

**PRE-CONSTRUCTION INFORMATION**

**FOR**

**Burnley Borough Council**

**Refurbishment Works**

**At**

**1 Wren Street, Burnley**

**September 2022**

**Glovers Project Services Ltd**

The Old Tannery, Eastgate, Accrington,  
Lancashire, BB5 6PW  
Tel: 01254 398426  
[www.gloverspsl.com](http://www.gloverspsl.com)  
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## 1.00 Introduction

In compliance with the Construction (Design & Management Regulations) 2015, Glovers Project Services Limited has been appointed by Burnley Borough Council on behalf of Burnley Borough Council as Principal Designers for the project.

The Principal Designer is for Health and Safety Issues only and should not be mistaken as the Main Designers for the works

The Client wishes to minimise risks to all parties who are involved in the contract works.

Upon completion of the project a 'Health & Safety File' will be handed to the client for use in future maintenance.

The 'Health & Safety File' will contain information relating to the project. This information will be provided by the Principal Contractor, Main Contractor, Sub Contractors and Designers and compiled by the CDM Coordinator.

## 2.00 Project

- 2.01 The Project is situated at 1 Wren Street, Burnley, BB12 2QG and is for a Full Internal Refurbishment, including new heating, plumbing and electrical installations, new kitchen and bathroom, new windows and doors, and fully re plastered. All works are to be in accordance with current regulations. A contractor is yet to be appointed.
- 2.02 The Project address is 1 Wren Street, Burnley, BB12 2QG
- 2.03 The site is positioned upon a normal residential street in Burnley. There are no specific site limitations other than would be expected of such a residential area.
- 2.04 The Contract period for the project is **10 weeks**. The start date is **anticipated as 1st November, 2022**
- 2.05 The Client has allowed a minimum of 4 weeks for construction phase planning ending on the day of commencement.
- 2.06 We have been issued with any existing services drawings and these are in the appendix of this information. Existing services should not be affected.
- 2.07 The works generally comprise of a full strip out of the interior with additional new wiring, and plumbing, joinery, new windows and doors, fully re plastered and redecorated
- 2.08 The Consultants appointed are as follows:

Client:	Burnley Borough Council Property Consultancy Parker Lane Burnley
Client Contact:	John Killion Tel. 01282 425 001

Project Surveyors	Burnley Borough Council Property Consultancy Parker Lane Burnley
Client Contact:	John Killion Tel. 01282 425 001

Principal Designer

Glovers Project Services Ltd,  
The Old Tannery,  
Eastgate,  
Accrington,  
BB5 6PW,

Contact: Brian Mason  
Tel: 01254 398 426

Contractor

to be appointed

### **3.00 Client Considerations & Management Requirements**

- 3.01 It is the Clients intention to minimise all risks to the workforce, staff and visitors and to reduce the possibility of accidents.
- 3.02 To achieve this aim, risk management should be provided and implemented in accordance with the programme so that potential risk is managed at source.
- 3.03 All staff, employees, visitors, and client representatives must receive induction on their first visit and must confirm the induction by signing an induction record register.
- 3.04 The Contractor should also carry out regular 'Toolbox Talks' and employ an open door policy with regard to health and safety issues and working procedures.
- 3.05 The Contractor must liaise with the Client, Designers and Tenants throughout the Contract Period. Good communications between all parties will help lead to a safer and better project. Hold regular meetings outside the main project site meetings.
- 3.06 Ensure the site is fully secured to prevent unauthorised entry from the general public.
- 3.07 The Contractor must provide adequate welfare facilities including Site Office, Meeting Room, Mess Cabin, Drying Room and Male / Female Toilets. All facilities should be well lit, heated and toilets should have washing / drying facilities with hot and cold running water. The Contractor must ensure the toilets and water are kept in use during cold spells and are cleaned on a regular basis.
- 3.08 The Contractor must provide a First Aid Point and have a Qualified First Aider on site at all times.
- 3.09 The Contractor should provide secure fencing/hoarding around the compound areas of the site. There are no specific requirements as to the type of fencing the Contractor should use.
- 3.10 A fire plan for the building needs to be displayed in the site office, mess cabin and in the building and must be explained during the initial inductions.  
  
The fire evacuation procedures also require explaining indicating the fire alert, escape routes and fire muster points.
- 3.11 All work is to be carried out within the property boundaries. The site may have satellite compounds and welfare facilities.
- 3.12 The site is a no smoking site – See Appendix for Site Rules.
- 3.13 Car Parking Restrictions – Please ensure that all Employees, Subcontractors, Visitors, Consultants and Client Representatives park their cars so as not to affect local residents. Keep all adjacent roads as clear as possible at all times.

#### **4.00 Environmental Restrictions & Existing On Site Risks**

- 4.01 The immediate environment to the site is that of a residential area.

The site has narrow streets of terraced residential houses and occupants park vehicles on the street.

- 4.02 Hazardous Materials – It is not envisaged that there are any hazardous materials, however if any are located during the works, provide risk assessments and method statements for the safe handling, storage and disposal.

