APPENDIX D – PRE-CONSTRUCTION INFORMATION

Ingleton Wood

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Orpen Memorial Hall Roof Replacement Works
West Bergholt Parish Council
Job No. 500899

Pre-Construction Information
(CDM Regulations 2015)

Author:	EF
Checked by:	ST
Date:	15/01/2019
Status:	Tender

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0.0 LEGAL INFORMATION

On 6th April 2015, the Construction (Design and Management) Regulations 2015 came into effect, which places legal duties on all persons involved with a Construction project.

Regulation 4 (4) requires that the Client must:

"Provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project."

Regulation 11 (6) requires that the Principal Designer must:

"Assist the client in the provision of the pre-construction information required by regulation 4 (4) and, so far as it is within the Principal Designer's control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project."

Regulation 4 (5) requires that a Client must:

"Ensure that before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor."

Ingleton Wood LLP have prepared this 'Pre-Construction Information' document to facilitate the obtaining and distribution of pre-construction information to all designers and contractors working on the project. The Principal Contractor should use this document to prepare the Construction Phase Plan, which should outline how the site will be managed before work takes place. Advice relating to the necessary content of the Construction Phase Plan can be obtained by reference to the following HSE publications:

- *Appendix 3 of the HSE's Legal Series Guidance – L153 "Managing Health & Safety in Construction"*
- *HSE Construction Information Sheet No 43: "The Health & Safety Plan during the Construction Phase"*

Further information regarding the Construction (Design and Management) Regulations 2015, including downloadable guides for all duty holders (Client, Principal Designer, Designer, Principal Contractors, Contractors and Workers) can be found at the following link:

http://www.hse.gov.uk/pUbns/priced/l153.pdf

1.0 PROJECT INFORMATION

1.1 Site Address

Orpen Hall, Lexden Road, West Bergholt, Colchester, CO6 3BW

1.2 Location Maps

Vision, form and function

1.3 Scope of Works

To replace the tiling, battens, underlay and insulation to the outer roof slopes of the Orpen Memorial Hall as shown on the drawings and in the specification.

1.4 Workplace Status

The structure to which this work relates will not constitute a workplace. Therefore, the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 will not apply.

1.5 The Programme

The following dates are indicative only, are not contractual and in no way override any dates in the tender documents.

Start: 22nd July 2019

Finish: 30th August 2019

The minimum lead-in period between appointment of the Principal Contractor and commencement of work on site will be 3 weeks.

Working hours are expected to be 08:00-1600, Monday to Friday.

1.6 Notification of Project to the HSE (Health and Safety Executive)

Regulation 6 of the Construction (Design and Management) 2015 Regulations requires that the client must give notice in writing to the HSE as soon as is practicable before the construction phase begins or arrange for someone else to do this on their behalf. Any periodic amendments to the project details required on the F10 must be addressed, when appropriate.

This project is not expected to meet the conditions for notification. Therefore, an F10 will not be needed for this project.

1.6.1 Notification to HSE of Asbestos Removal Works

Not Applicable

1.7 Health and Safety Executive

Osprey House
Hedgerows Business Park
Colchester Road
Springfield
Chelmsford
Essex
CM2 5PF

HSE can visit sites, at any time, and if standards are not met, they can issue:

- Notice of Contravention Letter (Fee for Intervention)
- Improvement Notice
- Prohibition Notice
- Summons

Within 24 hours of receipt of any of the above, the Principal Contractor must issue written notification to the Client and the Principal Designer.

1.8 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

RIDDOR requires that specified incidents should be reported online via the HSE website using the F2508 Online Form. The HSE's current guidance, INDG453, lists most of the injuries and incidents which need to be reported, but refers to the HSE Website for guidance on which dangerous occurrences the requirement to report applies to.

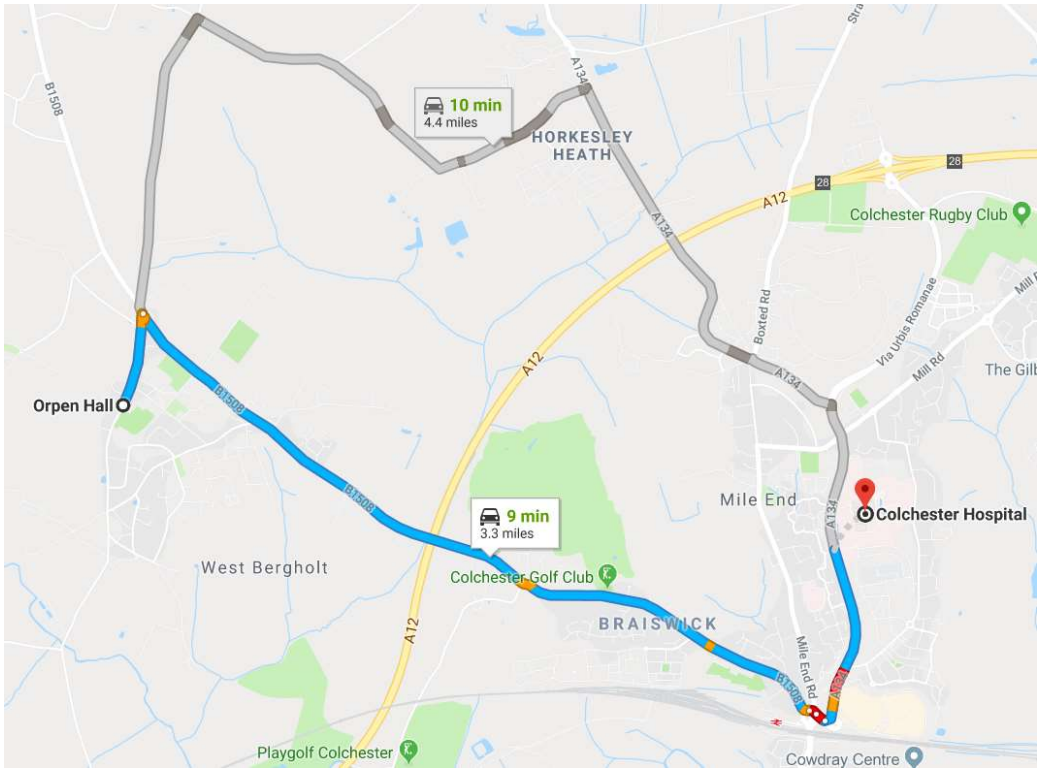
The HSE also operates a RIDDOR Incident Contact Centre for reporting of fatal and major injuries only: -

Monday – Friday:	8:30am – 5:00pm
Telephone:	03453 009923
Out of Hours Tel:	01519 229235

Within 24 hours of any RIDDOR Incident taking place, the Principal Contractor must issue written notification to the Client and the Principal Designer.

