



15 July 2021

**COLPAI Project – Extended hours to allow for school furniture deliveries on Saturday 17 July 2021
9am-7pm from Baltic Street East**

Dear Neighbour

We are writing to notify you of upcoming works at the COLPAI Project. As you may be aware, the school buildings are nearing completion and the school will be moving in over the summer.

On Saturday 17 July 2021, between the hours of 9am- 7pm, the school furniture will be delivered to the new school buildings, via Baltic Street East. Islington and City of London Environmental departments have been notified and granted permission to extend working hours, to enable the school furniture delivery to take place.

The Delivery Company and Staff

Alexanders Removals will be carrying out deliveries to the school. The COLPAI school move organisation team have spent significant time and care in briefing Alexanders Removals about the need to minimise any noise and disturbance while carrying out the deliveries.

The deliveries will be supervised by an ISG Construction Manager, a logistics team supervisor and a Senior Foreman from the removal team. The school's Health and Safety Governor will also be present on-site in a supervisory capacity during the entire operation and will be focused on reducing noise outside the building.

There will be a maximum of eight members of the removal team on-site with a Senior Foreman to oversee the operation.

Vehicle Movements

Luton vans are being used for the deliveries. The vans are 3.5 tonnes and approximately 2.2 metres high. There will only be space for one of these vehicles at a time at the drop-off point and therefore deliveries will be made in a relay with another vehicle.

The parking point for the delivery vehicles on Baltic Street East was selected as it is the furthest suitable location from residential properties.

The school move organisation team has met with Alexander Removals management team to outline guidelines on idling engines, vehicle horns, reversing signals, radio noise, congregating, shouting and trolley noise, to mitigate any disturbance.



Delivery Protocol

Alexanders Removals has been given a written protocol to follow, in order to mitigate the potential for disturbance. The protocol includes the following:

- Removal vehicles must be parked in the agreed locations only without any exception
- All vehicles should display a sign in the window with a description of the works being undertaken and a contact number
- Vehicles should be driven slowly, with minimal noise around the site
- Engines should be switched off as soon as possible when the vehicles are not in use
- No slamming of passenger doors or back doors
- Minimise reversing to avoid noise from reversing signals
- No radios or music devices to be used in vehicles or inside the school
- Be mindful of trolley noises and seek to minimise where possible
- No items are to be left on the roadside to minimise the space taken up
- No shouting at any time (except in an emergency)
- Minimise conversations between teams when located in areas adjacent to residential properties
- Polite interaction with anyone met during the process
- Any complaints made to Alexanders Removals will be escalated to the Foreman immediately, to allow it to be dealt with appropriately. The COLPAI Project Team will be made aware of any complaints
- Government guidelines surrounding COVID-19 are to be adhered to, including face masks and social distancing where possible
- No smoking around the school area at any time.

If you have any questions regarding the COLPAI Project scheduled works, please do not hesitate to contact us on the details below.

Best wishes

COLPAI Project Team