**An asbestos Survey has still to be carried out.**

**No work shall continue in these dwellings until any asbestos containing materials have been safely removed (in accordance with the regulations for the safe removal of asbestos) and until air tests have been carried out and the result of which gives a clean bill of health.**

- 4.03 The dwellings will be vacant during the contract period. The Contractor must ensure that temporary facilities are in place at all times.

- 4.04 Wherever possible reduce the noise associated with the general building work.

Provide Risk Assessment, Method Statements and other proposals to deal with this problem.

- 4.05 We have not been issued with any previous Health & Safety Files for the site.

- 4.06 Ensure adequate notices and signage are in place warning the workforce, general public, etc. of the dangers.

## **5.00 Significant Design & Construction Hazards**

- 5.01 It is intended that all significant design risks and construction methods have been eliminated in the design process. However, some risks still occur and should be managed by good site management and control.  
Such risks are highlighted in the Appendix however the list is not exhaustive and these and others indicated by the Contractor should be assessed and method statement documents produced on how these are intended to be dealt with.
- 5.02 Any design changes will be issued in accordance with the Contract. Risk Assessments and Method Statements appertaining to any changes must be carried out and approved prior to these changes being implemented in the programme.



**6.00 The Health & Safety File**

- 6.01 Upon completion, a Health & Safety File for the project is required. This will be compiled by the Principal Designer, but the information will be provided by the Main Contractor, Subcontractors and Designers.

The format and inclusions of the Health & Safety File are listed in the Appendix Section of this Pre-Construction Information.

- 6.02 The Health & Safety File will be issued in electronic format only.

**7.00 Appendices**

- 7.01 Contractors Requirements on Site
- 7.02 Site Rules
- 7.03 Site Information
- 7.04 F10 Notification
- 7.05 Health & Safety File Requirements
- 7.06 Method Statement Form
- 7.07 Risk Assessment Form
- 7.08 Programme
- 7.09 Drawing Issue
- 7.10 Asbestos Survey

## 7.01 Contractors Requirements on Site

Health& Safety	Construction Phase Plan	Site Requirements
Project Description		
Principal Contractor		
Main Contractor		
Subcontracted Works and Subcontractors		
Site Start / Completion Dates		
Programme		
Company Health & Safety Policy		
Company Health & Safety Statement		
Health & Safety Management Structure		
Company Insurance ( Public & Employers Liability ) on display		
Site Manager ( competent ) - H & S Trained		
HSE Poster - on display & completed		
F10 Notification displayed		
Site Security		
Site Layout Plan		
Safe Routes about Site		
Fire Risk Assessment		
Fire Plan (Escape)		
Visitors Book		
Risk Assessments for all office operations		
Accident Book		
First Aid Box		
First Aider		
Site Rules (displayed)		
Client Rules (displayed)		
Signage		
Health & Safety problems - reporting procedure		
Information file - operatives names, address, home telephone, next of kin		
Information file - Certificates of qualifications, courses attended, licences		
COSHH Information File		
Welfare facilities -	hot & cold running water	
	Kitchen facilities	
	WC/WHB/drying min 1Nr	
Site Welfare	Office	
	Drying Room	
	Welfare Cabin	
	Toilets	
	Hot & cold running water	
	Paper towels	
	soap / cleaner	
Pre Tender Information (CDM)		
Construction Phase Information file - (CDM)		
Risk Assessments / Method Statement - all operatives		
Risk Register		
Site Induction		
Tool Box Talks		
H & S Inspection Records		
Scaffold Register		
Plant Register / Certificates of training for use/ Licences		

**Construction Phase Requirements, (continued)**

PPE	Safety Helmets
	Safety Boots
	High Viz Jackets
	Goggles
	Ear muffs
	Gloves
	Other: Specialist Equipment

## 7.02 Site Rules

## **Site Rules**

- 1) Access to the work to be from;-
- 2) The site shall be kept clean and tidy all times.
- 3) The workforce are to keep to the work "Site Area" at all times and not wander about.
- 4) The workforce are to respect that the building will be working as normal and within normal hours.
- 5) No swearing or use of blasphemous or foul language.
- 6) No smoking.
- 7) No drinking of alcohol.
- 8) No taking of drugs.
- 9) No playing of radios.
- 10) No obscenities.
- 11) No displaying of lewd material or photographs.
- 12) Workforce to wear appropriate PPE (High Viz Coats / Vests, Safety Boots / Hard Hats, etc)
- 13) Contractor to provide Welfare and Toilet Facilities
- 14) Consumption of refreshments must be within the Welfare Facilities.
- 15) There is to be no exposure of workmans' bare torsos' if the weather is warm
- 16) Working hours – 8.00 to 5.00pm Monday to Friday
- 17) No work whatsoever on Saturdays or, Sundays unless by prior arrangement.
- 18) Noisy work operations to be kept to minimum whilst carrying out the works.
- 19) The works are to be carried out as quickly and efficiently as possible.
- 20) Upon completion, the site must be left in a clean and tidy state and to the satisfaction of the Project Manager.

