

Site Information

Innovate UK

OREC River Frontage Remedial Works



Innovate UK

FAIRHURST

Project Number: 128055

March 2019

CONTROL SHEET

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This document has been prepared in accordance with procedure OP/P02 of the Fairhurst Quality and Environmental Management System

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1.0 LOCATION

The site is located on the Southwest bank of the River Blyth and is bound by River Blyth to the North East, East by the Quay Road, South by the B1329 and West by Regent Street and Maddison Street.

The site is the river frontage of the operational area leased by ORE Catapult, from Innovate UK. The site extends over approximately 475m, along the length of the OREC site. The OREC leasehold area encompasses premises such as Offshore House, the Brunel Building, the Catapult 100m and 50m blade test facilities, Ark Royal House, the Training Tower and Charles Parsons Technology Centre.

The main OREC address is:

ORE Catapult
Offshore House
Albert Street
BLYTH
NE24 1LZ

2.0 SITE INFORMATION DOCUMENTS

The following documents should be read in conjunction with this Site Information document:

Document Title	Reference Number
Site Layout	128055/9002
Site Location	128055/9001
Fairhurst River Frontage Inspection Report 2018	D/I/D/114204/32
Site Photographs	D/I/D/128055/010
River Revetments, Blyth - Topographic Survey-A1 1-200	E091
Utility and Topographical Survey (Sheet 1 to 7)	5780-0610-01A
Pre Project Information Pack Module 1 – Site General Information (see Appendix A)	-



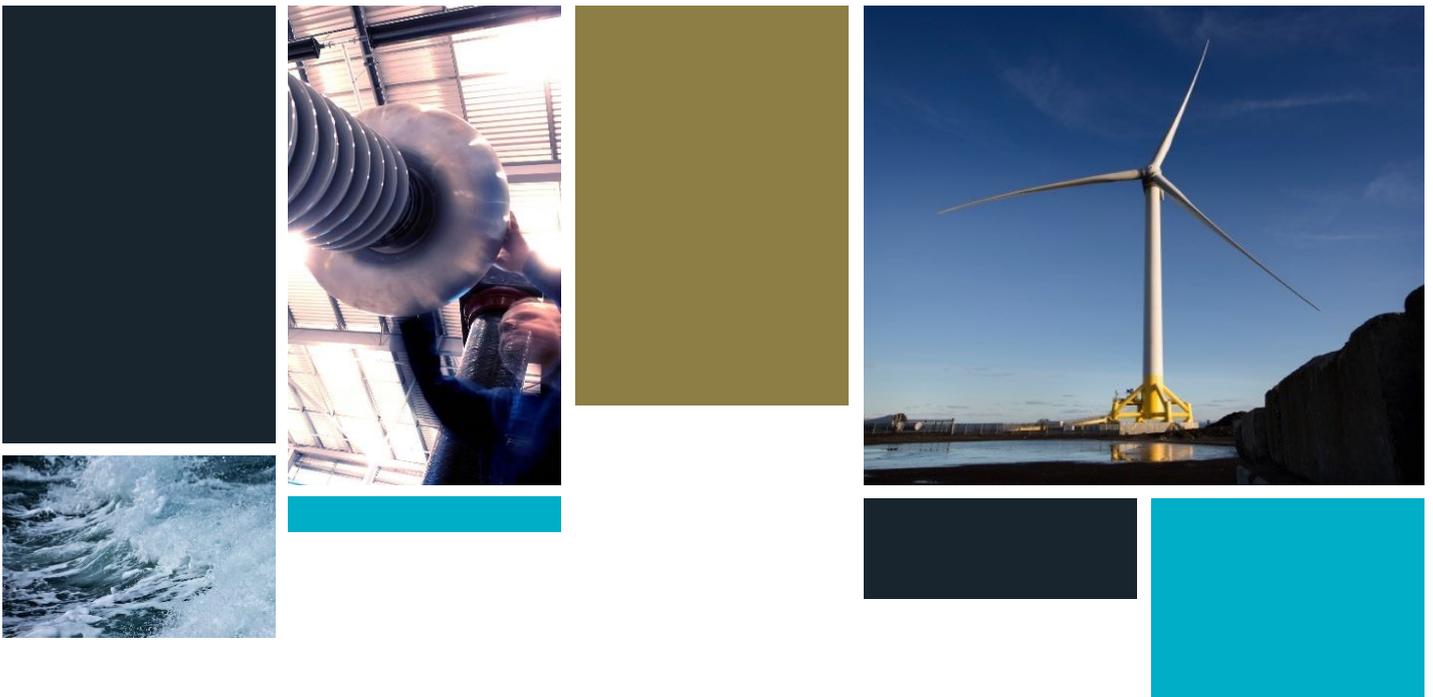
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APPENDIX A – PRE PROJECT INFORMATION PACK

Module 1 – Site general information

PRE-PROJECT INFORMATION PACK

MODULE 1 – SITE GENERAL INFORMATION



AUTHOR // Name
DATE // Day Month Year

Document History

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Trial od4	04/02/2018	Stan Purdy		Geoff Richardson	

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1 Introduction

This information document has been prepared in accordance with Regulation 11 and Appendix 2 of the Construction (Design and Management) Regulations 2015 (CDM 2015).