1.9 Emergency Services

Nearest A&E Department - Approximately 3 miles from site



2.0 RESOURCE ALLOCATION, CO-OPERATION AND CO-ORDINATION

2.1 Project Directory

Client:	West Bergholt Parish Council Lexden Road West Bergholt Colchester CO6 3BW West Bergholt Parish Council (Laura Walkingshaw) westbergholtpc@googlemail.com 01206 240772
Principal Designer:	Ingleton Wood The Crescent Colchester Business Park Colchester CO4 9YQ Sam Taylor sam.taylor@ingletonwood.co.uk 01206 224270
Principal Contractor:	**[Address]** [Contact Name] [Contact Email] [Contact Number]
Designers:	Ingleton Wood The Crescent Colchester Business Park Colchester CO4 9YQ Sam Taylor sam.taylor@ingletonwood.co.uk 01206 224270

2.2 Clients Considerations and Management Requirements

Regulations 4 and 5 of the CDM Regulations 2015 set out the client's duty to make suitable arrangements for managing a project and maintaining and reviewing these arrangements throughout, so the project is carried out in a way that manages health and safety risks.

Arrangements should focus on the needs of the particular project and be proportionate to the size of the project and risks involved in the work. Arrangements should include:

a) Appointing designers (including Principal Designer) and contractors (including Principal Contractor).

b) Ensuring the roles, functions and responsibilities of the project team are clear.

c) Ensuring sufficient resources and time are allocated for each stage of the project – from concept to completion.

d) Ensuring effective mechanisms are in place for members of the project team to communicate and cooperate with each other and coordinate their activities.

e) How the client will take reasonable steps to ensure that the Principal Designer and Principal Contractor comply with their separate duties e.g. this could take place at project progress meetings.

f) Setting out the means to ensure that the health and safety performance of designers and contractors is maintained throughout

g) Ensuring that workers are provided with suitable welfare facilities for the duration of the construction work.

Where the range and nature of risks involved in the work warrants it, the management arrangements should also include:

h) The expected standards of health and safety, including safe working practices, and the means by which these standards will be maintained throughout.

i) What is expected from the design team in terms of the steps they should reasonably take to ensure their designs help manage foreseeable risk during the construction phase and when maintaining the building once it is built.

j) The arrangements for commissioning the new building and a well-planned handover procedure to the new user.

2.3 Clients Duties Under CDM 2015

The CDM Regulations 2015 set out the Client's duties to make suitable arrangements for managing a project and maintaining and reviewing these arrangements throughout, so the project is carried out in a way that manages health and safety risks. In summary, the Client's duties are to:

1 Make suitable arrangements to ensure that, throughout the planning, design and construction of a project, adequate consideration is given to health, safety and welfare of all those affected and involved in the construction work.

2 Appoint a Principal Contractor with the 'skills, knowledge, experience and organisational capability' to undertake the project. There is guidance available on this matter and we would be pleased to carry out an assessment should you so wish.

3 Have passed to the Principal Designer and Principal Contractor all information relating to the proposed construction where this is available or can be obtained by reasonable enquiry.

4 Allow sufficient time for each stage of the project from concept onwards, including sufficient lead in for the Principal Contractor between placing an order and commencement of works.

5 Cooperate with other members of the team involved with the project and coordinate your own work/occupation to ensure the safety of all concerned.

6 Ensure that there are reasonable management arrangements in place throughout the project to ensure that construction work can be carried out safely and without risk to health.

7 Notify the project to the HSE if the construction phase will exceed 30 working days and involve 20 or more workers working simultaneously; or if the construction phase exceeds 500-person days.

8 Not permit commencement of work on site until a satisfactory Construction Phase Health and Safety plan has been received from the Principal Contractor.

9 Ensure that there are reasonable management arrangements in place throughout the project to ensure that construction work can be carried out safely and without risk to health.

10 Not permit commencement of work on site until the Principal Contractor has made arrangements for suitable welfare facilities.

11 Ensure that the Principal Designer and Principal Contractor are complying with their duties under the CDM Regulations.

12 Ensure that the Principal Designer prepares the Health and Safety File at completion of the works.

2.4 Liaison Between Parties

Under the CDM Regulations 2015, all persons working on a project must co-operate in relation to the project, or an adjoining site or premises to the extent necessary to enable any person with a duty or function to fulfil that duty or function. This means working with each other to ensure health and safety for all concerned. This should involve communicating with others and understanding what they are doing and in what sequence.

To achieve this, communication and liaison between the Client, Principal Contractor, Designers and others, will be promoted through fortnightly progress meetings.

The Principal Contractor must liaise with the Principal Designer for the duration of the project. This includes liaison throughout the construction phase on matters such as changes to the designs and the implications these changes may have for managing the health and safety risks.

2.4.1 Ongoing Design Changes

The Principal Contractor must ensure he plans how any changes of design are relayed to all the teams on site and also inform the Principal Designer prior to changes being introduced.

2.5 Construction Phase Plan

During the pre-construction phase, and before setting up a construction site, the Principal Contractor must draw up a Construction Phase Plan or make arrangements for a Construction Phase Plan to be drawn up. It must take account the information the Principal Designer holds, such as the Pre-Construction Information and any information obtained from designers.

The Construction Phase Plan must set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and where applicable, must include specific measures concerning work which falls within one or more categories set out in Schedule 3 of the CDM Regulations 2015.

The Construction Phase Plan is the basis for communicating health and safety arrangements to all those involved in the construction phase, so it should be easy to understand and as simple as possible. These details must include details of site inspections, contractor meetings, how design changes are to be managed and communicated to site operatives.

The Principal Contractor must ensure that the Construction Phase Plan is provided to the Sam Taylor for approval at least 4 weeks before work commences on site in order for them to review it on behalf of the Client and any amendments to be made in due course.

2.6 Welfare Provision

The Principal Contractor shall ensure that welfare facilities are provided from commencement of the works on site in accordance with Schedule 2 of 'Managing Health and Safety in Construction'.

The following facilities will be available for use by the Contractor:

- ~~WC's~~
- ~~Washing facilities~~
- Drinking water
- ~~Changing rooms and lockers~~
- ~~Facilities for rest~~

Welfare facilities must conform to the requirements of Schedule 2 of the CDM Regulations 2015.

Sanitary requirements:

Suitable and sufficient sanitary conveniences are required on site and these should be readily accessible with adequately ventilated and lit. So far as is reasonably practicable, sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.

Separate rooms containing sanitary conveniences shall be provided for men and women, except where each convenience is in a separate room which is capable of being secured from the inside.

Washing facilities:

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.

Washing facilities shall be provided in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere; and near any changing rooms. Washing facilities shall:

- Include a supply of clean hot and cold, or warm, water (which shall be running water so far as is reasonably practicable); soap or other suitable means of cleaning; and towels or other suitable means of drying.
- Be provided with sufficient ventilation and lighting.
- Be kept in a clean and orderly condition.
- Consist of separate washing facilities shall be provided for men and women, except when they are provided in a room 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.

