

Codes of Conduct: Developer & Contractor with CWG

How the community and contractor work together

Note Dev/Con is abbreviation for Developer/Constructor

A reference document with guidelines about the community's site issues and procedures 25 04 27

Hotline: 07811 734874 OR 07891 464547

This is the hotline to report immediate and urgent breach incidents (such as excessive noise or broken hours) Other issues of concern should be reported to the MSCLG secretary or the site office

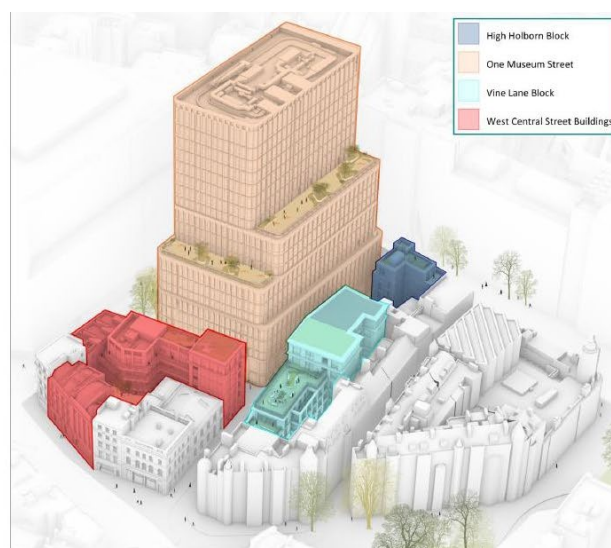
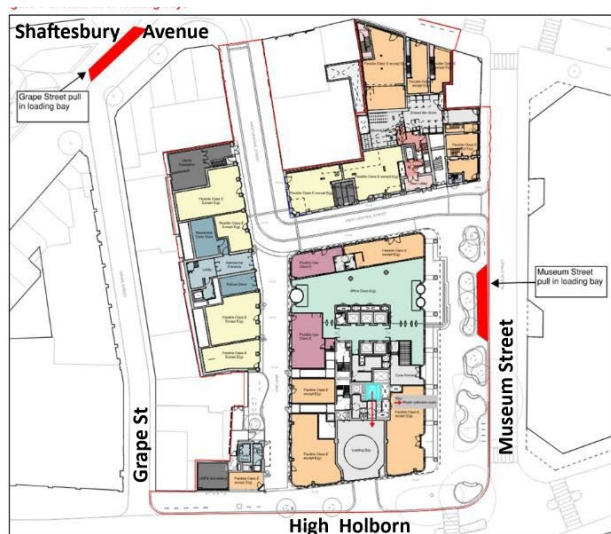
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Selkirk House. 1 Museum Street

Site map



Hoarding design

The hording design will be shared with the MSCLG, and feedback will be taken. The developer has announced that Local schools and Dragon Hall will be approached along with local artists to contribute ideas to hoarding design