This information summary provides information on the health, safety and environmental matters that should be considered during the design and works phases of projects.

Information relates to the routine, ongoing, requirements and arrangements of ORE Catapult that must be considered in addition to project specific activities.

Designers, Project Managers and Principal Contractors shall take account of all items outlined within this plan.

Designers and the Principal Contractor must provide sufficient information on provisions and measures taken to limit or control hazards arising in the realisation of the project during construction / assembly works and the methods they propose or intend to employ to deal with identified hazards.

Designers, Project Managers and Principal Contractors must also consider the project-specific document "Pre-Construction Information Pack Module 2" in addition to this document.

NOTE:

Additional information, or changes to the published information, will continue to be provided as applicable throughout the remainder of the project.

2 Health & Safety Goals

The health & safety aim of ORE Catapult is to comply with all appropriate legislation by providing a safe and healthy working environment that will minimise workplace hazards and thereby reduce/eliminate potential accidents to personnel and others involved directly or indirectly with the work.

Occupational health issues arising from manual handling, inhalation of dust, noise, hand arm vibration etc. will be identified and appropriate controls applied.

The following aims apply:

- No prosecutions or enforcement notices for H&S issues
- No reportable injuries, diseases or dangerous occurrences (RIDDOR)
- Information relating to design, whether at project commencement or as and when alterations are made, shall be provided in such a timescale as to ensure safe construction.
- Health & Safety File & O&M Manuals to be developed during the project and delivered at practical completion.
- The Principal Contractor shall ensure regular 'Tool Box' talks are carried out. These talks will include all their own staff and such staff from the subcontractors as may be appropriate.
- The Principal Contractor shall ensure all persons entering site for the purposes of work are trained and competent to carry out the proposed works.
- The Principal Contractor shall ensure all persons entering site for the purposes of work are in possession of the relevant training certification. (Safety Passport, CSCS or other agreed standard).
- The Principal Contractor shall undertake, at least once weekly, a formal documented site safety inspection to ensure the implementation of agreed control measures throughout the project and make copies of same available to the client or his representative for inspection.

3 Health & Safety Policy Statement

Health & Safety Policy

Our vision is: Abundant, affordable energy from offshore wind, wave and tide.

This is an important policy document.
I encourage you to read it!

Health & Safety is integral in all that we do and fundamental to our organisational goals and objectives, which are reviewed and issued annually following Management Review.

We are wholly committed to preventing injuries and ill-health to ourselves, our customers, contractors, visitors and neighbours, as well as damage to company assets and to comply with our legal duties.

ORE Catapult therefore aims to provide a safe workplace, with well-specified and maintained plant/machinery, safe systems of work, safe storage, and excellent welfare facilities and to make sure that everyone receives the necessary information, instruction and training.

We commit to comply with all relevant legislation and to ensuring that our systems meet industry standards by undertaking third party certification, including maintaining our certification to the health and safety management standard OHSAS 18001.

All of this means processes and practices are frequently reviewed to drive continuous improvement of the Health & Safety Management System.

Every employee has an essential role to play in looking after their own health & safety and that of others, reporting accidents/near-misses, challenging unsafe acts or conditions and identifying opportunities for improvement. We also encourage everyone to get involved in the local Health & Safety Committees.

Information on what we do and how we do it how can be found on the intranet and on the Health and Safety notice boards.

If you need help, advice or guidance, or want to help to do more, please ask one of our H&S team below.

Geoff Richardson, ext. 7333

Gordon Stewart, ext. 7034



Andrew Jamieson
Chief Executive Officer

4 Overview of ORE Catapult

ORE Catapult is the UK's flagship technology innovation and research centre for offshore wind, wave and tidal energy.

Through world-class testing and research programmes, Catapult works for industry, academia and government to improve technology reliability and enhance knowledge, directly impacting upon the cost of offshore renewable energy.

Description and History of the Site

The site on the south bank of the River Blyth was first used for shipbuilding in 1811. Shipbuilding then continued until 1967 when the yard finally closed.

The site had four berths and five dry docks. In 1954 the main berth of the yard was extended to 550 feet in order to build larger tankers and ore carriers.

Repair work and shipbreaking was then carried out by various companies on the site.

