

# Construction Management Plan Statement

21 Randolph Road

London

W9

Date 5<sup>th</sup> February 2021

**Client:** Mr & Mrs Storonsky

## **Contents**

- 1.0 Introduction
- 2.0 General Site Information Site Location & description
- 3.0 Proposals
- 4.0 Purpose and Scope of Statement
- 5.0 Program of Works (Demolition & Construction)
- 6.0 Working Hours
- 7.0 Parking
- 8.0 Demolition & Construction methodology.
- 9.0 Site Plan Including Loading and unloading of plant and materials
- 10.0 Site Plan Showing location of sensitive receptors
- 11.0 Storage of Plant & materials used in constructing the development
- 12.0 Site Security Hoarding
- 13.0 Environment Management Structure
- 14.0 Roles and Responsibilities
- 15.0 Considerate Constructors Scheme
- 16.0 Wheel Washing Facilities
- 17.0 Control of dust and dirt during the works
- 18.0 Recycling / disposing of waste from the works.
- 19.0 Summary of Main Works
- 20.0 Public Access and Highways including Cycle safety
- 21.0 Potential for River transport including deliveries and spoil removal.
- 22.0 Road Closures & Abnormal Loads
- 23.0 Plans for site arrangement (storage area & monitoring equipment)
- 24.0 Noise and vibration
- 25.0 Protection of existing installations
- 26.0 Emergency procedures (including environmental pollution incidents, spillages, health and safety).
- 27.0 liaison with local neighbourhood including Party Wall agreements.
- 28.0 Dust and Air Quality.
- 29.0 Liaison with other sites to manage cumulative impacts

1.0	<b>Introduction</b>
1.1	This document has been prepared as a statement to provide the overarching framework / guiding principles to the detail requested by Council officers.
1.2	The document relates to 21 Randolph Road which was constructed in 2010. Planning approval was granted in 2020 for the existing basement below the garden to be extended at the same level below the lower ground floor of the main house, combined with a side single storey side extension.
2.0	<b>General Site Information Site Location &amp; description</b>
2.1	21 Randolph Road is a generously proportioned tree lined residential Avenue in the heart of Maida Vale a suburb of Westminster in London.
2.2	The Site is situated in an area of Excellent public transport accessibility with a PTAL rating of 6A (“excellent”). Warwick Avenue Wood tube stations is a 3 minute walk from the site and there are regular bus services along the Edgware & Clifton Road a two and one minute walk from the site respectively.
2.3	The Site is directly accessed from the very wide Randolph Road, which is part of City of Westminster’s road network. Randolph Road is two-way north / south bound, tertiary road which in turn can be accessed from a number of secondary Roads that feed directly off Edgware Road and Warwick Avenue (part of the Transport for London Road Network, TLRN. Safe parking is available on both sides of Randolph Road
2.4	21 Randolph Road is located on a generous double plot that is wide enough to have access at both sides of the detached dwelling between front and rear gardens.
2.5	The Site has existing off-street parking, however this will be temporarily decommissioned during the works to facilitate safe construction protocols. There is however extensive 58 spaces of on street parking spaces for both residents and non-residents generally parallel to the pavement but a visitor 4 hour stay perpendicular arrangement for several spaces adjacent to the southern margin of the driveway of the site.
3.0	<b>Proposals</b>
3.1	The proposal includes a single level side and basement extension combined with partial infilling of a redundant lightwell. The existing accommodation is retained largely unaltered with only minor adjustments to the existing internal arrangements of the 4 level existing dwelling. The proposals include the extension of this residential property at ground floor and basement level primarily below the existing main building and rear extension and side extensions. The basement work only intrudes into the side and rear garden areas to facilitate construction access to ensure the existing dwelling can remain occupied throughout the works
3.2	The proposed development will be primarily subterranean. It is framed as an addition to the existing swimming pool below the rear and side gardens that will now extend below the existing main house which had its lowest bearing structure a whole storey higher than the structural bearing of the swimming pool and adjoining plant room. The main access to the site is through an existing vehicular access gate on the pavement fronting the building. The

	private gardens have limited views into them from the generously spaced surrounding residential dwellings and any public vistas on Randolph Road
3.3	To the West of the site, beyond the rear garden wall enclosure lies large communal gardens that has substantial screening and a verdant array of trees and bushes that successfully counter balance the air quality compromises imposed on the area by the wider adjacent urban intensely utilised spaces of the Edgware Road area.
4.0	<b>Purpose and Scope of Statement</b>
4.1	The CMP is a pivotal document for all site operatives. All subcontractors will be issued with a copy of the CMP and their engagement will be conditional on them embracing all aspects of the CMP that are relevant to their engagement on this project.
4.2	London is a diverse international working environment where English is not always the first language of all operatives engaged on construction works. It is however the responsibility of all sub-contractors engaged on this project to accept that all documents relating to their contract are written in English only (to ensure accuracy of intent). In addition, it is a condition of any sub-contractor engagement on this project that all site operatives are aware of their contractual obligations and the relevant content of the CMP. The sub-contractors are therefore obligated to ensure that operatives who do not have English as their first language have translation facilities to facilitate complete understanding of their wider contractual obligations and more specifically the obligations contained within the CMP.
4.3	The agreed contents of the CMP statement must be complied with unless otherwise agreed with the council. The person responsible for implementing the CMP statement shall work with the Council to review the CMP statement if problems arise in relation to the construction of the development. Any future revised plan must be approved by the Council and complied with thereafter.
5.0	<b>CONSTRUCTION PROGRAM</b>
5.1	The client has engaged a Project Manager Rockstone to develop a full service of project Management for the duration of the construction works to include:- <ul style="list-style-type: none"> <li>• Contract enablement</li> <li>• Site investigation and trial holes</li> <li>• Site set up and pre commencement protocols</li> <li>• Construction phase</li> <li>• As built protocols and completion</li> </ul>
5.2	The project at this stage has been subject to a negotiated tender. The detailed construction program is still being refined with the contractor and project manager. This is a domestic dwelling house extension and the program will be subject to continuous review to ensure all stakeholder inputs are professionally managed and outcomes utilised to ensure the program remains relevant and deliverable.  As noted in 5.1 Rockstone have been appointed as project managers to ensure this process is monitored and delivered to the highest professional standards.

