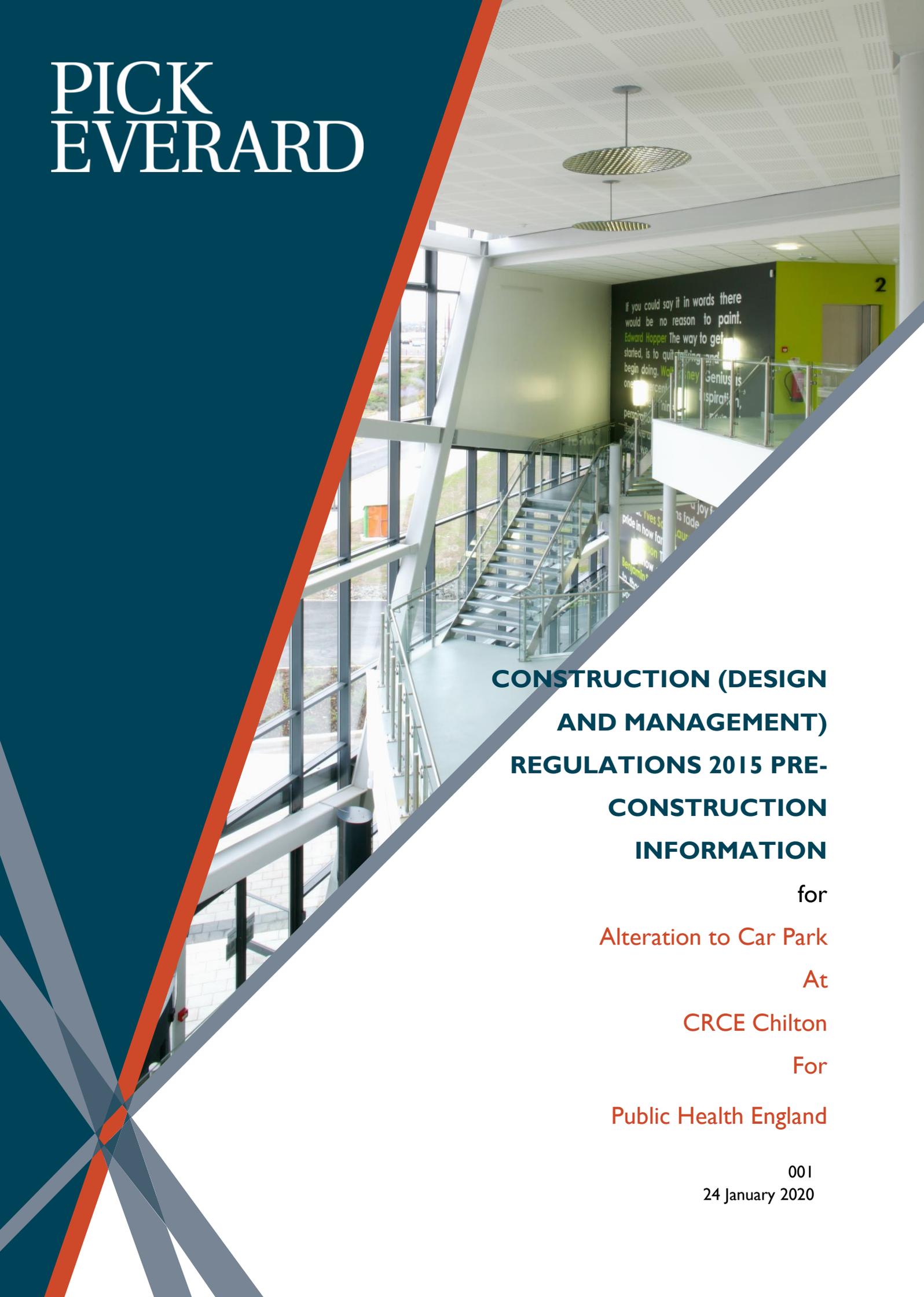


PICK EVERARD

The background of the cover is a photograph of a modern building's interior. It features a wide staircase with glass railings, large windows on the left side, and a wall on the right with text. The ceiling has a grid pattern and a circular light fixture. The overall design is clean and professional.

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 PRE- CONSTRUCTION INFORMATION

for
Alteration to Car Park
At
CRCE Chilton
For
Public Health England

001
24 January 2020

The aim of this document is to provide the Principal Contractor, Contractors and Designers with key health and safety information to assist them in planning their work so that construction may be carried out and designs performed presenting minimum health and safety risk.

It contains information about health and safety risks that are considered to be unusual, not foreseeable by competent contractors or designers, or requiring significant effort and/or resources to manage effectively. It does not mention risks that are commonplace, obvious to contractors and designers who are competent in the proposed work, or that can be managed easily.

The Principal Contractor is required by CDM to use the information given here to develop the Construction-phase Health and Safety Plan: Designers are required to consider the information and develop their designs to eliminate or minimise the risks concerned.

Document History

Issue	Date	Comment	Author	Chk'd
001	27.01.20	Tender Issue	RIJ	MBH



Contents

1.0	Description of Project.....	1
1.1	Project Description and Programme Details.....	1
1.2	Details Of Client, Designer, Principal Designer(PD) and Area HSE Office	2
1.2.1	Client:	2
1.2.2	Principal Designer and Designers:	2
1.2.3	Principal Contractor:	2
1.2.4	Area HSE Office:.....	2
1.3	Extent and Locations of Existing Records and Plans.....	2
1.4	Use Of The Structure Or Other Asset As A Workplace.....	3
2.0	Client’s Considerations and Management Requirements	4
2.1	Arrangements For:	4
2.1.1	Planning For and Managing the Construction Work	4
2.1.2	Communication and Liaison Between the Client And Others.....	6
2.1.3	Security of the Site.....	6
2.1.4	Welfare Provision.....	6
2.2	Requirements Relating to the Health and Safety of Client’s Employees, the Public, Customers or Those Involved in the Project, Such As:.....	6
2.2.1	Site Hoarding Requirements.....	6
2.2.2	Site Transport Arrangements or Vehicle Movement Restrictions.....	7
2.2.3	Client Permit-to-Work Systems.....	8
2.2.4	Fire Precautions	8
2.2.5	Emergency Procedures and Means Of Escape.....	9
2.2.6	Restricted Areas or Other Authorisation Requirements for Those Involved in the Project.....	9
2.2.7	Areas Designated As Confined Spaces.....	9
2.2.8	Smoking and Parking Restrictions.....	9
3.0	Environmental Restrictions and Existing On-Site Risks	10
3.1	Safety Hazards, Including:	10
3.1.1	Boundaries and Access, Including Temporary Access.....	10
3.1.2	Adjacent Land Uses.....	10
3.1.3	Existing Storage of Hazardous Material	10
3.1.4	Location of Existing Services.....	10
3.1.5	Ground Conditions	11
3.1.6	Existing Structures.....	11
3.1.7	Restrictions on Deliveries, Waste Collection or Storage	11
3.1.8	Previous Structural Modifications.....	11
3.1.9	Fire Damage, Ground Shrinkage, Movement or Poor Maintenance.....	12
3.1.10	Difficulties Relating to Plant and Equipment	12
3.1.11	Health and Safety Information Contained in Earlier Design, Construction or As-Built Drawings.....	12
3.2	Health Hazards Including:.....	12
3.2.1	Asbestos, Including Surveys	12
3.2.2	Existing Structures Hazardous Materials	12
3.2.3	Health Risks Arising from the Client’s Activities.....	12
3.2.4	Existing Storage of Hazardous Materials.....	12
3.2.5	Contaminated Land, Including Survey Results	12
4.0	Significant Design and Construction Hazards	13
4.1	Design Assumptions and Control Measures.....	13
4.2	Arrangements for Coordination of On-Going Design Work and Handling Design Changes	13
4.3	Information on Significant Health or Safety Risks Identified During the Design.....	14