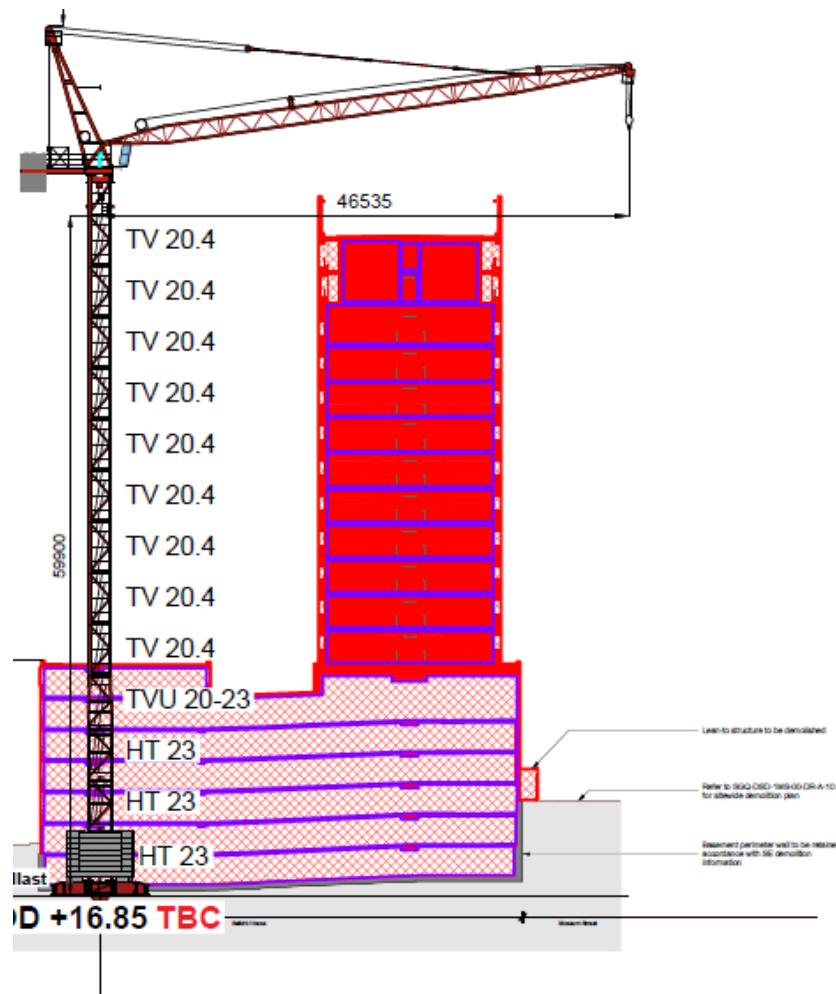
Compliance

The developer shall uphold the principles agreed in this **DEWMP (Demolition and Early Works Management Plan)** for the duration of construction. Camden guidelines suggest this includes-

- **Scope of Work:** Description of the demolition and early construction activities.
- **Timeline:** Projected schedule for the works.
- **Impact Mitigation Strategies:** Measures to control noise, dust, and vibrations.
- **Traffic Management:** Plans to manage vehicle movements and minimize disruptions. [Camden Council Development Control Plan+1museumstreetproject.info+1](https://www.camden.gov.uk/council-development-control-plan+1museumstreetproject.info+1)
- **Waste Management:** Procedures for handling and disposing of demolition waste.
- **Safety Protocols:** Strategies to ensure the safety of workers and the public.

In particular the **CMP (Construction Management Plan)** must be submitted before the developer commences any works. However, each future package of work will be subject to its own considerations and a **DEWMP/CMP** that reflects the nature of that package. Any new 'package' will be announced by the developer for discussion and feedback with the CWG (the group that choses

- c. The crane will be alarmed
- d. Operating noise is expected to be less than the surrounding ambient sound
- e. All crane-mounted downlights will be turned off between 6:15 PM and 7:45 AM.



Ground works

- f. The contractor is undertaking is the internal piling work. No other ground works are contemplated.
 - i. Real time monitoring will carry out throughout the process
 - ii. Adherence to the BS5228 and Camdem's CoCP will be maintained

Party Wall – Conditions Assessment

- g. The contractor undertakes that, -
 - i. engagement with relevant party wall owners is underway.
 - ii. In these instances, Party Wall surveyors are appointed by both parties and method statements are provided to be reviewed by both surveyors.
 - iii. To adhere to the approved method statements to carry out the works.