	The program is projecting to complete site operations within 12 months of the trial holes and site set up being reported and completed respectively .
5.2	The program of works is anticipated to follow our normal process for this type of work with site set up and clearance taking the first 2 weeks, then the phased excavation and retaining structure operations scheduled for the next 26 weeks. Thereafter there will be a full program of waterproofing, services installation through to a plastered finish within the next 26 weeks. In parallel with these works the side extension will be commenced once the basement structural shell is complete after 26 weeks and will be scheduled to have its structural shell complete within the subsequent 16 weeks . The project is expected to take @ 52 weeks overall, with the basement works being concentrated into the 1 <sup>st</sup> 26 weeks as noted regarding excavation and formation of structural shell. The project Manager John Hodges of Rockstone will give a 24 hour contact numbers for all appointed contractors as part of the site set up documentation. Until this is provided, Donald Shearer’s 24 hour contact number is 07966 108848.
6.0	<b>WORKING HOURS</b>
6.1	The contractor will be limited to site operations between 8.00 hrs & 18.00hrs Monday to Friday only. The contractor will not be permitted to have any site operation on Saturdays that are audible beyond the site boundaries and these operations will be limited to the hours of 8.00hrs and 13.00hrs only on Saturdays. No Sunday or bank holiday working will be permitted.
7.0	<b>PARKING</b>
7.1	The site is on the upper southern section of Randolph Road has 48 resident and visitor parking spaces within this short road length with a maximum visitor length of stay of 4 hours. These spaces are not stressed primarily as a result of the tertiary status of Randolph Road. The latest Google maps view <a href="https://www.google.co.uk/maps/place/White+Cottage,+21+Randolph+Rd,+Little+Venice,+London+W9+1AN/@51.5232616,-0.1808814,56m/data=!3m1!1e3!4m13!1m7!3m6!1s0x48761aa65cae804d:0x98430fec58e7d7a9!2sRandolph+Rd,+Little+Venice,+London!3b1!8m2!3d51.5238007!4d-0.1813561!3m4!1s0x48761aaf30e43daf:0xecb2f9ec4027fab0!8m2!3d51.5232871!4d-0.1809191">https://www.google.co.uk/maps/place/White+Cottage,+21+Randolph+Rd,+Little+Venice,+London+W9+1AN/@51.5232616,-0.1808814,56m/data=!3m1!1e3!4m13!1m7!3m6!1s0x48761aa65cae804d:0x98430fec58e7d7a9!2sRandolph+Rd,+Little+Venice,+London!3b1!8m2!3d51.5238007!4d-0.1813561!3m4!1s0x48761aaf30e43daf:0xecb2f9ec4027fab0!8m2!3d51.5232871!4d-0.1809191</a> This image illustrate less than 20% of dedicated visitor parking being occupied even. The dedicate resident parking is still only 70% occupied nearby at the time of this image.
8.0	<b>DEMOLITION &amp; CONSTRUCTION METHODOLOGY.</b>
8.1	The site operations will commence with the excavation of a trial hole within the existing driveway. This trial hole will be formed to establish the previously undisturbed ground formation, to a depth equal to the proposed basement formation level.
8.2	This trial hole will then be repurposed as an access shaft with a fully engineered retaining containment to allow safe access for operatives equipment and spoil removal for the excavation below the existing dwelling
8.3	Site operations are planned to have uplift from the access pit in a “clean container system”

	all spoil will be temporarily stored “in clean containment” on the existing driveway and collection planned to coincide with bulk load capacities in a sequenced “clean disposal” management system. This will ensure there is no unmanaged spoil above ground and eliminate all unmanaged above ground spoil that is often an issue with normal protocols for these basement formation operations.
8.4	spoil to be efficiently collected and bulk transported by a high capacity garb lorry (at least double a standard skip capacity) this will mitigate congestion and carbon emissions that would otherwise be implicit with skip disposal of spoil.
8.5	These factors together will mean that no existing occupiers of neighbouring properties will be adversely affected, in terms of access and movement to and from their properties, as a result of the proposed works.
8.6	The wide pavements either side of Randolph Road means that safe movement plans are able to be implemented without compromising safety.
9.0	<b>SITE PLAN INCLUDING LOADING AND UNLOADING OF PLANT AND MATERIALS</b>
9.1	Appendix II of this document contains a plan indicating all relevant information relating to loading & unloading of plant and materials.
9.2	All plant and materials will be transferred from delivery vehicles onto site with the close supervision of banksmen at all times to ensure safety protocols are rigidly adhered to both within the site and whilst they are being transferred within the public domain
9.3	The site is bounded by wide carriageways and pavements, as such the loading / unloading of materials will be arranged to ensure traffic and pedestrian convenience and safety is not compromised. This will be achieved where all unloading / loading that is adjacent or crosses pedestrian or vehicle movements are controlled at all times by banksmen. This will be achieved through a contractual obligation for this facility to be in place for all deliveries / pick-ups by the contractor.
10.0	<b>SITE PLAN SHOWING LOCATION OF SENSITIVE RECEPTORS</b>
10.1	Appendix III shows the location of all sensitive receptors
10.2	Tree adjacent to the site entrance is the only receptor needing careful monitoring. There will be a security camera with a 1 month recording capacity monitoring this area to ensure any movement is recorded. The tree although relatively young has no branches below 2M ensuring that only images above head height will need to be recorded.
11.0	<b>STORAGE OF PLANT &amp; MATERIALS USED IN CONSTRUCTING THE DEVELOPMENT</b>
11.1	All site storage will be within the existing garage or within the existing driveway. Any items that are security sensitive will be alarmed within a secure enclosure.

11.2	The site by virtue of its size and location is not as constrained as is often the case with most city development sites. The existing property on the sites will be occupied during the development. The property already has a sophisticated alarm system in place and this will be merged with additional alarms covering the area within the boundaries of the site where the contractor has control for the site works proposed.
11.3	The engineering part of the development is primarily limited to the basement formation at the project commencement. The existing garage will be decommissioned and secured from the rest of the property during the construction formation phase and will be utilised for temporary secure formation of Welfare and storage of small plant and materials.
11.4	The contractor for this work will have previous experience with us of constructing basement level works on sites that are much less generous in their availability of space both adjacent to and within the site. This will ensure that the chosen contractor will be empowered to ensure their previous experience is utilised to ensure safe, time efficient and familiarity with more challenging sites as the pragmatic guarantee that the highest standards in these respects will be achieved.
12.0	<b>SITE SECURITY HOARDING</b>
12.1	The site is already bounded by pavements for public use, with secure hoardings erected being a 2.4M high continuous hoarding in shuttering ply that is painted in dark grey matt finish is erected on the site boundary at its boundary with the pavement.
12.2	These proposals are for private clients who will occupy the property both during and after development and are already the owners of this property therefore no advertising, public viewing or external displays are considered appropriate.
12.3	Normal Principal Designer & Contractor HSE safety compliance notices will be posted at the security controlled access points to the site which will coincide with the existing access gates on Randolph Road.
12.4	The existing dwelling will remain occupied throughout the contract and has a comprehensive security camera and alarm system. This will be supplemented by a dedicated site compound security alarm and camera system that will be “paired into” the existing security system to allow dual monitoring of the site by both client and contractor.
13.0	<b>ENVIRONMENT MANAGEMENT STRUCTURE</b>
13.1	The contractor’s environment management structure detailing conservation of resources is detailed in Appendix VI of this document
14.0	<b>ROLES AND RESPONSIBILITIES</b>
14.1	The project has a clear organisational structure through the client appointing a Project Management Company Rockstone. All project stakeholders have a contractual obligation to report all actions through John Hodges who is the Project co-ordinator for Rockstone. The contractor is a client appointment which is managed by John Hodges who in turn co-ordinates the Architects Donald Shearer, the structural engineers Martin Redstone associates and the Principle Designers Goddard Consulting. All other sub contractors are managed