Drinking water:

An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places. Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.

Where a supply of drinking water is provided, an appropriate number of suitable cups or other drinking vessels must be supplied unless the supply of drinking water is in a jet from which persons can drink easily.

Changing rooms and lockers:

Suitable and sufficient changing rooms shall be provided or made available at readily accessible places if: a worker must wear special clothing for the purposes of his work; and if 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. Changing rooms shall:

- be provided with suitable seating (chairs with backs)
- include, where necessary, facilities to enable a person to dry any such special clothing and his own clothing and personal effects.
- provide readily accessible places to enable persons to lock away any such special clothing which is not taken home; their own clothing which is not worn during working hours; and their personal effects.

Facilities for rest:

Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places. Rest rooms and rest areas shall:

- Include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke;
- 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;
- Where necessary, include suitable facilities for any person at work who is a pregnant woman or nursing mother to rest lying down;
- Include suitable arrangements to ensure that meals can be prepared and eaten;
- Include the means for boiling water; and be maintained at an appropriate temperature.

2.7 Client Permit to Work Systems

The Client does not operate a specific permit to work system. However, in order to aid with the control of high-risk activities the Principal Contractor may wish to develop and implement such a system to ensure the required control measures are in place and being adhered to. They should not be 'over-applied' as this can reduce their overall effectiveness.

The essential features of a permit to work system are described in the HSE's HSG250.

2.8 Restricted Areas, Smoking and Parking Restrictions

There are no known areas on site which are considered restricted Parking is available on site. The social club remains in occupation for the full duration of the works. The principal contractor is to provide protection and RAMS to manage accordingly.

3.0 PROJECT RISKS

3.1 Existing Site Safety Hazards

3.1.1 Boundaries and Access, including temporary access:

It is expected that the principle contractor will have to share the main access from Lexden road with visitors to the memorial hall, through the main access point.

3.1.2 Transport/ Vehicle Movement Restrictions

All deliveries will only enter and exit the site via the designated access points, which is to be agreed upon with the client and facilities management at the Hall. Deliveries must be notified to the Client's security team at least 1 day before arrival.

3.1.3 Site Security:

Security Considerations:

- Occupied site
- Difficult to secure / Open Site
- Number of routes of entry
- Fragmented / mobile works
- Client Procedures – ID Cards, etc.
- Regulation 18 requirements:
- Perimeter identified by suitable signs and arranged to be easily identifiable
- Be fenced off

Site security is not only essential to protect its resources from theft but is also a key part of ensuring those at particular risk such as members of the public and children who can be easily harmed or killed in accidents resulting from construction works. The Principal Contractor must ensure the safety of the general public; sufficient and proper security and site boundaries must be in place before any work starts onsite and must be adequate to restrict any unauthorised access at all times both when the site is "live" and when it is closed up at night and at weekends.

All work areas and equipment/material storage areas should be physically segregated from Orpen Hall operations and members of the public via suitable fencing e.g. Heras fencing, or timber hoarding for most works, pedestrian barriers may be allowable for short duration, low risk works that may occur outside of the main site areas. Barriers and signage must be checked daily to ensure that no unauthorised entry has been/can be made.

The site will remain in full operation for the duration of the works.

3.1.4 Any restrictions on deliveries or waste collection or storage:

See drawing 2400

3.1.5 Adjacent land uses:

As the site is located in a residential area it is advised that all noisy operations are scheduled for periods which do not cause significant disturbance to residents. The Principal Contractor should abide by the local authority's requirements – works producing noise that can be heard beyond the site boundary should only be carried out between 08:00 and 18:00 on weekdays, or 08:00 and 13:00 on Saturdays, with no such work on Sundays.

3.1.6 Existing storage of hazardous materials:

None known

3.1.7 Location of existing services particularly those that are concealed:

None known

3.1.8 Ground conditions, underground structures or water courses:

None known

3.1.9 Information about existing structures:

No H&S file or records.

3.1.10 Previous structural modifications:

None known

3.1.11 Fire damage, ground shrinkage, movement or poor maintenance:

None known

3.1.12 Any difficulties relating to plant and equipment in the premises:

None known

3.1.13 Health and safety information from earlier design, construction or 'as-built' drawings:

No record information available.

3.1.14 Fire Precautions, Emergency Procedures and Means of Escape

Under CDM 2015, Regulations 29 to 32 require arrangements to be made to; prevent risk of injury from fire or explosion and provide fire detection and fire-fighting equipment. These arrangements should take account of:

- Planning / Fire Risk Assessment
- Reducing ignition sources
- Reducing potential fuel sources (combustible materials)
- Storage of combustible / flammable materials
- Site specific fire precautions (waste disposal & housekeeping)
- LPG, Acetylene or other fuel types
- Control of Hot Works
- Plant and Equipment
- Electrical fire
- Security / Arson
- General fire precautions
- Means of raising the alarm
- Fire Fighting equipment

The Regulatory Reform (Fire Safety) Order 2005 (FSO) requires that a 'responsible person' on a Construction project must carry out, and keep up to date, a risk assessment and implement appropriate measures to minimise the risk to life and property from fire, which are generally accepted to take the form of a Fire & Emergency Plan. The Client's existing fire risk assessment must be considered when completing an FRA to cover the construction site areas. HSG168 "Fire Safety in Construction" and the requirements of the Construction Confederation Fire Protection Association's "Fire Prevention on Construction Sites - The Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation" give guidance on what should be done to fulfil this duty.

Operatives and visitors to the site should be made aware of the Accident and Emergency procedures and the location of escape routes, muster points, means of raising the alarm and facilities during the Site Induction and this information should be displayed on the Safety Notice Board.

3.1.15 UXBs/UXOs (Unexploded Bombs / Ordnance)

None known.

3.1.16 Other Safety Risks

None known.

3.2 Health Hazards

3.2.1 Asbestos

Asbestos has been confirmed on site in previous asbestos management surveys and in a refurbishment and demolition survey is also included in the appendices. As the Hall was constructed prior to even the voluntary bans of asbestos, it is to be expected that more ACMs could be hidden in the fabric of the building. Existing survey and R+D Survey specific to roof only are included.

3.2.2 Existing Storage of Hazardous Materials

No hazardous materials are known to be stored in the area of the works.

3.2.3 Contaminated Land

Not Applicable

3.2.4 Existing Structures

There are no other known concerns relating to health hazards arising from the existing structures. Due to the age of the building it is possible that lead paints may have been used at some point, there are no works planned which are expected to lead exposure but the Principal Contractor is advised to familiarise themselves with the requirements of the Control of Lead at Work Regulations in order to be aware of the thresholds for action and control measures required.

