

The Construction (Design & Management) Regulations 2015

**PRE-CONSTRUCTION INFORMATION
& brief for
CONSTRUCTION PHASE PLAN**

for

**Extensions and Alterations to
Princes Risborough Community Centre to form
Offices for Princes Risborough Town Council**

for

Princes Risborough Town Council

at

Wades Park, Stratton Rd, Princes Risborough HP27 9AX

If necessary, the project will be carried out under the Nationally agreed COVID-19 Site Operating Procedures, as described later herein, and specified at Appendix 10 hereto

Contents:

Item	Page
1. Description of Project	4
1.1 Project Description and Programme details	4
1.1.1 Project Description	4
1.1.2 Nature of Construction Work	5
1.1.3 Programme Details	6
1.2 Details of Client, Principal Designer, Principal Contractor, Designers	6
1.2.1 Client	6
1.2.2 Principal Designer	6
1.2.3 Principal Contractor	6
1.2.4 Designers	7
1.2.5 Contractors	7
1.3 Workplace (H, S & W) Regulations 1992	7
1.4 Existing Site Information	7
1.4.1 The Site, Surrounding Land Uses and Restrictions	7
1.4.2 Existing Services	8
1.4.3 Ground Conditions	8
1.4.4 Existing Traffic Systems	8
2. Client Considerations and Management of the Works	9
2.1 Health & Safety Management Arrangements	9
2.1.1 Construction Phase Plan	9
2.1.2 Management Structure and Responsibilities	9
2.1.3 Health & Safety Goals and Project Monitoring	9
2.1.4 Inspection Regime	9
2.1.5 Communication and Liaison	10
2.1.6 Information, Training and Consultation with People on Site	10
2.1.7 Managing Changes in Design	10
2.1.8 The Provision of Information for Contractors	11
2.1.9 Personal Protective Equipment (PPE)	11
2.2 The Selection and Control of Contractors	11
2.2.1 Selection Procedures in Respect of Contractors & Suppliers	11
2.2.2 Duties and Responsibilities of Contractors and Suppliers	12
2.2.3 Control and Exchange of Information between Contractors	12
2.3 Site Set-up and Procedures	12
2.3.1 Site Security	12
2.3.2 Site Induction	12
2.3.3 Welfare Provision	13
2.3.4 On-Site Training	13
2.3.5 The Reporting and Investigation of Accidents and Incidents	14
2.3.6 Production/Approval of Risk Assessments/Method Statements	14
2.3.7 Site Rules	14
2.3.8 Fire and Emergency Procedures	15
2.3.9 Client Installations	15

3.	Significant Site Risks, and Arrangements for their Control	16
3.1	Delivery, Site Access and Storage Areas	16
3.1.1	Site Access	16
3.1.2	Deliveries and Storage Areas	16
3.2	Safety Hazards and Risks	16
3.2.1	Design Information basis for Initial Hazard & Risk Analysis	16
3.2.2	Identified Safety Risks	17
3.2.3	Health Hazards	20
3.2.4	Adjacent Land Use	20
3.2.5	Construction Materials and Avoidable Risks	20
3.2.6	Future Use, Cleaning and Maintenance	20
4.	The Health & Safety File	
4.1	Arrangements	21
4.1.1	Responsibility for Compilation	21
4.1.2	Format	21
4.1.3	Provision of Information	21
4.1.4	Delivery	21
Appendices:		
Appendix 1	Form F10	22
Appendix 2	Principal Contractor Health & Safety Policy	23
Appendix 3	Principal Contractor Health & Safety Manual	24
Appendix 4	Duties/Responsibilities-Contractors and Suppliers	25
Appendix 5	Risk Assessments and Method Statements	26
Appendix 6	Register of Inspections	27
Appendix 7	Site Inductions / PPE Issue / Accident Reports	28
Appendix 8	Health & Safety File Index	29
Appendix 9	Work Permits	30
Appendix 10	Covid Site Operating Procedures	31

1. Description of Project

1.1 Project Description and Programme Details

1.1.1 Background and Project Description

Those working on the project will at all times comply with the Covid-19 Procedures, at Appendix 10.