## 7.03 Site Information



## **PROJECT SETUP – BRIEF DESCRIPTION OF WORK**

**CODE: 1 Wren St**

**PROPOSED PROJECT: 1 WREN ST BURNLEY BB12 6QG**

**DESIGNER/AGENT. GLOVERS**

**CDMC: GLOVERS**

**TEAM: HOUSING & DEVELOPMENT CONTROL**

**CLIENT: HOUSING & DEVELOPMENT CONTROL**

### **Description**

The property is in a very poor condition and requires a full renovation to include new electrical installation, heating and plumbing, new kitchen and new bathroom. New windows and doors and complete re plaster to current regulations is also required.

The works are to be carried out to a high standard making full use of safety equipment and PPE at all times.

## **HEALTH AND SAFETY OBJECTIVES**

**CODE: 1 Wren St**

**PROPOSED PROJECT: 1 WREN ST BURNLEY BB12 6QG**

**DESIGNER/AGENT: GLOVERS**

**CDMC: GLOVERS**

**TEAM: F.M. / HOUSING & DEVELOPMENT CONTROL**

**CLIENT: HOUSING & DEVELOPMENT CONTROL**

To carry out the clearance of all debris to the interior of the property and carry out a full refurbishment as stated above

To ensure the works comply with the required procedures and quality standards and ensuring the Health and Safety of all employees, subcontractors, representatives of the Council and all members of the public at all times.

## **HEALTH AND SAFETY PLAN**

### **CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007**

As prospective contractors bidding for construction work from Burnley Borough Council you have been sent, among other documents, a project safety pre-assessment form with a list of potentially serious hazards which may be encountered when carrying out the construction/demolition work.

The local authority in accordance with the above set of regulations has identified the potential hazards.

When you are preparing the Health and Safety Plan you should address all the category C hazards on an individual basis and describe how you plan to avoid or control the particular hazards and risks. All category C hazards should be cross-referenced with the Council's Pre-assessment Safety Plan.

The Health and Safety Policy Statement and information sheets on items such as scaffolding safety, excavation work etc., are not in themselves enough. You will need to address the above mentioned category C hazards and develop the plan in accordance with the Construction (Design and Management) Regulations Code of Practice which states.

Principal contractors will:

- a. Incorporate an approach for managing health and safety in which everyone is involved;
- b. Include any assessments prepared by contractors under the Management of Health and Safety at Work Regulations 1992;
- c. Incorporate the common arrangements (including emergency procedures and welfare);
- d. Include, where appropriate, rules for the management of the work for health and safety; and

The plan can be modified as work proceeds according to experience and information received from the client.

The Health and Safety Plan is a document that has to be kept under review and modified to anticipate and reflect change in circumstances and standards achieved as the construction work progresses. This plan, or a copy of this plan, should be kept on site at all times.

If you have a problem in complying with the above instructions, or are unsure of your duties, you can contact the local authority's designer/agent named at the top of the project assessment form, or the Council's Health and Safety Officer.

# **PRE-ASSESSMENT SAFETY PLAN**

**CODE: 1 Wren St**

**PROPOSED PROJECT: REFURBISHMENT OF 1 WREN ST BURNLEY BB12 6QG**

**DESIGNER/AGENT: HOUSING & DEVELOPMENT CONTROL**

**CDMC: GLOVERS**

**TEAM: HOUSING & DEVELOPMENT CONTROL**

**CLIENT: BURNLEY BOROUGH COUNCIL – HOUSING & DEVELOPMENT CONTROL**

**Construction Phase:            Start: 4 weeks            Approx Finish: 10 week**

## **Site Information**

The property is situated on the end of a row of terraced properties.

## **Restrictions on Work**

The works to be carried out at reasonable hours. See above.

Subcontractors to be approved by Client.

Safe access to be ensured to and from site at all times. Care to be taken of hidden/buried services.

Consider impact of noise/vibration and be respectful of adjacent users and business.

No approved vehicle drop kerb to front of property

## **Procedures**

Safe access and egress to be maintained at all times.

Safe working practices to be carried out to building.

Public safety around the building to be ensured at all times.

No materials storage other than within the site boundary.

All employees/subcontractors to be kept fully informed by Principal Contractor of any changes in working practices as the work proceeds.

I.D. badges to be worn at all times by contractors.

Contractor to familiarise themselves with the site before assessing risk and developing CDM plan.

Fire risk to be addressed by Contractor prior to works starting.

Contractor to maintain security at all times during and after his times of working, Contractor to liaise with client for duration of works.

All undertakings to be carried out in accordance with all current Health and Safety and Welfare regulations.

Categories:      **A**    Hazard not expected  
                          **B**    Hazard not serious  
                          **C**    Serious hazard with special precautions required

**CODE: 1 Wren**

**REFURBISHMENT OF 1 WREN ST BURNLEY BB12 6QG**

**DESIGNER/AGENT: HOUSING & DEVELOPMENT CONTROL**

**CDMC: GLOVERS**

**TEAM: HOUSING & DEVELOPMENT CONTROL**

<b>A-SITE:</b>		
<b>Potential Hazard</b>	<b>CAT</b>	<b>Comments</b>
1. Water	A	No site water hazards
2. Buried Services	C	Services buried in floor and walls and externally.
3. Overhead Services	C	Protect and beware of any power cables and other services
4. Contaminated Land	A	Not expected.
5. Asbestos	C	Asbestos: - none expected. Property to be inspected and any asbestos removed prior to start of renovation.
6. Public Roadway	C	The property is located on a public road and near narrow side and rear streets making delivery / access and vehicle movement difficult. Area pedestrianized.
7. Railway/Other Infrastructure	A	N/A
8. Site Protection	C	Prevent access into the area of works and property. Securely fence off compound and all works areas. Scaffold to be fully sheeted during stone cleaning works. Protect adjacent properties. Protect adjacent properties during roofing works
9. Site Compound	C	The property is empty.

