

**HEALTH AND SAFETY PROJECT INFORMATION PACK
PRE-CONSTRUCTION PHASE**

for


EXTERNAL REPAIRS AND REDECORATION

at

**SALTASH TOWN COUNCIL
THE GUILDHALL
12 LOWER FORE STREET
SALTASH PL12 6JX**

for

MS S BURROWS, TOWN CLERK, SALTASH TOWN COUNCIL

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Checked By: 	Job Ref: 4193	



- Chartered Building Surveyors
- Project Managers
- Property Inspections
- Architectural Design

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GENERAL NOTES

This Project Information Pack has been prepared in accordance with the Construction (Design and Management) Regulations 2015 (CDM).

This Plan provides details of the Design Team Members, together with an overview of the project. The Plan should be read in conjunction with the project specification and drawings which describe the work more fully.

This Plan outlines the significant hazards and risks that have not been designed out during the design stage. This Plan considers only those hazards and risks that are exceptional and the appointed Contractor will be considered competent at managing ordinary day-to-day construction risks arising from traditional construction materials, processes and techniques.

The appointed Principal Contractor will be expected to develop this Plan throughout the construction phase and to co-operate with the Client and Principal Designer in the production and compilation of the Health and Safety File.



1.00 DESCRIPTION OF THE PROJECT

Description of project	Details
1. Site address	Saltash Town Council The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX
2. Description of project	External repairs and redecoration
3. Programme details including:	
a) important dates (Including planned start and finish of the construction phase)	Lead in time minimum 4 weeks. Works phase expected to be 12 weeks.
b) client's brief	To undertake the work with minimum disruption to occupancy and use of the Town Council building.
4. Extent and location of existing records and plans (such as relevant information from existing health & safety file and asbestos surveys)	Employer to provide sufficient asbestos survey information for building exterior or other working areas.
5. Details of:	
a) client	Saltash Town Council C/O Town Clerk, Ms S Burrows
b) principal designer	TBA
c) designer(s)	Barron Surveying Services Ltd
d) principal contractor	TBA
e) contractor(s)	TBA
f) consultant/others	None



2.0 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

Client's considerations and management requirements	
1. Arrangements for:	
a) planning and managing the construction work, including any health and safety goals for the project	JCT Contract arrangements under contract administration. Safety goals to undertake the work with minimum disruption to occupancy and use of Town Council building and uninterrupted use for pedestrians around the building outside.
b) communication and liaison between client and others	By JCT Contract Administration procedures.
c) welfare provision and position of temporary site accommodation	Contractor to establish welfare compound. Location to be advised with assistance from Employer.
2. Requirements relating to the health & safety of the client's employees or customers, or other people involved in the project, such as:	
a) security of the site	Contractor to ensure scaffold is fully secured at the end of each working session.
b) the requirement for site hoardings	Scaffold ladders to be removed or boarded. Bottom of scaffold to be fenced. Scaffold to be alarmed.
c) site transport arrangements or restriction on vehicle movements	Very limited parking and loading around The Guildhall. Parking in nearby public car park.
d) client permit-to-work systems	None.
e) fire precautions	By contractor with liaison with Employer for fire evacuation policy.
f) emergency procedures and means of escape	By contractor. Employer to maintain their own fire evacuation policy.
g) 'no-go' areas or other authorisation requirements	None known.
h) any areas designated as a confined space by the client	None.
i) smoking and parking restrictions	No smoking. No onsite parking. Nearby public parking.

OTHER RESTRICTIONS

The following restrictions are to be incorporated within the Principal Contractor's Formulation of site rules to be established as part of the development of this Safety Plan:

- a. All visitors to the site must report to the Principal Contractor's site office or Site Manager.
- b. All vehicles are to be supervised when manoeuvring within the site or the entrance area.



