



BLANDFORD FORUM TOWN COUNCIL

TOWN HALL FAÇADE RESTORATION

Supporting Information

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1. SUMMARY PROJECT INFORMATION

1.1 Project Name

Town Hall Façade Restoration

1.2 Project Address

Town Hall, Market Place , Blandford Forum, Dorset, DT11 7AH

1.3 Client's contact details

Town Clerk's Office
Church Lane
Blandford Forum
Dorset
DT11 7AD

Tel: 01258 454500 (Between 09:30 am and 12:30 pm)

Project Manager - Nicki Ginn 07581 401375 - project detail
Ground & Property Manager - Jon Goodenough 07971 090117 - access to building
Caretakers - 07812 939998 - access to building

1.4 Timescale:

Proposed Start Date	TBC
Proposed Completion Date	TBC

1.5 Normal working hours: 08:30 am - 5.00 pm Mon - Fri (if work falls behind schedule limited Sunday hours may be possible)

1.6 Surrounding Area

The Town Hall is located in the busy town centre in the Market Place. There are commercial premises adjoining the property on each side. They will be informed of the works commencement date by the Town Council staff, however the principal contractor must provide on-site contact details to the managers of the neighbouring outlets in case of any problems during the work.

Noise operations and inconvenience must be kept to a minimum to cause as little disruption as possible.

The Town Hall itself and the Corn Exchange behind it will remain in public use throughout the works.

The principal contractor will be responsible for ensuring that all rights of way both pedestrian and vehicular along adjoining roads and pavements are kept clear for use by the public at all times. Existing traffic systems and on- street parking must not be affected by the operations.

1.7 Programme

The Town Council requires the principal contractor to supply a detailed programme of works, including any sub-contracted specialisms, one month before the commencement of work on site.

2. KEY CONTACTS AND RESPONSIBILITIES

2.1 Project Organisation and Personnel

The principal contractor will be required to supply evidence of the suitability of their company and their team to work on this Grade I listed Town Hall.

The principal contractor must demonstrate a clear commitment to bring the project in on time and on budget. Due to the regulations governing Town Council finances, cost overrun is not an option on this project.

The principal contractor must provide details of the personnel and the management structure for this project.

2.2 Responsibilities

The responsibilities of the personnel who will be working on the project must be provided by the principal contractor.

The contractor must designate at least one of the personnel working on site to act as a Site Health & Safety Co-ordinator. This person must co-ordinate with the Town Council's Grounds & Property Manager to ensure that works are carried out in a safe and responsible manner ensuring the safety of the workforce and the general public at all times.

Contractors/Sub-contractors: All contractors will operate in accordance with the principal contractors procedures, site specific rules and the Town Council's requirements as explained at the site induction and in the contract documentation.

All contractors shall co-operate with each other to facilitate the safe operation of site activity.

All contractors either failing to meet those site rules that are governed by zero tolerance, or those failing to comply with safe practices/provision of safe tools and equipment will be asked to remove themselves and their equipment from the site.

3. INFORMATION AND RESTRICTIONS WHICH MAY AFFECT THE WORK

3.1 Access/Egress

The Town Council Offices are open to the public 09:30 - 12.30 pm.

Outside of these hours there are full-time staff available, there telephone no.s are as follows:

- Grounds & Property Manager 07971 090117
- Grounds & Property Supervisor 07969 724672
- Project Manager 07581 401375
- Town Clerk 07967 180087
- Caretakers 07812 939998

Access to the Town Hall can be gained via the Shambles outside of the opening hours of the office. The gates are locked for security purposes when the buildings are not in public use.

3 x Caretakers work on a shift system on this site (they also have off-site duties) and will be available to open/close the building as required.

Due the nature of the buildings their public use must be maintained during the works. Prior bookings will mean that the caretakers will be servicing the buildings at different times of the day. The contractor must arrange their daily start/end times with the on-duty caretaker each day to ensure that the building is not left unlocked and unattended.

3.2 Parking

In front of the Town Hall there is an area cordoned off by bollards. It can accommodate 2 x transit van sized vehicles. Long-term off-site parking is available in the town's car parks - the closed being the Marsh & Ham (Pay and Display) and Stour Meadows (free parking) accessed via footbridge from the town centre.

