



# Chelsea Harbour Site Rules for Contractors

These rules and any subsequent amendments made thereto are to be observed by the Tenant and its Contractors. The rules have been drafted to ensure the common advantage of both the Tenants of the Chelsea Harbour Estate and the Landlord, as well as any visiting members of the public and will be enforced by the Landlord.

Any damage resulting to any installations fixtures and fittings incurred by the Tenant and its Contractors will be rectified at the expense of the Tenant.

## Fitouts, Refurbishments, Alterations and General Works

If alterations are proposed to a Tenant's demise, no matter how big or small, then a Letter Licence or a Licence to Alter will be required to be agreed with the Chelsea Harbour Estate Management Office (EMO). There will be a charge for the relevant Licence. Please refer to the "Showroom/Office Fit-out & Works Guide for Tenants" for further information.

The Showroom/Office Fit-out Guide should be read in conjunction with this document and applies for any type of works or building project carried out at Chelsea Harbour. Once all documents have been submitted and approved, a work permit would then be required for the approved works.

All requests for cable, pipe runs and riser access must be approved by CHL **BEFORE** works commence and included in the Work Permit.

## Work Permit Requests

Following approval of a project, the Contractor must create a Work Permit request – the following information must first be provided to the CHL Estate Management Office by the main contractor:

Contractor's full name, email address, mobile number and company name. Once received the contractor should receive a verification email from our Work Permit System 'Merlin'. Once logged in they should create a 'Permit to Work' and upload all required documents :

- Public Liability Insurance (Minimum cover accepted of £10m)
- RAMS (Risk Assessment and Method Statement) – this should include specific policies on social distancing and PPE.
- Project timetable (to include proposed start and finish dates)

The Work Permit request should be completed in full and submitted to the CHL Estate Management Office **no less than 2 working days** prior to the proposed start date of any approved works. Works may not be undertaken on site unless a specific Work Permit has been obtained. Our Security team have the authority to stop works if this is not adhered to.

Appointed contractors must submit names of employees and suitable qualifications to ensure all operatives working on our site are competent in their field. All Contractors' tools, equipment, apparatus should be fit for purpose.



Once approved, a Work Permit will be available for signature & collection from the CHL Security Office on **Level -1 of the Design Centre Car Park** from 7am-6pm Monday to Friday. Please note that by logging into our Work Permit System you are confirming your company, its employees and any sub-contractors will adhere fully to the site rules.

A Work Permit **MUST** be displayed in the front window of the site for the duration of the works.

If high risk hot works are required as part of the project, then this should also be included in the original Work Permit request.

### **Noisy Works**

Vibration and structurally transmitted noisy works are only permitted as follows :

Monday to Friday 07:00 to 09:30 and 17:30 to 23:00

Saturday 08:00 to 13:00

Sunday No noisy works allowed on Sunday

No noisy works are permitted outside of these hours.

Please note that Design Centre East and the Second Floor Bridge Link are locked between the hours of 10pm & 5am Monday to Friday and all day at the weekend. Please note on your Work Permit whether access is required outside of these hours.

### **COVID-19 (Coronavirus) Additional Regulations**

From 1 June 2020, additional regulations are in place across our site to allow us to meet Government guidelines, particularly in relation to social distancing and the use of PPE, as a result of the Coronavirus worldwide pandemic.

All RAMS need to include specific policies on social distancing and PPE. The use of PPE is essential as are social distancing measures throughout the whole site. Our security team are enforcing this at all times. Critical matters to also consider include refuse collection, regular cleaning of the site, protection of the areas around your site and the number of personnel working on site at any one time. All of these will be closely monitored by CHL and our Security team have the ability to stop works at any time if these policies are not being enforced.

Further to the Government announcement on 14 July 2020 on the mandatory wearing of face masks and coverings:

- Please ensure all team members have access to a face mask **which must be worn when entering confined spaces** where they are likely to interact, even briefly, with a member of the public, tenant or colleague.
- Please ensure your COVID risk assessments are updated with the most recent guidance with special attention on any employee that is unable to wear a face mask \*falls into one of the restricted groups. Local Authorities and the Police may ask to see these at any time.

We will of course continually review our policies in line with official Government policy.