	through the main contractor Silver Bricks Ltd who report similarly through John Hodges of Rockstone to the client the Home owners Mr & Mrs Storonsky.
15.0	<b>CONSIDERATE CONSTRUCTORS SCHEME</b>
15.1	The Contractor Silver Bricks Ltd are already members of the Considerate Constructors Scheme and have a 4* rating. Their certification is attached in Appendix V as is their recent assessment report where their progress towards a 5* rating is detailed.
16.0	<b>WHEEL WASHING FACILITIES</b>
16.1	No wheeled plant will be accessing the site from the road and vice versa.
16.2	Mechanically assisted wheel barrows, mini crane and mini diggers will be the only wheeled or tracked plant within the site. All items will delivered “clean and sanitised” to site and fully cleaned and sanitised before transport collection on completion of their service on site.
16.3	There is an above ground “clean site policy” to ensure no mud is transferred transferred beyond the excavation pit above ground and therefore beyond the site boundaries.
16.4	All excavation spoil to be transported by lifting equipment in “bulk containers” from a disposal collection compound located within the site on the existing hard surfaced driveway. This in turn will be covered over with temporary washable protection matts, that will be removed after use and regularly cleaned between loading intervals.
16.5	The wheelbarrows will be emptied within the access pit before being raised to ground level and as with all operations this will be obscured from public views by the site hoardings accordingly behind hoardings.
16.6	As no wheeled vehicles are anticipated to access site large wheel washing is not a requirement for this site.
17.0	<b>CONTROL OF DUST AND DIRT DURING THE WORKS</b>
17.1	The contractor, will commit to ensuring all works being demolished are lightly sprayed with water both before and during demolition operations to minimise the production of dust.
17.2	As works are contained within the boundaries of the site, the contractor will be obligated through contractual agreement to ensure that at the end of the working day all debris are cleared into waste containers to guarantee that there is not a build- up of dirt and dust beyond a single working day. This will be a fully integrated requirement with the safety obligations within the CDM process as a clean site is a safe site.
17.3	Waste from packaging and off cuts will be sorted on site for disposal to an approved recycling facility for the different types of materials being disposed of. General waste as a consequence will be minimised to 25KG bags. These in turn will be collected in “bulk bags” of up to @ 800KG for collective disposal once a full load is set aside.

18.0	<b>RECYCLING/DISPOSING OF WASTE FROM THE WORKS</b>
18.1	There are no extensive demolition works proposed. Demolition is mainly limited to the formation of brick openings in existing walls and excavation. The bricks being removed are all likely to be bedded in cement based mortar which means they will be compatible with being recycled on site for new brickwork ensuring that the storage facilities within the existing buildings boundaries are utilised fully and carbon emissions for disposal or recycling off site are eliminated.
18.2	The spoil and waste from excavation of the basement will be disposed of to a suitable recycling centre.
19.0	<b>SUMMARY OF MAIN WORKS</b>
19.1	As 3.0 Proposals
20.0	<b>PUBLIC ACCESS AND HIGHWAYS INCLUDING CYCLE SAFETY</b>
20.1	There will be no public access to the site
20.2	Appendix I & II notes the highway arrangements
20.3	Cycle safety has been analysed through the appointment of banksmen during all deliveries. This is considered appropriate given the infrequent use of this tertiary cycle route by both pedestrians and cycles.
21.0	<b>POTENTIAL FOR RIVER TRANSPORT INCLUDING DELIVERIES AND SPOIL REMOVAL.</b>
21.1	The use of canal barges for material and spoil removal has been carefully analysed due to the immediate proximity of the Paddington basin and canal.
21.2	The analysis concluded that safe barge loading and unloading locations and are not located in adequate proximity to the site for this to be a viable option with any carbon reduction benefits once the transport between the site and the barge locations are factored in.
22.0	<b>ROAD CLOSURES &amp; ABNORMAL LOADS</b>
22.1	There are no abnormal load deliveries required for these works.
22.2	The exceptional width of Randolph Road together with its tertiary use within the TFL network, means there are no foreseen requirements for transport or delivery interventions necessitating any road closures
22.3	As this is an existing dwelling all services are already connected to the site so no additional works beyond the site boundaries are required.
23.0	<b>PLANS FOR SITE ARRANGEMENT (STORAGE AREA &amp; MONITORING EQUIPMENT)</b>
23.1	Appendix II indicates site storage locations.

23.2	All storage will be contained securely within the existing site
23.3	The basement being created by these works will have a large enough volume to accommodate sequential working once the structure has been formed allowing the contractor to store most subsequent material deliveries within this area.
24.0	<b>NOISE AND VIBRATION</b>
24.1	The works are primarily below the existing dwellings reinforced concrete floor.
24.2	We have undertaken an existing structure interventions design reduction analysis that culminated in a recent section 73 application to avoid previously planned interventions into this existing structure. This along with detailed client briefing to refine through design previous layout compromises has resulted in a substantive reduction in the contractor's need to cut into the existing structure which in turn will mitigate both noise and vibration wherever possible.
24.3	The works being largely located below the existing main dwelling will ensure that it is unlikely that any noise and vibration will be audible above ground within the public domain.
25.0	<b>PROTECTION OF EXISTING INSTALLATIONS</b>
25.1	The Party Wall award will allow for independent specialist structural monitoring of both the existing property and the neighbouring property. This will ensure any movement as low as 1mm will be recorded and communicated to all project stakeholders to ensure that the existing property is protected throughout the duration of the works.
26.0	<b>Emergency procedures (environmental pollution incidents, spillages, health and safety).</b>
26.1	Appendix VII details the embedded contractors' procedures for emergency procedures
27.0	<b>LIAISON WITH LOCAL NEIGHBOURHOOD INCLUDING PARTY WALL AGREEMENTS.</b>
27.1	Before works commence the Contracts manager will circulate all surrounding residents with a bespoke letter detailing up to date contacts for any matters residents need communication on about the works.
27.2	Party wall 3M notices have already been served on adjoining residents as appropriate.
28.0	<b>AIR QUALITY</b>
28.1	The contractor, will commit to ensuring all works being demolished are lightly sprayed with water both before and during demolition operations to minimise the production of dust.
28.2	As works are contained within the boundaries of the site, the contractor will be obligated through contractual agreement to ensure that at the end of the working day all debris are cleared into waste containers to guarantee that there is not a build- up of dirt and dust beyond a single working day. This will be a fully integrated requirement with the safety

	obligations within the CDM process as a clean site is a safe site.
28.3	Waste from packaging and off cuts will be sorted on site for disposal to an approved recycling facility for the different types of materials being disposed of. General waste as a consequence will be minimised to 25KG bags for collective disposal once a full load is set aside.
28.4	This is a domestic site and as the operations are mainly below ground in a clay based soil potential dust and dirt above ground will be at a very low level. Demolition will be very limited and is programmed to be
29.0	<b>LIAISON WITH OTHER SITES TO MANAGE CUMULATIVE IMPACTS</b>
29.1	There are no other construction sites on this part of Randolph Road. This will however be regularly reviewed and if this changes communication will be established to ensure any cumulative impacts are managed effectively.