**Categories:**      **A**    **Hazard not expected**  
                              **B**    **Hazard not serious**  
                              **C**    **Serious hazard with special precautions required**

<b>B – PUBLIC</b>		
<b>Potential Hazard</b>	<b>CAT</b>	<b>Comments</b>
1. Occupied Area	C	Liaise with neighbours, occupiers, landlords, at all times.
2. Children	C	The adjacent properties are family houses and there will be children at large. Prevent unauthorised access to site area and scaffolding at all times.
3. Old/Disabled People	C	Adjacent properties are occupied. Public footways
4. Vandalism/Intruders	C	The area is a known area of vandalism. The property lies within a built-up area on the edge of the town centre. Prevent unauthorised access to site and scaffolding.
5. Interruption of Services	C	Contractor to liaise with adjacent neighbours at all times if interruption is required.
6. Changes to Emergency Systems	C	Means of escape, fire police, ambulance access to be maintained. Notify and consult services if access is affected.
7. Public Re – Direction	C	Direct public away from works in street and scaffolding.

Categories:      **A**      Hazard not expected  
                          **B**      Hazard not serious  
                          **C**      Serious hazard with special precautions required

<b>C – OPERATIONAL</b>		
Potential Hazard	CAT	Comments
1. Work at heights	C	Roof works, chimney works, cleaning, painting. New floors
2. Confined Spaces	C	Trenches. Electric cables and service pipes possibly. Loft
3. Excavations	C	Trenches for drainage, external works, services etc. foundations for walls
4. Lifting Operations	C	Lifting operations & off-loading of materials & plant, lintols, blockwork, concrete, stone etc.
5. Highly Flammable Liquids	C	Paints, solvents (COSHH). Machine Fuel. Adhesives.
6. Liquid Petroleum Gas	C	M & E trades. Blowlamps and torches create particularly significant explosion and fire risk. Leadwork, mess facilities
7. Demolition	C	Removal of existing internal walls and yard walls.
8. Hazardous Substances	C	Flammable liquids, paints, cement, adhesives, blasting sand.
9. Hidden Services	C	Underground services; services in walls.
10. Fragile Surfaces	C	Roof finish / floorboards/ Loft
11. Materials Storage	C	Materials may be stored in property
12. Radioactivity	A	N/A
13. Vehicle Movement	C	Narrow street and busy roads adjacent property. Deliveries, plant.
14. Large Plant	C	Deliveries. Lifting plant
15. Hours Restrictions	C	Working hours generally 8am. to 5 pm. Monday to Friday. Neighbours to be considered.
16. Weather Sensitive	C	Stonework, electrics, externals, Protect interiors. Roof works, protect adjacent properties.
17. Temporary Instability	C	Roof, walls, chimney.
18. Dust/Noise	C	Protect public, neighbours, workers excessive dust and noise.

Categories:      **A**    Hazard not expected  
                          **B**    Hazard not serious  
                          **C**    Serious hazard with special precautions required

<b>D – ENVIRONMENTAL</b>		
<b>Potential Hazard</b>	<b>CAT</b>	<b>Comments</b>
1. Routine Waste	C	Any skips to have licence.
2. Special Waste	C	Plasterboard, Asbestos.
3. 'Difficult' Waste	C	Glass,
4. Noise/Vibration	C	Excavation, drilling, demolition works, removal of existing walls. Tools.
5. Dust/Smell	C	Paints, adhesives, cutting chases etc. Blasting, grinders, demolition, loft insulation.