Originally known as NaREC (New and Renewable Energy Centre), the centre was created in 2002 by [One NorthEast](#). In 2010 the organisation changed its name to Narec (National Renewable Energy Centre).^[4] In April 2014, the organisation merged with the Offshore Renewable Energy (ORE) Catapult to focus on the development and cost reduction of offshore wind, wave and tidal energy across the UK.

The facility now comprises:-

- **Charles Parsons Technology Centre**

Built in 2004, this £5m facility contains a low voltage electrical laboratory for the testing of connecting renewable energy systems to the transmission and distribution grid.^[25] Some of the equipment and staff from the closed Narec Clothier Electrical Testing Laboratory were moved to this facility.^[26]

- **Training tower**

This is a 27m high tower, for training of offshore wind technicians

- **Dry docks**

Tests marine devices with three modified dry docks

- **Power train test facilities - 3MW and 15MW**

Facilities that can perform independent performance and reliability assessments of full systems and components

- **Blade test 1 & 2**

The blade testing facilities at National Renewable Energy Centre are designed to test wind turbine blades up to 100m in length.

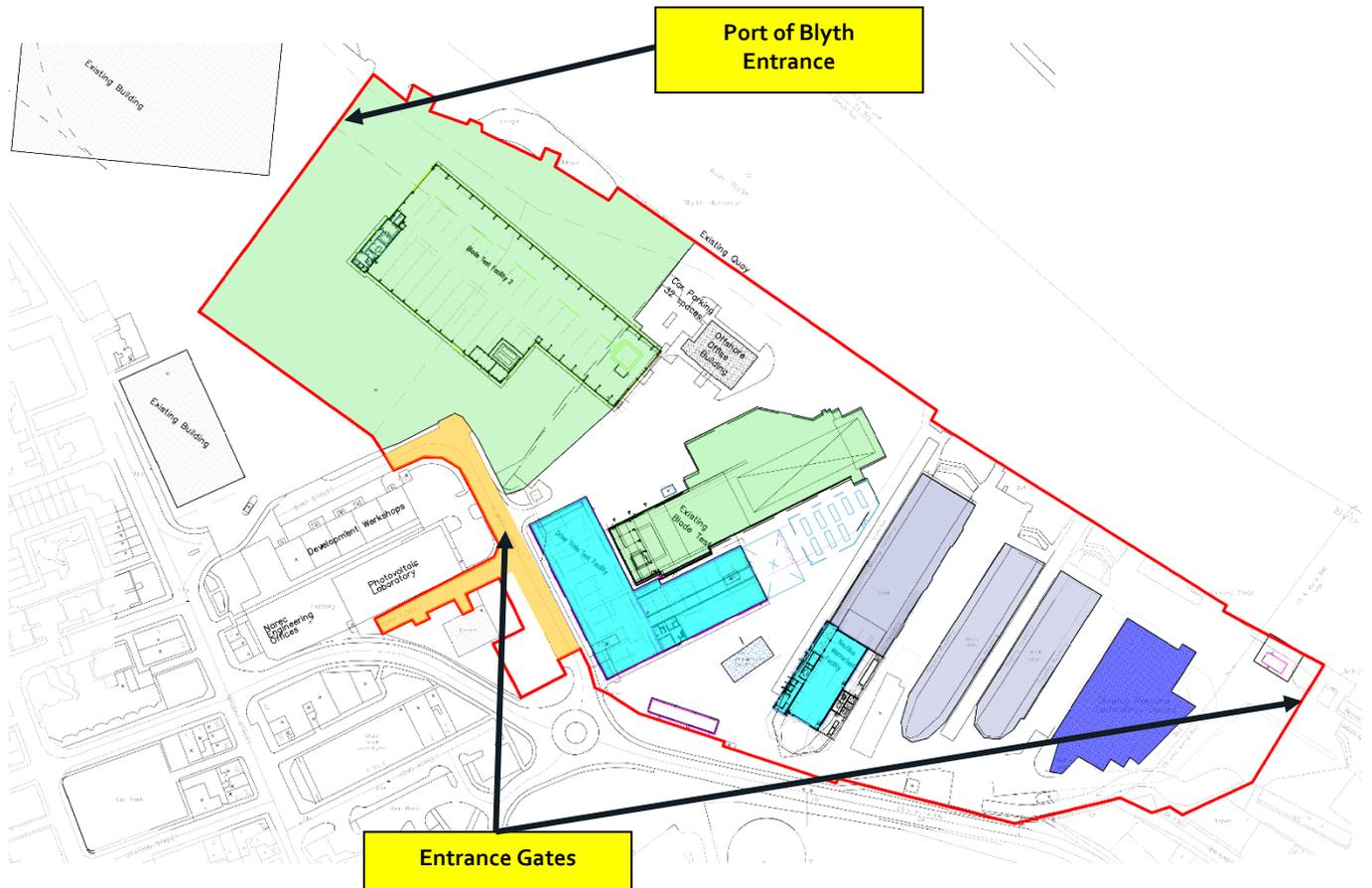
- **Other**

The facility also includes offices located in Offshore House and Ark Royal, workshops and various electrical substations. At various times external test rigs may be constructed within the curtilage of the facility.

