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PRE-CONSTRUCTION PHASE INFORMATION PACK

For

**Refurbishment of 8 Station
Road Egham**

PRINCIPAL DESIGNER SERVICES

Prepared for
Runnymede Borough
Council

November 2016

Prepared By: Alan Thomas

Checked:



Date:

22 November 2016

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1. PROJECT DETAILS

1.1. PROJECT DESCRIPTION

The project comprises the refurbishment of small detached building to provide suitable office accommodation. The works include the demolition of single storey timber clad extension, renewal of the flat roof coverings and flashings, repairs to pitch roof coverings, windows, doors, overall of sanitary ware, electrical and heating services, decorations, hard landscaping and fencing to provide provision for limited parking facility.

This Pre-Construction Information pack has been prepared in accordance with the information available. The design will need to take into consideration the future accessibility and maintenance requirements of all areas constructed and consequentially affected by the construction.

The contractor is to ensure the works are carefully programmed so as to permit the continued occupation and operation of the adjacent commercial properties for the duration of the works. It is understood that the area to the rear of the building has been allocated for the Principal Contractor to use for site set up, storage, welfare and access to the works. The entrance to this area is through double gates from Station Road North a short cul-de-sac with a pedestrian walk through at one end. No other personnel will use this access for the duration of the works.

The contractor is to prepare detailed written proposals which outline how disruption from noise, dust, deliveries and general access to and from the site will be minimised. The written proposals are also to include details of how the relationship with the adjoining owners will be managed and maintained.

This key information and information as to how the contractor will manage the works shall be developed from the Pre-Construction Information provided by the Principal Designer, and submitted to the Client prior to commencement of construction work.

The Contractor will be responsible for obtaining certification to prove that the proposals comply with current Building Regulations and for obtaining Fire Officer's approval. Copies of these approvals are to be issued to the project team and the Principal Designer.

1.2. **SITE DETAILS/CURRENT USE OF SITE/ADJACENT SITES**

The building is Grade II listed, located on Station Road North, Egham, Surrey . The site is on a level gradient with access from a cul-de-sac to the side and rear .

The site is currently unoccupied and in a fairly derelict condition. The original existing building is constructed from masonry brickwork with pitch plain tile roof with more recent timber clad extensions to the rear. The original building on site was approximately constructed in the 1800's.

The site is bounded by commercial buildings which are predominately two storey in height with limited car parking in the street.

The nearest train station to the site is Egham which is served by South West Trains.

The nearest hospital to the site is Ashford Hospital, the details are shown below;

Ashford Hospital Middlesex
Kenilworth Road
Stanwell
Ashford
Middlesex
TW15 3HR

Emergency; 999

1.3. **KEY DATES**

Construction Lead In Time: 3 weeks
Start Date: TBC
Completion: TBC

1.4. **MOBILISATION PERIOD**

A sufficient time for lead in and mobilization should be allowed in accordance with Regulations 4(1) and 13(2)(b). It is recommended that for JCT Minor Works Building Contract 2011 Edition contracts, this is no less than 3 weeks from the date of appointment to allow adequate resource for detailed design development.

1.5. **CLIENT**

John Rice
Head of Commercial Services
Runnymede Borough Council
Civic Centre
Station Road
Addlestone
Surrey
KT15 2AH

Contact: Mr John Rice
Tel: 01932 425 694
Email: john.rice@runnymede.gov.uk

1.6. **SITE DETAILS**

8 Station Road North
Egham
Surrey
TW20 9LE

1.7. **PRINCIPAL DESIGNER / CDM CONSULTANT**

Playle & Partners LLP
Crest House
138 Main Road
Sidcup
Kent
DA14 6NY

Contact: Alan Thomas
Tel: 020 8300 6811
Email: athomas@playleandpartners.co.uk;

1.8. PRINCIPAL CONTRACTOR - TBC

1.9. LEAD DESIGNER/PROJECT MANAGER

Playle & Partners LLP
Crest House
138 Main Road
Sidcup
Kent
DA14 6NY

Contact: Kevin Vincent
Tel: 020 8300 6811
Email: kvincent@playleandpartners.co.uk

1.10 WHAT THE STRUCTURE WILL BE USED FOR

The structure is to be used as commercial office accommodation and the design will have to take into account The Workplace (Health, Safety and Welfare) Regulations 1992

1.11 EXTENT AND LOCATION OF EXISTING RECORDS AND PLANS

We have been advised that there is no existing Health and Safety File for the structure on site.

Due to the age of the building it is likely that asbestos containing materials will be present.

A full Refurbishment & Demolition survey will be required prior the proposed works.

The Principal Contractor will be asked to manage this survey. A copy of the survey should be issued to the Principal Designer. The Principal Contractor will need to review the survey and advise on any areas of asbestos contamination covered by the survey.

