

18 February 2021

### **Glastonbury House fire safety works – start on site (project Z251b)**

We have been working with Westminster City Council (WCC) to plan how to start work using the government's COVID-19 Secure Guidance and have agreed that the work will start on **Tuesday 2 March 2021**

This letter contains important information about the work that is planned, the timetable for the work and the health and safety measures we are taking to keep you and our team safe.

#### **What does the work include?**

The work includes:

- Replacing the section of external cladding on the riser for new aluminium fire rated, insulated panels.
- Fire stopping works.
- Relocating the electrical panel that operates the automatic opening vent windows.

#### **Timetable for work**

We will be setting up our welfare facilities to the rear, lower ground level of the block from: **Monday 1 March 2021.**

Our site office will be located at The Hub, Ground Floor, Glastonbury House.

The work will take approximately 28 weeks to complete. If there are any changes to the programme, we will keep you updated.

## **Replacement cladding**

A sample of the new replacement cladding can be viewed in the Lift Lobby of your block, for your convenience. If you would like more information regarding the specification, you can view this by using the following link:

<https://www.westminster.gov.uk/glastonbury-house-fire-safety-works-project-z251b>  
**Health and safety – COVID-19 Secure ways of working**

Keeping you and our team safe while the work is onsite is our priority. To comply with the government guidelines, we have carried out a COVID-19 risk assessment and confirm that all work will be undertaken in accordance with the government's 'COVID-19 Secure' guidance. You can view our risk assessment by using the following link:

<https://www.westminster.gov.uk/glastonbury-house-fire-safety-works-project-z251b>

## **Scaffold Safety**

To start the work, we will need to erect full height scaffold and a goods hoist to the rear of Glastonbury House. The scaffold will start to go up from Tuesday 16 March 2021 and will take approximately 8 weeks to erect.

Access to your home will not be affected during the works and all equipment including ladders, will be secured at the end of each working day. We ask that you help us ensure your safety by informing visitors/carers of the planned works.

## **Access to Glastonbury House**

Pedestrian access to the rear of the building will be restricted to the area directly below the cladding whilst the scaffold is in place. This will be clearly signed.

We apologise for any inconvenience. The two rear fire doors will remain accessible.

## **Online information session**

Although we cannot meet in the usual way, please join the project team at an online information session on: **25th February 2021**.

The session will start at: **11am** with a short presentation followed by questions and answers. To register for the session please email [WCCenquiries@unitedliving.co.uk](mailto:WCCenquiries@unitedliving.co.uk).

## **Who should I contact if I have any questions**

If you cannot join the online session, please contact Deborah, your dedicated Senior Resident Liaison Officer (SRLO) on 0800 988 2063 or 07392 093 524, alternatively please email [WCCenquiries@unitedliving.co.uk](mailto:WCCenquiries@unitedliving.co.uk).

Please remember all of our staff and operatives will carry full-face identification cards. Should you have any doubts about the authenticity of the person(s) working in and around your block, please contact me to confirm their Identity.

Information is available online at:

<https://www.westminster.gov.uk/glastonbury-house-fire-safety-works-project-z251b>

We would like to take this opportunity to thank you in advance for your co-operation and understanding while we carry out these scheduled works to Glastonbury House.

Yours sincerely

Debbie  
Project Administrator  
United Living (South) Ltd