General Layout of the Site

The view below highlights the location of principal elements of the worksite within the Catapult boundary and the two main entrance points.

A third entrance is available for the transfer of large items delivered by ship in to the Port of Blyth



5 Existing Site Information

Health and Safety Files and supporting O&M Manuals etc

Information is available for:-

- Nautilus drive train test facility
- Blade Test 2
- 15MW drive train test facility
- Site Infrastructure

This Information can be viewed on request to the relevant Catapult Project Manager. Information is available electronically.

Limited information is available for other structures and parts of the site, however due to the age of these are incomplete. Additional surveys will be conducted as necessary.

Surrounding Land uses and related restrictions

The site is bounded to the north by the River Blyth and to the west by the Port of Blyth. Works adjoining the river may be subject to Port of Blyth and Maritime Agency restrictions.

The south and east of the site is bounded by a variety of commercial, retails and domestic undertakings. There is a reasonable amount of public parking nearby.

Works may need to consider noise nuisance and congestion caused by traffic movements in and out of site.

Access and Traffic Restrictions

Access to the ORE Catapult site is via the main vehicle access gate on Albert Street. The traffic routes within the site must be agreed in advance with ORE Catapult.

The exit from Albert Street may be constrained by heavy traffic approaching from the right at the roundabout. The roundabout provides access to the Keel Row carpark and other businesses.

Extreme care is needed due to public cyclists and pedestrians using the crossing at the end of Albert Street. The Coastal Cycle route crosses the approach road to the Albert Street.

On site, traffic must only travel on designated routes and comply with speed limits. These should be kept free at all times to allow vehicles to access adjacent buildings and dock areas

- A 10mph speed limit is imposed on site. This applies to all vehicles.
- Access for fire and emergency services must be kept free from obstruction at all times.
- Footpaths, pedestrian crossings are clearly marked throughout the site and must be adopted.
- Roads and pedestrian routes must always be kept clear of obstructions.
- Materials will not be stored on roadways or paths or in any other area where they may constitute a hazard.

Restrictions on deliveries or waste collection or storage

All deliveries and waste removal must be through the main entrance to ORE Catapult in Albert Street

All waste and/or contaminated materials should be removed from the work areas and either taken used for re-cycling use or transferred to a licenced waste transfer station.

All relevant documentation is to be copied to the client (waste transfer notes, waste carriers licence/s & waste tip licences).

Parking Restrictions

Only delivery vehicles and plant will be permitted within the Catapult boundary.

Private vehicles are to be parked in adjacent public parking areas.

Existing Hazardous Material

Asbestos

Asbestos Management Plans are available for all structures in the facility. Notwithstanding this, pre-construction surveys should be carried out in advance of any planned works.

Local concentrations of asbestos containing materials ("hot spots") have been encountered in some parts of the site below surface hard standing.

Lead Paint

Lead paint has been encountered in historical features within the facility, i.e. dock gates and some structural steel.

Existing Structures

The various test facilities are generally steel structures with aluminium clad walls and roof.

Both office buildings are of brick construction.

Substations are brick construction with slab roof

The Dry Docks are formed from reinforced concrete.

The surrounding open areas are a mix of concrete slab or tarmac formation within which redundant features such as crane and locomotive rails be encountered.

The river frontage is unprotected in places.

Details of specific structures may be found in Module 2 of the document.

Existing Services

The entire site is underlaid by numerous live and redundant services. These comprise: -

- MV / HV electrical cabling
- Gas
- Water
- Foul and Surface Water Drainage
- Data & Telecoms

Drainage systems include interceptor chambers at various points.

There are site infrastructure services and construction drawings for the worksite available for reference. These refer to electrical, data and gas services.

In addition to live services running beneath the main site footprint there is a known redundant cesspit chamber in the vicinity of Ark Royal House.

The following drawings may be consulted:-

- SES 6968 Rev' E 01 "External Services Layout
- Adien 6893-0911-01/02 Rev' A "Utility Survey & Full Topographical Survey

Notwithstanding the above, additional surveys are likely to be necessary subject to the intrusive nature of construction work.