4.4 Materials Requiring Particular Precautions..... 14
5.0 The Health and Safety File 15

Appendix 1

Requirement for Method Statements

Appendix 2

Designer Risk Assessment

Appendix 3

The Construction (Design and Management) Regulations 2007 - Schedule 2 - Welfare Facilities

Appendix 4

Health & Safety File Format

Appendix 5

Public Health England – Contractor Rules

Checked by: Robert Ingman-Jones Date: 27.01.20
Principal Designer
Representative



I.0 Description of Project

I.1 Project Description and Programme Details

Public Health England's Centre for Radiation, Chemical and Environmental Hazards (CRCE) is one of several occupants of the Harwell Oxford Campus which is to the west of the A34 dual carriageway at Chilton, 14 miles south of Oxford and 14 miles north of Newbury.

Constructed in the 1960's the complex is generally of concrete frame and panel construction. It accommodates an operational testing facility located in nine main operational laboratory blocks. Note Block B is mainly used for administration with laboratory type facilities at each end and Block J is for training and conference use, Block F houses the Facilities Departmental office, workshop and stores including radioactive store.

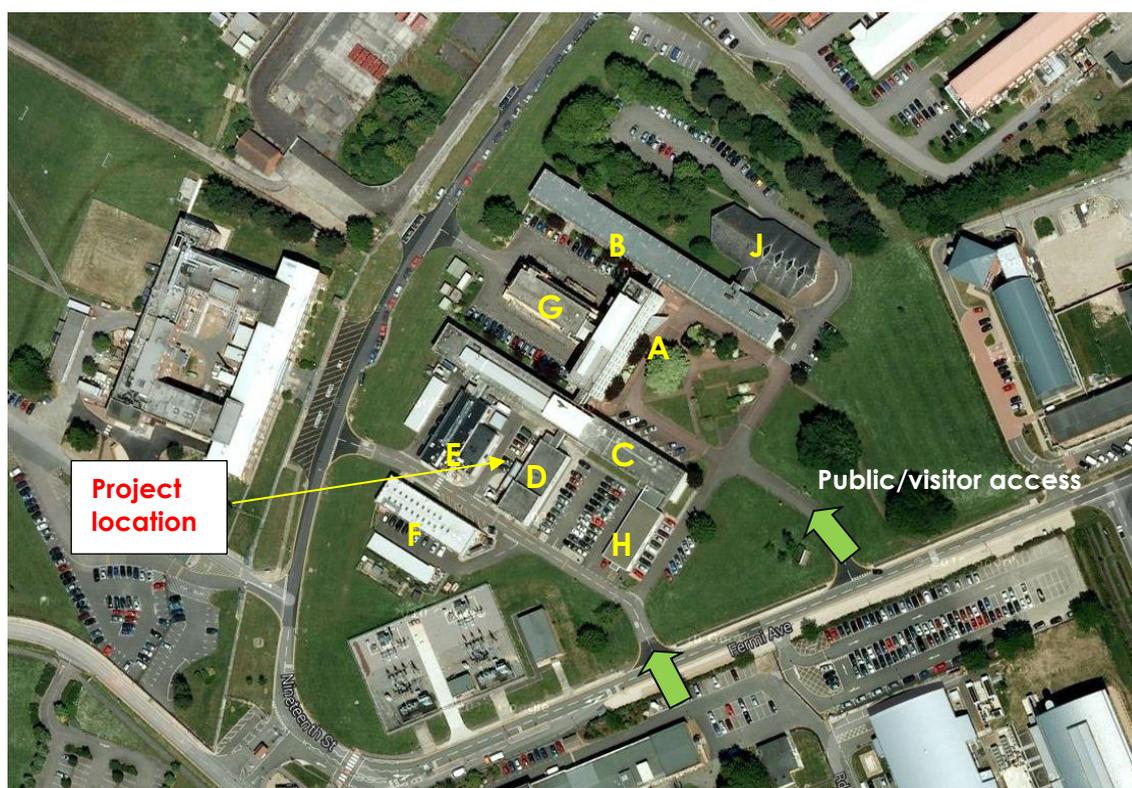


Fig. 01 PHE-CRCE site complex showing project site compound location

The project works comprise alterations to the Car Park Area between D and E Blocks generally as follows:

- Removal of existing kerbs.
- Removal of existing concrete ramps.
- Relocation of pavement kerb lines.
- Replacement of concrete steps.

It is anticipated that the project programme will commence in late February and complete in early March 2020 however the detailed programme is still to be confirmed.

The project has not been notified to the Health & Safety Executive, as it is considered that the work will not meet the requirement for notification of projects i.e. required where projects last longer than 30 days **AND** has more than 20 workers, working simultaneously

at any one point **OR** exceeds 500 person days. Should this be considered to be incorrect the necessary F10 will be issued.