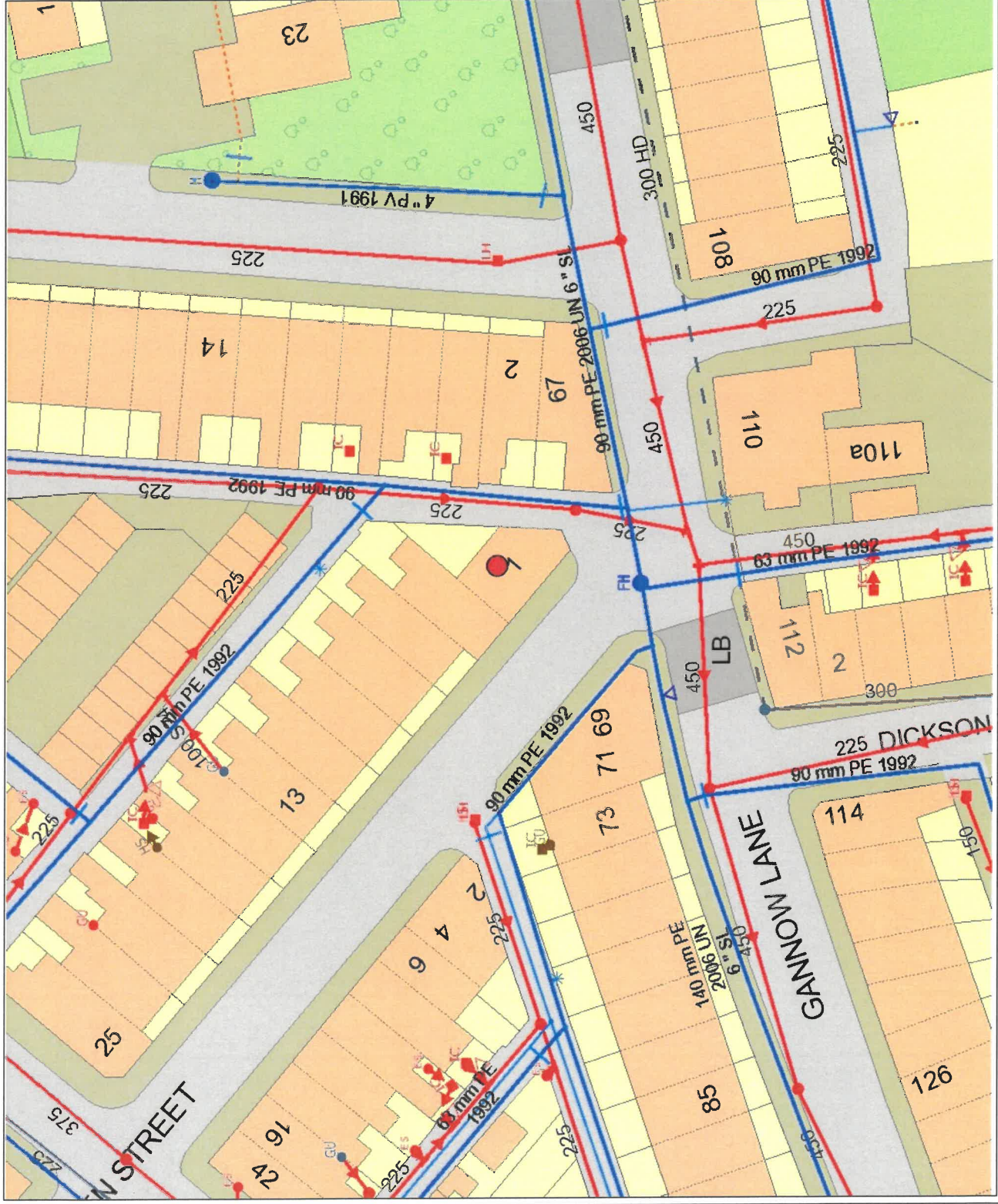
# United Utilities Maps for Safe Dig

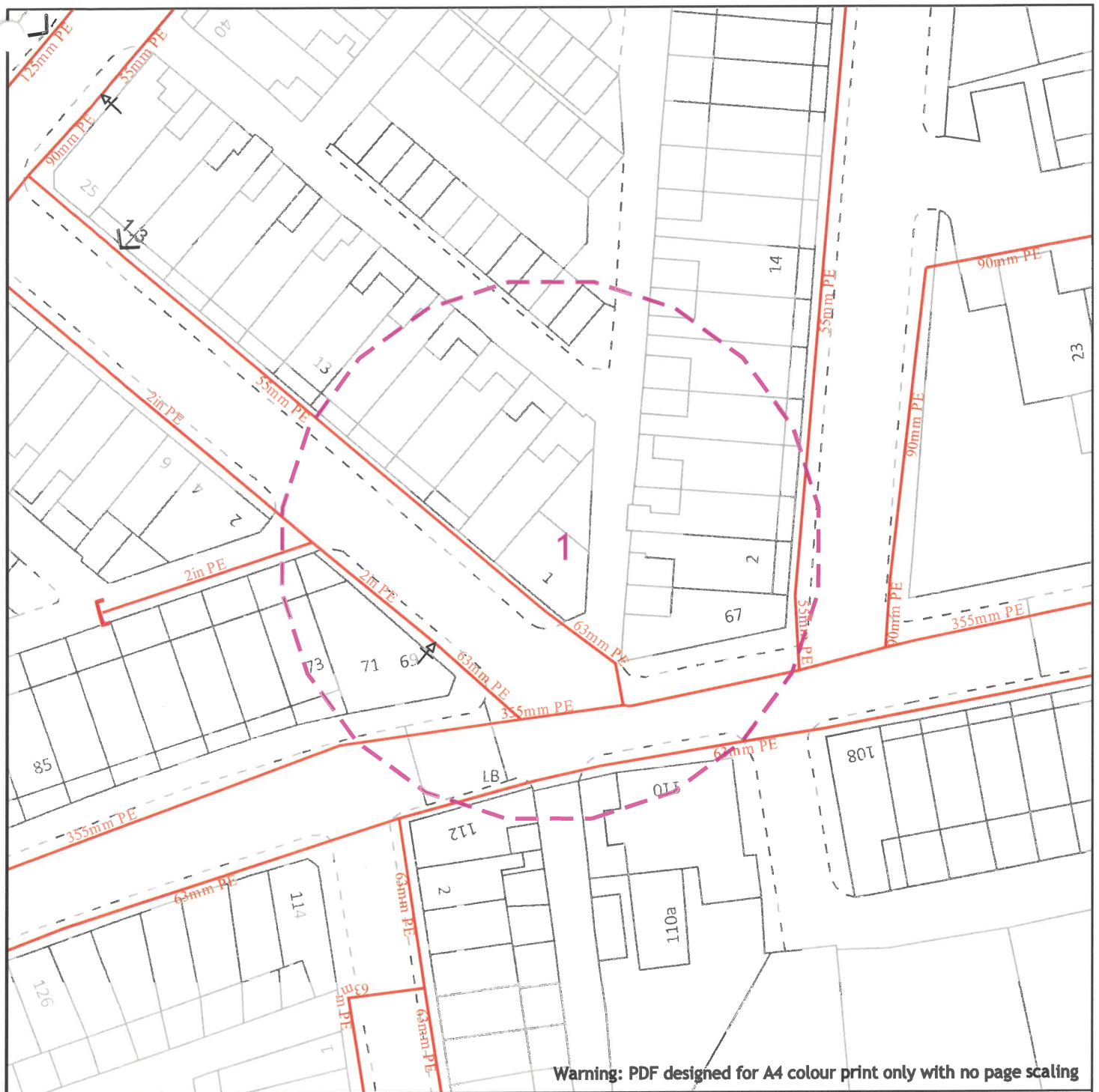
Date : 28/09/2022 12:09:48  
Centre X : 382268  
Center Y : 432711  
Scale : 500  
UserName: BURHG2