Site Rules

- Welding on site is only permitted if control measures comply in full with the guidelines of STSU1 – 2019
- No food/drink to be consumed on the site outside of the designated areas. This is to include vehicles
- The use of mobile phones is not permitted within the test areas but may be used in the office areas or outside the building. Particular care with regards to vehicular activity should be taken when using mobile phones outside. Persons must always stand in a place of safety when using a phone.
- 10 mph speed limit on site
- Smoking at designated smoking areas only.
- Photography is strictly prohibited on site.
- Use of audio-devices fitted with ear-plugs is banned
- Contractor passes showing evidence of completion of inductions should be worn at all times to show that an induction has been completed

Key Site Procedures

The Principal Contractor shall be familiar with these key Catapult requirements and ensure that all on site comply with them as applicable.

BP 2130	Contractor Management
FO 2135	3 rd Party Risk Assessment – Method Statement Assessment Form
PR 2135	3 rd Party Risk Assessment – Method Statement Assessment Procedure
PR 2150	Work Authorisation Procedure
PO 2155	Accident Reporting Procedure
ST 2130	Standards for Third Parties
ST 2500	Safety Rules

6 General H&S Coordination and Management

General Site Induction

All persons working on site must undergo the ORE Catapult General or Building induction before the start of work activities. This does NOT replace the project specific induction.

The general site induction covers:-

- Blyth Site Map
- Vehicular Access to Blyth Site
- Pedestrian Access to the Site
- Offshore House
- Site Tours and Facility Visits
- PPE
- Signs to look out for on Site
- Blade Test 1 & 2
- Fujin 15MW Drive Train Facility
- Nautilus 3MW Drive Train Facility
- Docks
- Charles Parsons Technical Centre

Working Hours

ORE Catapult normal working hours are:-

0830 – 1700 hrs Monday to Friday, excluding public holidays.

Work outside these times may be permitted subject to advance notice and approval by ORE Catapult.

Out of Hours Working

Catapult has commissioned separate security for the main site – Reay Security. The out-of-hours contact is:-

01670 829 818

In addition, Catapult operates an “on-call” system for out of hours contact. The duty contact can be called on :-

07590 446 2239

Site Security

The ORE Catapult site is entirely enclosed by a security fence and access is controlled by authorised fob or reception. Reay Security are responsible for managing security out of normal working hours.

The construction site is to be maintained in a secure condition for the whole of the perimeter.

No specific requirements have been set however the boundary should be sufficient to prevent unauthorised or inadvertent access by ORE Catapult personnel or other contractor operatives on site.

The Principal Contractor shall monitor the site security arrangements and take additional measures as necessary to overcome any failures in such security

Work Authorisation

A Work Authorisation (WA) is required for any work carried out within the ORE Catapult site. This must be signed on each day by the Facility Manager or designated ORE Catapult individual along with a contractor signature. No work is to commence each day until the work authorisation is signed and in place by both parties.

Unless otherwise instructed, this will not apply to works carried out in accordance with the Construction (Design Management) Regulations within a separate and clearly defined construction site (see below). It is expected however that an overall WA will be required to authorise the establishment and operation of the construction site.

Permit to Work System

The Principal Contractor will be required to implement its own Permit to Work arrangements within the boundaries of the construction site. It is mandatory however to liaise and coordinate with ORE Catapult for safety critical works:-

- Isolation of electrical systems
- Hot works
- Live electrical working
- Work with pressurised systems
- Exceptional work at height
- Lifting operations

Risk Assessments & Method Statements

Risk assessments and method statements must be provided by any personnel wishing to carry out work within the facility or ORE Catapult site prior to work authorisations being issued

Competencies

All personnel wishing to carry out work within the ORE Catapult site must be able to provide evidence of competency to carry out that work, such as certificates for operating MEWP, Forklifts etc if required.

Visitors

Visitors to the facility, i.e. someone visiting but not carrying out work must be accompanied by an ORE Catapult employee at all times unless they have been given an induction.

Smoking

The entire site is a designated "No Smoking" site. Smoking points have been erected at various locations - these may be used. If an additional temporary smoking point is required, this must be approved by Catapult.

Emergency procedures and means of escape

The Principal Contractor must comply with the existing site emergency plan. Muster points for construction works are to be agreed with Catapult.

Personal Protective Equipment (PPE)

PPE must be worn in designated areas within Catapult. The office, welfare, control room areas and low risk parts of the site, i.e. carparks etc are designated "PPE Free" zones.

In all test halls, engineering spaces, workshops, external test areas and marked dock areas PPE must be worn. This comprises hard hat, hi vis clothing, safety shoes and light eye protection. External PPE zones are designated by double red line road markings and signage.

Additional PPE may be a requirement as identified in a particular method statement or process.

Accident and Incident Reporting

The Principal Contractor will be responsible for ensuring that all events are reported to ORE Catapult. Details of root cause and subsequent corrective and preventative measures are also to be provided.

This is in addition to their own corporate and legal requirements.

Ground conditions, underground structures and/ or watercourses

Concrete structures from previous site use may be encountered when excavating.