The HSE's ACoP for working with lead, L132 contains explanations of the legal requirements and guidance for achieving compliance.

3.2.5 Health Risks Arising from Clients Activities

No specific risks have been identified.

3.2.6 Legionellosis

No specific risk has been identified.

3.2.7 Noise and Vibration

Noise and vibration can not only cause damage to the health of the user or neighbouring operatives but also cause disturbance to processes and activities in neighbouring buildings. In extreme circumstances, vibration can cause or contribute to building damage. Where noise levels exceed the 80dB(A) control measures should be provided and encouraged. Their use should be enforced where the noise level exceeds the 85dB(A). No personnel should be exposed to noise exceeding the exposure limit value (ELV) of 87dB(A) (accounting for the protection provided by PPE).

Noisy or vibration-generation activities should be identified well in advance and the timing agreed with the Client prior to commencement. The Principal Contractor should detail in the Construction Phase Plan when the noisy works can take place and organise for restricted times – in accordance with the local authority restrictions noted under 4.1iii below. The following control measures should be considered where appropriate to mitigate the impact of noise & vibration from construction activities:

- Personal protective equipment such as ear defenders or ear plugs can reduce individual exposure to noise. PPE such as vibration protection gloves contain shock absorbing materials to reduce the transmission of vibration to the hands and arms. Gloves can also help to keep the hands warm which reduces the harmful effects of the vibration.
- Acoustic barriers can be erected adjacent to any specific noise generating equipment and at specific locations to protect neighbouring buildings.
- Selection of construction plant to minimise noise generation. Use of modern plant with damping materials, mufflers and full maintenance / service record.
- Electrically operated plant if available – for demolition there are options such as remote control, electrically powered demolition robots, battery powered plant is also now becoming more readily available.
- Using machine mounted breakers, etc. rather than handheld will reduce the risk of HAV exposure, however contractors should still be aware that it may introduce whole-body vibration which will need to be monitored.

Further Approved Codes of Practice (ACoPs) and guidance can be found at:

- Noise (L108) - http://www.hse.gov.uk/pubns/priced/l108.pdf
- Vibration (L140) - http://www.hse.gov.uk/pubns/priced/l140.pdf
- BS 5228-1 and 5228-2 BS 5228-2 give advice for protection against noise and vibration respectively for anyone living near or working on a building site.

3.2.8 Dust

Exposure to construction dust can seriously damage health, reduces work productivity and some types of dust can eventually cause death. Operatives who have regularly been exposed to inhalable or respirable dusts during activities such as cutting, grinding, etc. have often developed life-threatening lung diseases including lung cancer, silicosis, chronic obstructive pulmonary disease and or asthma. These diseases can take years to manifest but nonetheless are severe and therefore all efforts should be made by the Principal Contractor to eliminate and or minimise dust exposure to as low as is practicable.

Legal Requirements to Control Dust Exposure:

The Control of Substances Hazardous to Health Regulations 2002 (CoSHH) place a legal requirement on Employers to control risks to employees' health arising from working activities. This means they need to ensure exposures to dust is kept as far below the Workplace Exposure Limits (WELs) as reasonably practicable. Any dust (regardless of composition or source) will be subject to a TWA (time weighted average over an 8-hour shift) of 10mg/m^3 for inhalable dusts and 4mg/m^3 for respirable dusts, particular materials have lower WELs such as Silica with a TWA of 0.1mg/m^3.

Project-Specific Strategies to Prevent Dust Exposure:

The following measures should be considered to mitigate the impact of dust from demolition and construction activities:

- Working activities should be preferentially adopted that stop or reduce the amount of dust being made e.g. use of silica-free abrasives, using where possible dust-free power tools and plant such as block-splitter instead of a cut-off saw and or using a different method of work altogether e.g. direct fastening system.
- Where dust production cannot be prevented, such as during demolition and cutting equipment activities, it must be combatted at the source using water to dampen down dust clouds and or on-tool extraction controls. These include local exhaust ventilation / air filtration systems to extract / filter out dust.
- Dust sheeting or temporary screens, where appropriate, should be erected immediately around dust-creating activities to enclose the area and prevent dust escaping. Solid barriers with attachable dust-netting may be additionally added around the school site (*Note: adding netting to a Heras Fence is a modification from the manufacturer's standard design and will require a temporary works design*).
- Respiratory protective equipment appropriate for the amount and type of dust will be supplied to operators who are carrying out activities that still generate dust at levels that are above the working exposure limit despite engineering controls in place.
- The Principal Contractor is to refer to HSE guidance to ensure that all reasonably practicable control measures are taken to safeguard workers against dust exposure. The Principal Contractor should be familiar with and adhere to the ACoP accompanying the COSHH Regulations, L5 "Control of Substances Hazardous to Health".

3.2.9 Zoonotic Diseases (Diseases Caused by Bacteria Transfer from Animals)

General precautions such as good hygiene, eating/rest areas separated from the working areas, provision of good washing facilities and supply of gloves are likely to be effective in most cases to prevent infection. All workers should be made aware that most bacteria can enter the body through breaks in the skin as well as by ingestion, cuts and grazes should be covered with waterproof plasters, areas of dry skin including eczema can also permit the bacteria to enter the body.

All food should be consumed within the designated canteen area only and all food waste cleared from site daily and secured in sealed bins. If possible, the site set-up should consider decontamination, i.e. the placement of washing facilities between the work area and the canteen or rest areas, to encourage workers to wash before eating.

Leptospirosis

As such the Principal Contractor is advised to adhere to the HSE guidance found on their website.

Provision of toolbox talks to workers and visitors to raise awareness of the risks is recommended. Good housekeeping practises on site must be implemented and maintained, ensuring all rubbish is cleared and any food/materials are secured in a locked and sealed container.

Construction workers who work around areas where rats have been present are at risk of developing a type of Leptospirosis called Weil's Disease. This is contracted from the urine of infected rats which can get through skin cuts, scratches, the mouth, eyes or after contact with contaminated water. Higher risk areas include work on canals, rivers or sewers.

The disease, albeit uncommon, is often misdiagnosed at the starts with the appearance of flu-like symptoms including a headache or muscle pains. However, left untreated, this can become severe and lead to meningitis, kidney failure and other serious conditions. In rare cases, the disease can be fatal.

Psittacosis, Aspergillosis and Histoplasmosis

Psittacosis is a rare infectious disease caused by a bacterium found in bird droppings and dander. It is mainly associated with parrots and other similar species but does affect other birds, including pigeons. The bacteria can survive for many months even in dehydrated waste and hostile environments. Symptoms are commonly a flu-like illness and pneumonia usually appearing 5-19 days after exposure.

Aspergillus is generally harmless to humans as a normal immune system can fight off the bacteria, which is commonly found on Mallards and other ducks as well as pigeons. However, in immunocompromised persons Aspergillosis can be fatal through major organ failure.