- h. At the planning stage the developer undertook an analysis to assess the potential impact of the demolition and basement construction on nearby properties and then prepare a detailed schedule of condition for each property identified from this analysis.
- i. The detailed schedules of conditions are being completed by GIA (qualified chartered surveyors). This is being offered to the properties identified as at risk of Damage Category 1 (slight) by the Ground Movement Assessment (GMA) already undertaken. The surveys are specifically in relation to the requirements of the Detailed Basement Construction Plan. The analysis undertaken in the Ground Movement Assessment concludes that ground movements associated with excavation and construction of the new basement would result in 'negligible' risk of damage to properties outside of those being offered surveys. The contractor believes that for those properties not identified as impact category 1 and where above damage is not anticipated then condition surveys in relation to the excavation and construction of the basement are not considered necessary.
- j. The contractor has agreed to undertake surveys of some neighbouring properties outside of this zone as part of the separate Party Wall Act process given the proximity to the basement excavation, This is in accordance with the Party Wall Act 1996 and separate to those identified within the basement impact assessment scope of condition survey.
- k. The process for this is that a notice will be served on relevant properties giving the owner the opportunity to consent or appoint a surveyor. The reasonable costs associated with this will be covered by Simten and their role will be to act for property owners and coordinate with Simten's surveyor on the Party Wall process.
- l. Part of the process is to undertake a condition survey of the relevant areas and document the Party Wall process within an Award. The scope of properties to be served a notice is still subject to detailed design. These surveys would be undertaken in advance of any notifiable works being undertaken. GIA have been appointed as the contractor's Party Wall Surveyors and are advising on when Notices and inspections would be required.
- m. Inspection of properties anticipated to be subject to a Party Wall agreement later in the programme i.e. 14 WCS and the odd numbers in QAM (in addition to those already contacted) will be brought forward. A plan showing these properties will be produced by March 2025.
- n. Other residents are at liberty to arrange independent condition surveys at their own cost

Vibration and monitoring

- o. Dev/Con undertake/inform the CWG that, -
 - i. The Environmental Management Plan (EMP) and and monitoring strategy currently in development and will form part of the DEWMP issued to the CWG
 - ii. Noise and vibration monitoring locations have been determined through analysis of the site works and in line with BS5228 and LBC CoCP.
 - iii. The contractor has proposed the below vibration monitor locations.(TBC)
 - iv. The planning permission includes conditions to install air quality monitoring (which has been installed)
 - v. The contractor will install noise and vibration monitors. Report data will be made available to the CWG at the monthly meeting, and also to the Council on request.

Rodent control

- p. The contractor is undertaking a rodent riddance programme. This is underway with bait stations in place and dropping removal/clearance and disinfection of the whole areas. A second removal and clean will be undertaken again in January. When the project starts monthly surveys and clearance / clean will be undertaken. A monthly report will be provided to the CLG
- q. During construction, the following measures will be undertaken:
 - i. Continue periodic inspections and baiting throughout the works
 - ii. Community engagement to ensure clean streets, well managed refuse areas etc outside the site boundary

Dust

- r. The intention of the dust management plan is to control dust at source, alongside air quality monitoring to measure monitor effectiveness. If an issue i.e. material dust transfer is identified, the contractor will review and act accordingly. This may include window cleaning. BS5228 suggests installation of secondary glazing to premises persistently affected by noise and dust. Should any 'significant' incident be reported, it will be announced at the following CWG meeting and any outstanding remediation agreed by the members present
- s. In the meantime, the contractor has undertaken that, -
 - i. Works will be largely carried out behind a sheeted scaffold
 - ii. Any arising dust will be damped down at source
 - iii. Lorries leaving site will be sheeted after they are loaded
 - iv. Dust will be monitored onsite at 4 indicated locations (to be agreed)
 - v. If exceedances are recorded measures will be reviewed
 - vi. Exceptions will be reported at the monthly CWG meetings

Asbestos removal

- t. This forms part of KPH's soft strip scope. The contractor is anticipating the works to remove the limed asbestos in Selkirk House to commence in Mid-December.2024

Electrical Substation

- u. The electric substation within the building is required to be protected during demolition and then relocated onto the footpath on High Holborn.

