

HEALTH AND SAFETY INFORMATION

Site Address:

The Big Green
Polperro
Nr. Looe
PL13 2QT

Project details:

The renovation and reconfiguration of the public space including seating areas, riverside promenade with raised riverside wall, celtic cross display area, church access steps, new shelter & store, and all associated electrics and drainage.

Client:

Clerk to Polperro Community Council
PO Box 82
LOOE
PL13 9DG

www.polperrocommunitycouncil.gov.uk

Contact: Laura Storey

Telephone: 07539 878832

Principal Designer:

Martin Perry Associate
Parade House
The Parade
Liskeard
Cornwall
PL14 6AH

Contact: Martin Perry

Telephone: 01579 345777

The Big Green, Polperro

INFORMATION DISTRIBUTION

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HEALTH AND SAFETY INFORMATION

1. INTRODUCTION

This document has been prepared in accordance with The Construction (Design and Management) Regulations 2015

The regulations require that Health & Safety Information be produced which describes the project, existing environment, construction work and timescale, and identifies hazards (including services) and the Safety, Health and Welfare standards required in the execution of the works. This pack has been produced to assist all duty holders comply with their duties and the pack will be updated to incorporate any additional information and further hazards identified by the client and /or designers during the pre-construction period.

The Principal Contractor must develop the Health & Safety Information into a Construction Phase Plan, incorporating his Programme, Method Statements and detailed arrangements demonstrating his competence to manage the contract safely.

The regulations state that the Client must not permit any contractor to commence any construction operations until the Construction Phase Plan is in place and that welfare arrangements are provided to regulation standard.

A mobilisation period must also be agreed between the Client and the Principal Contractor.

The client will notify the Contractor in writing when the Construction Phase Plan has been received and that the Construction work can commence.

The Construction Phase Plan must take account of the following:

- a) All aspects of Health and Safety relevant to the contractors working on the contract.
- b) Detailed Health and Safety procedures of all his contractors
- c) The Health and Safety of persons not connected with the project
- d) All current relevant legislation**

During the project, the Principal Designer will prepare a Health and Safety File for issue to the Client upon Practical Completion, for their retention and future use. This file will contain any relevant Health and Safety information relating to the project, including 'as built' drawings, operating and maintenance manuals, etc.

The Designer / Principal Contractor / Works Contractors are obliged to supply information to ensure that the Health and Safety Files are produced by the project completion, for handover to the client.

HEALTH AND SAFETY INFORMATION

2. NATURE OF THE PROJECT.

CLIENT NAME:

Polperro Community Council

CLIENT ADDRESS:

PO Box 82
Looe
PL13 9DG

Contact: Laura Storey.

Telephone: 07539 878832

SITE LOCATION:

The Big Green
Polperro

NATURE OF THE WORK:

The renovation and reconfiguration of the public space including seating areas, riverside promenade with raised riverside wall, Celtic cross display area, church access steps, new shelter & store, and all associated electrics and drainage.

PROGRAMME FOR CONSTRUCTION:

Commencement: February 2024

Mobilisation period: 2 weeks

Contract Period: 12 weeks

3. THE EXISTING ENVIRONMENT

LOCATION:

The Big Green, is located within the seaside village of Polperro as shown with blue arrow on the map below.



ACCESS:

From the highway known as 'Big Green'. Access through the village is via restricted narrow streets which are particularly busy during the holiday season. The site is located where the blue arrow is pointing, access is from Fore Street, which is extremely narrow in places (approx 2 metres), turning sharp right at the junction with Talland Hill, which is No Entry as one way. This will cause difficulty for deliveries of equipment and materials as well as removal of materials from the site.

For a vehicle the size of a Toyota Hilux, you cannot turn around, you need to reverse back, with a banksman, to Talland Hill junction and turn there to leave via Fore Street. Consideration should be given to delivery of materials, including welfare facilities and scaffolding, consideration should be given to the type of scaffolding due to transport, system scaffold over tube and fitting for example and the access arrangements required for works within the water course.

The Contractor is to take account of this and avoid deliveries during busy times where possible and is to avoid abusive or threatening behaviour towards pedestrians.

There is no site parking available due to space, There are pay and display car parks near by.