## **Use of Goods Lifts & Passenger Lifts**

There are 3 (three) Goods Lifts on site, one in Harbour Yard and two in the Design Centre. These can be used at any time, subject to availability. The Goods Lifts each measure 1.5m x 2.06m x 2.08m high.

There are 13 (thirteen) Passenger Lifts on site. 3 (three) in Harbour Yard, 4 (four) in the Design Centre, 1 (one) in Design Centre Studios and 4 (four) in Design Centre East. Passenger lifts may be used for deliveries subject to the contractor ensuring wall protection is used to protect the lift car. Passenger lifts may be used during the following hours only; 8am to 9.30am and 5.30pm to 9.30pm only. To ensure uninterrupted access to the passenger lifts during deliveries, please contact the EMO PRIOR to using any passenger lift for a delivery.

If items are too large for any of the lifts, please contact the EMO for further assistance. Any damage to the staircases or lifts caused by any contractor is to be paid for by the contractor.

## **Waste**

All waste must be disposed of by the contractor. It is automatically assumed that the contractor will have the accredited necessary required certification to dispose of waste safely and in accordance with Health & Safety legislation.

## **Music**

CD, Radio or Music systems of any kind are not permitted on site.

## **Deliveries to Chelsea Harbour**

Please give the Estate Management Office (EMO) at least 24 hours prior notice of deliveries so that we can notify Security. Contractors and their suppliers will be permitted to unload within the loading bay for 30 minutes. Stays in excess of this time will incur a daily charge of £35.00 – (should this option be applied; the contractor would be directed to park in another area on site). Please note that you may have to wait at certain times to unload if the Loading Bay is at capacity.

## **Parking**

Hourly parking is available in the public car parks. Oversized parking (vehicles over 1.8m high) is available in Harbour Avenue at a cost of £35 per day. Please visit the Car Park Office on Level -1 in the Design Centre or call on 020 7225 9100 for payment (card payments only).

## **Behaviour and Clothing whilst on site**

Please ensure all contractors, sub-contractors and their employees behave in an appropriate manner with Chelsea Harbour tenants and members of the public whilst on site. Please ensure everyone has the correct PPE clothing, including overshoes where applicable.

## **Equipment, Health & Safety and General Contractors Notes**

Ensure that adequate security and insurance cover is provided for the contractor's plant and machinery and that along with the tenant's goods, all items are stored safely and securely. Please note that Chelsea Harbour Limited (CHL) accept no liability for any plant, machinery, goods or equipment stolen, lost or otherwise interfered with in any way.

- CHL cannot accept any goods or deliveries on behalf of contractors or tenants.



- Due to health and safety issues, we are also unable to offer or lend any equipment for contractors and tenants, such as ladders, extension leads, trolleys or any general tools. Contractors should come to site fully prepared.
- Please make sure that appropriate health and safety signage, where required, is displayed to ensure the safety of all parties using the building.
- Keep all fire exits clear and fire doors closed at all times.
- Contractor's signage is **NOT** permitted within the Design Centre, Design Centre East or Harbour Yard at any time. Vinyls or graphics must be installed to showroom/office frontages prior to any works commencing and are subject to approval from the EMO. Please submit at least two weeks in advance of any works for approval to be adequately assessed.
- No logos or advertising are permitted.
- Smoke detectors and sprinklers may need to be capped and isolated for the duration of the works. Should this be required, Bush Engineering are responsible for all sprinkler works on site. Please contact them directly or through the EMO.

All sites must be maintained to a high level throughout the contract including, but not limited to:

- Windows and doors to be sealed where necessary to protect from dust
- Debris and excess materials to be removed and cleared from site in the approved manner
- Protective flooring is required in the common part areas where access is required
- All waste removed from site
- Contractors must not use any facilities outside its demise for carrying out building works
- The use of tenants' toilets is prohibited. Please use the toilet located on the ground floor of Harbour Yard.
- Contractors must not store materials in concourses or service areas or mix cement, concrete, mortar, plaster or other materials or deposit materials in the atria, public concourses, external malls or roadways.
- All areas outside the tenant's demise are to be kept clear at all times

**CHL has the right to withdraw your work permit  
if the above rules are not adhered to**

**If you have any queries on the above, please call or email  
the Estate Management Office on 020 7225 9100  
Email: [reception@chelsea-harbour.co.uk](mailto:reception@chelsea-harbour.co.uk)**