3.3 Deliveries

Blandford's Market Place operates a shared space system between vehicles and pedestrians. Priority is given to pedestrians. There are short-stay parking spaces in front of the Town Hall for deliveries. The Market Place is a busy commercial /retail area and contractors should bear this in mind when organising deliveries.

3.4 Traffic/Pedestrian Routes

There is a pavement immediately in front of the Town Hall. Scaffold will need to be erected without causing an obstruction to this pavement. Any pedestrian diversion from the pavement for Health & Safety reasons whilst works is undertaken will need to be fully disability compliant.

3.5 Market Days

Every Thursday and Saturday there is an outdoor market. Once a month on a Friday there is a Farmers' Market. On these days it will not be possible to offer parking in the cordoned off area in front of the Town Hall. There will be increased pedestrian footfall and market trader vehicles and activity and extra vigilance from the contractors on site will be required in to ensure the safety of the workforce and public.

3.6 Venue Hirers

The Town Council hires out the Town Hall and Corn Exchange and also puts on events in the buildings. The time of year selected for the works to the façade of the Town Hall has been designed to minimise disruption to the hirers and also to the heritage contractor. However it is imperative that the buildings can still be used during the restoration works.

Contractors will be expected to ensure that their employees and any sub-contractors behave respectfully to the Town Council's clients and the wider public at all times. Inappropriate behaviour towards any user of the building will not be tolerated. Any complaints received by Town Council staff will be treated with a zero tolerance policy and contractors' staff or sub-contractors will be asked to remove themselves and their tools with immediate effect.

3.7 Accidents, Fire and Emergency Services

- Clear access for emergency personnel shall be kept at all times
- All accidents will be reported and details entered into Town Council's Accident Log Book as well as the contractor's own site recording procedure
- Site specific emergency arrangements must be explained to their staff and sub-contractors and to the Town Council's Grounds & Property Manager

- 3.8 Any other restrictions
N/A

4. HEALTH & SAFETY

4.1 Principal Contractor

The Principal Contractor will be expected to assume the H & S Responsibility for all its staff and sub-contractors whilst working on this contract.

4.2 Site Safety Policy Statement

To be provided by the Principal Contractor, post contract award and prior to commencement on site to the Town Council's Grounds & Property Manager.

4.3 Risk Assessments

To be provided by the Principal Contractor, post contract award and prior to commencement on site to the Town Council's Grounds & Property Manager.

4.4 Safety Method Statements

The Safety Method Statement is to be provided by the principal contractor.

As a guide the Town Council expects it to contain the following details:

- a description of the works
- where the activity is to be carried out on site
- Supervisors: the identity of person (s) with special responsibilities
- the identity of hazards and specific precautions to be taken
- the personal protective equipment to be used
- safety of the public and hirers of the building
- Services: position of existing and whether they are live
- environmental controls
- emergency procedures and telephone numbers including means of communication

The Safety Method Statement should be short and concise. It should inform an operative how he/she can carry out his work task safely and what to look out for before commencing work. A Method Statement should be provided for each area of work/trade.

Any sub-contractors employed by the principal contractor should also provide Risk Assessments/Method Statements to the principal contractor and copies must be provided to the Town Council's Grounds & Property Manager.

Neither principal nor sub-contractors will be allowed to start work on site before the Grounds & Property Manager has agreed to the Method Statements.

4.5 Arrangements to give directions and to co-ordinate other contractors

4.5.1 Safety Training

All principal and sub-contractor personnel must undergo a site specific induction on safety procedures before commencing work on site. All visitors to the site, including Town Council staff, inspecting architect and any personnel from the local planning authority

must be escorted, particularly if access is to be gained via the scaffolding and they must all be issued with appropriate safety equipment.

4.5.2 Safety Inspections

The principal contractor will be expected to closely monitor personnel working on site. The Town Council's Grounds & Property Manager will also carry out random checks to ensure that working methods are complying with those laid down in the method statements/risk assessments provided prior to commencement of work on site.

Anyone found not be working safely will be removed from site.