Donald Shearer

# Appendix I

## Routing of Demolition, Excavation and Construction Vehicles

# Appendix 1 - ROUTING OF DEMOLITION, EXCAVATION AND CONSTRUCTION VEHICLES



21  
Randolph  
Road

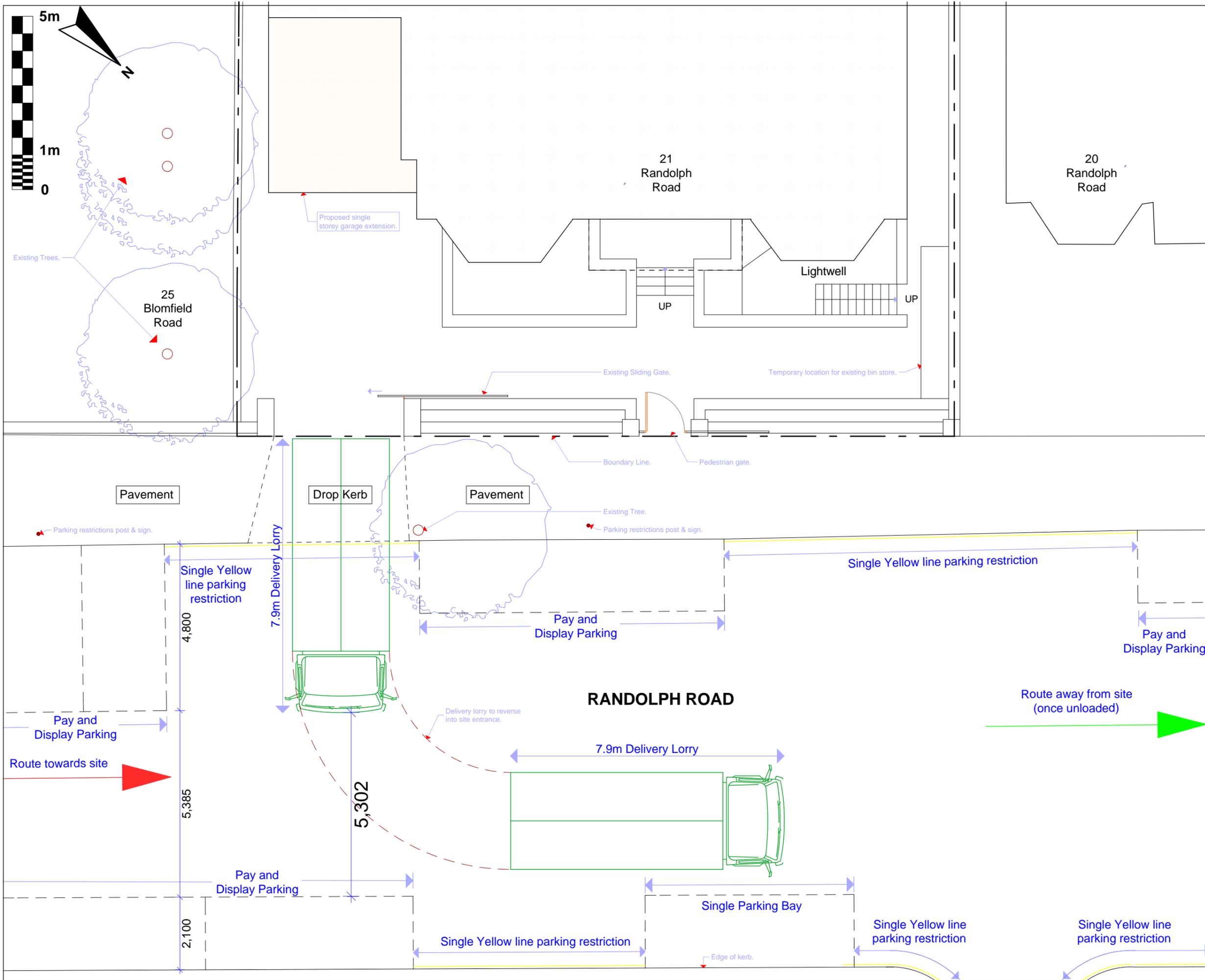
Route towards site 

Route away from site  
(once unloaded) 

Vehicles leaving site pass below Westway (A40) between Harrow Road and Gloucester Terrace before accessing the A40.

# Appendix II

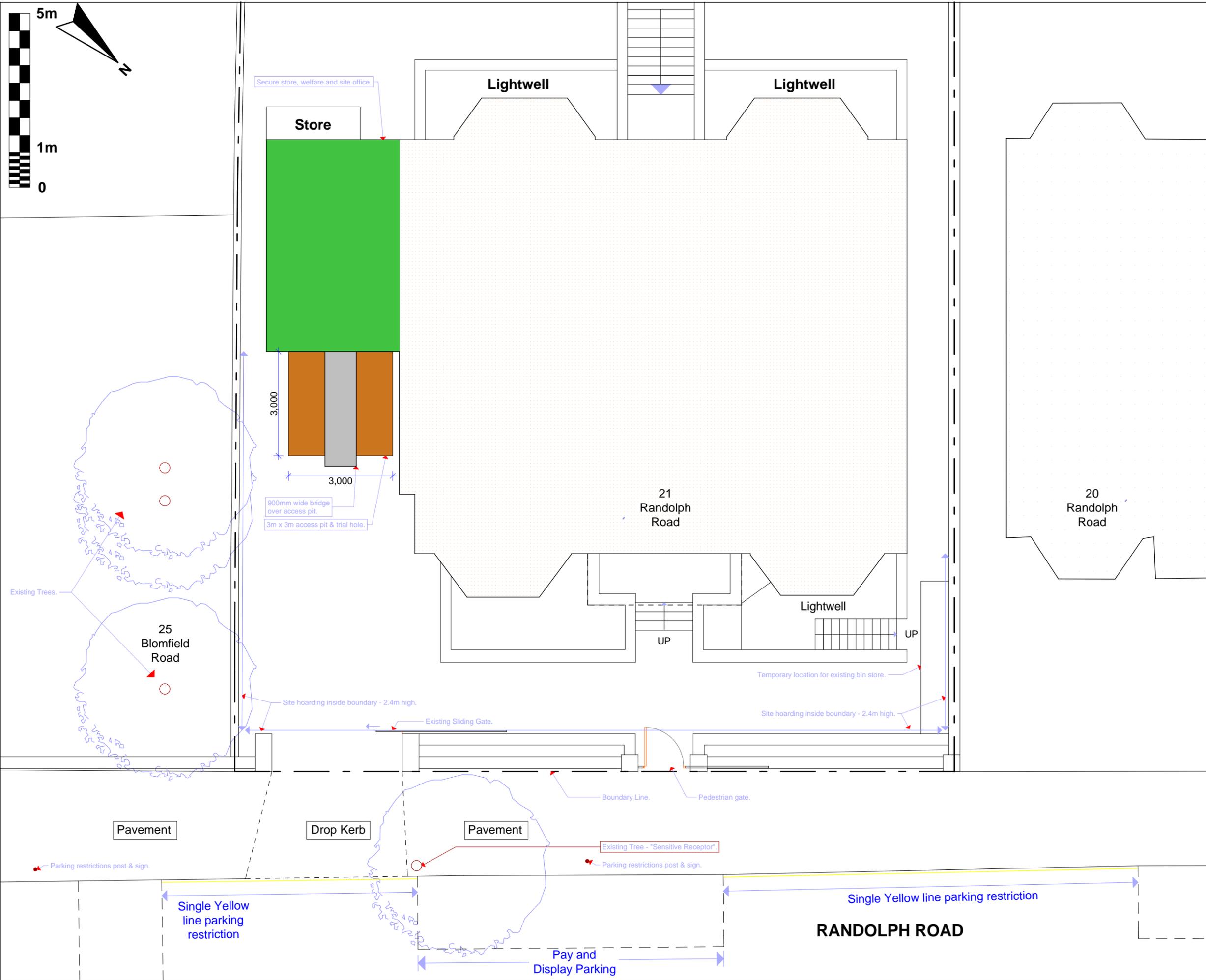
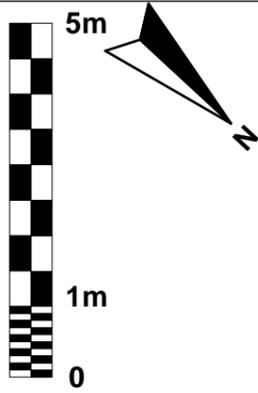
## Delivery Lorry Parking Plan