I.2 Details Of Client, Designer, Principal Designer(PD) and Area HSE Office

I.2.1 Client:

Public Health England – Stuart Hosier.
Fermi Avenue
Chilton
OX11 0RQ
Tel: 01235 831600
Email: Stuart.Hosier@phe.gov.uk

I.2.2 Principal Designer and Designers:

Pick Everard
Halford House
Charles Street
Leicester
LE1 1HA

Designer contact: Robert Ingman-Jones
Tel: 07917 221096
e-mail: robertingman-jones@pickeverard.co.uk

PD contact: Robert Ingman-Jones
Tel: 07917 221096
e-mail: robertingman-jones@pickeverard.co.uk

I.2.3 Principal Contractor:

TBA.

I.2.4 Area HSE Office:

Priestley House
Priestley Road
Basingstoke
RG24 9NW
Fax: 01256 404100.

I.3 Extent and Locations of Existing Records and Plans

PHE Facilities Department hold records as follows:

- Client Asbestos Register
- Health and Safety Files incorporating Operation and Maintenance Manuals – these relate to numerous previous laboratories and related sites within the overall PHE complex.
- Facilities Departmental engineering records and plans – further specific information may be available upon request and enquiries should be made to Facilities Team in the first instance.

The Principal Contractor is required to undertake full examinations in agreement with the Client, to identify all site services and installations that require to be recognised and/or

protected during the course of the Contract Works, and to record findings and ensure anything which might affect the Contract Work is addressed.

The services will need to be protected by the Principal Contractor and measures taken to see that operatives and members of the public come to no harm.

No services shall be allowed to be shut down or disconnected without written permission from the Client.

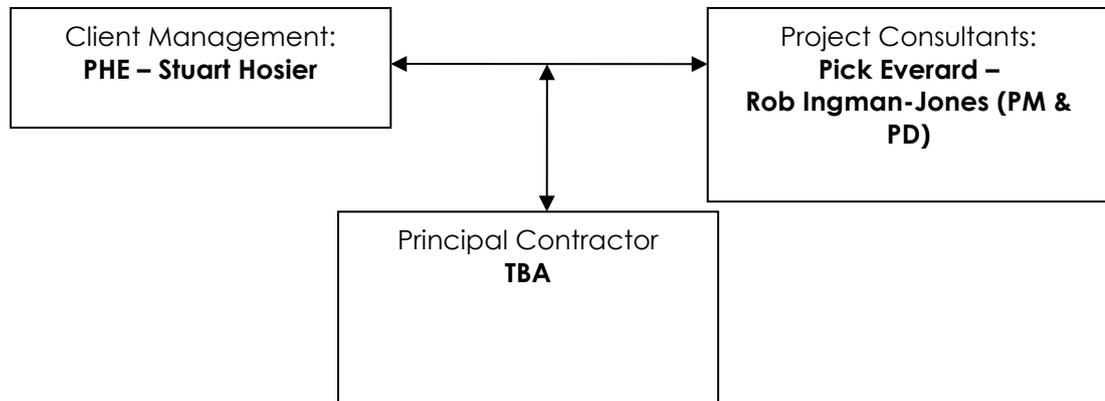
I.4 Use Of The Structure Or Other Asset As A Workplace

The PHE complex and project site is to be used as a workplace and must be designed in accordance with the Health and Safety at Work etc. Act and as required by The Workplace (Health, Safety and Welfare) Regulations 1992.

2.0 Client's Considerations and Management Requirements

2.1 Arrangements For:

2.1.1 Planning For and Managing the Construction Work



The Principal Contractor is to expand this family tree by adding his own company structure in the Construction Phase Plan.

The Principal Contractor shall take ownership of the arrangements for managing, monitoring, and co-ordinate the construction phase of the project so that health and safety risks are controlled.

Key actions include:

- liaising with the Client and Principal Designer
- planning: preparing a construction phase plan that ensures the work is carried out without risk to health or safety
- managing: implementing the plan, including facilitating co-operation and co-ordination between contractors
- monitoring: reviewing, revising and refining the plan and checking work is being carried out safely and without risks to health
- securing the site: taking steps to prevent unauthorised access to the site by using fencing and other controls
- providing welfare facilities: making sure that suitable facilities are provided throughout the construction phase
- providing site induction: giving workers, visitors and others information about risks and rules that are relevant to the site work and their work
- Liaising on design by discussing with the Principal Designer any design or change to a design.

The Client requires the following **Safety Goals** to be targeted on this project

- The project is to be managed to achieve 'Zero' accidents.
- Ensure that adequate actions and precautions are taken to prevent harm being caused to those carrying out construction work and others who may be affected.
- A key factor in successfully managing the project will be good communication between the principal contractor and the hospital site management.
- The Contractor must recognise the nature of the establishment, and its occupants, during the planning and management of the works.
- All activities that will affect, or impact on the operation of the Client's site must be agreed in advance
- The Client's aim is to complete this project to its satisfaction with minimal accidents or instances of work related ill health.
- The Client expects any contractors and all others associated with the project that the Principal Contractor may appoint, to approach health and safety matters in a similar way in order to achieve the highest standards of safety performance.
- All access roads and pavements around the site and all public carriageways around the site **MUST** remain clear and unobstructed at all times. Pedestrians must be given right of way and the Contractor must provide all necessary signs, fences, barriers, banks-men and similar to ensure the safety of operatives and the public
- The Principal Contractor shall engage suitably qualified site managers who shall possess, as a minimum, a current, 5 day, Site Managers Safety Training Scheme (SMSTS) certificate or equivalent. The Principal Contractor is to comply with all current Health and Safety Legislation and Approved Codes of Practice.
- The Client requires all duty holders under the Regulations to collect information in respect of all RIDDOR incidents occurring within its contracts with other parties. To this end the Principal Contractor must within one hour of such an occurrence provide the Site Supervisor / Project Manager with all pertinent information available at the time. Where possible this should include the following: (a) type of incident, (b) date and time of the incident, (c) location, (d) names of any injured persons, (e) as much factual information as may be available. Advice in respect of subsequent reporting will be given according to the case.

Reports on the activities and progress in achieving the Safety Goals identified above will be included in the Principal Contractor's regular progress reports to the project team.

The appointed Principal Contractor must ensure that adequate resources are given to meet these goals and as such the issued Construction Phase Plan must make reference to the health and safety competence reviews of any and all contractors used for the project.

The Client's Health and Safety Policy is available for inspection upon request.

2.1.2 Communication and Liaison Between the Client And Others

Good communications by the Principal Contractor is a high priority in order to coordinate works with the Client's Representative (Simon Bouffler) and the site Facilities Team (Paul Steventon / Stuart Hosier) on a frequent basis.