4.5.3 Safety Meetings

A pre-start meeting to brief personnel, sub-contractors and Town Council staff will be expected to be carried out by the principal contractor. Personnel or sub-contractors starting later in the process or working only on a specific item should be briefed prior to their commencement by the principal contractor or their H & S representative on site.

Any issues that arise on site must be dealt with by the appropriate parties on a daily basis to ensure that all understand any specific issues likely to occur during that day's planned activities.

4.6 H & S Arrangements for vetting contractors, suppliers of materials, machinery and plant

4.6.1 Contractors

Contractors will need to provide the Town Council with copies of their Health & Safety Policies, Method Statements, Risk Assessments and Insurance Details.

4.6.2 Plant

Only qualified operatives will be allowed to operate plant and machinery. It will be solely the principal contractor's responsibility to ensure that its own staff and any sub-contractors hold suitable qualifications for the work that they are expected to undertake.

All plant whether owned or hired must be certified for safe operation and it will be the principal contractor's sole responsibility to ensure that equipment to be used on town Council premises is safe.

4.6.3 Machinery

All machinery whether owned or hired must be certified for safe operation and it will be the principal contractor's sole responsibility to ensure that equipment to be used on town Council premises is safe.

4.6.4 Noise

The Town Hall is adjoined by commercial premises and work on site should be undertaken in a sympathetic and considerate manner to ensure that the impact of the work on our neighbours is kept to a minimum.

If the principal contractor anticipates a particular item of work is likely to result in a noise nuisance then it must be identified within the tender. Mitigation measures may need to be discussed. At the very least the Town Council may wish to inform its immediate

neighbours in advance of particularly noisy work being carried out and to reassure them that all efforts will be made to keep the noise to a minimum.

Due to the fact that there are also residential properties in and within close proximity to the Town Hall the contractors will need to ensure that operations are carried out within local authority permissible working hours.

4.6.5 COSHH Arrangements

To be arranged with Grounds & Property Manager post-contract award.

5. EMERGENCY ARRANGEMENTS

5.1 Fire Action Plan

In the event of a fire the Principal Contractor's Site Health & Safety Co-ordinator will be responsible for ensuring that all operatives including sub-contractors proceed immediately to the fire assembly point at the front of the Town Hall. It will be the responsibility of the Site Health & Safety Co-ordinator to identify the fire assembly point to all operatives and sub-contractors prior to them starting work on site.

5.2 Fire Prevention

- Contractors must carry out works in a manner to minimise fire risk at all time including:
 - materials and rubbish stored on site to be kept to a minimum
 - rubbish to be cleared from site on a regular basis
 - no rubbish to be left in public areas of the buildings
 - no rubbish to be left blocking public access to any part of the buildings
 - no rubbish to be left blocking the pavement in front of the Town Hall
 - site working and access areas to be kept clean
 - no flammable materials to be left near potential fire hazards or fire exits
 - the Town Council's premises are all 'no smoking' zones. This applies to the area immediately in front of the building and whilst on the scaffolding

6. PROVISION OF WELFARE FACILITIES

The following facilities will be available on site and cleaned daily:

- toilet and wash hand basins with hot and cold water
- a source of clean drinking water
- a first aid kit (available from the Caretakers' office)

7. PROVISION OF INFORMATION

7.1 Information for contractors & co-ordination & co-operation of contractors

Contractors employed directly the Town Council will come under the Principal contractor jurisdiction and be subject to the site rules and observations

7.2 Display of Statutory Notices

It will be the responsibility of the Principal Contractor to display the appropriate H & S statutory notices in relation to the works on site

8. SITE RULES

The Town Council expects all persons working on site to behave in a polite, considerate and respectful manner towards all members of the public and the Town Council's employees. There will a zero tolerance policy towards anyone behaving in an inappropriate manner and any reports of behaviour not considered to be appropriate by the Town Council's Grounds & Property Manager will result in the person responsible being asked to remove themselves and their tools from the site immediately.

9. THE HEALTH & SAFETY FILE

It will be the responsibility of the Principal Contractor to maintain the Health & Safety file for the site and to have it available for inspection at any time.

10. MONITORING OF HEALTH & SAFETY PERFORMANCE

The Town Council's staff or its agent (s) will monitor the Health & Safety performance on site.