What 3 Words – outdoor.newspaper.blackouts. locates the centre of the site

The Big Green, Polperro

SITE NEIGHBOURS:

The surrounding buildings generally comprise commercial retail outlets, pubs, cafes, and the public spaces. The site comprises the public square known as Big Green, the extent of which is indicated on the Site Layout Plan above. Safe access to the neighbouring properties identified as 'Sandpiper', 'Polperro Bakery' and 'Pizza Restaurant' is to be maintained throughout the project at all times. The Contractor is not to extend his works (including storage of materials, and access beyond the site boundary. Scaffolding and other temporary works may be constructed off site with prior permission from the affected neighbouring property owners or authorities where within the watercourse for the works upon the wall.

Public access will be at the sites frontage throughout the re-development and the considerations made for the protection of the public must be maintained with suitably selected fencing to prevent unauthorised access.

SITE TERRAIN:

The site is level with stepped areas within the site. There is a Celtic Monument Stone located near the entrance to the site, this is will be removed during the works, for retention and reinstatement at a new location. There is access to a residential property and business that needs to be maintained to a width of 900mm.

Picture 2 & 3 shows the Celtic cross monument, on the right of the picture shows the access to the residential property (white door), next picture shows the access route to the property and business that requires the 900mm wide access.



The Big Green, Polperro



Picture 4 shows the memorial plaque and QR code for the Art trail, these need to be kept for reinstatement

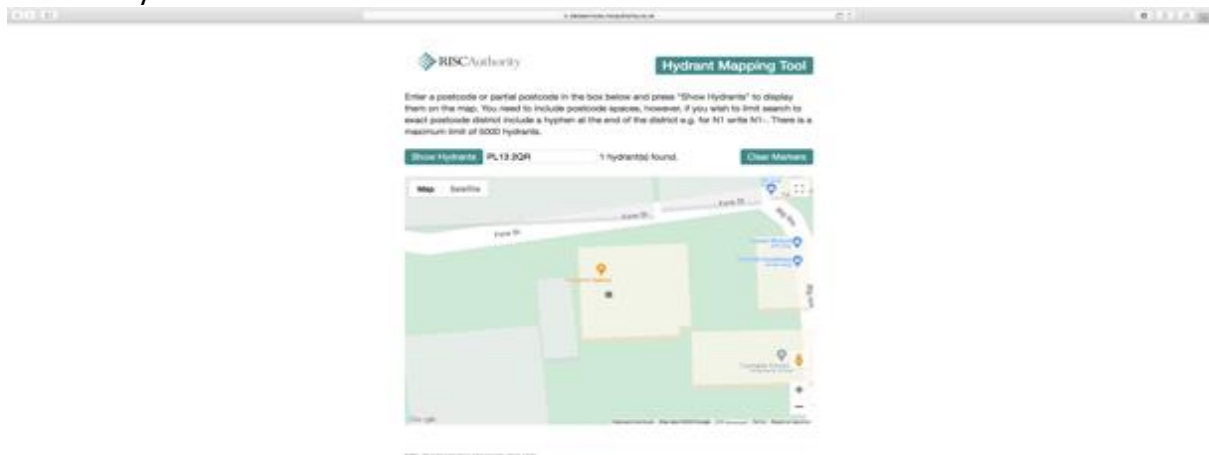


Picture 5 shows the business that requires the access 900mm wide.

SERVICES:

All existing services need to be located by reference to Utilities drawings and from a visual walk around to identify manholes / inspections pits / covers / etc. Services located need to be clearly marked and isolated / protected during these work activities. There are electrics and drainage services beneath the brick paving. The Black inspection cover in the photo is for the siting of the Christmas Tree.

Nearest Hydrant Location: Is located within the site.



GROUND CONTAMINATION:

Not Known

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PRESERVATION ORDERS:

Not known

ENVIRONMENTAL RESTRICTIONS:

Waste on site needs to be managed and all efforts are to be made to re-use or re-cycle materials whenever possible.

Extreme care will be required when using work equipment that produces noise and dust as to not cause any disruption to neighbouring properties

Extreme care must be taken to prevent ground contamination and the pollution of the nearby river, consideration must be given to the selection of work equipment when required to prepare the wall next to the river for painting. Selection of equipment that provides good extraction to control dust/debris from entering the watercourse, drains or sewers.

Fuel storage must be bunded and drip trays need to be placed under static plant to prevent leakages into the ground; spill kits need to be readily available to deal with any leaks that occur.