The area was previously serviced by rail transport. Redundant rail and sleepers may be encountered.

There is no exact information about below ground conditions although it is known that asbestos waste "hot spots" have been identified in other parts of the site. Caution is required during excavation for any suspicious material encountered.

Health risks arising from Client Activities

Noise & Vibration

Client test operations in the 15MW and Nautilus Test facilities will continue throughout the construction period. These may result in noise and vibration being experienced.

Legionella

All water systems within Catapult, i.e. domestic water supplies, showers as well as industrial heat exchanges are subject to testing and control measures.

Weill's Disease

All parts of the Catapult site adjoin the river Blyth and the presence of rats and other rodents must always be expected. Pest control measures are in place throughout the site however good housekeeping measures must always be adopted to avoid a build-up of waste foods and drinks.

Eating and drinking outside is not permitted. All waste food, drink and containers must be disposed of into waste bins.

Psittacosis

Caution should be applied whenever works are to take place in the vicinity of bird droppings.

Ongoing Catapult Activities

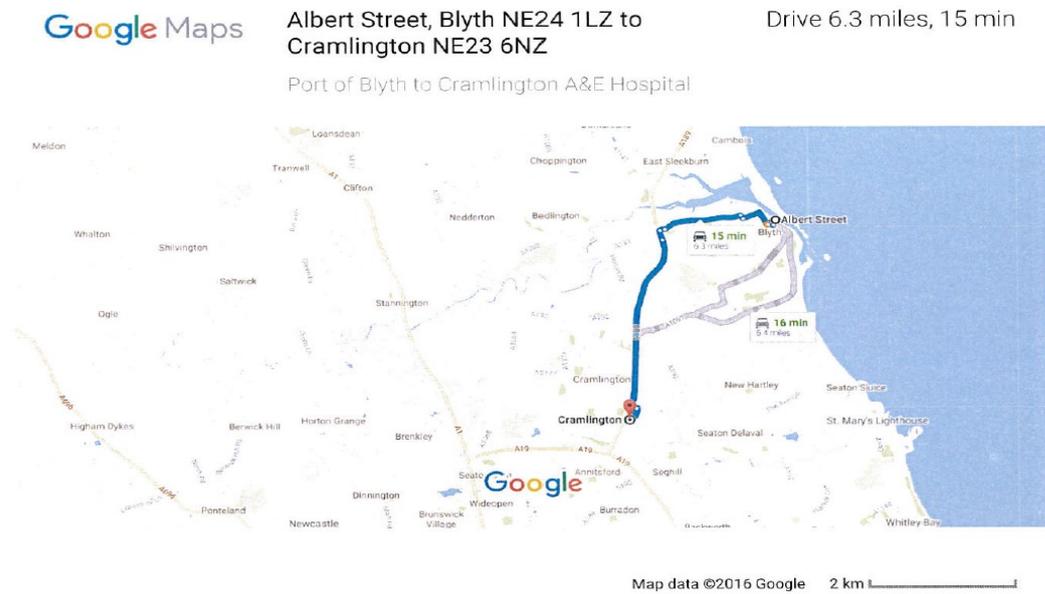
A number of operational activities take place around the boundary of the Worksite at various times. These may include-

- Testing of marine and wind turbine nacelles in the Nautilus Test facility located in the end of Dock 3 to the northeast of the Worksite
- Ark Royal House to the north provides office facilities for OREC and provides messing, kitchen, meeting room, toilets, showers and locker storage for Contractors.
- Testing of Turbine Blades in the BTF1 and BTF2 facilities
- Testing of Turbine Bearing Hubs on an external test rig to the west of BTF2.
- The 15MW Test Facility is currently in use to commission a large wind turbine nacelle test facility to the northwest of the Worksite
- Testing may be carried out in the 3 Dry Docks. This may require the docks to be filled.
- Site workshops (the "Dive Shed" are located to the other side of Nautilus
- The site HV Sub Stations are located to the south of the Worksite
- Ongoing site maintenance activities may be necessary at any time

7 Accident & Emergency Arrangements

Accident & Emergency Hospital

Northumbria Specialist Emergency Care Hospital
 Northumbria Way
 Cramlington
 Northumberland
 NE23 6NZ
 0344 811 8111



Albert Street Blyth NE24 1LZ, UK

Get on A189 from B1329 and Cowpen Rd/A193

- | | | |
|---|--|----------------|
| ↑ | 1. Head south-east on Albert St towards York St | 8 min (2.4 mi) |
| 📍 | 2. At the roundabout, take the 3rd exit onto Maddison St/B1329 | 361 ft |
| 📍 | 3. Turn right onto Regent St/B1329 | 0.1 mi |
| 📍 | 📍 Continue to follow B1329 | 0.6 mi |
| 📍 | 4. At the roundabout, take the 2nd exit onto Cowpen Rd/A193 | 449 ft |
| 📍 | 5. At the roundabout, take the 1st exit and stay on Cowpen Rd/A193 | 1.3 mi |
| 📍 | 6. At the roundabout, take the 2nd exit and stay on Cowpen Rd/A193 | 0.1 mi |
| 📍 | 7. At the roundabout, take the 1st exit onto the A189 slip road to Newcastle | 0.2 mi |

Follow A189 to Cramlington. Take the exit towards Cramlington/Town Centre/East Cramlington from A189

4 min (3.5 mi)

7.1 First Aid

First aid kits are held in each building on site.