- c. Ensure adequate supervision including use of a banksman is provided for moving all mechanical plant.
- d. Agreed access routes to the site must be observed at all times. No deliveries are to be made during the periods of peak pedestrian and vehicular traffic to the local area. The Contractor must ensure that formal instruction is given to all vehicle drivers and that this procedure is included in the Construction Phase Health and Safety Plan.
- e. All manual handling is to be carried out strictly in accordance with The Manual Handling Operation Regulations 1992.
- f. The Principal Contractor is to immediately report to the Principal Designer any accident resulting in major injury (as defined in RIDDOR). All accidents are to be recorded.
- g. Ensure adequate notices indicating the areas of construction are displayed and provide sufficient watching to prevent persons entering areas of construction.
- h. Ensure clear demarcation between areas the public may access and all areas where construction work is being undertaken.
- i. Ensure occupiers and members of the public are afforded safe access and egress, and that all means of escape in the event of fire, or other hazardous occurrences, are maintained at all times.
- j. Ensure all materials are stored in agreed designated areas and that materials stored are well maintained.
- k. If any materials suspected as being asbestos or deleterious in nature are discovered in an unspecified location, work should cease and further instructions sought.



3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON SITE RISKS

Environmental restrictions and existing on-site risks	
1. Safety hazards, including:	
c) boundaries and access, including temporary access (for example, narrow streets, lack of parking, turning or storage space)	There is no parking or long-term off-loading outside the building. Lower Fore Street is narrow. Narrow lane on south side between Guildhall and the Church.
d) any restrictions on deliveries, waste collection or storage	See above. Scaffold will require pavement and street licenses and be constructed so as not to impede vehicle access.
e) adjacent land uses (such as schools, railway lines or busy roads)	Predominantly light commercial and residential in the immediate vicinity.
f) existing storage of hazardous materials	None known.
g) location of existing services, particularly those that are concealed - water, electricity, gas, and so on	Overhead BT cables to rear, south side. Incoming electric cable fixed to east side external stairwell walling.
h) ground conditions, underground structures or water courses where this might affect the safe use of plant (such as cranes, or the safety of groundworks)	None known.
i) information on existing structures - stability, structural form, fragile or hazardous materials, anchorage points for fall-arrest systems (particularly where demolition is involved)	None known.
j) previous structural modifications, including weakening or strengthening of the structure (particularly where demolition is involved)	None known.
k) fire damage, ground shrinkage, movement or poor maintenance which may have adversely affected the structure	None known.
l) any difficulties relating to plant and equipment in the premises (such as overhead gantries where height restricts access)	Narrow access Lower Fore Street and double yellow line cul-de-sac south side.
m) health and safety information contained in earlier design, construction or 'as-built' drawings (such as details of pre-stressed or post-tensioned structures)	None known.
2. Health hazards, including:	
a) asbestos, including results of surveys (particularly where refurbishment and/or demolition is involved)	Employer to provide asbestos survey information for building exterior.
b) existing storage of hazardous materials	None known.
c) contaminated land, including results of surveys	None known.
d) existing structures containing hazardous materials	None known.
e) health risks arising from the client's activities	None known.



4.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

Significant design and construction hazards	
1) Significant design assumptions and suggested work methods, sequences or other control measures.	It is anticipated that the building will be fully scaffolded all elevations simultaneously. Work should progress diligently to minimise scaffold intervention on pavements and narrow streets. Assumed scaffold will be netted to prevent excessive dust escape and allow preparation work of external surfaces in inclement weather.
2) Arrangements for co-ordination of ongoing design work and handling design changes.	JCT Contract Administration arrangements. Principal Contractor to undertake all coordination with appointed subcontractors and with Employer.
3) information on significant risks identified during design	<ul style="list-style-type: none">• Narrow pavements and public pavements around the building• Overhead BT cables at rear• Working at height with scaffold requirement• Working with elderly windows with thin single glazed panes of glass• Potential for lead paint underlying topcoats will require assessment prior to preparation
4) Materials requiring particular precautions	None known.



5.0 HEALTH AND SAFETY FILE

The health and safety file is to contain information proportionate to the project. The file is to contain a brief description of the project, together with information on hazard or risk which has not been designed out and which remains for persons working on the building, including occupation, maintenance, repair or demolition.