## Extract from maps of United Utilities' Underground Assets

The position of the underground apparatus shown on this plan is approximate only and is given in accordance with the best information currently available. The actual positions may be different from those shown on the plan and private service pipes may be shown by a blue broken line. United Utilities Water will not accept liability for any damage caused by the actual position being

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**Cadent**  
Your Gas Network

## Dig Sites

Area: 

Line: 1000 1000 1000 1000

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LP Mains

—————

MP Mains

\_\_\_\_\_

IP Mains



## LHP Mains



Valve



Depth of cover



### Syphon



### Diameter Change



### Material Change



### Out of Standard Service

Date Requested: 28/09/2022

Job Reference: 27069205

Site Location: 382271 432712

Requested by: Mr John Killion

Your Scheme/Reference: 1 Wren St

View extent: 100m, 100m

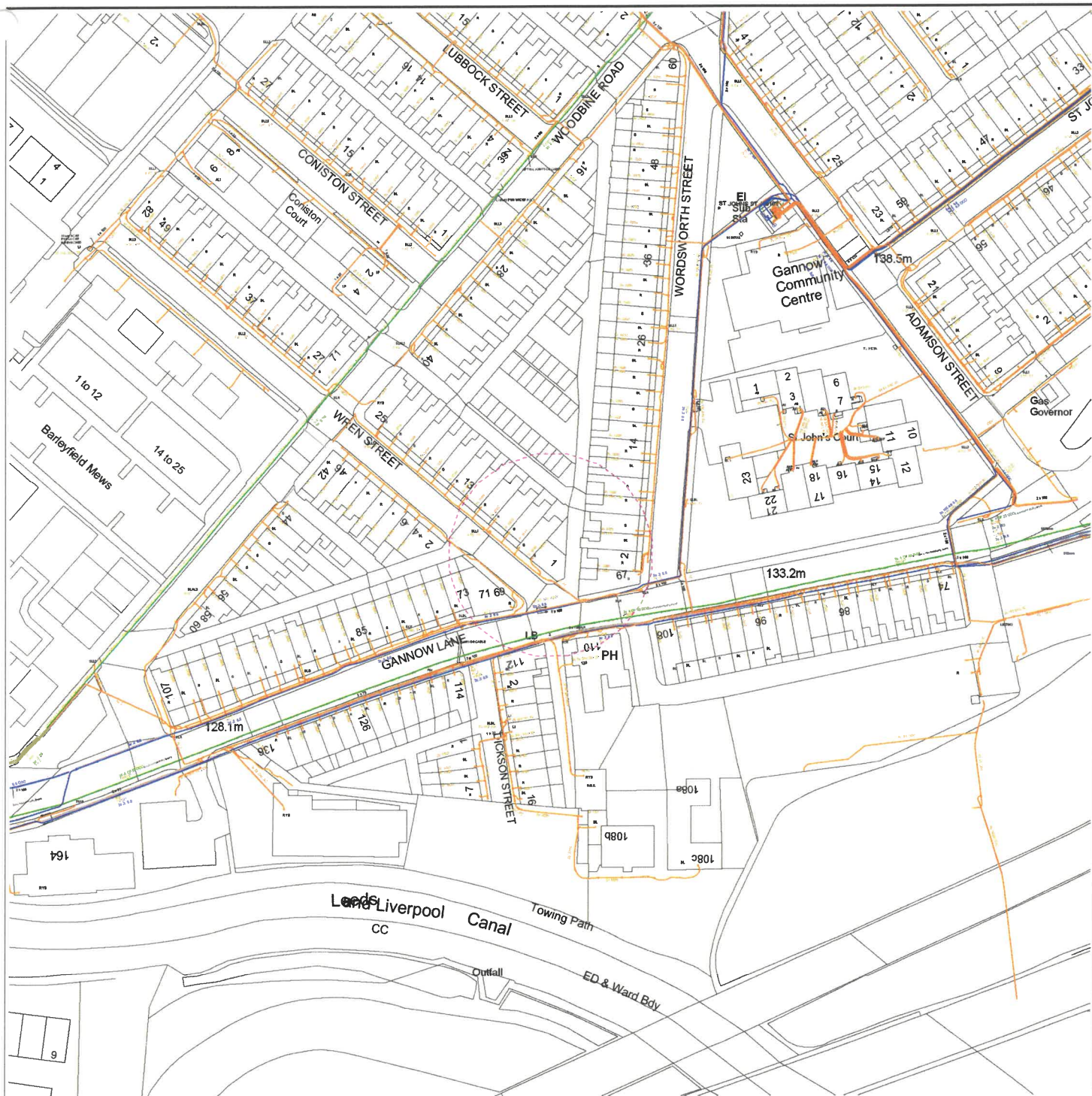
## IMPORTANT NOTICES

This plan shows these pipes owned by Cadent Gas Limited in its role as a Licensed Gas Transporter (GT). Gas pipes owned by other GT's or otherwise privately owned may be present in this area. Information with regards to such pipes should be obtained from the relevant owners. The information shown on this plan is given without warranty, the accuracy thereof cannot be guaranteed. Service pipes, valves, syphons, stub connections etc. are not shown but their presence should be anticipated. No liability of any kind whatsoever is accepted by Cadent Gas Limited or their agents, servants or contractors for any errors or omission. Safe digging practices, in accordance with HSG47, must be used to verify and establish the actual position of mains, pipes, services and other apparatus on site before any mechanical plant is used. It is your responsibility to ensure that this information is provided to all persons (either direct labour or contractors) working for you on or near gas apparatus. The information included on this plan should not be referred to beyond a period of 28 days from the date of issue.

**In case of emergency call - 0800 111 999**

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Requested by: John Killion  
 Company: Burnley Borough Council  
 Date Requested: 28/09/2022  
 Job Reference: 27069205  
 Your Scheme/Reference: 1 Wren St

#### Dig Sites:

Area  Line 

Operating Voltage	Colour Code	Line Colour
132kV	Black	
33kV	Green	
22kV-25kV	Yellow	
11kV	Red	
6kV-6.6kV	Blue	
1kV-6kV	Violet	
LV	Orange	
Unknown Voltage	Brown	