All meetings shall take place at suitable intervals on site, and be chaired by the Lead Designer / PM. Suitable minutes shall be recorded and distributed to all parties. Attendance should include as appropriate all parties involved including the Client, Designers, Principal Contractor, Contractors, and Principal Designer where applicable.

The Principal Contractor shall organise and chair all required contract delivery co-ordination meetings.

2.1.3 Security of the Site

The PHE complex is a controlled site

- CCTV Externally & Internally
- Secure Doors and Pass codes/cards

The Principal Contractor shall implement a robust procedure for recording the presence of all persons and operatives on site on a day to day basis.

All operatives will be required to wear photographic ID passes at all times whilst on site; this will be confirmed at the pre-contract/start meeting and included in the site induction.

All visitors to the site are required to sign-in and out of site on each occasion/daily basis, using the Principal Contractors' procedures. They will need to be monitored at all times by the Principal Contractor and have a list of names for fire actions/emergencies/First Aid.

Site access route for all Contractors' operatives, visitors and delivery vehicles will be agreed in advance of works proceeding on site.

The site shall not be used for any purpose other than carrying out the Works.

2.1.4 Welfare Provision

The Principal Contractor will be required to provide their own welfare facilities in a location to be agreed.

The facilities are to be suitably maintained by the Principal Contractor in accordance with The Construction (Design and Management) Regulations 2015 - Schedule 2 - Welfare Facilities (refer to Appendix 3) and if abused, will be advised that they have been removed from use.

The Principal Contractor shall provide appropriate First Aid facilities/equipment and services in relation to the Contract Works.

2.2 Requirements Relating to the Health and Safety of Client's Employees, the Public, Customers or Those Involved in the Project, Such As:

2.2.1 Site Hoarding Requirements

Hoardings / fencing will need to be provided as a physical barrier to the passage of pedestrians and/or vehicles in the interests of safety.

The working site areas will be in live working environments within the PHE complex and the Principal Contractor is to provide full details of how the hoardings are to be installed, maintained and managed and provide a marked up site plan as part of the construction phase plan showing the location.

A single waste skip shall be suitably hoarded with heras fencing (located within the grass area near to the Facilities garages or in a location otherwise to be agreed with the Client) and is to be covered to prevent tampering and/or littering of site. The Contractor must **NOT** use the Clients' waste disposal facilities.

A set of keys to the Contractors' compound area must be provided to the Clients' site security for out of hours emergency/fire arrangements as required.



Fig. 2 Location of Works

2.2.2 Site Transport Arrangements or Vehicle Movement Restrictions

The Principal Contractor is deemed to have visited the site and to be fully acquainted with the nature, extent and restrictions relating to the road network, occupied buildings and developments surrounding the site.

The Principal Contractor shall ensure strict adherence with any pre-determined traffic routes which are to be identified in the Construction Phase H&S Plan;

Delivery times are to avoid peak hours – subject to agreement with Facilities primary movement of materials and waste is to be carried out between 07.00 and 08.00 am. All deliveries must be notified to site in advance and must be escorted with banks men at all times whilst on site.

The Principal Contractor is to implement a traffic management plan and safety measures to protect all operatives, vehicles and pedestrians in the vicinity of the works.

The Principal Contractor shall appoint a dedicated Traffic Safety Officer who shall be responsible for the operation and effectiveness of the traffic and pedestrian safety and management measures.

The Principal Contractor is to ensure subcontractors make adequate provision for general vehicle safety.

The Principal Contractor shall make specific reference to vehicle safety in the Construction Phase Plan, including emergency procedures, vehicle access and site rules.

2.2.3 Client Permit-to-Work Systems

PHE Facilities will issue an initial permit to work for the project and then the Principal Contractor is to manage the process thereafter. Additional permits will apply (e.g. for Hot Works and require 48 hours' notice).

From the initial permit, all subsequent Permits are to be self-authorised by the PC but agreed with the Client's Rep beforehand.

There will need to be co-ordination between the contractor and the users to ensure that any service interruptions are minimised to ensure that there is no impact on Client's services.

2.2.4 Fire Precautions

The Principal Contractor should give consideration to the following issues:-

HSG 168 (Fire Protection on Construction Sites) is to be adhered to and Fire Risk Assessments commissioned and updated

A fire safety plan and Fire Risk Assessment in compliance with the Regulatory Reform (Fire Safety) Order 2005 or the 'Joint Code' is to be prepared and is to be included in the first draft of the H&S Plan - prior to any works commencing. It shall include procedures to reduce the risk of fire and for dealing with fires, explosion and other major incidents.

Ensure that the location of the client's muster points are known and not interfered with and the frequency of client's fire drills where they may affect or impinge on the construction site.

Disconnection/disruption to any client fire alarms or life support systems must be conducted in conjunction with the buildings representative

PC to ensure a responsible person in charge of fire safety, who can assess fire risks, understands fire growth and spread will prepare and update site evacuation plans as necessary.

Ensure that all necessary fire precautions are implemented and that site personnel are aware of all fire drills, all escape and rally points, and positions of all firefighting equipment in the event of a fire

The Principal Contractor is to ensure that he has a policy in place for his workforce to implement a shut-off of any live services in the event of an emergency

Site specific fire procedures are to be maintained at all times and smoking is NOT allowed at any location on the Client's site

The Principal Contractor is to ensure that the Client's Staff is notified of his fire / emergency procedures which are to be combined with the Client's in case of emergency

The Principal Contractor will be required to liaise closely with the Client's staff to ensure that health and safety interfaces between client activities and those of the Principal Contractor and are fully understood and adequately addressed in advance of the works being carried out

2.2.5 Emergency Procedures and Means Of Escape

A formal Client induction for the Principal Contractor will be delivered by a member of the PHE prior to works commencing.

The Principal Contractor is to have a formulated emergency procedure for the site. This procedure is to be included in the Construction Phase H&S Plan including details of the nearest accident and emergency unit and a marked up site plan for use by the emergency services.

2.2.6 Restricted Areas or Other Authorisation Requirements for Those Involved in the Project

Other than in work areas and welfare areas, contractors are to be escorted throughout the building. There are Active Calibration Sources on site, for this reason, contractors are NOT to stray from the work area.

The Principal Contractor must ensure all contract works remain within the agreed work area, or compound at all times and that they wear appropriate ID badges and hi-vis clothing.

The Principal Contractor must not trespass on to adjoining properties, and must not cause any nuisance, in particular noise, or unavoidable disturbance to adjoining properties. Full details of client's rules will be briefed out at the Client's Induction. Refer to Appendix E for PHE Contractor Rules.