Details of First-aiders are listed in the reception lobby of each building.

Defibrillation units are also located around the site.

7.2 Fire Precautions

Fire extinguishers are located in all buildings.

Assembly points are located throughout the site and are identified on the sketch below: -



8 General Requirements for Project Working

Communication and liaison between Client and others

Pre–Start Meetings shall be held prior to works commencing and Progress Meetings will subsequently be held on a regular basis.

Design and project meetings will all have H&S as an agenda item and attended by the appropriate parties, e.g. Principal Contractor’s site manager; Principal Contractor’s safety representative; sub-contractors as required; client representatives; project manager; designers; etc.

These meetings, together with all agreed actions and closure dates to be met key parties, are to be recorded and the minutes circulated to all relevant parties

If contact is required Out of Hours use 07590 446 2239 to speak to the on-call person.

Continuing Liaison

The Principal Contractor shall report the following issues to the Principal Designer and Client as necessary:-

- Previously unidentified hazards encountered during the construction phase;
- Methods of construction requiring a variation from existing plans;
- Relevant information to be included within the Health and Safety file;
- Records of all accidents, including any events that result in accidental loss of plant or materials or a “dangerous occurrence” or near miss which could have caused a risk to health and safety.
- Unforeseen eventualities arising during construction which require significant design change or affect the resources required.

Co-ordination of ongoing design work and design changes

Designers and the Principal Contractor are required to advise the Project Team of the names and addresses of all Designers who are employed to carry out these elements.

Designers and the Principal Contractor are required to assess the competency of Designers they appoint.

Designers and the Principal Contractor are to provide to the Principal Designer information regarding design elements to enable the co-ordination of the design with other relevant aspects of the project.

Designers and the Principal Contractor / contractor(s) shall identify to the Principal Designer any significant hazards associated with the contractor designed elements in sufficient time to allow adequate consideration.

Construction Health and Safety Plan

The Principal Contractor shall provide a copy of the Construction Health and Safety Plan at least 5 working days in advance of the planned start of work.

The Client, or representative, shall review the document and confirm its suitability for the project.

The Principal Contractor is to ensure that their senior management are committed to the agreed list of Health & Safety objectives and targets which will be established within the Construction Phase Plan.

The Principal Contractor shall ensure that their sub-contractors implement such actions as are required to meet those objectives and targets. This implementation process will be monitored and reviewed as part of the EHS management process.

Communication and liaison between Client and others

Pre-Start Meetings shall be held prior to works commencing and Progress Meetings will subsequently be held on a regular basis.

Design and project meetings will all have H&S as an agenda item and attended by the appropriate parties, e.g. Principal Contractor's site manager; Principal Contractor's safety representative; sub-contractors as required; client representatives; project manager; designers; etc.

These meetings, together with all agreed actions and closure dates to be met key parties, are to be recorded and the minutes circulated to all relevant parties

The Construction Site

Site Establishment

The site is to be maintained in a secure condition by means of 2.0m high mesh fence to enclose the site compound and construction areas. Alternative arrangements must be approved by ORE Catapult.

Vehicle and pedestrian entrances shall be clearly defined and controlled throughout the project to prevent unauthorised access.

The Principal Contractor shall monitor the site security arrangements and take additional measures as necessary to overcome any failures in such security

All fencing is to display appropriate and suitable signage alerting ORE Catapult personnel of hazards.

Welfare facilities to be provided by the contractor

Existing welfare facilities are provided in each building and may be accessible to contractors. This will be agreed prior to appointment or the start of work.

If separate / additional facilities are necessary, the contractor shall provide such in accordance with Schedule 2 of the CDM Regulations 2015. This should include: a mess area, kitchenette with microwave, kettle and sink, toilet with hand washing facilities and power provision.

Training and Competence

Construction Site Induction

All persons working on site MUST undergo a site-specific health and safety induction delivered by the Principal Contractor.

This induction is in addition to that provided by ORE Catapult.

Competency Records

The Principal Contractor shall hold records of training for ALL persons working on site. These records should demonstrate competency and experience for their designated trades and equipment / tools and processes to be used. Records must be current.