NOTES.		
File ref:	1465 - BA - Plans 7.pln	
Please note that all dimensions must be checked on site and not scaled off this drawing.		
Planning Consent: Until planning consent has been granted and all conditions contained in that consent complied with, no building works whatsoever should be undertaken. Any building works started beforehand are entirely at Client's own risk.		
Building Regulations (Notice of Passing of Plans) Until unconditional approval of plans has been issued by Building control (The Council's District Surveyors Service), all works undertaken beforehand are entirely at Client's own risk. District Surveyors frequently require amendments to submitted plans, and any such changes or changes arising from different presumed site conditions, can radically affect building procedures. Therefore we do not recommend that any works at all are started before obtaining both planning & unconditional; Notice of Passing of Plans.		
Preliminary		
Planning		
Building Regs.		
Tender		
Construction		
As-built		
Rev.	Date	Revision
© Copyright		
 DONALD SHEARER CHARTERED ARCHITECTS		
<small>Scholar's House, Shotton Brook Office Park, Tel: 01789 294 560            Timothy's Bridge Road, Stratford-upon-Avon,            Warwickshire, CV37 9NR ds-architects@hotmail.co.uk</small>		
Client	Mr & Mrs Storonsky	
Project	21 Randolph Road	
Drawing Title		
Appendix 2 - Delivery Lorry Parking Plan		
Scale	1:100	Drawing Size: A3
Date	February 2021	
Reference No.	1465-BA-130	Rev.

# Appendix III

## Site Set Up Plan



**NOTES.**

File ref: 1465 - BA - Plans 7.pln

Please note that all dimensions must be checked on site and not scaled off this drawing.

Planning Consent: Until planning consent has been granted and all conditions contained in that consent complied with, no building works whatsoever should be undertaken. Any building works started beforehand are entirely at Client's own risk.

Building Regulations (Notice of Passing of Plans) Until unconditional approval of plans has been issued by Building control (The Council's District Surveyors Service), all works undertaken beforehand are entirely at Client's own risk. District Surveyors frequently require amendments to submitted plans, and any such changes or changes arising from different presumed site conditions, can radically affect building procedures.

Therefore we do not recommend that any works at all are started before obtaining both planning & unconditional; Notice of Passing of Plans.

Preliminary	
Planning	
Building Regs.	
Tender	
Construction	
As-built	

Rev.	Date	Revision

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 Timothy's Bridge Road, Stratford-upon-Avon,  
 Warwickshire, CV37 9NR ds-architects@hotmail.co.uk

Client	Mr & Mrs Storonsky
Project	21 Randolph Road

Drawing Title	Appendix 3 - Site Set Up Plan
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Scale	1:100	Drawing Size	A3
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Date	February 2021
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Reference No.	1465-BA-131	Rev.	
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## Appendix IV

Appendix A Checklist as submitted to  
Planning – 05-05-20

# APPENDIX A - CHECKLISTS

## CHECKLIST B: CODE OF CONSTRUCTION PRACTICE – BASEMENTS

The following information is required to confer compliance with the Code of Construction Practice dated July 2016 (“CoCP”).

A Construction Management Plan (CMP) must be provided to Westminster City Council.

The list below provides the specific details of what is required within this document. Please place a tick against every item in each category to confirm that relevant information will be provided within the CMP to demonstrate compliance with the CoCP. If the item is not considered applicable, please explain why.

This form should be returned to the Council’s Environmental Inspectorate Team at [environmentalsciences2@westminster.gov.uk](mailto:environmentalsciences2@westminster.gov.uk)

Item to be included		Not applicable, please explain why
General site information	✓	
Programme of works (demolition and construction)	✓	
Working hours	✓	
Demolition and construction (e.g. piling) methodology	✓	
Site Plan	✓	
Plan showing location of any potentially sensitive receptors	X	No sensitive Receptors
Environmental management structure	✓	
Roles and responsibilities	✓	
Statement to confirm sign up to Considerate Constructors Scheme	✓	
Summary of main works	✓	
Public access and highways (including cycle safety)	✓	
Potential for river transport/removal of spoil	X	Waterways close but not close enough for

		direct access to load spoil.
Routes for construction traffic and traffic management arrangements	<input checked="" type="checkbox"/>	
Road closures/ abnormal loads	<input checked="" type="checkbox"/>	
Plans for site arrangement (including storage area) and monitoring equipment	<input checked="" type="checkbox"/>	
Noise and vibration	<input checked="" type="checkbox"/>	
Protection of existing installations	<input type="checkbox"/>	
Emergency procedures (including environmental pollution incidents, spillages, health and safety)	<input checked="" type="checkbox"/>	
Liaison with the local neighbourhood including Party Wall agreements	<input checked="" type="checkbox"/>	
Dust and Air Quality	<input checked="" type="checkbox"/>	
Liaison with other sites to manage cumulative impacts	<input checked="" type="checkbox"/>	No other sites close by.

Please read each of these statements and confirm you have read and understood them by ticking in the corresponding box:

I confirm we have read and understood the Code of Construction Practice



I confirm the Construction Management Plan will be provided to Westminster City Council 40 working days prior to the commencement of development (to include site preparation works).



I confirm that development (to include site preparation works) will not commence on site until such time as the Construction Management Plan has been approved by Westminster City Council in writing.



I confirm we will comply with the CoCP and the CMP, and any condition relating to construction management and understand we could be subject to enforcement action should the CoCP and/or CMP not be complied with.



I confirm we agree to pay the relevant fees as set out in Appendix F attached.



I confirm I understand this document constitutes an agreement between Westminster City Council and the applicant:



NAME: Mrs & Mrs Storonsky

ADDRESS: 21 Randolph Road, London, W9 1AN

Signed:..... *Tsett* ..... DONALD SHEARER ARCHITECTS

Dated:..... *05/05/20* .....

Position:..... *AGENT* .....

Demolition Phase Approved by Environmental Inspectorate

Dated:

Signed by:

Earthwork & Piling Phase Approved by Environmental Inspectorate

Dated:

Signed by

Construction Phase Approved by Environmental Inspectorate

Dated:

Signed by

**NOTICE: THIS IS A LEGALLY BINDING DOCUMENT**

which creates a legally enforceable relationship between the above Signatory and Westminster City Council. It is essential that the person signing this document on behalf of the Developer has the authority to do so on the Developer's behalf, thus creating legal obligations on behalf of the Developer.