Any asbestos removal required will need to be undertaken by a licenced asbestos removal contractor in accordance with the Control of Asbestos Regulations 2012 with an independent analyst. All information relating to the removal works including Risk Assessments and Method Statements for the safe undertaking of this process is to be issued to the Principal Designer.

Due to the age of the building and the nature of these works, there may be a risk of encountering Lead Paint. This risk should be examined by way of on-site inspection prior to undertaking works, and the recommended guidance on the removal of lead paint followed in the event of this contamination being discovered.

The contractor is to also be aware that there is the risk of lead on the roof; the contractor will need to implement the necessary control measures for addressing this risk.

We have not been provided with information on existing services, but understand that the building is served by all mains services and drainage. The contractor will need to carry out on site checks prior to undertaking any intrusive works.

The contractor is to be aware that the roof does currently have a number of leaks and therefore there could potentially be areas of the roof that are fragile. The Principal Contractor will therefore need to put the necessary control measures in place to address this risk.

Should the works involve any structural works then the advice of a structural engineer should be sought.

The contractor is to advise of any further site investigations they may require for the safe design and construction of this development.

2. CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.1. ARRANGEMENTS FOR PLANNING FOR AND MANAGING THE CONSTRUCTION WORK, INCLUDING HEALTH AND SAFETY GOALS FOR THE PROJECT

The main health and safety goal is to complete this project in accordance with the requirements of current legislation, health and safety guidance and industry good practice without endangering the health, safety and welfare of the operatives and the general public during this project.

There may be sections of the works that will need to be carried out to adjacent areas of 8 Station Road North. These works will need to be carefully coordinated with the neighbouring occupants.

Careful consideration will need to be given to the safety of working on the roof as some of the areas border onto public footpaths below, checks on the structural integrity of the roof will need to be carried out. Careful coordination with the client and local authority will need to be undertaken.

The main access used by the Principal Contractor is to be adequately managed throughout the project. Please refer to section 2.7 of this document for further discussion.

Deliveries will need to be coordinated and a traffic management plan will need to be put in place. It is understood that the adjacent roads are used on a daily basis with high vehicle movement throughout the day.

The contractor may be able to connect into the building services for temporary supplies however the temporary supplies will need to be metered.

The Principal Contractor should aim to minimise any disruption to the occupants during the works.

The Principal Contractor should also ensure to protect the adjacent properties and users, as well as pedestrians and the general public from harm.

The Principal Contractor is to have a set of site rules in place these need to include items such as a language policy, no radios or ipods, no pictures to be taken of adjacent occupants, public, site operatives, should not communicate with the public except for in circumstances to protect their health and safety.

2.2. ARRANGEMENTS FOR MONITORING AND REVIEW

The Principal Contractor must comply with the Health and Safety at Work Act 1974, Construction (Design and Management) Regulations 2015 and all subsequent regulations and statutory instruments issued pursuant to construction activities.

The Principal Contractor must demonstrate management systems and procedures within the Construction Phase Plan to ensure compliance including continual monitoring and auditing.

The Principal Contractor will be expected to conduct regular safety audits and site inspections to maintain a high standard of housekeeping and standards on site. The results of the audits and site inspections must be made available to the Client and CDM Consultant.

2.3. ARRANGEMENTS FOR COMMUNICATION AND LIAISON BETWEEN CLIENT AND OTHERS; BETWEEN PRINCIPAL CONTRACTOR AND OTHER CONTRACTORS ON SITE

The appointed tenderer will act as the Principal Contractor reporting to the Project Manager, and should liaise with adjoining owners on all matters that will affect them on a day to day basis.

Progress meetings will be held to update the project team on the progress of the construction phase of the project.

Liaison with other Contractors on site during the works – The Principal Contractor should outline procedures in the Construction Phase Plan for co-operating and communicating (regarding management of health and safety in areas where work may overlap) with other contractors working on other projects within the site or carrying out maintenance works.

2.4. ARRANGEMENTS FOR SECURITY OF THE SITE

The Principal Contractor should ensure that the designated site area/compound is made and kept secure to prevent unauthorised entry. All necessary precautions must be taken to prevent unauthorised persons entering the site.

Specific measures must be taken to prevent children from entering the site. For example if herras fencing is to be used, this will need to be secured to prevent them from moving it and it is suggested that some sort of boarding should be run along the bottom edge to prevent balls and children trying to get underneath the herras fence panels.

Construction site areas are to be segregated with herras fencing or solid hoarding with designated access points where necessary. It is suggested that herras style fencing is used around the base of the scaffold to prevent access from ground level.

Consideration also needs to be given to the temporary handrail/scaffolding edge protection that will be in place around the perimeter of the building to reduce the risk of residents accessing this from the ground level. The contractor will need to manage this risk and warn the public accordingly.