Picture 6 shows the wall that requires preparation for, and painting



Picture 7 shows the location of the Big Green (to the right of black truck)

The Big Green, Polperro



Picture 8 shows the narrow access road, there is another pinch point ahead of the gentleman in the blue coat, due to the angle of the road it is the tightest area to pass through

4. DESIGN

The following hazards or work sequences cannot be avoided and must be addressed by the Principal Contractor – (to be read in conjunction with any Design Risk Assessments):

Existing Services.

Hazard: Contact with existing underground / overhead services within the Big Green open space (check Utilities' Drawings) Please see service drawings Ref No 32482395 from LS Bud

Traffic operation

Hazard: Uneven ground / garden areas
Cambers on the access road
Neighbouring shops and Premises along the access road
Shared vehicle and Pedestrian Accessways
Maintenance of the shared accessways to premises

Work at Height

Hazard: Falls of Personnel liable to cause personal injury
Falls of Materials and Equipment
Access and egress to workplace
Falls into the water course during scaffold works / remediation of the walled sections

Protection of the Public

Hazard: Unauthorised access into the working areas
Tripping Hazards.
Dust, Vibration and Noise issues
Neighbouring shops and Premises along the access road
Shared vehicle and Pedestrian Accessways
Maintenance of the shared accessways to premises

Lowering of /Disposal of Materials

Hazard: Dropping of materials in an uncontrolled manner
Manual Handling

Manual Handling

Hazard: Handling heavy materials
Repetitive handling of components / materials due to restricted work space / sites location

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Excavations

Hazard: Collapse of excavation sides
Falls into excavations
Confined Space Issues
Temporary works for supporting / maintaining access to premises and public right of way

Environmental Issues

Hazard: Pollution of Watercourses / Drainage Systems from wall remedial works. Selection of work equipment and working times to prevent flooding / wash away of generated arisings from work activities
Dust / Noise/ Smoke

Asbestos

Hazard: Asbestos-containing materials within area.
Not expected but refer to any Asbestos report for the site

Fire

Hazard: Fires causing dangers to operatives
Spread of fire to neighbouring properties
Arson

Scaffolding: Scaffolding must be erected in accordance with the Work at Height Regulations 2005 and BS EN 12811 with consideration required for accessing the site with materials
Secure scaffold when not in use and ensure sufficient design where erected within the watercourse
Ensure sufficient securing of tools / materials and boards
Permissions / license to erect scaffolding within the watercourse or neighbouring properties boundary lines for wall remediation

Temporary Works

Hazards: Collapse of structure / adjacent buildings / temporary access ways
Overturning of fences / flagpoles / signboards
Scaffolding where erected within the watercourse

Lifting Operations

Hazards: Overturning of lifting appliances
 Contact with overhead services / structures e.g. scaffolding
 Ground conditions
 Uncontrolled collapse of suspended load

Preservation Orders

Hazards: None listed

The Principal Contractor must provide a construction phase plan **prior to the commencement of his activities** indicating their proposals for:

- 1) preventing access by unauthorised personnel throughout the course of the project.
- 2) lowering and hoisting materials (including the competent person for preparing the 'Lifting Plan')
- 3) working at height including access and egress and designed scaffolds
- 4) ensuring safe traffic management during the project, including a traffic plan
- 5) ensuring suitable welfare facilities
- 6) ensuring that hazardous substances are handled safely
- 7) preventing fires throughout the construction processes, to include a fire plan incorporating a sequence of operations and protection systems as necessary
- 8) ensuring that the site is managed by a competent manager e.g. SMSTS trained
- 9) ensuring that there is a qualified first aider on site at all times (3-day course)
- 10) ensuring that temporary works is designed by a competent engineer and is managed by a Temporary Works Co-ordinator on site

5. CONSTRUCTION MATERIALS.

The materials to be used in these construction operations are not considered to be particularly hazardous, but COSHH assessments must be available for each product and operatives advised of their content.

6. SITE WIDE ELEMENTS

Site hours are limited to 8.00am to 6.00 pm each day and no work to take place on Sundays.

The site is in a Residential/ Business area; along very narrow access roads, therefore consideration must be given to dust, noise and control of vehicle movements at all times to prevent them becoming a nuisance. There is limited parking outside the site; access roads must be kept free at all times for deliveries and / or emergency vehicles.