Histoplasmosis is caused by bacteria present in bat and bird droppings. Symptoms will start to occur within 3-17 days of infection. Most show no effects, the acute phase often shows cough or flu-like symptoms and can resemble tuberculosis.

There are also a number of other bacteria carried by Birds such as Salmonella. Control measures will need to be decided by a risk assessment considering the Infectivity of the organism, route of transmission, vulnerability of the individuals concerned and the potential severity of the disease. General control measures advised by the HSE include good hygiene (as noted above), selecting the work method and equipment to minimise the generation of airborne dusts or mists which may be contaminated, provision of suitable and excluding workers from carrying out tasks in contaminated areas or handling contaminated materials.

Anthrax

Anthrax is a zoonotic infection which is a low risk in properties which contain animal hair-reinforced plaster. [Site-specific statement of risk areas]. There is a chance that the animal hair plaster could contain Anthrax Spores which are known to remain viable in the environment even after extremely long periods of time. Although at its worst the disease can lead to death, the likelihood of contracting this infection is understood to be low – there are no recorded cases of anyone in the Construction Industry contracting the disease – and with suitable control measures in place the overall risk will normally be very low.

As with other Zoonoses, the control measures revolve around the minimising of airborne pathogens (selecting work method and equipment to minimise generation of dusts/mists) and preventing their entry into the body using RPE and PPE.

3.2.11 Ionising and Non-Ionising Radiation

No specified risks.

3.2.11 Other Health and Biological Risks

No other specified risk.

4.0 SIGNIFICANT DESIGN & RESIDUAL RISKS

4.1 Significant Risks Identified During Design

Designer Risk Assessments are appended to this information document (Appendix C). It is advised that all designers and contractors review the information within.

All parties involved in the project have a legal duty to communicate information regarding any risks which may not have been previously identified to the Principal Designer for dissemination to the rest of the project team. This will be carried out via updates to the Significant Design Risk Register.

A summary of the key risks identified through design are;

- Works to a fully occupied building, temporary protection and safe means of working required.
- Falls from height, risk assessment and method statement by Principal Contractor.
- Asbestos, temporary protection and safety measures to prevent disturbance by Principal Contractor.
- Scaffolding, prevent blocking of escape routes or fire access, Principal Contractor to review fire strategy and plans and develop scaffolding accordingly.
- Vehicle movement, safe access routes and compound to protect visitors and staff during works.
- Electrical supplies, temporary protection by Principal Contractor to incoming supply and all existing services.

4.2 Materials Requiring Particular Precautions

No materials have been specified in the design which require particular precautions, asbestos presence recorded elsewhere.

4.3 Significant Construction Risks and CDM 2015: Schedule 3 Risks

1. Work which puts workers at risk of burial under earthfalls, engulfment in swampland or **falling from a height**, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.
~~2. Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring.~~
~~3. Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999.~~
~~4. Work near high voltage power lines.~~
~~5. Work exposing workers to the risk of drowning.~~
~~6. Work on wells, underground earthworks and tunnels.~~
~~7. Work carried out by divers having a system of air supply.~~
~~8. Work carried out by workers in caissons with a compressed air atmosphere.~~
~~9. Work involving the use of explosives.~~

10. Work involving the assembly or dismantling of heavy prefabricated components.

4.3 Other Project Risks

None known.

5.0 THE HEALTH AND SAFETY FILE

The Principal Designer must prepare the Health and Safety File. They should liaise closely with the Client to agree content of the file as soon as practicable after appointment.

The Principal Designer must cooperate with the rest of the project team and should expect their cooperation in return. In cooperation with other members of the project team, the Principal Designer must ensure that the file is appropriately updated, reviewed and revised to ensure it takes account of changes that occur as the project progresses.

The Principal Contractor must provide the Principal Designer with any relevant information that needs to be included in the Health and Safety File.

Information on the following should be considered for inclusion:

a) A brief description of the work carried out;

b) Any hazards that have not been eliminated through design and construction processes, and how they have been addressed (e.g. surveys or other information containing asbestos or contaminated land);

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 (e.g. lead paint and special coatings);

e) Information regarding the removal or dismantling of installed plant and equipment (e.g. 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).

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks. The file should not include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc. Information must be in a convenient form, clear, concise and easily understandable.

6.0 Schedule of Information and Appendices

6.1 Currently Identified Information

Information	***Location***
Existing and Current Project Drawings	*Included with Tender*
Asbestos Management Plan	*Appendix A*
Asbestos R&D Survey	*Appendix B*
Significant Design Risk Register	*Appendix C*
Existing Fire Risk Assessment & Emergency Plan	*To be requested from the Client – Appendix D once received*

6.2 Additional Information Required

Appendix A – Asbestos Management Plan:

Ingleton Wood

Appendix A

Refer to Appendix A of the Specification

Appendix B- Asbestos R &D Survey:

TLC Environmental Services Ltd

Asbestos Refurbishment survey Report

15th October 2018

West Bergholt Parish Council
(Orpen & John Lampon Hall Loft Space)
Lexden Road
CO6 3BW

Asbestos Found in this report Yes

Non-licensed asbestos materials discovered in this survey-Yes

Licensed asbestos materials discovered in this survey-Yes

Survey carried out by
TLC Environmental Services Ltd
Unit 4 Chancers Farm Industrial Estate
Fossetts Lane
Fordham Heath
Colchester
Essex
CO6 3NX

Disclaimer

This Asbestos survey report was carried out by TLC Environmental services LTD on the basis of a defined program of work and terms and conditions agreed with the Client. This report was compiled with all reasonable care and attention, bearing in mind the project objectives, the agreed scope of works and prevailing site conditions.

TLC Environmental services LTD cannot accept any responsibility to any parties whatsoever, following the issue of this report, for any matters arising that may be considered outside of the agreed scope of works.

This report is issued in confidence to the Client and TLC Environmental services LTD cannot accept any responsibility to any third parties to whom this report may be circulated, in part or in full, and any such parties rely on the contents of the report solely at their own risk.

Any questions or matters arising from this report may be addressed in the first instance to the Director.

1 General site and survey information

This survey was carried out by: TLC Environmental services Ltd, Unit 4 Chancers Farm, Fossetts Lane, Fordham, NR Colchester, Essex, CO6 3NX Telephone 01206 240440
The commissioner for this survey was West Bergholt Parish Council
The Site surveyed was West Bergholt Parish Council (Orpen & John Lampon Hall loft areas)
The date(s) the survey was carried out on was 15/10/18
Surveyor –Darren Hanyszyn P402
The objectives, aim and purpose of this survey were to identify, assess and report upon the product type, location, extent/quantity, asbestos type, accessibility, amount of damage or deterioration and surface treatment of all asbestos containing materials (ACM's) within the scope of the survey. A material assessment of the ACM' was also undertaken to establish the relative ability of the materials found to release asbestos fibres into the air, using an algorithm.