There must be a signboard in this area for contacting the site manager. All vehicles are to utilise a banksman and adhere to appropriate local speed limits.

The Principal Contractor will need to designate an area to locate the site compound and welfare facilities. The contractor will still need to submit a sketch plan of the site compound for inclusion in the Construction Phase Plan. The location has to be agreed in principle so as to keep disruption to a minimum in the communal areas.

The Principal Contractor must implement a sign-in and sign-out system for all operatives and visitors. All project related personnel and operatives are to wear an identity badge/clothing at all times.

2.5 ARRANGEMENTS FOR WELFARE PROVISION

The Principal Contractor must provide adequate welfare facilities in accordance with the Construction (Design and Management) Regulations 2015. The facilities should be located within the site compound. Details of the facilities must be provided and included in the Construction Phase Plan. This area will need to include the contractor's full site set up including storage, welfare, site office, skips and parking.

No existing site welfare will be made available for use by the contractor.

2.6 SITE HOARDING REQUIREMENTS

The immediate area of the works, including the Principal Contractor's compound, must be securely fenced off to prevent unauthorised access. The areas to be hoarded off must be clearly shown on a sketch plan and included in the Construction Phase Plan.

As a minimum requirement, two metre high solid fencing or herras fencing should be erected around the site. Site perimeter fencing/hoarding must have a defined access point, which must be kept secured at all times as far as is reasonably practicable.

The phasing of the works and the segregation will need to be carefully planned for the works programme and coordinated with the occupants.

For further information on site hoarding and security see section 2.4 above.

2.7 VEHICLE MOVEMENT RESTRICTIONS

The main vehicular access for contractors will be down a short cul-de-sac, Station Road North, through a metal farm style gate to the rear of the property. The short cul-de-sac will be shared with the general public and neighbouring occupants for the duration of the works.

Manoeuvrability for regular vehicles can become difficult when the street is full. A route from the contractors entrance to the proposed compound location will be made sufficiently available, however due to the constraints of the site it is proposed that turning of construction vehicles will not be possible.

A banksman is to be employed by the contractor to control the flow of site traffic to and from the site. Times of such access will be stipulated avoiding unnecessary congestion during peak pedestrian times.

The contractor will need to have a traffic management plan in place and coordinate deliveries to prevent a build-up of site traffic. It is our recommendation that vehicle movement within the contractor's boundary is banked during the works.

Construction and delivery vehicles will need to be carefully managed. The Principal Contractor must liaise and co-ordinate vehicle movements with the occupants on a daily basis.

The Principal Contractor shall ensure that appropriate warning notices are provided. As a minimum requirement, suitable notices must be provided on site perimeter fencing, access routes and at site entrances, warning of the dangers of construction sites and excluding unauthorised persons.

2.8 CLIENT PERMIT-TO-WORK SYSTEMS

The Principal Contractor will be expected to implement appropriate permit systems within the confines of the site. Permit to work systems are to be followed for hot works, confined spaces and works involving an electrical supply of more than 110 volts.

2.9 FIRE PRECAUTIONS, EMERGENCY PROCEDURES & MEANS OF ESCAPE

The Principal Contractor will discharge their duties in accordance with the Joint Code of Practice on the Prevention of Fire in Construction Sites and Buildings to ensure that fire risks and the potential for damage are assessed and kept to a minimum during the construction works.

The Principal Contractor must appoint a competent person who will be responsible for assessing the degree of fire risk and for creating and regularly updating the site fire safety plan during the construction phase.

At no time must emergency exit routes from the adjacent buildings be blocked with the storage of materials, vehicles, rubbish or other items.

Emergency routes should be kept clear at all times. Designated routes must be marked on a site plan, which must be displayed in the site office and at prominent points around the site. Emergency routes must be regularly inspected to ensure that they are kept clear.

Clear access must be provided for emergency vehicles at all times. Where access may be difficult due to site conditions, it is suggested that the Principal Contractor liaise with the local Fire and Rescue Service prior to works commencing on site.

Rubbish and waste materials must be regularly removed from site to minimise the risk of fire.

Details of the Principal Contractor's emergency procedures for this project should be included in the Construction Phase Plan.

The Principal Contractor is to provide a sketch plan of the site indicating escape routes, emergency vehicle routes, fencing, gates, etc.

2.10. RESTRICTED AREAS, OTHER AUTHORISATION REQUIREMENTS AND OTHER RESTRICTIONS

The Principal Contractor must consider any conditions included in the planning permission when dealing with health and safety matters.

Under no circumstances is the Contractor to enter any adjacent structures or areas of occupation that do not directly affect the works, unless prior expressed consent has been given by the Project Manager, or it is absolutely necessary in the interests of safety.