# Appendix V

## Considerate Constructors Scheme - Silver Bricks



# Certificate of Registration

Presented to

## Silver Bricks

For registration period

21 June 2020 to 20 June 2021

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This company has registered with the Considerate Constructors Scheme and has committed to adhering to the Scheme's Code of Considerate Practice in the following five sections:

Care about  
**Appearance**

Respect the  
**Community**

Protect the  
**Environment**

Secure everyone's  
**Safety**

Value their  
**Workforce**

Isabel Martinson MBE  
Executive Chairman, Considerate Constructors Scheme

Reg No: C2676 Member Since: June 2019  
Issue Date: 04 June 2020

Improving the image of construction

# Considerate Constructors Scheme Monitor's Company Report



Company name	Silver Bricks				
Company contact(s)	Andrew Shearer				
Scheme ID number	C02676	<b>Banding</b>	£250k to £3.5m	<b>Visit date</b>	10/12/2020

Company description, context, location and relevant constraints	
<b>Office</b>	Hosted by Mr Andrew Shearer this re-registration office visit was remotely by a telephone conversation. Turnover is <£3m at this visit. This long established company specialises in residential works. The company employs a small direct workforce and the provisions seen are geared to bringing them all on. High values at a professional level are evident.
<b>First validation</b>	This project is for a complete refurbishment of a 4-storey town house and basement extension. The site is in Marylebone, W1 and access is very tight in this small road of residential homes on both sides of the street – a van has access but traffic coming from the other side are impacted.
<b>Second validation</b>	

Code section	Scores				Scheme scoring explained	
	Office	Val 1	Val 2	Validated		
Care about <b>Appearance</b>	7-8	8-9			/9	<ul style="list-style-type: none"> <li>Each section of the Checklist will be scored out of 9 points with 1 additional point available for each approved innovation, up to a maximum of 5.</li> <li>A score of 5 in one of the sections of the Checklist reflects compliance with the Scheme's core requirements while scores of 4 or lower indicate different levels of non-compliance.</li> <li>Higher scores indicate performance beyond compliance with 6 reflecting a 'good' level of performance, 7 'very good', 8 'excellent' and 9 'exceptional'.</li> <li>Approved innovations will need to be further developed and improved to receive an additional point at a subsequent visit.</li> <li>For more information on the Monitor Checklist, scoring descriptors, the Scheme's definition of innovation and report writing standards, visit <a href="http://www.ccscheme.org.uk">www.ccscheme.org.uk</a>.</li> <li>For an online library of best practice examples, case studies, e-learning modules and other resources, visit <a href="http://www.ccsbestpractice.org.uk">www.ccsbestpractice.org.uk</a>.</li> </ul>
Respect the <b>Community</b>	6-7	7-8			/9	
Protect the <b>Environment</b>	7-8	8-9			/9	
Care about <b>Safety</b>	8-9	7-8			/9	
Value their <b>Workforce</b>	7-8	7-8			/9	
Additional points	0	0			/5	
<b>Total score</b>	<b>35-40</b>	<b>37-42</b>			<b>/50</b>	

Executive summary
<p>First impressions are excellent and appearance is very important to this site. PPE is worn on site and removed on leaving. Daily cleaning is in place to the site and perimeters and checklists evidencing this are displayed. Goodwill gestures are given and communications with the neighbours is very open, friendly and helpful. School roof was fixed by site team. CCS is highly promoted with the workforce, neighbours and general public and it would be good to also see CCS information added to website would be very positive. Environmental protection is outstanding given the size of this company, and vast amounts of effort has been put into reducing waste stream by investing in their own skip company so everything is now tracked. The site is charting and monitoring it's 'actual versus targets' so improvements can be seen and made. Plastics and packaging reductions are enforced with the supply chain. Using a local milkman would eliminate plastic milk bottles on site. Waste reports are highly promoted to the workforce and the general public. Safety performance is very good and safety standards are monitored with the workforce and could also be on the company vans whilst on the roads for other users. A supportive environment is provided for the workforce although there is no health screening for the operatives. Welfare facilities are provided which are organised and clean. Mental health awareness is promoted and encouraged and a toolbox talk would also very useful at the moment.</p> <p>Thank you to Andrew for taking the time to accommodate this virtual meeting and for the information provided.</p>

# Detailed summary of findings

## Care about Appearance

Office visit findings and indicative score	7-8	/9
<p>Contact is very well managed with prompt attention. The workload is mainly residential works. The approach to image is one of asserting professionalism with designed contact boards (seen). <b>Site management information could be better. Site appearance and housekeeping in allocated areas could be contained in the site rules and induction with check lists used where appropriate.</b> Branded workwear is the norm. Smoking, if any at site, is managed according to the available space, but is managed to reduce any negative image – HV / PPE removed when operatives leave site. Social media use was noted that encourages an interest in our industry. Vehicles seen looked well presented and clean. <b>Consider the CCS First Impressions Campaign.</b> A professional approach with regards to image.</p>		
First validation visit findings and indicative score	8-9	/9
<p>First impressions are excellent and a clean and tidy site is seen. The hoardings looked freshly painted in grey and the scaffolding above is covered in monarflex. Company signage is well placed and no obstructions, litter or graffiti is seen. Two company vans are used, which are also company branded. Site appearance is very important to Andrew and all areas of the site are organised with site materials stored tidily for clear pathways. The workforce project a very positive impression with branded sweatshirts and new PPE will have the new logo on them. Dress code is monitored for compliance and cleanliness. Smoking is allowed at the rear of the site in a dedicated area and a smoking bin is provided, there are no vapers. Daily inspections and cleaning are in place for the site and perimeter and checklists are displayed. Damping down is used for dust prevention. The workforce is made aware of good housekeeping during induction and everyone picks up after themselves. Company values, corporate identity and a positive industry image is promoted via communication, signage and company website.</p>		
Second validation visit findings and indicative score		/9
<p>Validated score</p>		
		/9

## Respect the Community

Office visit findings and indicative score	6-7	/9
<p>Each site team will make contact with the immediate neighbours to introduce themselves and will ordinarily arrange contact with neighbours. Company contact is very good with proportionate sized contact boards - seen recently. <b>Site manager contact detail could be better. Consider address and email</b> along with the website - seen. <b>A public notice board (client permitting) may help with local accountability.</b> The Scheme will has become an important part of the company's overall approach and induction where the aims of the Scheme are discussed. Consider using <b>the CCS material available when space allows – the canteen would be ideal. The Operatives' Handout could be issued and perhaps the films shown as part of a training programme. Activity in the various project locations is ordinarily a challenge</b> but teams supporting local shops and Cancer Research helps. The corporate effort supports schools. FORS and CLOCS awareness is a consideration. Creating work opportunities is the norm. Goodwill gestures are also the norm - when possible. CCS spotlights are used.</p>		
First validation visit findings and indicative score	7-8	/9
<p>Pre-start information was letter dropped to neighbours along with information of the site's registration with CCS, scope of works, time frames, noisy times and 24/7 contact details. Andrew also introduced himself to neighbours and discussed noise so he could factor work around people working from home. Working hours are 8am to 5pm Monday to Friday and 8am to 1pm on Saturdays. Goodwill gestures have been given, local labour is taken on and local suppliers are always sourced first where possible. The team are in daily chats with the neighbours and get their feedback continuously. The company is promoting the site's registration with the Scheme and displaying the Scheme banner and poster. CCS is also discussed during induction and toolbox talks and CCS reports are promoted to the general public and discussed, along with the Schemes Best Practice Hub, with the workforce; <b>adding information of registration with the Scheme onto the company website would be positive.</b> The site sends out regular newsletters and add them to the noticeboard on the hoarding for the general public. Operatives must be good neighbours and always present themselves well i.e. must be clean on leaving the site, respectful to others and always avoid noise. Noise is monitored, radios are only allowed on low volume and mobile phones are only permitted in safe areas. Visitors are always escorted on site and PPE is provided. There is a Corporate Social Responsibility (CSR) policy, which is updated yearly. The local school was contacted and the team sorted their leaky roof for them. Charities are sponsored and the team on site get involved too.</p>		
Second validation visit findings and indicative score		/9
<p>Validated score</p>		
		/9