This should also include evidence of health and safety training such as CSCS, Safety Passport etc.

Significant design assumptions and suggested control methods

Designers, or Contractors with design responsibility, approved for each project, are to ensure their appointed internal or external architects, mechanical, electrical designers, structural engineers etc. avoid, so far as is reasonably practicable, any foreseeable risks within their designs. Where it is not practical to eliminate the hazard then design solutions should be developed to reduce the overall risk to an acceptable level.

Information must be provided to enable risks within the design to be identified and managed.

Aspects of the design which could create significant risk during the project, future construction work and maintenance, including DDA and security requirements shall be taken into consideration during the design phase.

Risk information, including foreseeable residual risks, shall be provided to the Planning Team for review and comment prior to any work taking place.

All Contractors shall conduct and record risk assessments appropriate to their work. They shall ensure the control measures identified are implemented, communicated and documented.

Hazards identified which may impact upon any occupiers of the premises, or any maintenance activities related to the premises which will run concurrently with construction, shall be communicated to relevant personnel prior to the commencement of work.

Areas that are under the control of the Principal Contractor shall be agreed and recorded as part of Project Pre-start/ Progress Meetings.

All risk assessments pertinent to works shall be maintained on site. It shall be for the Principal Contractor to ensure compliance with this requirement. It shall also be for the Principal Contractor to ensure information about risks is made available to persons who may come into contact with the relevant hazard.

Information on significant risks identified during design

Information must be provided to enable risks within the design to be identified and managed.

Aspects of the design which could create significant risk during the project, future construction work and maintenance, including DDA and security requirements shall be taken into consideration during the design phase.

Risk information, including foreseeable residual risks, shall be provided to the Planning Team for review and comment prior to any work taking place.

9 Format and Content of Health and Safety File / O&M's etc for Handover

The health and safety file should include information where this may be relevant to the health and safety of any future cleaning, construction or maintenance work. The level of detail should be proportionate to the risks likely to be involved in such work.

The Health and Safety File should comply with the requirements of the HSE Guidance to the CDM Regulations 2015 and any further requirement set out in this Guidance. The file should include as appropriate:

- (a) a brief description of the work carried out;
- (b) Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services etc.);
- (c) key structural principles (e.g., bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
- (d) hazardous materials used (for example lead paint; pesticides; special coatings);
- (e) information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting such equipment);
- (f) health and safety information about equipment provided for cleaning or maintaining the structure;
- (g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.;
- (h) Information and as-built drawings of the structure, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

The Principal Contractor shall agree at the commencement of the project a programme of H&S File review dates with the Principal Designer to initiate the development of the file and ensure the collection of information and detail as the project proceeds.

The Principal Contractor shall provide both hard and electronic copies of all information required to be included within the H&S File for handover to the Client. :-

- 1-off electronic copy comprising written information files in Microsoft Word and PDF formats and drawing files in both PDF and CAD format.

It is advised that this request is communicated to all Contractors engaged in these works prior to their appointment.

Standard Health and Safety File / Building Information Format

Volume 1 – Project Information

- 1.1 Amendment Control
- 1.2 Introduction
- 1.3 File System
- 1.4 General Information
- 1.5 Project Directory

Volume 2 – Building Manual (Incorporating the Health and Safety File)

Building Health and Safety File

- 2.1 Project Information
- 2.2 Residual Hazards
- 2.3 Certification, Training and Handover Items
- 2.4 Design Statements
- 2.5 Hazardous Materials
- 2.6 Commissioning and Demolition Statement
- 2.7 Cleaning, Access and Maintenance Strategy

Significant Services

Surveys and Reports

Subcontractor / Supplier Literature

As Built Drawings

Volume 3 – Test Rig Manual (Incorporating the Health and Safety File)

- 3.1 Test Rig Health and Safety File
- 3.2 Description of the Project
- 3.3 Residual Risk
- 3.4 Design Statements and principals
- 3.5 Hazardous Materials
- 3.6 Decommissioning and Dismantling Statement
- 3.7 Cleaning, Access, and Maintenance Strategy

Contact

ORE Catapult



Inovo

121 George Street
Glasgow
G1 1RD, UK
T: +44 (0)333 004 1400

National Renewable Energy Centre

Albert Street, Blyth
Northumberland
NE24 1LZ, UK
T: +44 (0)1670 359 555

Fife Renewables Innovation Centre

Ajax Way
Leven
KY8 3RS
T: +44 (0)1670 357 649

O&M Centre of Excellence

Room 241, 2nd Floor
Wilberforce Building
University of Hull
HU6 7RX

ore.catapult.org.uk

Tweet us: @ORECatapult // @CatapultBlyth
info@ore.catapult.org.uk

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