Although the Site Waste Management Plan Regulations 2008 are no longer mandatory or enforced, the plan itself is still encouraged for use, and as a minimum a similar system should be used.

The contractor is still to have a system in place which demonstrates that they are managing waste materials considerately, and to ensure so far as is reasonably practicable that waste produced during construction is reused, recycled, recovered, or disposed of appropriately. This should be a live document updated regularly throughout the project, and it is recommended that the former requirement of the SWMP Regulations to pass this document on to the Client upon completion of the work and retain the information for a period of up to two years is considered.

3 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

3.1 SAFETY HAZARDS

Access to the site will be from Station Road North. The Principal Contractor must prepare a traffic management plan to ensure that the occupants, visitors and the general public are protected from harm during the works. Pedestrian and vehicle routes must be kept separate.

The Principal Contractor must ensure that delivery times are coordinated with the occupants, where necessary a banks man should be placed at the entrance to coordinate the movements of delivery vehicles and construction vehicles.

The Principal Contractor will need to establish a procedure for the control of delivery vehicles into the site.

The Principal Contractor must ensure to erect appropriate fencing/solid hoarding (minimum of 2m high) around the site to prevent unauthorised access.

The means of escape route must be established and kept clear at all times. Means of escape strategy must be discussed with the residents.

The Principal Contractor should investigate and verify contents of services on site. All services must be treated as 'live' until proven otherwise.

The Principal Contractor is to liaise with a representative of the occupants on a daily basis.

3.2 HEALTH HAZARDS

To minimise or prevent injuries to operatives, the Principal Contractor must ensure that materials and loads which have to be manually handled are assessed and adequate information provided to the operatives. Whenever possible lifting equipment must be used. All elements of the design work for all projects are to be designed so that no site operatives have to lift anything above 20kg. There will also be no person working on a project that has not had at least manual handling training.

The Principal Contractor must submit as part of the Construction Phase Plan, arrangements to minimise and control dust, noise and any fumes during the project to protect the occupants and visitors in adjacent buildings, adjacent residents and the general public.

All operatives are to have up to date asbestos awareness training and there are to be procedures detailed in the Construction Phase Plan to cater for the unexpected discovery of asbestos should such as incident take place.

If during the works any asbestos is exposed, work should stop immediately and the Contract Administrator informed. Any asbestos removal work should only be carried out by a licensed contractor under the supervision of a responsible agency in accordance with all current legislation: The Health & Safety Act 1974, Control of Asbestos Regulations 2012 Approved Code of Practice,

3.3 SIGNIFICANT DESIGN ASSUMPTIONS AND SUGGESTED WORK METHODS, SEQUENCES OR OTHER CONTROL MEASURES

Refer to the Tender Documents.

3.4 ARRANGEMENTS FOR CO-ORDINATION OF ONGOING DESIGN WORK AND HANDLING DESIGN CHANGES

Under the Construction (Design and Management) Regulations 2015, designers should identify and eliminate hazards and aim to reduce likely risks from hazards where elimination is not possible. The designer's responsibilities also extend beyond the construction phase of a project. They need to consider those who will maintain, repair, clean, refurbish and eventually remove or demolish all or part of a structure as well as the health and safety of users of workplaces.

Each element of design including temporary works, designed access equipment, individual specialist contractors and special designer packages are required to be developed with the considerations for health and safety from construction to demolition.

The significant health and safety aspects of the elements of design are to be coordinated by the Principal Designer. To facilitate this, the Principal Contractor must:

- Advise the Principal Designer if designer is appointed by him.
- Provide the designer with all necessary information.
- Obtain from the designer risk assessments regarding construction, maintenance, repair and subsequent demolition and dismantling.
- Submit the elements of design to the Principal Designer in sufficient time to enable the consideration of health and safety implications
- Update and amend as necessary the Construction Phase Plan to address any health and safety risk associated with individual design elements developed during the works.

If any significant changes are to be made to the design during the construction phase, by the Principal Contractor's designer or any other project designer, then the Principal Contractor or designer must provide the Principal Designer with all necessary drawings, details and other information required to assess the implications of such changes.

3.5. INFORMATION ON SIGNIFICANT RISKS IDENTIFIED DURING DESIGN

This contract does involve an architect although there is very little design work involved in the refurbishment contract. The contractor will not have to carry out any necessary design work and coordinate this with the Principal Designer; therefore any significant risks will be identified at an early stage and addressed accordingly.

3.6 MATERIALS REQUIRING PARTICULAR PRECAUTIONS

Consideration should be given to the use of such materials during the project. Where the use of any such material on site is unavoidable, the manufacturer's safety data sheets should be obtained and recommendations followed.

4 HEALTH AND SAFETY FILE

4.1 DESCRIPTION OF ITS FORMAT

Refer to Appendix C for Health and Safety File Contents and Format.