2.2.7 Areas Designated As Confined Spaces

None identified by the Client.

2.2.8 Smoking and Parking Restrictions

Smoking is prohibited on the complex and site.

Contractor parking is strictly limited to immediate delivery vehicles only at the compound area; therefore workers will need to park in designated parking areas as agreed with the Client. There is overspill parking available to the north-west of the complex.

3.0 Environmental Restrictions and Existing On-Site Risks

3.1 Safety Hazards, Including:

3.1.1 Boundaries and Access, Including Temporary Access

From the North, access to site is from the M40, A34, and Newbury Road A4130. PHE is a restricted site at the south end of Fermi Avenue. Please note that some GPS devices do not show the Harwell Oxford Campus site layout.

The Principal Contractor is to be aware that 24/7 access is required at all times to the building for emergency means.

An adequate system of access from Contractor's vehicles to the site contract work area will need to be in place prior to construction works commencing on site. This will need to include provision of temporary barriers and warning signs as appropriate.

The Principal Contractor will be responsible for the safety and welfare of site personnel and the public / others around the site areas and therefore where necessary shall provide safe traffic / pedestrian routes at all times.

In conjunction with all contractors on site, the Principal Contractor should also consider the routes for distribution of materials to the site.

All working areas and temporary pedestrian or traffic routes are to be hoarded / fenced off and clearly signposted to protect the public at all times.

Routes for emergency vehicles accessing adjoining properties must be maintained at all times.

3.1.2 Adjacent Land Uses

The adjacent occupiers of the Harwell Oxford Campus are in similar use including Diamond light Source, The Rutherford Appleton Laboratory and European Space Agency. There is no residential accommodation in the vicinity although public amenities are close by including café and crèche.

It should be noted that present on the general PHE site are an electrical sub-station and redundant gas main (un purged), and radiation facilities.

3.1.3 Existing Storage of Hazardous Material

Argon, oxygen cylinders, liquid oxygen tanks, compressed air facilities, nitrogen are stored from time to time on site by the Client.

3.1.4 Location of Existing Services

Pick Everard and PHE have access information and drawings for locations of all available services in the building. Note records may be incomplete and cables may be located in unexpected/unrecorded locations e.g. diagonally routed in walls.

No isolation of any services is to commence without approval from the Client.

The Principal Contractor is expected to carry out all necessary investigations and examinations, and record anything which might be affected by the Contract Works.

Any building and/or site services identified must be protected by the Principal Contractor and measures taken to see that all operatives and/or persons have access to the Client site come to no harm.

Where it is considered that there is insufficient reliable information available, the Principal Contractor's arrangements for investigation prior to or during construction work should be stated.

3.1.5 Ground Conditions

The Client is not aware of any known hazards or ground conditions or ground contaminants on site. However, the Client can offer no warranty of the accuracy or completeness of any other information and the Principal Contractor is to satisfy himself that he has taken all reasonable measures necessary to ensure the safety of his Contractors and that of site staff. The Principal Contractor is to carry out Risk Assessments of any crane or lifting use prior to commencement of works and make suitable arrangement for ensuring that a safe system of work is adopted.

3.1.6 Existing Structures

Significant hazards that the Principal Contractor shall recognise and include in the construction phase H&S plan are included in the Designers Risk Assessments included in this document and highlighted in word format below.

3.1.7 Restrictions on Deliveries, Waste Collection or Storage

Deliveries are to avoid peak traffic times of staff entering and leaving the site. General movements of materials and waste should occur between 0700 and 0800 hours. Refer also to paragraphs 2.2.1 and 2.2.2. Storage is limited on site and requires to be carefully managed by the Principal Contractor by agreement with the Client there may be additional storage available on other parts of the complex should exceptional circumstances dictate.

If the staff lift is to be used it must be protected with suitable e.g. Correx sheeting and the SWL of 900Kg must be observed, with materials loaded on to a suitable hand trolley. Waste should be placed in wheelie bins and sent to the ground floor and received by another operative – note that operatives must not travel in the lift with the full waste bins and loaded trollies.

The site compound is to be clearly marked in the Principal Contractor's Construction Phase H&S Plan together with all travel routes.

No materials will be permitted to be left anywhere outside the Contractors compound during non-working hours. Should it be necessary to store materials for any reason outside of the Contractor's compound this must be agreed beforehand and any materials used be placed back in the compound securely stored without delay.

Access is required for emergency vehicles to other site buildings and other adjoining properties at all times. Obstructions must not be placed on any access or emergency escape routes at any time.

3.1.8 Previous Structural Modifications

No significant structural modifications of the existing building have been identified by the Client.

3.1.9 Fire Damage, Ground Shrinkage, Movement or Poor Maintenance

None identified by the Client.

3.1.10 Difficulties Relating to Plant and Equipment

The standby generator in Block F automatically starts on occasion.

3.1.11 Health and Safety Information Contained in Earlier Design, Construction or As-Built Drawings

Health and Safety Files incorporating Operation and Maintenance Manuals – these relate to previous works in numerous laboratories and related sites within the overall PHE complex. These Files are generally available on the Client's electronic database accessible in Facilities and contain as-installed drawings as applicable.

3.2 Health Hazards Including:

3.2.1 Asbestos, Including Surveys

It is not envisaged that the works will be affected by the presence of ACM's.

The Client holds a Master Asbestos Register for the premises which should be consulted before any intrusive works are planned.

The Principal Contractor is to ensure his operatives are Asbestos Awareness trained.

Should he suspect that further ACM's are still present in his area of works, works are to cease and he is to inform the Client immediately. The Client will review his Asbestos Register and instigate a further asbestos survey where appropriate.

3.2.2 Existing Structures Hazardous Materials

Contractors may come into contact with potentially hazardous materials within the existing structure including the following:

- Insulation to structure and services.
- Sealants and coatings.
- Oil and oil based products

3.2.3 Health Risks Arising from the Client's Activities

None likely to affect the works.

3.2.4 Existing Storage of Hazardous Materials

Refer to paragraph 3.1.3. The Principal Contractor should remain vigilant to new situations or arrangements whereby storage may be affected and maintain good communications with the Client, particularly before new projects commence.

3.2.5 Contaminated Land, Including Survey Results

None known.

4.0 Significant Design and Construction Hazards

4.1 Design Assumptions and Control Measures

The Principal Contractor shall address significant hazards associated with the design in **Appendix 2**. It is essential that the health and safety plan properly addresses the issues detailed below in the form of method statements / safe systems of work, before the specific Contract Works actually commence on site. The Principal Contractor is to undertake his own risk assessments in accordance with statutory requirements, and all such risk assessments must be incorporated within the construction phase health and safety plan.