Areas excluded from this survey were: External roof area
Internal walls beyond surface layer. Foundations and footings.

This survey was carried out to HSG264
(Reduced) refurbishment Survey. There were deviations from this survey method as above.

Any areas not directly mentioned in this report MUST be assumed not to have been inspected, and investigation of these areas must be sought prior to any works in these areas.

Within the areas inspected all reasonable efforts were made to identify accessible and visibly apparent suspect asbestos containing materials without causing damage to the structural elements of the building fabric, fixtures and fittings or the decoration. This does not imply a guarantee that all possible sources of asbestos fibres have been identified.

Accessible is defined as reasonably and safely reachable on foot, or reachable from a stepladder up to 3m, or by removing a cover or grating which is screwed in place, and without damaging fittings or decorations. Opening electrical equipment (e.g. switch boxes), plant (e.g. boilers, air handling units and ducted systems) and hazardous installations (e.g. chemical containers) are specifically excluded. Drains and voids within permanently fixed and structural panels and walls and inaccessible floor and ceiling voids (e.g. under carpets or above fixed tiles) were not accessed. Fixed floor and ceiling boards were not penetrated nor was heavy furniture moved. Lift shafts and similar areas containing moving machinery have not been inspected.

Opening up, inspection and sampling were carried out when it was safe to do so, and by using the methods and equipment listed above.
Locations inspected included: -

- Loft areas to Orpen Hall & John Lampon Hall
- Ceilings
- Interior walls and panels
- Flooring materials

The report, including the drawings should be referred to before any building, installation, alteration or refurbishment work is carried out in the building. All building users and contractors visiting the building should be made aware of the contents of the report.

This survey report should not be used as the basis for a specification of asbestos removal works. No responsibility will be accepted should the information contained herein be used in this way. Any contractors pricing to remove any asbestos must satisfy themselves that they have sufficient information to fulfill contractual obligations by visiting site. All measurements given are subject to re measure.
Sampled areas may require revisit to ascertain materials behind the Area surveyed.

It should be noted that even when there is no asbestos found in any particular area this is not a *guarantee* that this location does not have asbestos present. Due caution must always be taken when dealing with building materials and any suspected materials must be reported and left undisturbed until further investigation proves it is safe to proceed.

Asbestos containing materials (ACM) have not been disturbed or removed during the course of this survey. There is the possibility for additional ACM to be present behind those identified that may only be discovered during subsequent asbestos removal work.

2 Management summary

The following ACM's have scored over 10 on the material assessment and need to be dealt with immediately in the manner indicated

NONE

3 Material assessment and asbestos register

The asbestos register presents an inspection record of every area within the scope of the survey. All areas are noted as either inspected fully, partially or not at all for ACM's. The presence of any ACM's is noted as a simple yes/no, with an explanation of the ACM located in that area in the same box. A risk assessment for each ACM is presented, which is taken from the material assessment. Recommendations for each ACM are given. Finally a column is provided to update the register when work is carried out on ACM's present.

In each area inspected, the surveyor inspects all elements of the structure. If they are not convinced that there is adequate evidence to support a reasoned argument that the material is non-asbestos-containing then a presumption is made that the material contains asbestos. There will be a register entry for every item that cannot be reasoned not to be asbestos.
Adequate evidence to support a reasoned argument is that the material is made from wood, metal, plaster, plasterboard, concrete, ceramic, fibre glass (thermal insulation & glass reinforced plastic), glass, brick or breezeblock.

The material assessment presents in table format the product type, location, extent and/or quantity, asbestos type, accessibility, extent of damage and/or deterioration and the surface treatment of all ACM's located within the scope of the survey.

3.1 Management plan

The material assessment identifies the high-risk materials, that is, those that will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the material assessment will be the materials that should be given priority for a remedial action. Management priority must be determined by carrying out a risk assessment which will take into account factors such as: The location and extent of the material, the use to which it is put, the occupancy of the area, the activities carried out in the area, the likelihood and frequency with which maintenance activities are likely to take place in the area.

Whilst this survey report can form the basis of the management plan required under the Control of Asbestos at Work Regulations (CAWR), the duty holder under these regulations must undertake the risk assessment, as only they will hold all the information necessary.
In conjunction with the report and the material assessment, the risk assessment will form the basis of the management plan.

The management plan may include the following options:

Clean up debris
Repair damaged installations
Encapsulate installations
Enclose installations
Remove materials
Maintain and update the register provided as part of this report
Monitor the condition of materials identified as part of this report
Restrict access or isolate the installation
Label, mark or identify the installation in some manner
Inform users of the building who may be at risk
Train staff as appropriate
Define and use safe systems of work
Operate a permit to work

Not all of these options will be applicable to all sites and/or installations.

TLC Environmental services Ltd. can help to formulate a management plan using this report as a basis.

3.2 Explanation of material assessment algorithm

The four main parameters, which will determine the amount of fibre release from an ACM when subjected to a standard disturbance, are

Product type
Extent of damage or deterioration
Surface treatment
Asbestos type

Each parameter is scored as follows:
High = 3
Medium = 2
Low = 1
Very low = 0 (Extent of damage & surface treatment only)

See table 2 for a full explanation
The value assigned to each of the four parameters is added together to give a total score of between 2 and 12. Presumed or strongly presumed materials are scores as Crocidolite (3) unless analysis of similar samples from the building shows a different asbestos type, or there is a reasoned argument that another type of asbestos was almost always used.
In addition, the material assessment algorithm will also give information and a score (where relevant) for the following variables:

Accessibility (Access): The ability of the relevant ACM to be disturbed in its current location: See table 1

Quantity: which is the amount of asbestos containing material observed by the surveyor during the survey.