**electricity**  
north west

Data Management  
 Electricity North West  
 Linley House  
 Dickinson Street  
 Manchester, M1 4LF  
 Phone: 0800 195 4141  
 Email: [planrequest@enwl.co.uk](mailto:planrequest@enwl.co.uk)

Scales on A4 paper:  
 1:1250 Area dig site  
 1:250 Line dig site

Unless otherwise indicated the depth of Electricity North West Limited cables are in accordance with NUG (450mm for Low Voltage & 600mm for 11kV cables) 33kV and 132kV cables are laid at depths as marked. The depth and positions of Electricity North West Limited equipment was accurate as shown when the equipment was installed. However third parties may have altered the level & other reference data. Therefore Electricity North West Limited accept no responsibility for the position of Electricity North West Limited equipment being different from shown. No person, body or company, shall be relieved from liability for damage caused to Electricity North West Limited equipment by reason of being located differently to the indications on this drawing or from any regulatory loss of income or incentive, or expense, which may be suffered by Electricity North West Limited and which is caused or contributed to by any loss of supply as a result of any damage caused to Electricity North West Limited's equipment. Service cables are not necessarily shown but must be assumed to exist to all premises, streetlights and signs. There may be other Electricity North West Limited apparatus in the vicinity which is not indicated on the cable records. Other apparatus may also be present which is owned by a third party other than Electricity North West Limited.

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Reference should be made to HSE Guidance, HS(G)47 "Avoiding Danger from Underground Services" and GS6 "Avoidance of Danger from Overhead Power Lines".

Electricity North West Limited 304 Bridgewater Place, Birchwood Park, Warrington WA3 6XG. Registered in England and Wales. Registered No 02366949

## 7.04 F10 Notification



**Glovers Project Services Limited**

The Old Tannery, Eastgate, Accrington,  
Lancs BB5 6PW t: 01254 398426

e: enquiries@gloverspsl.com w: www.gloverspsl.com

**BM/NW/3551/CDM/101**

**Health & Safety Executive  
Redgrave Court,  
Merton Road,  
Bootle,  
Merseyside  
L20 7HS**

**29<sup>th</sup> September, 2022**

**Dear Sir,**

**Re: 1 Wren Street, Burnley, BB12 6QG**

**Please find attached F10 Notification for the above project.**

**Should you have any queries, please contact the undersigned.**

**Yours faithfully**

A handwritten signature in black ink that reads "B Mason".

