Considerate Constructors (CC) and following CC's site requirements.
- Carefully checking equipment manufacturers' noise data so it is aligned to BSI standard BS5228-1:2009 for noise and vibration control on construction sites.
- Enforcing 'noise exclusion' zones which limits access to areas of particularly noisy activities to site staff wearing appropriate PPE.
- Use of timber hoarding to absorb and containing noise, with temporary sound barriers installed to absorb and redirects soundwaves away from Council offices, e.g. Heras Acoustic Barrier system which can deliver up to 30dB noise reduction.
- Dust suppression using damping down techniques and on-tool extraction systems to removes dust as produced using a local exhaust ventilation system fitted directly onto tools/small plant
- Minimising vibration through modern and 'super silenced' plant and equipment which noise below 80db
- Toolbox talks to staff, constantly raising awareness of considerate working methods with tips and advice on reducing noise, e.g. shut down plant or equipment when not in use, use noise reduction measures such as silencers.

3 - GENERAL MANAGEMENT ISSUES

4.15 REVIEW OF THE TRAFFIC MANAGEMENT PLAN

The Traffic Management Plan will be periodically monitored and reviewed on a weekly basis. This will be the responsibility of the Project / Site Manager.

4.16 LIASION WITH DOMESTIC WASTE COLLECTIONS

We will liaise with the local Council to ensure that at times when waste collections are scheduled we will suspend deliveries and vehicle access to allow for an undisrupted pathway for the waste collection vehicles.

4.17 RESIDENT LIASION

Our approach is to encourage collaborative discussion with our neighbours and local residents, on local roads, so we are listening to their concerns and addressing them. Regular and accurate communication is a very important element of our Project / Site Manager and is implemented via the following plan:

- Our Project Manager and site team's contact details are readily available including out of hours contact details.
- Regular liaison meetings to discuss the progress of the project and what may be changing in the coming days and weeks to avoid surprises. Before the project commences we will organise open forums to introduce our team and explain our plans.
- Our delivery team are site based and are very easily contactable by phone, e-mail, or face to face on site throughout the day.
- Newsletters will be distributed regularly to keep all neighbours up to date on our plans.

Appendix 12 – Test Certificates / Maintenance Records

To be added upon project testing / commissioning in conjunction with project handover.