In summary, this project consists of the design, management and construction of a single storey traditionally constructed front extension to a community centre traditional building, together with internal works to the existing building. Some of these are enabling works, to take place prior to the main construction commencement.

The Architect has separated the works schedule into the following: Site Clearance and Demolition; Substructures; Foul Water Drainage; Storm Drainage; Masonry; Structural Carpentry; Roofing; Joinery; Mechanical Works; Electrical Works; Public Health works; Plastering; Internal Finishes; Hard and Soft Landscaping; and Preliminaries.

The key factor with this project in health and safety terms is that the existing Community Centre will remain in use throughout the works, with the interface separation between the works and the use forming an initial Enabling Works element. This includes traffic and pedestrian management, as per MAD's drawings.

Internally there are physical barriers separating the areas. Externally, Heras fencing will separate the areas. The layout is as per MAD's drawings. It will not be altered without express permission from MAD.

This is a Public Building, and the Client has employed a full range of competent Designers, and will employ a competent Principal Contractor. The Principal Designer and MAD have worked together on many occasions, and this is an integral part of the project CDM risk reduction strategy.

The Community Centre is located in Wades Park, which is accessed via Stratton Road, by a 1.5 carriageway width road, which is double yellow-lined, and with pavements either side. The road access is utilised for the benefit of:

- the Community Centre,
- a GP Surgery,
- Risborough Springs Gym / Swimming Pool / Fitness Centre, and
- users of, and maintenance of, Wades Park.

There is an extremely large (and low-cost) Car Park in Stratton Road, across from the Wades Park entrance. This will be where operative parking takes place.

Therefore, the access to the site will be shared with others, and therefore the greatest care must be taken with deliveries from the road, which, where possible, must be via smaller vehicles, rather than HGVs.

The site for the new works is currently the frontage of the Community Centre building.

Whilst the design proposals themselves are unique, there are no unusual forms of design or construction involved in the project. Nor are there any unusual risks associated with either design or construction.

At the date of authoring, key areas of design to be finalised were the Structural and Drainage route and details. These proposals will take some time to finalise, and require site research as to levels etc. This could result in a range of options being chosen.

The Structural Engineer and the Principal Contractor will make checks on the existing structure as/if needed.

An Asbestos RaD Survey of the existing building has been carried out, and the risks involved relative to this project are considered to be negligible.

This combined PCI/(brief for) CPP applies specifically to all construction, which will be carried out in its entirety by the Principal Contractor, who will hoard the site as previously described.

A Ground Conditions Report and Recommendations have been provided, and the foundations are designed by a Structural Engineer. The site has a very short development history, and prior to Wades Park being formed, was farmland.

The project is directly funded by the Client, via his own resources.

The site set-up will be fully complaint, with site welfare, office and storage set-up, and will operate full **COVID-19** measures if necessary (see Appendix 10).

1.1.2 Nature of Construction Work

If necessary, the project will be carried out under the Nationally agreed COVID-19 Site Operating Procedures, as described later herein, and specified at Appendix 10.

There is suitable and sufficient information to enable the project to commence immediately, with any findings of the Asbestos extended Management Survey being cleared.

Construction will be generally in accordance with a Planning Permission from Bucks Council.

The project will commence with the segregation of the existing building from the works. The structure is of traditional construction and the roof will be as per specific design detail. External cladding will be in traditional materials. New drainage systems, services and finishes will be provided, including external works as appropriate to the scheme.

Services will consist of lighting, heating, communications, water, plumbing, power & ventilation systems. Mains to be connected to existing on site. All mains services work will be carried out by specialists.

The project information currently consists of inputs from various parties.

Morgan Architectural Designs, drawings reference WCEP/:

100: Proposed Site Plan

101: Existing Plan

102: Existing Elevations

103: Proposed Plan

104: Proposed Elevations

105: Proposed Sections

106: Roof Plans

107: Details

301: Proposed Finishes & Specification

302: Proposed Kitchen Specification

Door & Window Schedule.

iTS Consultancy information, 22090 Series:

- Design Intent V2
 - MEP Specification V1
 - Existing Incoming Services V1
 - Electrical Services 22090-E-100-V2
 - Lighting 22090-E-200-V3
 - Mechanical Services 22090-M-100-V2
 - Electrical Tender Summary
 - Mechanical Tender Summary.
-
- Martin Soper Structural Engineer (information awaited)
 - Ground Conditions Report

- Asbestos Survey – **NOTE:** Chrysotile insulation boards form the undercloak panels beneath the roof edge tiles throughout the exterior. Also, traces of Asbestos may be within Artex ceilings. All to be confirmed by the Client prior to project commencement, and arrangements made for removal.