4.2 CONDITIONS RELATING TO ITS CONTENT

The Health and Safety File shall be prepared prior to the commencement of the construction phase by the Principal Designer. Record information shall be submitted for inclusion throughout the works by the Principal Contractor and other members of the design team.

The File will be held by the Principal Designer until the end of the project and passed to the Client or until the appointment of the Principal Designer ends and passed to the Principal Contractor, who shall assume responsibility for completing the File.

The completed Health and Safety File incorporating the Operation & Maintenance Manuals should be in the form of one hard copy and two electronic copies, and submitted to the Client / end user at handover. Occupation of the construction space should not occur prior to critical record information being formally issued, including but not limited to commissioning certification and building control sign off.

The mechanical and electrical operations and maintenance manual information is to be checked by the mechanical and electrical consultants. This checking process should be carried out two weeks prior to practical completion to ensure the full operations and maintenance manuals can be delivered on completion including all certification.

All drawings must be annotated and returned to the original designer to produce As Built Record Drawings, no later than two weeks prior to handover.

The Principal Contractor is to provide documents and other relevant information which provide safety information for future maintenance, use and demolition/dismantling of the structure/building.

Refer to Appendix C for a list of details to provide for the health and safety file. This list is by no means exhaustive and is subject to amendment.

APPENDIX A

SITE ENVIRONMENT AND LOCALITY INFORMATION

APPENDIX B

PROJECT PLANNER

APPENDIX C

HEALTH AND SAFETY FILE CONTENT LIST

APPENDIX D

DESIGN RISK APPRAISAL

APPENDIX E

SITE INVESTIGATION REPORTS

Site Environment And Locality Information – Form 4.105/1

Commission Title: 8 Station Road North, Egham	Commission No: 8862
Client: Runnymede Borough Council	Date: 22 November 2016

Description of Works:	
The project comprises the refurbishment of small detached building to provide suitable office accommodation. The works include the demolition of single storey timber clad extension, renewal of the flat roof coverings and flashings, repairs to pitch roof coverings, windows, doors, overall of sanitary ware, electrical and heating services, decorations, hard landscaping and fencing to provide provision for limited parking facility.	
The Principal Contractor is to plan the works for an...	
<input type="checkbox"/> Occupied site	<input checked="" type="checkbox"/> Unoccupied Site
<input checked="" type="checkbox"/> Adjacent Properties?	<input type="checkbox"/> Party wall works?
Further details:	
The contractor is to ensure the works are carefully programmed so as to permit the continued occupation and operation of the adjacent commercial properties for the duration of the works	
Please give details of the existing buildings on site:	
The building is a Grade II listed, located on Station Road North, Egham, Surrey . The site is on a level gradient with access from a cul-de-sac to the side and rear . The site is currently unoccupied and in a fairly derelict condition. The original existing building is constructed from masonry brickwork with pitch plain tile roof with more recent timber clad extensions to the rear. The original building on site was approximately constructed in the 1800's.	
<input type="checkbox"/> See site investigation report?	
The properties adjacent to the site are:	
<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Educational
<input checked="" type="checkbox"/> Shops	<input type="checkbox"/> Recreational
<input type="checkbox"/> I Private Land	<input type="checkbox"/> Public Open space
<input type="checkbox"/> Industrial	<input checked="" type="checkbox"/> Residential
<input type="checkbox"/> Agricultural	Other (please give details)
The site is bounded by:	
<input checked="" type="checkbox"/> Public Footpaths	<input type="checkbox"/> I Private Land
<input checked="" type="checkbox"/> Public Highway	Other (please give details)
<input type="checkbox"/> River / Canal / Pond	
The proposed buildings on which construction work is to be undertaken is:	
<input checked="" type="checkbox"/> Traditional construction	<input type="checkbox"/> Steel Framed
<input type="checkbox"/> Load-bearing masonry with concrete floor slabs	<input type="checkbox"/> Concrete Framed
	<input type="checkbox"/> Timber Framed
Services - The following services are known to be present on site and their status is:	
GAS	
<input checked="" type="checkbox"/> Live	<input type="checkbox"/> Unknown
<input type="checkbox"/> Redundant / Turned off at mains supply	
Name of Gas Supplier: Not Known	Telephone No:

Site Environment And Locality Information – Form 4.105/1, Cont'd

ELECTRICITY		
<input checked="" type="checkbox"/> Live	<input type="checkbox"/> Unknown	<input type="checkbox"/> Redundant / Turned off at mains supply
Name of Electricity Supplier: Not known		Telephone No
Overhead Electricity cables are present :		<input type="checkbox"/> Over the Site <input type="checkbox"/> Adjacent to the site
Electricity sub-stations are present at:		Not Known
Electrical intakes/fuse-boards are present at:		Within 8 Station Road North
Goods / Passenger Lifts are present at:		None
Security Alarms are present at:		Not known
Fire Alarms are present at:		None
WATER		
Water main intakes / valves present at:		8 Station Road North
Name of Water Supplier: Not known		Telephone No
DRAINAGE - The following are present on site:		
<input type="checkbox"/> Petrol Interceptors	<input type="checkbox"/> Cesspits	
<input type="checkbox"/> Septic Tanks	<input type="checkbox"/> Pumping Stations	
<input type="checkbox"/> Holding Tanks		
Name of Drainage Authority:		Telephone No
Drainage layouts / sections and levels available:		<input type="checkbox"/> Yes <input type="checkbox"/> No
The type of stormwater outfall is to :		<input type="checkbox"/> Soakaways
		<input checked="" type="checkbox"/> Mains Drainage
		Other (please give details)
CONTAMINATION		
Site Investigation Reports have been obtained	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Evidence of contamination has been discovered / or is suspected on site	Yes <input type="checkbox"/>	No <input type="checkbox"/> Not known <input checked="" type="checkbox"/>
If Yes, please give details or attach a copy of the Investigation Report		
There are very limited ground works planned for this project, therefore no ground investigation reports are required.		
ASBESTOS		
Existing Buildings on site are known to contain asbestos	Yes <input type="checkbox"/> Unknown <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If Yes please give details: Due to the age of the building it is likely that asbestos containing materials will be present. A full Refurbishment & Demolition survey/report will be required prior the proposed works.		
WE / I DECLARE TO THE BEST OF OUR KNOWLEDGE THE INFORMATION GIVEN ABOVE IS TRUE		
Signed: Alan Thomas		Date:
CDM Consultant		22 November 2016
Organisation: Playle & Partners LLP		

Health & Safety / Site Factors Project Planner

COMMISSION TITLE: 8 Station Road North, Egham	COMMISSION NO : 8862
CLIENT: Runnymede Borough Council	DATE : 22 November 2016

FACTOR / HAZARD	COMMENTS / SIGNIFICANT RISKS	RA / HI
Access - how will the site be accessed, restrictions, adjacent properties etc.	The main vehicular access for contractors will be down a short cul-de-sac, Station Road North, through a metal farm style gate to the rear of the property. The short cul-de-sac will be shared with the general public and neighbouring occupants for the duration of the works. Manoeuvrability for regular vehicles can become difficult when the street is full. A route from the contractors entrance to the proposed compound location will be made sufficiently available, however due to the constraints of the site it is proposed that turning of construction vehicles will not be possible.	✓
Building Maintenance	Adequate provision should be implemented for future maintenance and cleaning of the building.	✓
COSHH – substances to be used during the project.	The Principal Contractor should ensure to obtain COSHH data sheets for substances hazardous to health.	✓
Confined Spaces – will the space be properly ventilated, big enough to allow operatives wearing necessary equipment to climb in/out easily?		N/A
Crane/Hoist Working – is there a suitable hard standing, are any railway lines adjacent to the site where crane is to be used?	A safe working process should be followed and a lifting plan developed. Hardstanding available for hoist installation	✓
Demolition – will operatives be kept away from demolition by use of long-reach machines? Are there still live services? Is there any contamination?	Demolition of rear extension Ensure demolition plan in place, structural soundness of building, establish protection zone from general public	✓
Electricity – are there overhead, underground cables? Has site supply been terminated?	Existing services need to be investigated. The contractor will need to investigate existing services using cable avoidance techniques etc. All services are to be treated as live until confirmed otherwise.	✓
Excavation – are there provisions for temporary support, materials falling onto people, people falling in, underground services etc?		N/A
Falling – are there provisions such as barriers etc. in place?	All scaffolding to be fitted with handrails, toe boards, brick guards and fans adjacent to the building. Edge protection handrail to be installed	✓
Fire – consider any escape routes that will remain that need protecting during construction.	The Principal Contractor must appoint a competent person who will be responsible for assessing the degree of fire risk and for creating and regularly updating the site fire safety plan during the construction phase. At no time must exit routes from nearby buildings be blocked with the storage of materials, vehicles, rubbish or other items. Emergency routes should be kept clear at all times. Designated routes must be marked on a site plan, which must be displayed in the site office and at prominent points around the site. Emergency routes must be regularly inspected to ensure that they are kept clear.	✓
Frame Erection – are there provisions to prevent falls, collapse of structure,		N/A