The identification method: Either presumed (P), strongly presumed (SP) or analysed (A)

Recommendations: Either Encapsulate (E), Remove (R), or mark and manage (MM),Further investigation (F) See note (SN)

Table 1: illustrating material assessment score against likelihood of fibre release

Score	Potential to release fibres if disturbed
>10	High
7-9	Medium
5-6	Low
=<4	Very Low

Table 2: illustrating material assessment algorithm

Sample variable	Score	Examples
Product type	1	Composites
	2	AIB, Mill Board, textiles, gaskets, ropes, paper, felt
	3	Thermal insulation, sprayed asbestos, loose asbestos
Extent of damage/deterioration	0	Good condition
	1	Low damage: a few scratches, surface marks, broken edges on boards
	2	Medium: Significant breakage of materials or several small areas where material reveals loose fibres
	3	High damage to sprays and thermal insulation. Visible debris
Surface treatment	0	Composite
	1	Enclosed sprays and lagging, Sealed AIB, Asbestos cement
	2	Unsealed AIB, encapsulated lagging and spray
	3	Unsealed lagging and sprays
Asbestos type	1	Chrysotile
	2	Amphibole asbestos excluding Crocidolite
	3	Crocidolite

Area/Description	Sample number	Photo ref.	Product type: 1,2,3	Damage: 0,1,2,3	Surface Treatment: 0,1,2,3	Type: 1- Chrysotile 2- Amosite 3- Crocidolite	Total points:	Access: Low: 1 Medium:2 High: 3	Quantity: M,LM, M^2 or M^3	ID: P SP A	RMD: E R MM SN
Main hall-ceiling.	122039	-	-	-	-	-	-	-	-	A	-
Main hall-ceiling.	122040	-	-	-	-	-	-	-	-	A	-
Loft-roof felt.	122041	-	-	-	-	-	-	-	-	A	-
Loft-pipe lagging.	122042	-	-	-	-	-	-	-	-	A	-
Social club-artex coating to ceiling.	122043	-	-	-	-	-	-	-	-	A	-
Stage-ceiling.	122044	1	1	2	1	1	5	2	>20m2	A	R SN1
Snooker room-ceiling.	122045	-	-	-	-	-	-	-	-	A	-
Store room-ceiling.	122046	-	-	-	-	-	-	-	-	A	-
Boiler room-ceiling.	122047	2	2	1	1	2	6	2	>15m2	A	MM SN2

Notes

SN1-Slight damage to ceiling. Recommend repair/removal

SN2-Mark and manage or remove if impeding works

Survey to be read in conjunction with original survey carried out RE: TLC589 12/07/2016

Asbestos register and access information

Building: West Bergholt Parish Council (Orpen & John Lampon Hall loft areas)

Location / Description	Access: Yes/No Partial	ACM's Located	Risk Assessment	Recommendations	Removed/ Repaired/ Inspected Date
Entrance	Yes	-	-	-	
Entrance cupboard	Yes	-	-	-	
Entrance disabled W/C	Yes	-	-	-	
Entrance W/C	Yes	-	-	-	
Fire escape	Yes	-	-	-	
Foyer	Yes	-	-	-	
Store 1	Yes	-	-	-	
Hall	Yes	-	-	-	
Hall cupboard	Partial	-	-	-	
Office	Yes	-	-	-	
Stage area	Yes	Ceiling	Low	Repair/remove	
Main hall	Yes	-	-	-	
Kitchen 1	Yes	-	-	-	
Kitchen 1 cupboard	Yes	-	-	-	
Kitchen 2	Yes	-	-	-	
Male W/C 1	Yes	-	-	-	
Corridor	Yes	-	-	-	
Female W/C 1	Yes	-	-	-	
Main entrance	Yes	-	-	-	
Disables toilet	Yes	-	-	-	
Beer store	Yes	-	-	-	
Social club	Yes	-	-	-	
Snooker room	Yes	-	-	-	
Female W/C 2	Yes	-	-	-	
Male W/C 2	Yes	-	-	-	
Store 3	Yes	-	-	-	
External cupboard	Yes	Ceiling	Low	Manage/remove if impeding works	

Location / Description	Access: Yes/No Partial	ACM's Located	Risk Assessment	Recommendations	Removed/ Repaired/ Inspected Date
External	Yes	-	-	-	
Stairs	Yes	-	-	-	
Loft areas	Yes	-	-	-	

4 Sample Analysis certificates

2707

SCOPES
Asbestos Analysis Services Ltd.

CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD ☐
PREMIUM ☐
EMERGENCY ☐

Client:	TLC ENVIRONMENTAL LTD		
Address:	UNIT 2, CHANCERS FARM INDUSTRIAL ESTATE FOSSETTS LANE FORDHAM COLCHESTER ESSEX CO6 3NY	Analysis Report No.	SCO/18/24070
Attention:	MR TREVOR LAWRIE	Report Date.	18/10/18
Site Address:	WEST BERGHOLT PARISH COUNCIL	Site Ref No.	TLC987
Date sample taken:	15/10/18	Page No:	1 Of 1
Date sample received:	18/10/18	No. of Samples:	9
Date of Analysis:	18/10/18	Obtained:	DELIVERED

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248.
If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown.

SCOPES SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	122039	MAIN HALL- CEILING	NADIS
2	122040	MAIN HALL- CEILING	NADIS
3	122041	ROOF FELT	NADIS
4	122042	PIPE LAGGING	NADIS
5	122043	SOCIAL CLUB- TEXTURED COATING TO CEILING	NADIS
6	122044	CEILING TO STAGE	CHRYSOTILE
7	122045	SNOOKER ROOM- TEXTURED COATING TO CEILING	NADIS
8	122046	CEILING TO STORE	NADIS
9	122047	INSULATION BOARD CEILING	AMOSITE/CHRYSOTILE