2. SITE NOISE

Noisy Working Times

- a. The contractors will operate a 2 hours on/2 hours off rota for noisy work such as the use of heavy hydraulic breakers at the following times, -8 am to 10 am, 12 pm to 2 pm and 4 pm to 6 pm
- b. These times may be adjusted to take into account of Shaftesbury Theatre performances and rehearsals which will be quiet hours whensoever they may occur.
 - i. The developer/contractor will undertake documented trials of the works during non-performance / rehearsal times and monitor the impact on the Theatre.
 - ii. If following these trials, it is deemed necessary by the Theatre the developer/contractor will tailor the quiet hours to correspond with the non-performance and rehearsal times.
- b. Special accommodations may be made by the developer if deemed necessary by LSE management.

Excessive Noise

- c. If excessive noise and disruption cause immediate distress to a community member, upon notification to site management, the works will be halted and reviewed or amended if trigger levels are exceeded.
- d. **Hotline: 07811 734874 OR 07891 464547**
- e. A full outline of the trigger process is outlined in the DEWMP.

Saturday working

- f. There will be no noisy work on Saturdays such as strip-out, demolition and enabling work unless exceptional circumstances require such work should be undertaken (the Exceptional Saturday Morning).
- g. This provision for exceptional circumstances (such as crane erecting and dismantling and is limited to no more than one Exceptional Saturday Morning over any two consecutive calendar months when advance notice must be given to the CWG at the prior monthly meeting
- h. As soon as the Developer/Constructor (Dev/Con) are aware of a requirement to work on Saturday they will notify CWG to seek approval.
- i. Newsletters will be circulated by the Dev/Con to signed up mailing list members on a monthly and a bi-weekly programme update and via the website

Hotline

As above

Vehicular attendance

- j. Contractor Vehicles should attend the site no earlier than 07:45 for a 08:00 start. Vehicle movements should avoid Multi point turns as far as possible. This is achieved using a one-way pit lane on the Museum St. Most vehicles will access the site here.
- k. The appointed hauler for materials off site shall use white noise reversing beacons to minimise this disruption when reversing cannot be avoided for specific activities / times

BS5228 compliance

- l. BS5228 is the basis of the Environmental Management Plan and has informed the contractor of the proposed methodology
- m. The contractor, (currently John F Hunt) shall work to the requirements stipulated within BS:5228 and the Camden Council's Code of Construction Practice. **Works will not exceed the stipulated trigger level of 75db** over a working day.
- n. Noise monitoring around the site shall be carried out as shall, and from time to time shall be agreed and minuted at CWG meetings. As works commence, on site noise testing may be carried out to report compliance at the monthly CWG meetings
- o. Dev/Con proposals are based on standard Camden working hours (i.e. noisy works between 0800-1800).
- p. Heavy hydraulic breakers are not the only sources of noise on a building site.
- q. It is noted that BS:5228 Tables D7 and D 8 highlight the noise limits for specific items of plant and 10m from source and includes continuous noise.
- r. Any extended quiet time working should be publicised in advance by the Dev/Con by email to the CWG and within the monthly newsletters
- s. Mitigation measures are outlined in BS 5228: This includes screening for noise generated by means of acoustic screens, acoustic huts, bunds and positioning of Portacabin offices and Welfare Facilities.
- t. Works shall be undertaken largely behind sheeted scaffold screens and hoarding which provide some noise reduction from source.
- u. In addition, the demolition sequence demolishes slabs and columns first leaving the facades as an additional acoustic barrier (floor by floor).
- v. The CWG acknowledges that the nature of some of the demolition with large plant is not always conducive to the provision of acoustic screening and the like; the 2hrs on and 2hrs off offers some mitigation we have offered above and beyond standard regulation requirements as per BS5228 and Camden's COCP. Whenever the use of such plant is contemplated the Dev/Con team will raise the issue at a preceding CWG meeting for discussion and approval
- w. Provision of conveyor belts with rubber surfaces will be used for transportation of rubble
- x. This will follow the requirements of BS 5228 in regard to reducing noise associated with

loading. The contractor's proposals will mitigate noise arising by reducing the drop height to the shortest practical distance.