## Protect the Environment

<b>Office visit findings and indicative score</b>	<b>7-8</b>	<b>/9</b>
<p>The environmental policy statement is displayed and its values are supported on the sites and performance is monitored. <b>The approach seen to meeting environmental objectives could include the latest energy efficient machinery and transport that could indicate a carbon offsetting approach.</b> COSHH and spill procedures are in place. The waste stream created is segregated on site. The waste stream is tracked with results posted. The dedicated environmental section on the site notice board helps the overall effort by displaying results of KPI reviews and waste recycling. Water energy and air quality are all monitored in real time. <b>Good results could be mentioned in newsletters if issued on long term projects.</b> Of note is the noise monitoring approach that has sites co-operating with neighbours on levels and timing of noisy work. Reusable water bottles are issued. Surplus (if any) material are reused on other sites where possible. Green purchasing is also a feature. Clearly a carbon reduction effort is in place.</p>		
<b>First validation visit findings and indicative score</b>	<b>8-9</b>	<b>/9</b>
<p>The environmental policy is promoted and displayed and an initial environmental assessment was taken of the site. The site is working to an environmental plan and site-specific inductions and toolbox talks promote environmental issues to the workforce. A 'waste policy and plan' is used and recycling, reusing and reducing is encouraged. Waste is highly monitored now that the company has bought its own skips and waste is actively tracked now. All waste is segregated on site and 90% is recycled at the moment. Environmental achievements are promoted in the newsletters to neighbours and on the noticeboard for the workforce. Extractors and damping down are used for dust prevention. Hazardous substances are stored in a lockable COSHH area and spill kits are provided on site. Investigations and specialist input have been had on asbestos. Incident procedures are in place and actual achievements are compared to performance targets. Materials are sustainably sourced where possible. Water and energy are metered and monitored. Some elements of the build are constructed off-site reducing environmental impact on site. The site is monitoring its carbon footprint and reporting findings to head office. Delivery distance and travel plans for operatives are recorded. LED lighting is used in cabins. Anti-idling is promoted and implemented with all vehicles coming to site. NRMM certificates are on machinery where necessary and all machinery used is low emissions. Plastics and packaging are minimised where possible and this is checked with the supply chain and suppliers changed if they use much packaging. Branded water bottles are given to the workforce and no single use cups are on site.</p>		
<b>Second validation visit findings and indicative score</b>		<b>/9</b>
<p></p>		
<b>Validated score</b>		<b>/9</b>

## Care about Safety

<b>Office visit findings and indicative score</b>	<b>8-9</b>	<b>/9</b>
<p>Each site team has a safety pack that would include a map to the nearest A&amp;E unit (walking wounded would be escorted), site safety audit and a risk register. Hazard boards are placed on site backing up the daily briefing that includes Covid-19 precautions. The approach as explained indicates a high level of efficiency under the site specific induction. External safety advisor's monitoring / audit of efficiency under the site plan was noted. First aiders are identified with helmet stickers. The HSE guidelines could also be used as tools. The (specialist) training levels for this employed workforce are at a high level. Own traffic management is by a dedicated banksman. CLOCS awareness and acknowledgement of the standards is a requirement on the sites worked on with CLOCS aware traffic marshals / banksmen. The workforce enjoy a high level of consultation with a hands-on management approach. The standards of behaviour and conduct both on and off site is well established but is still a part of the site-specific induction. Near misses are analysed with a lesson's learnt approach in place. visitors are inducted and have appropriate PPE. Alcohol testing is a real option.</p>		
<b>First validation visit findings and indicative score</b>	<b>7-8</b>	<b>/9</b>
<p>Temperature checks are given on entering the site and C-19/social distancing posters and signage are displayed. The nearest A&amp;E has been identified and google maps are displayed and also given to drivers. First aid and eye wash kits are provided. Safety plans are updated on a regular basis and H&amp;S auditing is monthly. Everyone on site must wear site-specific PPE. There is controlled access to the site via two padlocks at night on the external hoarding and a bolt internally for during the day with a buzzer on the outside and once on the site a signing in and out book is used. Lighting is along the hoarding. Visitors are given the opportunity to declare any medical conditions that could be relevant in case of an emergency when they sign in. Escape routes and safety signage are displayed. Fire drills are given, extinguishers are checked on a regular basis and fire plans/muster points are displayed. The bankman oversee all deliveries for pedestrian safety and is CLOCS trained for more road safety knowledge. A safety training matrix is provided to all operatives and updated regularly as well as regular toolbox talks on all relevant issues of the day's work. The company has a drugs and alcohol policy, which are added to the induction and assistance is given if a member of the workforce is found positive. RAMS are reviewed before work may commence on site. Emergency procedures are in place and first aiders are visible via arm bands. <b>The company is not CLOCS registered and vans have no safety enhancements but the company is looking into FORS for their growing amount of vans.</b> Near misses are identified, recorded, analysed, communicated and new training is put in place where needed. Safety incentives are encouraged for best safety practice.</p>		
<b>Second validation visit findings and indicative score</b>		<b>/9</b>
<p></p>		
<b>Validated score</b>		<b>/9</b>

## Value their Workforce

<b>Office visit findings and indicative score</b>	7-8	/9
<p>The personal development matrix manages a geared training provision for this mostly directly employed workforce aimed at giving a range of training experience delivered by courses and toolbox talks to all. It is clear the overall wellbeing of the workforce is a serious consideration with a Health and Wellbeing policy in place. An open door policy is evident. Occupational, general and mental health risks and advice are also a serious consideration. <b>The HSE and bhf.org.uk have useful information to download.</b> The standard of the welfare facility on each site will depend on space, but a high standard is aimed for. <b>Lockers would be provided if space permitted.</b> The legality of the workforce is checked. Skill sets are part of the personal development programme. <b>Consider checking visitors' medical status as discussed. No trade trainees / apprentices and placements at this stage</b> but the policy is to engage new talent – noted on at least one site. <b>Consider the CCS Promoting Construction campaign and CCS best practice hub and e-learning.</b> Health screening is available at a level. <b>The CCS best practice hub could be used as a tool.</b></p>		
<b>First validation visit findings and indicative score</b>	7-8	/9
<p>The site supports equality, diversity and inclusion and a zero tolerance is given to bullying, harassment and inappropriate language. Policies are promoted on these subjects. An open-door policy is encouraged and feedback is welcome from the operatives. Personal development needs are identified and training is promoted. Occupational health risks are assessed and addressed at induction and emergency contact details and medical conditions are also taken then. Welfare facilities include secure storage for tools, changing and drying area, toilet and a kitchen space. CSCS are not mandatory but would be taken from an agency. An apprentice was due on site but C-19 has prevented it so far. Mental health awareness is promoted via posters, packs on the subject given at induction, lots of chats and time off if needed; <b>toolbox talks would be very useful during these unpredictable times. Health screening is not given,</b> but help would be given if an employee became ill.</p>		
<b>Second validation visit findings and indicative score</b>		/9
<b>Validated score</b>		/9

# Appendix VI

## Silver Bricks Environmental Management



## Environmental Management Structure

Silver Bricks strives to use energy in the most efficient, cost-effective, and environmentally responsible manner possible.