7. SITE RULES

The Principal Contractor must:

- a. Report any accident or dangerous occurrence to the Client.
- b. Ensure plant is immobilised during 'non-working' hours.
- c. Ensure that all manual handling is kept to a minimum, maximum permitted load is 25 kg, or 20 kg with repetitive tasks. Mechanical means of handling loads must be used when possible
- d. Take all necessary steps to comply with all current legislation
- e. Demonstrate effective monitoring of his Health and Safety Standards.
- f. Ensure that all persons wear safety helmets , high visibility clothing and safety footwear at all times
- g. Ensure that Temporary Roofs, Support, Sheeted and Freestanding Scaffolds are designed by a competent person
- h. Allow smoking in permitted areas on site only
- i. Ensure suitable fire fighting equipment, detection equipment and means of raising the alarm are provided on site.

8. CONTINUING LIAISON

The Principal Contractor must produce a Construction Phase Plan for issue to the Client / Principal Designer **prior** to commencing work on site.

The Construction Phase plan must contain Method Statements for dealing with all Health and Safety Matters as described in this document. The Principal Contractor must keep any drawings, manuals, etc for inclusion in the Health and Safety File (See appendix for details of file requirements)

Copies of all designs for scaffolding, falsework, etc. must be forwarded to the Principal Designer to confirm that adequate design work has been undertaken.

9. PARTIES TO THE PROJECT.

CLIENT:

Polperro Community Council
PO BOX 82
Looe
PL13 9DG

Contact: Laura Storey Telephone: 07539 878832
Email: clerk@polperrocommunitycouncil.gov.uk

PRINCIPAL DESIGNER:

Martin Perry Associates
Parade House
The Parade
Liskeard
Cornwall
PL14 6AH

Contact: Martin Perry Telephone: 01579 353 777
Email: mail@mperryassociates.com

DESIGNER:

TBC

CDM ADVISER:

JNC Safety Services Ltd,
Woodbine Farm Business Centre
Truro Business Park
Truro
Cornwall TR3 6BW

Contact: JNC Safety Services Ltd Telephone: 01872 262261
Email: safety@jncsafetyservices.co.uk

PRINCIPAL CONTRACTOR:

To be appointed

CONTRACTORS:

To be appointed

APPENDIX 1 – SAFETY FILE INFORMATION

The Big Green, Polperro

The Principal Designer / Principal Contractor will be requiring the following information (as applicable) in order to prepare the Safety File for the Client. This information can be forwarded as the project proceeds or kept until the project is complete – but it is vital that it is received so that the file can be handed to the Client upon project completion. Information required:

- 1 Details of any residual hazards – e.g ground contamination; asbestos-containing materials; etc
- 2 Details (and hazard data sheets) for any hazardous materials used in the construction activities
- 3 Health and Safety Information for any equipment provided for cleaning / maintaining the structure e.g. cradles / access towers, etc
- 4 Location of services – including locations of emergency stop taps, etc; specialist electrical / mechanical contractors must provide a detailed drawing showing layouts
- 5 As-built drawings – marked-up drawings prepared on site or drawings prepared by the Architects.

The information can be provided on written or electronic form (drawings must be pdf format if electronic format provided)

APPENDIX 2 – SERVICES' DRAWINGS

APPENDIX 3 – DESIGN RISK ASSESSMENTS

APPENDIX 4 – WELFARE REQUIREMENTS

MINIMUM WELFARE REQUIREMENTS FOR STATIC SITES

The Client will assist the Principal Contractor where possible by ensuring that a suitable location for welfare facilities is available. The following are the minimum requirements:

- 1 Mess hut with seats and tables – seats to have backrests and tables to have an impervious surface
- 2 Kettle or other means for boiling water and a means of heating food
- 3 Suitable supply of drinking water either from the mains or a bottled supply; containers must be marked as drinking water.
- 4 An adequate supply of toilet facilities, ideally with flushing toilets, with separate facilities for ladies. Toilet paper to be available.
- 5 Washing facilities, with a supply of hot and cold running water; these facilities are to be either in the toilet block or adjacent to them. Soap, towels and nail brushes to be readily available. Washbasins are to be large enough for operatives to wash face, hands and forearms
- 6 A storage area must be provided for operatives clothing; a drying room must be available for operatives to dry their clothes.
- 7 All welfare facilities must be kept clean and tidy with waste bins provided and cleared regularly. Welfare facilities MUST be non-smoking.
- 8 Welfare facilities must be easily accessible and must be adequately heated, lighted and ventilated.
- 9 Mess huts must not be used for the storage of tools and/or materials.

NOTE: Due to the site restraints, it is advisable to liaise with the client regarding the use of any nearby building for some or all of the welfare provision. Alternately the provision of prefabricated structure to be built on site to form the welfare/site office requirements.