Skip loading

- y. Loading will also be carried out by utilizing Gecko loading skips allowing the contractor to load materials directly into a tipper with a reduced drop height similar to an excavator loading.

See below image



All loading will be carried out within our site boundary, behind 2.4m high hoarding as shown.

All loading will be undertaken from designated loading platforms

All equipment will be maintained, daily recorded inspections are carried out by the plant operator and weekly recorded inspections as per the PUWER Regulations and in line with BS:5228

3. PROTECTION MEASURES

Noise reports etc

- a. The contractor claims their working methodology has been developed to minimise impacts to neighbours and the works will be carried out within all required regulations that seek to mitigate noise impact, with regular monitoring and alert systems in place to address issues that may arise. Dev/Con will review the noise mapping and report to the CWG at each meeting.
- b. The contractor will have an open-door policy at the site office on 39-41 New Oxford Street and the project team's contact details will be circulated on all communications and on the notice board.
- c. A telephone hotline **will be published**

- d. The contractor undertakes to respond and take any required action as soon as possible
- e. Complaints are to be recorded, and outcomes reported, at monthly meetings

Mitigation

Provision of alternative accommodation and/or working space for those most affected.

- f. There will be a few properties and occasions where noise and vibration pollution may exceed acceptable levels.
- g. To approach the issue of mitigation for such properties we will refer to the DEWMP / S.61 and BS5228.Parts 1 and 2 and agree, -
 - i. the unacceptable DB level above which mitigation is sought (for say someone working at home, studying etc)
 - ii. the duration of each 'unacceptable sound burst'
 - iii. the frequency or recurrence of the 'unacceptable sound burst'
 - iv. the lapsed period
- h. Where appropriate, the Dev/Con has agreed to offer an alternative workspace such as use of nominated co-working facilities to those seriously affected.**
 - i. The current proposal is to make day passes available to nearby residents when they feel these are needed. The resident may request a pass either in advance or on the day. There shall be no restrictions on the number made available. However, the parties will keep this under review to ensure those neighbours who need this support can access the proposed facilities easily to and ensure this is the most appropriate solution for individuals. This may require managing reasonable usage on a case-by-case basis. Monthly usage shall be reported back at the following CWG and any exceptions raised for resolution
 - j. Alternatively, the Contractor will purchase suitable noise cancelling headphones for neighbours within immediate vicinity on request.
 - k. As noted, programmes of work will be issued, and residents can contact the site team to request a pass for co-working spaces at relevant periods or for headphones.
 - l. Programmes of work will be shared monthly and discussed with the CWG, these will be summarized and shared on the website / hoardings. A 4 week look ahead will also be provided in the meetings and on the website / hoardings
 - m. LSE students residing at the hall of residence on High Holborn will also be eligible for alternative workspace

Indication of expected peak noise and its duration

- n. These instances shall be announced at the preceding monthly meeting, posted to the site hoardings and posted on the developer's website.

Privacy for Neighbours

The contractor shall plan site work and scaffolding to respect the privacy of neighbouring residences and businesses,

- o. The contractor has stated
 - a. “The Privacy of our neighbours is our paramount responsibility, and we care!”
 - b. That all works will be completed behind sheeted scaffold save for the basement works
 - c. These works will be take place well below any neighbouring properties so there will be no overlooking workspaces.

Risk Register

- p. John F Hunt Ltd are the Principal Contractor. Under the CDM Regulations and the Building Safety Act, The Risk Register forms part of the project documentation and may be inspected on demand.