materials dropping onto people?		
Manual Handling – are blocks exceeding 20kg t being specified? Can manual handling be reduced?	Loads/materials to be manually handled should be assessed; operatives should be informed, trained on handling loads. Where possible, lifting equipment should be used to minimise injuries.	✓
Noise/Dust/Fumes – are neighbours likely to be affected? Will specific materials specified give rise to the creation of dust/fumes, if so can they be changed?	Noise, dust, fumes etc should be kept to a minimum due to the site being residential and the proximity of the site to other residential properties.	✓
Public Safety/Site Security – how can site be made and kept secure? Will pedestrians be affected by site traffic?	The Principal Contractor should ensure that the designated site area/compound is made and kept secure to prevent unauthorised entry. All necessary precautions must be taken to prevent unauthorised persons entering the site. Specific measures must be taken to prevent children from entering the site. For example if herras fencing is to be used, this will need to be secured to prevent them from moving it and it is suggested that some sort of boarding should be run along the bottom edge to prevent balls and children trying to get underneath the herras fence panels. Construction site areas are to be segregated with herras fencing or solid hoarding with designated access points where necessary. It is suggested that herras style fencing is used around the base of the scaffold to prevent access from ground level	✓
Scaffolding – should be constructed to prevent people & materials falling, kept free from trip & slip hazards	Scaffolding should be adequately planned, erected, maintained and dismantled by competent persons with a minimum of weekly recorded inspections.	✓
Site Investigation – have the ff surveys been done: asbestos, topographical, Cat scan, etc.	Due to the age of the building it is likely that asbestos containing materials will be present. A full Refurbishment & Demolition survey/report will be required prior the proposed works. The Principal Contractor will be asked to manage this survey. A copy of the survey should be issued to the Principal Designer. The Principal Contractor will need to review the survey and advise on any areas of asbestos contamination covered by the survey.	✓
Site Set-Up – is there room for adequate welfare provisions, storage unit, site office etc?	A site layout plan should be prepared showing the proposed location and details of the Principal Contractors site set up (compound). Site plan should include routes across the site and detail any temporary protection works.	✓
Small Plant/Equipment – should be selected, installed & tested to ensure suitability and safety.	All plant and equipment to be used should be tested, well managed and used to prevent injuries to operatives and general public.	✓
Temporary Works	Temporary fencing and protection works	✓
Vehicles/Site Transport – is there safe entry & exit point, adequate turning room and good visibility for drivers? Will pedestrians be separated from vehicles?	Vehicular access will be via a cul-de-sac at 8 Station Road North; a safe traffic management system should be implemented and will need to be co-ordinated with the occupants.	✓
Roadworks – adequate pedestrian diversion & traffic signage implemented.		N/A

PREPARED BY: Alan Thomas

CHECKED BY : Shanice Ling

Health & Safety File / Contents

COMMISSION:	8 Station Road North, Egham - Refurbishment		
CLIENT:	Runnymede Borough Council		
COMISSION NO:	8862	DATE :	22 November 2016
List of Contents for Health & Safety File			

The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. The file is only required for projects involving more than one contractor.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition.

Information which should be provided to the Principal Designer for inclusion within the Health & Safety File is as follows;

a.	A brief description of the work carried out.
b.	Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (for example, surveys or other information concerning asbestos, contaminated land, water-bearing strata, buried services and so on).
c.	Key structural principles (for example, bracing or sources of substantial stored energy including pre- or post-tensioned members) and safe working loads for floors and roofs
d.	Hazardous materials used (for example, lead paints and special coatings.
e.	Information regarding the removal or dismantling of installed plant and equipment (for example, any special arrangements for lifting such equipment).
f.	Health and safety information about equipment provided for cleaning or maintaining the structure.
g.	The nature, location and markings of significant services, including underground cables, gas supply equipment and fire-fighting services.
h.	Information and as-built drawings of the building, its plant and equipment (for example, the means of safe access to and from service voids, and the position of fire doors).

This information must be submitted two weeks prior to contractual handover in both one hard and one electronic copy. All drawings should be submitted in PDF and AutoCAD formats.

This list has been taken from the CDM2015 Industry Guidance, and is additional to but not in place of information provided about the building and its construction (Building Works O&M Manual).

The information listed above shall be submitted to the Principal Designer by the Principal Contractor and the design team for review and compilation into a format agreed prior to construction commencement with the Client.

The Principal Designer has no statutory obligation to review or sign off Building Works O&M Manual information. A digital copy of the Building Works O&M Manual should still be submitted to the Principal Designer prior to contractual handover, as there may be information contained which must be referenced in the Health & Safety File.