**Brian Mason**

**Directors**

David Baldwin BSc, DipArb, FCInstCES, FRICS, FCI Arb  
Brian Mason DipSurv, MRICS, FaPS

Registered in England 04161419



# Notification of construction project

The Data Protection Act 1998 requires the Health and Safety Executive (HSE) to inform you that this form may include information about you (this is called 'personal data' in the Act) and that we are a 'data controller' for the purposes of this Act. HSE will process these data for health, safety and environmental purposes. HSE may disclose these data to any person or organisation for the purposes for which it was collected or where the Act allows disclosure. As data subject, you have the right to ask for a copy of the data and to ask for any inaccurate data to be corrected.

**1 Is this the initial notification of the project or are you providing additional information not previously available?**☒

Initial Notification

☐ Additional Information**2 What is the date of forwarding this notification or provision of additional information?**

29.09.22

**3 What is the exact address of the construction site?**

(Full address, including postcode)

1 Wren Street  
Burnley  
Lancashire  
BB12 6QG

**4 What is the name of the Local Authority where the site is located?**

Burnley Borough Council

**5 Give a brief description of the project and the construction work it includes**

Full internal refurbishment  
New Heating, Plumbing and Electrical Installations  
New Bathroom and Kitchen  
New Windows and Doors  
Replastered throughout  
All works to current regulations

**6 Client Contact Details (Name, full address, postcode, telephone number and any email address)**

(if more than one direct client, please attach details on a separate sheet)

Name

John Killion

Email Address

jkillion@burnley.gov.uk

Address

Burnley Borough Council  
Property Consultancy  
Parker Lane  
Burnley  
Lancashire

Postcode

BB11 2BY

Telephone Number

01282 425011

**7 Please give the name and address of any designer already engaged**

(Name, full address, postcode, telephone number and any email address)

(If more than one designer, please attach details on a separate sheet)

Name

Burnley Borough Council

Email Address

jkillion@burnley.gov.uk

Address

Property Consultancy  
Parker Lane  
Burnley  
Lancashire

Postcode

BB11 2BY

Telephone Number

01282 425011

**8 Principal Designer contact details***(Name, full address, postcode, telephone number and any email address)*

Name	Glovers Project Services Ltd	Email Address	brianmason@gloverspsl.com
Address	The Old Tannery Eastgate Accrington Lancashire		
Postcode	BB5 6PW	Telephone Number	01254 398426

**9 Principal contractor contact details***(Name, full address, postcode, telephone number and any email address)*

Name	to be appointed	Email Address	
Address			
Postcode		Telephone Number	

**10 What is the time allowed by the Client to the Principal Contractor referred to in regulation 15(b) for the planning and preparation for construction work?**

8 weeks

**11 Please give your estimates of the following:**Please indicate if these estimates are: ☒ x Original ☐ Revised

- |   |               |
|---|---------------|
| a. The planned date for the start of the construction phase         | November 2022 |
| b. The planned duration of the construction phase                   | 10 weeks      |
| c. The maximum number of people at work on the site at any one time | 10            |
| d. The planned number of contractors on the site                    | 8             |

**12 Please give the name and address of any contractor already appointed***(Name, full address, postcode, telephone number and any email address)**(If more than one contractor, please attach details on a separate sheet)*

Name	to be appointed	Email Address	
Address			
Postcode		Telephone Number	

**13 Declaration of Client**

I hereby declare that I am aware of my duties under the Construction (Design and Management) Regulations 2015

Signed by or on behalf of the organisation



Burnley Borough Council

Print name

B Mason

Date

29th September 2022

## 7.05 Health & Safety File Requirements



## **HEALTH & SAFETY FILE**

### **REQUIREMENTS** **FOR** **COMPLETED FILE**

- 1) Client
- 2) Project
- 3) Consultants
- 4) Principal Contractor / Main Contractor
- 5) Sub-Contractors, Names, Addresses, Telephone Numbers
- 6) F10 Notification
- 7) As Built Drawings and Information

## 7.06 Method Statement Form

**Method Statement - Briefing Register**

**Method Statement Subject**

**Talk given by**

**Position**

**Date**

Name	Signature

**Safety Officers Comments**

**Date**

**Signature**

## Health & Safety Method Statement

Ref

Prepared for
Site

## Description of the Works

<b>Description of the Works</b>  <b>Hazard / Risk</b>  <b>Persons in Danger</b>  <b>Controls</b>  <b>P.P.E</b>  <b>Supervisory Arrangements</b>	

## 7.07 Risk Assessment Form

## Client

**Ref:**

Task			Risk Rating P S R	Assessed Risk			Assessed Risk after controls
Risks					Control		
<b>Risk Assessment Factor</b> Probability of event x Severity of Hazard = Risk Rating							
Probability (P)		No Injury	Minor Injury	Moderate Injury	Major Injury	Single Death	Multiple Death
Improbable (1)		1	2	3	4	5	6
Remote (2)		2	4	6	8	10	12
Possible (3)		3	6	9	12	15	18
Probable (4)		4	8	12	16	20	24
Very likely (5)		5	10	15	20	25	30
Certain (6)		6	12	18	24	30	36
<b>Risk Rating</b>							
1 to 7	Low	No further action required					
8 to 15	Moderate	Reduce risk by Control measures					
16 to 36	High	Reduce risk by Control measures					

## **7.08 Programme**

## 7.09 Drawing Issue



## 7.10 Asbestos Surveys