Waste and Refuse

- q. On completion waste and refuse shall be collected directly from the site premises and not left street side for collection. This is now a condition agreed with LBC that ‘No rubbish shall be stored on the street at any time

4. VEHICULAR ACCESS

Access routes

- a. Means of site access for vehicles and location for vehicle stacking specifically excludes vehicles from approaching the site specifically via Drury Lane and Great Russell Street / Coptic Street / Bury Place/Grape St.
- b. Vehicles will not use the above roads during the Demolition and Enabling Work Contract (DEWMC)
- c. Vehicles will access site from the east on High Holborn and will leave from site towards the east on Bloomsbury Way.
- d. Vehicles will not be “stacked” off site. Instead, they will be called to site on a “Just- in-Time” basis, via a pre booking system. If delays on site occur there is sufficient space in the pit line, on site to stack multiple vehicles.

Subcontractor vehicles

- e. All subcontractors will follow the agreed traffic routes. This will be part of their terms of engagement; appropriate action will be taken following non-compliance.
- f. There will be back-to-back clauses in all subcontract agreements requiring subcontractors to adhere to the agreed Demolition Management Plan.

Traffic management

How just-in-time will work

- g. An experienced project delivery team has been appointed to manage the entire process

including the booking of the lorries and all Demolition & Construction traffic flow to and from the site

The site team will be informed if a delivery driver is running late, the site team will then assess if the vehicle can be accommodated at a later time – 3 vehicles can be stacked in the pitlane. So, the contractor will have some flexibility to accommodate additional vehicles in such circumstance. If not, the delivery will be re-booked.

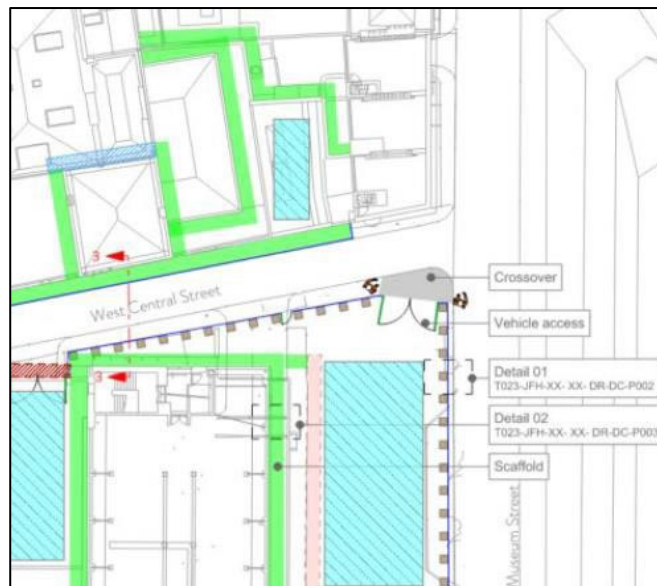
The delivery team will maintain a 'booked time - arrived time/depart time log, and report 'exceptions' i.e. >than 10 minutes, at the end of each calendar month at the following CWG meeting.

Vehicle accommodation

- h. How many vehicles can be stacked in the pit lane? How will vehicles be accommodated in the event of unexpected delays on site? (see 'c' above)
3 vehicles can be stacked in the pit lane
- i. Visiting trucks shall only use 'white noise' alert for reversing
- j. No early morning and evening working for vehicle movement after 6pm, unless there are exceptional circumstances like the tower crane erection, or a safety issue where work is required to continue to establish a safe condition on the site. In these circumstances at least 7 days (email) notification will be given.

Pedestrian crossover

- k. A new crossover will be introduced as shown on the developer' logistics plans shared with the CWG (See below)



5. TRAFFIC AND ACCESS ISSUES

- a. Grape Street will not be used for any site traffic. Vehicles will access and egress West Central Street via Museum Street.
- b. West Central Street will always be open to pedestrians and public vehicles (save for special occurrences detailed below). User interface will be managed by traffic marshals during