All proposed design changes will be considered in respect of their risks and advised to the Principal Designer, so that Risks can be considered and any recommendations given.

1.1.3 Programme Details and Form F10

The proposed works will commence in Spring 2023 for a construction period of to be agreed, and which could be extended depending upon changes to Client specifications. The HSE will not be Notified of the project on form F10, as the project is too small. The Principal Contractor will set the mobilisation period.

1.2 Details of Client, Principal Designer, Principal Contractor & Designers

1.2.1 Client

The **Client** is; Princes Risborough Town Council
Of: The Princes Centre, Clifford Road, Princes Risborough, Bucks HP27 0DP.
Tel: 01844 275912. Email: towncouncil@princesrisboroughtowncouncil.gov.uk

The Client has been made aware of their responsibilities under the Construction (Design & Management) Regulations 2015.

1.2.2 Principal Designer / Health & Safety Consultant

The **Principal Designer** is: Dr R J NEWELL FCIOB FCIM FRSA MRTPI IMaPS of Newell Projects Ltd.
Of: 56 Saunderton Vale, Saunderton, High Wycombe, Bucks HP14 4LJ.
Tel: 01494 563556 & 01494 568697. M: 078 434 60804. Email: bob@rjnewell.co.uk.

1.2.3 Principal Contractor

The **Principal Contractor** is: (TBA).
Of (TBA).
Tel: (TBA). Email: (TBA). Contact: (TBA)
The Principal Contractor has a clear record with HSE.

The **Principal Contractor's H&S Consultant** is: Dr R J NEWELL of Newell Projects Ltd.
Of: 56 Saunderton Vale, Saunderton, High Wycombe, Bucks HP14 4LJ.
Tel: 01494 563556 & 01494 568697. M: 078 434 60804. Email: bob@rjnewell.co.uk.

1.2.4 Designers

The services of designers have been employed, to design the works. They are aware of and accepted their responsibilities as Designers under the CDM Regulations 2015.

The **Architect** is: Morgan Architectural Designs.

Of: 13 Crossfield Road, Princes Risborough, Bucks HP27 0HH

Tel: 01844 347631. Email: morganarchitecturaldesigns@gmail.com

The **Structural Engineer** is: Martin Soper, Chartered Structural Engineer

Of: Suite G04, 1 Quality Court, Chancery Lane, London WC2A 1HR.

Tel: 07387 628675. Email: martinsoper@msopereng.co.uk

The **Services Engineer** is: ITS Consultancy.

Of: Suite 53, Midshires House, 7 Smeaton Close, Aylesbury HP19 8HL.

Tel: 01442 899141 Email: enquiries@itsconsultancy.co.uk C: Sam Palmer.

1.2.5 Contractors

Several specialist Contractors will be selected during the project and be employed by the Principal Contractor. They will be proven competent and will comply with the CDM and H&S requirements of this regime (as Section 2 herein).

1.3 Workplace (H, S & W) Regulations 1992

The structure will be used as a workplace, within the meaning of the Workplace (Health, Safety and Welfare) Regulations 1992, and the finished design has regard for this.

1.4 Existing Site Information

1.4.1 The Site, Surrounding Land Uses and Restrictions

The project is located on a regularly-shaped, flat, site, as part of the Community Centre building. As well as the continued working of the Community Centre, there are two immediate neighbours, both of which are a potential issue in respect of site access.

There is a restricted level access, off a main road that is constructed to full Adoption standards, and is in very good condition, although busy at most times, with local and business and schools traffic etc. There are pavements to both sides of the road. The site is constrained on one long side, by the subject building.

The Client has some records of history of the site, aside from a levels and dimensional survey, and the records of the original property (and has included an Asbestos Survey). The Client commissions other investigations as are reasonably necessary for the project.