KEY: NADIS - No Asbestos Detected in Sample

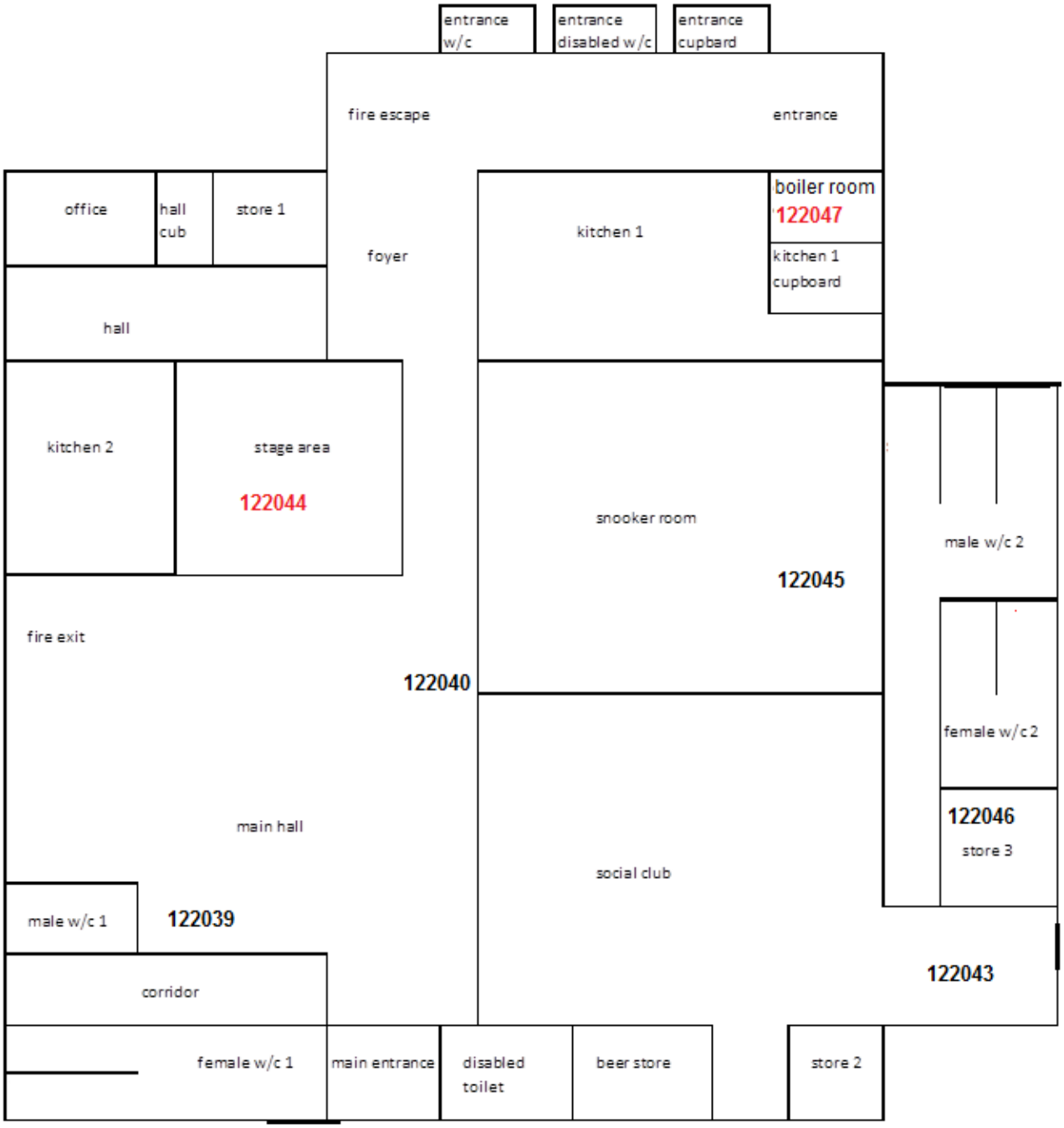
Note: All samples will be retained for a minimum of six months.
Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.

Analysed by:	P ROWLAND	Authorised signatory:	
		Print name:	S BOLTON- Q.C.M

BULK 001-VER 5 12-AUGUST-09-QCM

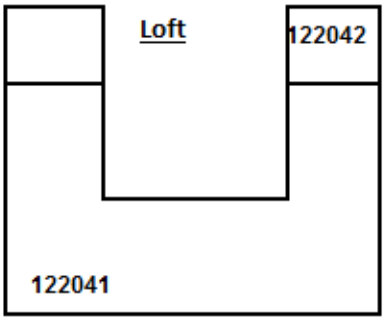
Unit 14 Britannia Court, Burnt Mills Industrial Estate, Basildon, Essex, SS13 1EU
Tel: 01268 724785 Fax: 01268 724796 Mob: 07765 685132 E-Mail: enquiries@scopesasl.co.uk
Company Reg No: 5191390 Reg Address: As above

5 Marked drawings



122039-ceiling NAD
122040-ceiling NAD
122041-roof felt NAD
122042-pipe lagging NAD
122043-artex coating to ceiling NAD
122044-ceiling
122045-artex coating to ceiling NAD
122046-ceiling NAD
122047-ceiling

NAD=No asbestos detected



6 Photographs

Photo 1

Location	Risk Assessment	Recommendations
Stage-ceiling	Low	Repair/remove

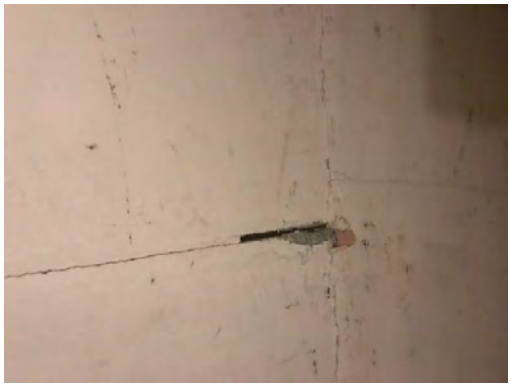
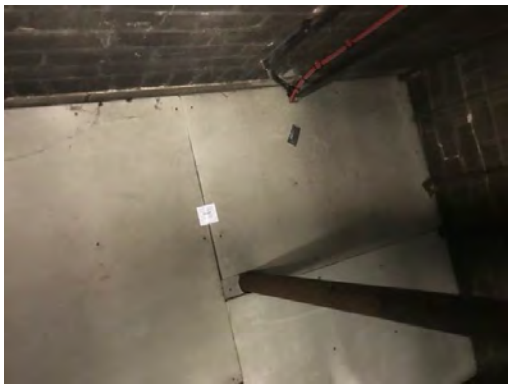


Photo 2

Location	Risk Assessment	Recommendations
Boiler room-ceiling	Low	Manage/remove if impeding works



Appendix C- Design Risk Register:

Assessed by: ST **Date:** 15.01.19 **Review Date:** Tender return

Ref No.	Activity/ Element	Hazard	Persons at risk	Risk rating			Control Measures	Remaining Hazard
				L	C	R		
1	Works to an occupied building	Falling internal, injury to occupants below.	Contractors staff, visitors and users of the building	2	3	6	Contractor to assess safe method of working to allow roof covering replacement with building occupied beneath. Consider temporary protection, crash deck within loft or other safe means and proposed with tender.	Falls from height, injury to person beneath.
2	Roofing works	Falls from height	Contractors staff	2	3	6	Principal contractor method statement for safe working. Appropriately skilled and trained operatives and protective handrails or mansafe systems.	Falls from height.
3	Asbestos	Existing asbestos known and not to be disturbed by works.	Contractors staff, visitors and users of the building	1	3	3	Principal contractor method statement for temporary protection for duration of works to prevent fibre release.	None.
4	Scaffolding	Block of fire access routes or escape routes.	Contractors staff, visitors and users of the building	2	3	6	Principal contractor to review fire access plan on site and develop suitable strategy to prevent blocking routes.	None.
5	Vehicle movement	Injury to contractors staff and visitors to the building	Contractors staff, visitors and users of the building	1	3	3	Principal contractor to prepare RAMS for safe access routes and temporary protection, compound etc.	Injury to persons.
6	Electrical supplies	Electrocution from electrical supplies around roof area.	Contractors staff	1	3	3	Provide temporary protection at all times to prevent access to or near live services. Principal contractor RAMS to provide safe means of working.	Electrocution.

L = Likelihood
C = Consequence
R = Rating

Risk = Likelihood x severity
Rating = high (3), medium (2), Low (1)

Vision, form and function

Appendix D- Fire Escape Plan (to be provided later)

Insert Building Fire Strategy Plan