Using this Environmental Management Structure will play a key role in support of our plan to maximise profitability, strengthen our competitive position, and provide customers with the highest quality products, all while ensuring that we minimize our environmental impact. It will also help us raise awareness of how the construction industry as a whole can seek to minimize their impact on the environment.

Our efforts to reduce energy usage, minimize our impact on the environment and raise awareness will also support our commitment to our employees, the environment, and the communities of which we are a part.

Silver Bricks will work towards continuously improving energy performance and preserving and conserving the environment where possible. We will establish specific implementation plans on a site by site basis, continuously building on previous success to further achieve our goals. Specific implementation plans for each site will be based on observation of previous sites, and will incorporate government and considerate constructor guidelines, as well as grassroots information from site workers and managers.

Silver Bricks' objectives under this policy are the following:

- Maximise energy performance, reduce operating expenses and increase shareholder value by actively and responsibly managing energy consumption
- Demonstrate commitment to our community and leadership in our industry, by reducing environmental impacts associated with energy use
- Reduce our impact on the natural environment, both directly and indirectly
- Seek to raise awareness of the positive impact the construction industry can have on environmental and energy issues

To achieve these objectives Silver Bricks has committed to:

- Compliance with all energy management laws, regulations and Codes of Practice in existing operations, upgrades, and new developments
- Operating practices that seek to minimize negative impacts through works and management practices, continual improvement, training, and the use of new technology
- Improve employee awareness and encouraging the sharing of experiences and expertise
- Following environmental and energy usage recommendations from approved third parties, such as the Considerate Constructors' Scheme
- Communication of this policy to all associated with Silver Bricks



- Consultation within Silver Bricks, within the supply chain and with other relevant bodies, community, groups and neighbours about energy management, environmental issues, and matters of common concern

Silver Bricks will endeavor to meet or exceed an energy management target to reduce energy intensity. Once general guidelines have been put into place for each site, Silver Bricks will consider the feasibility of measuring and subsequently tracking energy usage, and the decisions of this will be incorporated into site specific policy.

Silver Bricks will also endeavor to meet or exceed any environmental targets in order to reduce our impact on the environment. Once general guidelines have been put into place for each site, Silver Bricks will consider the feasibility of measuring and subsequently tracking our impact on the environment, and the decisions of this will be incorporated into site specific policy.

This policy shall apply to all of Silver Bricks' facilities, business units, employees, and contractors in service to our business.

Signed..... *J. Dodgson* ..... Director

Print name..... JEREMY..... DODGSON.....

Dated..... 04/01/2020.....

REVIEWED: 07/01/2021

## Appendix VII

# Silver Bricks Health and Safety Policy

# Health and Safety Policy for Silver Bricks

## 1. Statement of general policy

This is the statement of general policy and arrangements for Silver Bricks London Limited

The company is committed to:

- Providing a safe place of work
- Providing safe systems of work
- Providing training, instruction, and supervision
- Providing and maintain safe plant and equipment
- Assessing the risks to anyone who might be affected by carrying out work activities
- Ensuring materials and substances are safely stored, handled and transported
- Working to prevent accidents
- Ensuring safety standards are above and beyond expectations, in accordance with recommendations from the Considerate Constructors' Scheme
- Working with authorised third parties to improve health and safety issues where necessary

## 2. Responsibilities

The site manager has overall and final responsibility for health and safety.

The site manager or site supervisor has day-to-day responsibility for ensuring this policy is put into practice.

Supervisors and managers must provide adequate supervision to ensure the safe systems of work are being followed.

Employees have a responsibility to take care of the health and safety of themselves and those around them, to follow safe systems of work and report any concerns to supervisors and managers.

## 3. Arrangements

### 3.1 Training

All staff and subcontractors will be given a health and safety induction and provided with appropriate training, including manual handling, asbestos awareness and working at height.

Supervisors and managers are responsible for identifying training needs.

The Health and Safety Officer is responsible for keeping a record of all training.

### 3.2 Carrying out risk assessments

A written risk assessment will be carried out by the supervisor for all work activity, prior to it starting. Hazards will be identified and control measures implemented to eliminate risk, or reduce to an acceptable level and the risk assessments will be provided to operatives.

### 3.3 First aid

Adequate first aid provisions will be available at all sites. A first aider will be on site at all times, and will clearly be visible by the fluorescent 'first aider' armband. All first aid incidents will be recorded.

Details of the nearest A&E department and the nearest minor injuries department will be located on site at the information board.

### 3.4 Welfare facilities

Management will ensure there are adequate welfare facilities on all sites.

### 3.5 Accident reporting

All employees will report accidents to their supervisor or manager. The Health and Safety Officer is responsible for investigating accidents to prevent recurrence and ensure safe work practices are being carried out.

All accidents will be recorded in the accident book which is kept by the site manager, and is located at the information board. Near misses will also be recorded in the near miss book.

### 3.6 Spillage reporting

All employees will report spillages to their supervisor or manager. This will then be addressed accordingly. All operatives have an awareness of COSHH, and this will be used to determine how to deal with the spillage. A spillage kit is located at the information board. The Health and Safety Officer is responsible for investigating spillages to prevent recurrence and ensure safe work practices are being carried out.

All spillages will be recorded in the incident book which is kept by the site manager, and is located at the information board. Near misses will also be recorded in the near miss book.

### 3.7 Pollution reporting

All employees will report pollution or suspected pollution incidents to their supervisor or manager. This will then be addressed accordingly, with appropriate measures taken to resolve the issue. The Health and Safety Officer is responsible for investigating pollution to prevent recurrence and ensure safe work practices are being carried out.

Pollution will be recorded in the incident book which is kept by the site manager, and is located at the information board.

### 3.8 Emergency procedures

The Health and Safety Officer is responsible for carrying out fire risk assessments.

Escape routes will be well signed and kept clear at all times. Evacuation plans will be tested periodically and updated as necessary.

Other emergency procedures are to be addressed on a site specific basis, and detailed in the dedicated site H&S documents.

Signed..... *J. Dodgson* ..... Director

Print name..... JEREMY DODGSON .....

Dated..... 04/01/2020 .....

REVIEWED: 07/01/2021