The surrounding site environment is low-density residential, with houses in the locality set in spacious plots, close to side boundaries. The site itself is a regularly shaped, long rectangular, and its dimensions can be adjusted as necessary, and with the agreement of the Client. Beyond the immediate access, the property is served by roads to Local Authority access standard.

The nearby buildings are not naturally secured from their surroundings. The site is required to be heavily segregated from adjacent uses, in respect of the best interests of the adjacent properties, and for other reasons.

Relevant information has been passed to the Principal Contractor, who will fully hoard as necessary and provide Heras fencing to the site perimeter.

1.4.2 Existing Services

Attention is drawn to the fact that the project is within an area which has numerous above ground and underground services. Their presence is an identified risk and care will be taken with site operations. Specialists will carry out all services work.

Information on all known services will be provided to the Principal Contractor as part of the M&E package, and some further investigation will be necessary. Consideration must be given to the existence of underground services along the route of any required ground works (and within the building itself) and the presence of uncharted underground obstructions.

1.4.3 Ground Conditions

A ground conditions report is commissioned by the Client. The water table is not affected by nor is expected to affect the project.

1.4.4 Existing Traffic Systems

The site is located directly off an access road off Stratton Road, with pavements adjacent to the frontage. Stratton Road is a fairly spacious road in amongst a network of similar roads, and should be used for access to the A4010 (rather than through the Town Centre). This is known to be a busy thoroughfare. There is a direct sequence of access to the site. Great care must be taken when entering / exiting the site.

Once turning off Stratton Road, there is no access for large HGVs, and great care must be taken with banked unloading. The road condition must be monitored throughout the process. All adjacent roads are to full Local Authority Adoption standards and access is not restricted.

As regards operatives' vehicles, there is no room for parking on site, but they can be parked in Stratton Road Car Park.

2. Client Considerations and Management of the Works

2.1 Health & Safety Management Arrangements

2.1.1 The Construction Phase Plan

The Construction Phase Plan will be prepared in accordance with the requirements of the CDM Regulations 2015, in the format laid down in HSE Document L153, which is effectively the Approved Code of Practice for CDM 2015. The Construction Phase Plan is to be used in connection with the design and construction of the project, as prescribed by the Regulations.

2.1.2 Management Structure and responsibilities

The management structure for the project will be generally as described herein, and in the Principal Contractor Health and Safety Policy. Those with specific responsibility for health and safety on this project are as follows:

Principal Contractor Health and Safety Director: (TBA) (TBA)

Principal Contractor's Site Manager: (TBA) (TBA)

Principal Designer and H&S Consultant: Dr. R.J. Newell (01494 563556).

Designers report directly to the Client.

2.1.3 Health & Safety Goals and Project Monitoring

The Principal Contractor has a good record in health and safety matters. It is his Company Policy to maintain this record and therefore the highest importance is placed upon the provision of safe sites.

The Principal contractor has set down in detail his expectations for the site. This is in the form of a **Health & Safety Policy** and **Health & Safety Manual** (at Appendix 2 and 3 hereto respectively). These contain strict guidelines for the safe operation of sites and provide the health & safety framework for this project. Adherence to them is a condition of employment placed upon all (Sub) Contractors of the Principal Contractor.

All work will be carried out under the supervision of the Site Manager who has specific expertise in the requirements of the Company's H&S documentation.

It is the joint objective of the Client and Management Team for this project that it is carried out with full regard for safety, health and welfare, and that there are no incidents or occurrences such as would give rise for concern in these regards.

As stated in the Principal Contractor's Health & Safety Policy (at Appendix 2), each of the Management Team has specific responsibilities in relation to this project. Continuous site monitoring is carried out by the Site Manager, and all other members of the Team have the duty when on site to have due regard for matters of safety, health and welfare.

2.1.4 Inspection Regime

During the construction phase, within the Principal Contractor Health and Safety Policy and Manual at Appendices 2 and 3 there are the specific requirements for inspections to be carried out in accordance with various Regulations. The format for these is set out in Appendices 6 hereto.

The Principal Designer will make CDM and H&S Audit visits if so instructed by the Client and provide a full report.