Design Risk Appraisal – 8 Station Road North, Egham

Prepared By: Alan Thomas

Checked:

Date: 21 November 2016

	Hazard	Activity	Person at Risk	Risk Rating 1 (Low) - 9 (High) Probability (P) x Severity (S) = Risk Rating (RR)			Principle of Prevention (Eliminate, Reduce, Control) Insert ✓			Description of Control Measures to be Followed
				P 1-3	S 1-3	RR 1-9	E	R	C	
Work at Height	Fall from roof level	Repairs to roof covering and associated roof works	Construction Operatives				✓			Erect scaffold/handrail temporary works to all elevations of building during construction process
	Fall from Height	Access unstable roof structure	Construction Operatives		N/A			✓		Contractor to use suitable temporary roof deck to existing covering/structure
		Gutter cleaning	Maintenance Operatives						✓	Client cleaning and maintenance strategy to indicate use of MEWP or temporary fall arrest system
Slips, Trips & Falls	Trips	Poor waste material storage, trailing cables	Construction Operatives/ General Public		N/A				✓	Waste and material storage in segregated controlled areas. Ensure cables are secured at high level during construction works
	Fall of materials	Roof works above occupied areas	General Public						✓	Ensure sufficient protection to prevent operatives and materials from falls onto occupied areas below.

							CONSTRUCTION & PROPERTY CONSULTANTS			
Collision Collapse Entrapment	Collision with moving vehicles & plant	Deliveries, waste and plant	Construction Operatives/ General Public		N/A				✓	Principal Contractor to devise traffic management plan in conjunction with clients for delivery vehicle movements
	Storage of materials on roof	Renewal of roof covering	Construction Operatives					✓	Ensure existing roof structure is of suitable strength for loading of materials awaiting installation	
	Collapse of rear extension on site boundary	Demolition of rear extension	Construction Operatives/ General Public					✓	Ensure demolition plan in place, structural soundness of building, establish protection zone from general public	
Manual Handling	Excessive weight of components	Delivery of materials to high level works areas	Construction Operatives		N/A			✓		Design components in manageable parts under 20kg in weight. Use of mechanical hoisting equipment for materials and plant to high level. Locate storage areas within easy reach of construction works
Confined Space	No issue identified on this project									

Fire & Explosion	Restriction of escape routes.	Construction works around occupied building.	Construction Operatives/ General Public/Building occupiers				CONSTRUCTION & PROPERTY CONSULTANTS	✓	Principal Contractor to ensure waste and construction materials do not block adjacent existing exit routes. Principal Contractor to formulate site fire strategy in line with Client strategy for the building.
	Build up of waste material.	Construction works	Construction Operatives/ General Public/Building occupiers		N/A			✓	Ensure good housekeeping by clearing waste from building to segregated secure storage areas.
	Hot works	Construction works	Construction Operatives/ General Public/Building occupiers					✓	Specify materials to eliminate the use of heat jointing. Ensure storage of any gas cylinders is at ground level in locked cage
Electricity	Hidden services	Construction & Maintenance works	Construction Operatives/ End user					✓	Design to show details of existing services information. Principal Contractor to trace scan to locate services if design information insufficient.
	Live services	Construction works	Construction Operatives		N/A			✓	Principal Contractor to incorporate permit to work safe system of work for the disconnection and reconnection of services

Dust/Fumes	Excessive airborne particles	Construction works	Construction Operatives/ General public				CONSTRUCTION & PROPERTY CONSULTANTS	✓	Ensure robust screening to confine dust particles to works areas
	Asbestos present	Construction & Maintenance works	Construction/ Maintenance operatives		N/A			✓	Refurbishment & Demolition Asbestos Survey Report to be carried out. If applicable asbestos removal to be done under controlled conditions. Survey, waste removal notices, air test certification to be included in the project H&S File
Noise/Vibration	Disturbance to building occupiers	Construction works	Building Occupiers		N/A			✓	Liaise with adjacent building occupiers for timings of excessive noisy works.
Site hazards	Occupied adjacent areas, Vulnerable occupants	Construction works	General Public					✓	Principal Contractor to ensure robust segregation of works areas. Good liaison with adjacent building occupiers.
	Moving vehicles & plant	Deliveries, waste and plant	Construction Operatives/ General Public		N/A			✓	Principal Contractor to devise traffic management plan in conjunction with clients occupants and visitors vehicle movements

	Limited site access	Deliveries, waste and plant,	Construction Operatives/ General Public				✓		Segregated access for construction deliveries, plant and operatives. Separate access for visitors
Hazardous Substances	Lead	Repair, renewal of roof coverings	Construction Operatives		N/A		✓		Ensure sufficient ventilated areas where works undertaken. Operatives to be aware of COSHH assessments for the product. Ensure sufficient washing facilities prior to consumption of food
	Guano/Bird droppings	External refurbishment							
Cuts & Abrasions	Sharp edges, corners, abrasive materials	Cutting Lead, Tiles	Construction Operatives		N/A		✓		Where possible design & specify components with rounded edges, corners. Use of level 4 or 5 hand protection
	Existing brittle glazing	Repairs of old windows	Construction Operatives				✓		Removal and disposal of existing glazing in whole sections
	Sharps/Needles	Removal of scrub to derelict area	Construction Operatives					✓	Principal Contractor to carry out thorough survey of area prior to works.