working hours

- c. A footpath will be always maintained (save for special occurrences, (detailed below).
- d. Proposals shall be agreed with LBC
- e. The site works will require a temporary road closure of West Central Street. This will be pre agreed with LBC to include, -
 - i. Initial demolition of low-level car park (1 day)
 - ii. Crane erection (2days)
 - iii. Crane dismantle (2 days for this?) Agreement with residents essential.
- f. Access during these times will be available via Grape Street
- g. The contractor will, as and when required, ensure dust (waste collection) lorries shall have access through Grape Street into West Central Street
- h. The contractor will announce closures 12 weeks in advance by notifying the CWG, LBC, and posting the information and on-site noticeboards
- i. The CWG is concerned about congestion arising as works vehicles exit west onto Museum St and then moving North East along Bloomsbury Way towards the Euston area or along High Holborn or, if in an intervening overlap period, should work begin on the proposed LBC "Liveable Neighbourhood" scheme which will close Bloomsbury Way. This will bring an unknown impact on Museum Street and High Holborn Traffic and site traffic and cause the above plans to be revised.

6. LOADING AND UNLOADING

Street Bays

Clarification on the continued availability of the parking/delivery/loading bays at the top of Grape Street, Museum Street.

- a. This will not be impacted by the Demolition & early works but will be after tenancies are taken. The impact will depend upon the nature of the tenants' businesses. Office or services tenants will likely require fewer deliveries than a traditional retailer and be different again for a catering outlet. An MSCLG task team has discussed this with the developer, Arup (the consulting engineer) and LBC planning and traffic departments to determine 'fair capacity' of this and the Museum Street bay to allow reasonable use of these bays by tenants with least impact on local traffic and community. The council has agreed that the Museum Street and Shaftesbury Avenue loading bays will be restricted to loading and unloading during the working day and for residents use at other times. Appropriate signage is to be erected by LBC. The council now plans to extend the capacity of the Museum Street Bay

Museum Street Tower

- b. The delivery and collection facility is provided from within the main building facing Holborn aspect. This will not be impacted during the Demolition & early Construction works but may likely come into use during the fitting out period. The

same considerations apply but only to the hours of operation which is under discussion and may not be agreed until the planning application is determined. To manage vehicle dwell times, this internal loading bay should be supported by a facilities management team to handle internal distribution after a vehicle has unloaded. These are the outstanding operational conditions.

7. CONSERVATION AND THE CIRCULAR ECONOMY

- a. Camden Conservation Officer and organisations such as the Georgian Group and the Victorian Society should be consulted about the removal and conservation of historic items.
- b. A professional audit must be carried out of the historic contents of the buildings within the conservation area. The buildings contain, for example, horse stalls, fireplaces, hoist lift equipment, historic doors, windows, staircases and glass, all of which are now valuable conservation assets.
- c. A photographic and drawn record must be made of the historic horse ramp as it becomes revealed during the stripping out process
- d. These items should be safely removed from the buildings
- e. The MSCLG to agree with the final destination of these items
- f. A good second home should be found for as many fixtures and fittings as possible, especially those with heritage value from 16a-18 West Central Street. How can this be managed?
- g. Please could the CWG/MSCLG have concrete suggestions for where these things should be housed during the construction period so that they do not go astray. Previous experience shows that unless definite arrangements are made for the preservation of historic items they will be lost. e.g. The Paolozzi mosaics in Tottenham Court Road station. These were removed when the Elizabeth Line was added. After lots of high-profile representations, some of the mosaics were put up again in the station, but a significant portion have simply gone "missing", despite assurances to the contrary. And that was a multi-billion- pound programme with a lot of attention on it.
- h. This section may be updated as progress is made

8. WELFARE FACILITIES AND BREAK-OUT SPACE

Location of welfare facilities and break-out space other than at 39-41 New Oxford Street for site operatives to be identified and agreed prior to commencement of any work on site.

- a. The contractor will provide welfare locations, access routes and breakout spaces.
- b. Proposals will contain details on how operatives move around the two sites which will consider:
 - i. Quickest route between sites (safely)
 - ii. Regular toolbox talks
 - iii. Requirements to form part of induction process
 - iv. Removal of PPE
 - v. Use of internal site break out spaces, restricting operatives congregating outside the site boundary

--- End---