The Principal Contractor will be advised of any further significant hazards / risks or work sequences, identified by designers or the Principal Designer, as the detailed design is developed throughout the course of the construction phase. The construction phase health and safety plan is to be updated or amended accordingly, to include any such hazards associated with either the site generally or the specific work packages.

4.2 Arrangements for Coordination of On-Going Design Work and Handling Design Changes

Regular design review meetings will take place throughout the projects lifecycle. Project manager is to arrange these meetings at an appropriate time.

Under CDM 2015, each element of design including temporary works, designed access equipment, individual specialist contractor and specialist designer packages, is required to be developed with due consideration for the health and safety of all concerned both during construction and subsequent occupancy and maintenance.

To facilitate this, the following shall apply:

- Each appointed designer shall be advised to the Principal Designer as soon as possible along with proof of competency and resource.
- The Principal Contractor shall ensure that any designer appointed by him shall be provided with all necessary information to enable the design to take into account other works and other design elements in selecting the most appropriate options.
- Each element of design shall be developed by the designer on the basis of hazard identification and control regarding execution, maintenance, repair and subsequent demolition and dismantling.
- Each element of design shall be submitted in sufficient time to permit proper consideration of health and safety, to ensure that the designers have taken due regard to health and safety as part of their design.
- The Principal Contractor shall be required to update, amend and modify as necessary the detailed Construction Phase Plan in order to address any health and safety risk associated with individual design elements developed during the works, so that at all times the plan may be considered suitable and sufficient.

Records of safety training must be provided for the team, in particular the site manager, ensuring that all site personnel are able to speak and understand English in order that effective communication can be maintained.

4.3 Information on Significant Health or Safety Risks Identified During the Design

The significant risks arising from the design to which constructors may be exposed are:

If additional risks are observed by the design team, these risks will be communicated in the Specification (refer to paragraph 4.2) and other documents prior to works being authorised.

The significant risks arising from the original design to which constructors may be exposed are:

Buildings Risks

- Movement of vehicles - collision with persons & property
- Unknown underground services.
- Working in/on an occupied site – potential for accidents and collisions with neighbours and PHE staff
- Deliveries to site through a main road area
- Use of hazardous materials – Principal Contractor to control with Risk Assessments and Method Statements and with COSHH assessments.
- Working adjacent to an occupied building during the works.

The Principal Contractor is to ensure that his Risk Assessments and Method Statements are implemented in his Construction Phase Health and Safety Plan prior to any works commencing on site.

The Principal Designer and site are to receive Risk Assessments/Method Statements PRIOR to site set-up and mobilisation.

The Principal Contractor is to determine which hazards he will face once he has conducted a site visit. The Principal Contractor is required to ensure risk assessments are carried out to control the risks created by these hazards and have them identified in the first draft of the Construction Phase H&S Plan. He is to explain the proposed methods in his Construction Phase H&S Plan and to prepare detailed method statements for managing these aspects of the works.

This list is not exhaustive and further requests may be made by the Site Supervisor / Project Manager. Refer to Appendix I for guidance in respect of the content of method statements.

4.4 Materials Requiring Particular Precautions

As far as the Principal Designer has been made aware at the time that this pre-construction information was prepared; the works do not involve the use of materials or any techniques that are unfamiliar or unconventional. Neither the use of the specified materials nor the execution of the work should present unknown risks to a competent Contractor.

Caution should be exercised, however, when handling the various 'hazardous substances' which are commonly used. The Principal Contractor shall ensure that Material Safety Data Sheets (MSDS) are available and COSHH assessments undertaken. This information should be read and understood, plus, all control measures, as described within the COSHH assessments, should be put in place.

Particular activities involving materials which are hazardous to health need to be assessed. Method statements should be established prior to works commencing.

5.0 The Health and Safety File

Format and Content

The provision of information and compilation of the document is the responsibility of the Principal Contractor. The content and format of the File is detailed in **Appendix 5** and is to consist of 1 x electronic copy and 1 x hardcopy (O & M only) subject to agreement with PHE.

All drawings should be provided in both pdf and AutoCAD format for record purposes.

Appendix I

Requirement for Method Statements

Method statements should adequately cover the following points:

1. The intended scope of work
2. The proposed start and finish dates, and working hours
3. The location of the proposed work including storage of plant and materials
4. The parties performing the work and the proposed equipment
5. Temporary works
6. Design risk assessment for temporary works
7. Contingency arrangements
8. Emergency procedures
9. Method and sequence of work
10. Sufficient information to enable assessment of the method of work or temporary works' effect on the permanent works
11. Sufficient information to enable assessment of the method of work or temporary works' effect on other requirements of the project
12. Further information that the Site Supervisor may reasonably require

Appendix 2

Designer Risk Assessment



Job No: 200032	Client: Public Health England	Discipline: Building Surveying	Issue No: 001		
Job Title: PHE Chilton Works to Car Park	Stage of the job: Design	Completed by: RIJ	Checked by: MBH		
Date: 24/01/2020					
Hazard/Hazardous Activity (Focus on hazards presenting unusual significant or unacceptable risks)	Hazard effect (State specific risk and when/where it may occur)	Design Review (Focus on what can be done during design to eliminate or mitigate risk)	Residual Risk Possible risk/control measures (Focus on measures that could be taken by others, eg Contractors / End Users, to mitigate residual risks further)	Who is affected	C/F
Contact with PHE Staff / General Public.	Injury to PHE Staff / General Public.	Cannot be designed out as part of works.	PHE Staff will continue to use adjacent areas for parking. Work area is paths to rear of the Training Centre, and existing tank base to front of C Block. Contractor to use appropriate barriers to restrict access to work area.	GP	P
Work to tank base may extend into the access road which will continue to be used by PHE Staff, and General Public including deliveries.	Vehicle impact causing injury to operatives.	Cannot be designed out as part of works.	Contractor to use appropriate barriers to protect operatives working in the area. Appropriate warning signs to be erected advising work in progress.	CO	P
Possibility of cables under existing paving.	Burns, electrical shocks, death	Existing record drawings reviewed. No issues noted.	Principal contractor is to undertake appropriate CAT scans of area, and proceed with care.	CO	P

KEYS: Who is affected:

CO - Construction operatives
MP - Maintenance personnel
GP - General public/client employees

C/F:

P - Significant risk to be highlighted in Pre Construction information/on drawings
F - Include item in H&S File
E - Hazard Eliminated

DISTRIBUTION:

PRINCIPAL DESIGNER

CIVIL ENGINEER

MECHANICAL/ELECTRICAL ENGINEER

BUILDING SURVEYOR

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ARCHITECT

STRUCTURAL ENGINEER

QUANTITY SURVEYOR

Tenderers

(Other)

ALL CONSTRUCTION HAZARDS ARE ASSESSED ON THE BASIS OF COMPETENT CONTRACTORS BEING APPOINTED TO CARRY OUT THE WORK INVOLVED, THIS IS NOT TO BE READ AS A METHOD STATEMENT

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Appendix 3

The Construction (Design and Management) Regulations 2007 - Schedule 2 - Welfare Facilities

SCHEDULE 2 WELFARE FACILITIES

Sanitary conveniences

1. Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. So far as is reasonably practicable, rooms containing sanitary conveniences shall be adequately ventilated and lit.
2. So far as is reasonably practicable, sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.
3. Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.

Washing facilities

4. Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall so far as is reasonably practicable be provided or made available at readily accessible places.
5. Washing facilities shall be provided—
 - (a) in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere; and
 - (b) in the vicinity of any changing rooms required by paragraph 14 whether or not provided elsewhere.
6. Washing facilities shall include—
 - (a) a supply of clean hot and cold, or warm, water (which shall be running water so far as is reasonably practicable);
 - (b) soap or other suitable means of cleaning; and
 - (c) towels or other suitable means of drying.
7. Rooms containing washing facilities shall be sufficiently ventilated and lit.
8. Washing facilities and the rooms containing them shall be kept in a clean and orderly condition.
9. Subject to paragraph 10 below, separate washing facilities shall be provided for men and women, except where and so far as they are provided in a room the door of which is capable of being secured from inside and the facilities in each such room are intended to be used by only one person at a time.
10. Paragraph 9 above shall not apply to facilities which are provided for washing hands, forearms and face only.

Drinking water

11. An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places.
12. Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.
13. Where a supply of drinking water is provided, there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

Changing rooms and lockers

14. (1) Suitable and sufficient changing rooms shall be provided or made available at readily accessible places if—
 - (a) worker has to wear special clothing for the purposes of his work; and
 - (b) he cannot, for reasons of health or propriety, be expected to change elsewhere, being separate rooms for, or separate use of rooms by, men and women where necessary for reasons of propriety.
- (2) Changing rooms shall—
 - (a) be provided with seating; and
 - (b) include, where necessary, facilities to enable a person to dry any such special clothing and his own clothing and personal effects.
- (3) Suitable and sufficient facilities shall, where necessary, be provided or made available at readily accessible places to enable persons to lock away—
 - (a) any such special clothing which is not taken home;
 - (b) their own clothing which is not worn during working hours; and
 - (c) their personal effects.

Facilities for rest

15. (1) Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places.
- (2) Rest rooms and rest areas shall—
 - (a) include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke;
 - (b) be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time;
 - (c) where necessary, include suitable facilities for any person at work who is a pregnant woman or nursing mother to rest lying down;
 - (d) include suitable arrangements to ensure that meals can be prepared and eaten;

- (e) include the means for boiling water; and
- (f) be maintained at an appropriate temperature.



Appendix 4

Health & Safety File Format

Volume I – Handover File

When putting together the health and safety file, you should consider including information about each of the following where they are relevant to the health and safety of any future construction work. The level of detail should allow the likely risks to be identified and addressed by those carrying out the work.

List of Items Required	Comments
(a) A brief description of the work carried out;	Not simply what was built, Include a description of steps taken to overcome any unanticipated significant problem, and add information on methods of construction where special techniques were necessary, e.g. ground freezing, propping, dewatering.
(b) Any residual hazards which remain and how they have been dealt with	Those that could cause multiple fatalities; surveys or other information concerning contaminated land or asbestos; water-bearing strata; buried services; heavy or awkward elements with likely risks in handling; adjacent structures with stability problems; access difficulties and particular access problems.
(c) Reference to any results or reports associated with the structures which were carried out in relation to the scope of works.	For example – Asbestos Surveys carried out to facilitate the works, Removal Certification, Reoccupation certificates, Clearance certificates. Soil, ground, or environmental investigations.
(d) Key structural principles (for example, bracing, sources of substantial stored energy - including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;	Unusual stability concepts; bracing; sources of substantial stored energy, including pre- or post-tensioned members; sequences or order of removal; alterations that have altered the structure; load transfer details; temporary works envisaged to alter or demolish. Information on safe working loads for slabs, beams, arches, covers, floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
(e) Hazardous materials used	hazardous or flammable substances, lead paint, epoxy grouts; fungicidal paints; pesticides special coatings which should not be burnt-off;
(f) Information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc);	For example special arrangements for lifting, order or other special instructions for dismantling; designed-in lifting points; solutions for large or heavy or unusual items of plant, especially at height or below ground level.

(g) Health and safety information about equipment provided for cleaning or maintaining the structure;	For example safe permanent access; provision for temporary access; safe working methods, if unusual or difficult to manage
(h) Reference to any operations or maintenance manuals associated with the structure.	Cross references to any information related to H&S included in the O&M Building manuals
(i) The nature, location and markings of significant services.	including underground cables; gas supply equipment; fire-fighting services etc;
(j) Information and as-built drawings of the structure, its plant and equipment	For example, the means of safe access to and from service voids fire doors and compartmentalisation etc.

Volume 2 – O&M Manual

TITLE	CONTENT
1. Subcontractors and suppliers	Project Directory of all consultants, sub-contractors, suppliers and other parties involved in the works.
2. Construction components.	Operation and maintenance information for all materials used. Includes details of all plant, equipment and building fabric materials used in the construction process, including COSHH / product data sheets.
3. Maintenance requirements.	Appropriate information regarding safe cleaning and periodic maintenance etc..
4. Certificates.	All test certificates for piling, mechanical, electrical and all similar tests..
5. Record drawings.	Drawing registers and 'As-Built' drawings

Appendix 5

Public Health England – Contractor Rules





Contractor's Rules

Contents

1. Introduction	10. Equipment
2. Reporting & Control	11. Building services
3. Method Statements	12. Chemicals
4. Unloading & Parking	13. Lasers
5. Access	14. Asbestos
6. Storage of Materials	15. Evacuation
7. Waste Materials	16. Noise & Vibration
8. Fire	17. Ionising Radiation
9. Site Incident	18. Welfare

1. Introduction

The purpose of these rules is to protect the staff and the business of PHE. Contractors are required to follow them. Management may remove any contractor from site who does not follow these rules which form part of their contract.

Any reference to the Supervising Officer (SO) includes the nominated deputy whilst acting on their behalf.

Any accident to a contractor must be reported to the SO immediately. Any statutory accident report or report to insurers must be promptly copied to the HR Officer.

PHE staff may challenge the identity of any unidentified person found in the building.

Contractors are required to use tradesmen who are appropriately trained and experienced. Where any statutory training or registration requirements apply (eg, Gas Safe registration for work on gas systems) then the contractor may be required to produce evidence of compliance.

2. Reporting and Control

The person in charge of the work must report to the SO and reception to collect visitor badge(s) before starting work. In accepting the badge they agree to be bound by these rules.

If the contractor leaves site for any reason the appropriate SO or Reception must be informed. The contractor is at all times responsible for the good behaviour of his staff and sub-contractors while on site.

No contractors shall enter or work in any laboratory unless in possession of a work authorisation or a permit to work, signed by a designated person or other authorised member of staff.

3. Method Statements

The contractor must prepare written method statements for activities which may pose substantial additional risks to PHE staff and for which a Permit to Work is required. This includes (but is not limited to):

- work on building services which may involve unavoidable work on a "live" system and all work on main distribution systems and where significant disruption to PHE's business may result;
- work on the structure of the building;
- high level external window cleaning;
- access to and work in defined locations;
- work on roofs;
- hot work - all welding, brazing and use of blowtorches outside the maintenance workshop;
- excavation;
- work liable to disturb asbestos;
- work on fire alarm and detection systems which may involve isolation of all or part of the system; and
- any work in kitchens and food preparation areas which is liable to lead to contamination.

These must be made available to the SO prior to work commencing.

4. Unloading and Parking

Contractors must park their vehicles in places which will not cause obstruction or block any emergency exit route or fire brigade access.

Contractors staff must use the staff entrance where they are least liable to cause disturbance or mess.

5. Access

Corridors and public areas must be kept clear. Cables must not be left unsupervised across corridors, passageways or doorways.

6. Storage of Materials

Equipment and materials must be stored in areas agreed with the SO. They must not obstruct any corridors, stairs or escape routes.

Cylinders of gas and flammable paints and thinners may not be stored within the building. (This does not apply to materials in immediate use).

7. Waste Materials

Waste materials must be promptly removed from site and must not be allowed to accumulate within the building.

Skips must be located in places agreed in advance with the SO.

If the contractor removes waste from site then they must have a waste carriers licence and the SO may ask to see it.

Contractors must adhere strictly to environmental legislation and ensure that waste placed in skips or sent for disposal by any route is accurately described on the Transfer Note and is taken to a disposal site which is licensed to receive it. The SO may ask for evidence of this.

The PHE waste bins must not be used by contractors under any circumstances, unless agreed in advance with the SO.

8. Fire

No "hot work" involving welding, brazing, hot air guns or naked flames of any sort may be carried out without a written method statement being submitted and the precautions being agreed in advance with the SO.

Hot work must stop one hour before contractors leave site and the works must be checked when they stop and one hour later for signs of smouldering.

The contractor must provide additional fire extinguishers suitable to the risk for the duration of the works and they must be kept to hand.

The heat and smoke detectors in the area of hot work must be disabled for the minimum time necessary but only with the prior agreement of the SO. They must be reinstated at the end of each working day.

The contractor must ensure that all his staff are aware of the premises fire procedure and the assembly point. The contractor is responsible for the proper and prompt evacuation of his staff and must report this to the appropriate [Building Warden](#). Fire doors must not be left wedged open and fire extinguishers may not be removed from their proper place.

No smoking is permitted in or on any PHE premises.

9. Site Incident – Chilton site ONLY

In the event of a site incident alarm (klaxon sounding like harsh car hooter) contract staff should stay in the building, or if outside, enter the nearest building and close all doors and windows.

10. Equipment

The contractor is required to provide all equipment necessary to carry out the work. This includes ladders, tools, any necessary safety equipment, and appropriate Personal Protective Equipment (PPE). PHE equipment is not loaned to contractors. Contractors are expected to have priced accordingly.

Power tools should be either battery powered or 110 volt. Mains tools and extension leads are not normally permitted.

No cartridge operated tool ("Hilti gun") may be used without the prior written agreement of the SO. Any person using one must carry evidence of training with them.

All ladders and access equipment must be in good order and marked or illuminated where they could constitute a hazard. They may be subject to inspection by the SO.

Appropriate precautions must be taken to protect PHE staff and visitors from falling objects.

If any equipment is likely to produce significant amounts of dust or fumes, then the smoke detectors in the vicinity must be disabled in the same way as for hot work.

11. Building Services

No work involving isolation of major parts of the building services such as electricity, gas, water, ventilation or fire alarms which could cause significant risks, nuisance or disruption to the business may be carried out without prior written agreement of the

Facilities Manager or nominated deputy as to the timing, location and any other relevant factors. Such isolation of supplies may only take place in the presence of the Facilities Manager or nominated deputy.

12. Chemicals

Chemicals must be used in accordance with manufacturers instructions and risk assessments under the COSHH regulations must take account of PHE staff and visitors.

13. Lasers

Before lasers are used in any operation the contractor must submit a risk assessment to the Facilities Manager or nominated deputy to be forwarded to the relevant TSA..

14. Asbestos

No work shall be carried out where there is thought to be an asbestos hazard without consultation with the Facilities Manager or Engineering Officer.

15. Excavation

No digging may be carried out at PHE's premises without consultation with the Facilities Manager or nominated deputy.

16. Noise and Vibration

Any work liable to cause significant noise or vibration sufficient to be a nuisance to staff must be agreed with the SO before it starts.

17. Ionising Radiation

No work shall be carried out which may involve exposure to ionising radiation (eg, maintenance of x-ray equipment or gamma jigs, etc) without consultation with the PHE's RPA.

18. Welfare

The contractor, his staff and sub-contractors may by agreement use staff toilets, changing rooms and other facilities provided that they keep them clean and tidy.

The contractor, his staff and sub-contractors must be suitably dressed (eg, clean overalls).

TO BE SIGNED BY CONTRACTOR'S REPRESENTATIVE*

I have read, understood and agree to comply with the contents of this notice.

Signed: Organisation:

Name: Date:

*The contractor's statutory rights are not affected.