2.1.5 Communication and Liaison

The construction project is being carried out under Contract, where the Principal Contractor is responsible for certain elements of design.

A team is in place for the management of this project, which consists of the Client, Principal Designer, Principal Contractor, Contractors and all Designers. It can have meetings, with open agendas, at regular intervals from the inception of the project to its completion. Where appropriate, this includes the Client and any of his representatives.

This is the forum for discussion and dissemination of information, which includes health and safety matters. Between such meetings, communication may be by telephone, or written, or by email, as appropriate. There will be further meetings to include appropriate team members, to discuss any issues specific to them.

The Principal Contractor will make available to Contractors and Suppliers the Construction Phase Plan, prior to the commencement of contracts, at the latest, and at pre-tender stage where possible and/or appropriate. Prior to commencement on site/first delivery, he will hold meetings where appropriate. These can include various contractors and suppliers. Communication to be written or by telephone, fax or email.

At site level, the Site Manager is the person responsible for securing co-operation for health and safety purposes. Their duties are as stated in the respective Company Health and Safety Policies. They may use any of the above means of communication.

2.1.6 Information, Training and Consultation with People on Site

The arrangements by which the Principal Contractor will check for the required items under the CDM Regulations are as contained in the Health & Safety Policy and Health & Safety Manual, at Appendices 2 and 3 hereto. This same applies to consultation with, and co-ordination of the views of workers or their representatives.

It is emphasised that initial Site Induction is mandatory on all operatives prior to their commencing work on site. Due to the small nature of the site, all operatives are in constant touch with the Principal Contractor's Site Manager, and therefore no formal meeting structure is required.

Inductions are carried out and signed-for on the forms at Appendix 7 hereto. Training records are also recorded there. Inductions will instruct operatives and others on the H&S standards for the site, and how they are to be applied. They will specify site hazards and bring them to the attention of inductees.

Inductions include emergency evacuation arrangements, fire prevention measures, etc.

2.1.7 Managing Changes in Design

The Designers, Principal Contractor and all other Contractors are to ensure that any design matters, (including changes made during the project) which may affect health and safety and/or resources are immediately notified in writing to the Principal Designer and that risk assessments and method statements are provided or updated for amending the Construction Phase Plan.

The arrangements for dealing with design work carried out during the construction phase are that those generating the design shall firstly and most importantly ensure compliance with the Regulations, prior to issue to the Principal Contractor who, following inspection, will then issue it to the appropriate parties.

Upon issue to site, the Site Manager will discuss any health and safety implications with the respective Site Manager who will in turn discuss such matters with relevant site personnel.

2.1.8 The Provision of Information for Contractors

The Site Manager shall provide this, except where such information is provided as part of the Principal Contractor's Tender process.

2.1.9 Personal Protective Equipment (PPE)

All operatives working on the project are the employees of Contractors, who are required by Law to provide suitable and sufficient PPE for those under their direct control. They will be responsible in the first instance for ensuring that the PPE is suitable and sufficient and is worn at all applicable times.

For direct employees of the Principal Contractor (and also to others when he so chooses) the Principal Contractor will provide PPE, and log it at Appendix 7. The Site Manager Instructions contain details of PPE requirements.

The following is relevant PPE for this project:

- Steel toe cap boots / shoes: Everyone, right up to, but not including, finishings,
- Steel toe cap trainers: Operatives only at the finishings stage of site,
- Safety helmets: Those likely to be exposed to moving objects, heavy bumps, etc,
- Bump caps: Can be used in place of safety helmets in low level risk situations,
- High viz jackets: When being struck by moving objects, plant, are / could be an issue,
- Gloves: Where there is risk to the skin from abrasions or use of materials / chemicals,
- Masks: Where there is a risk of dust or other inhalation,
- Eyeshields: Where there is a risk of objects, dust or materials entering the eyes.

SEE ALSO COVID 19 PROCEDURES at APPENDIX 10

2.2 The Selection and Control of Contractors

2.2.1 Selection Procedures in Respect of Contractors and Suppliers

It is implicit in the duties, responsibilities and procedures as set down in the Regulations and in the Principal Contractor's Health and Safety Policy, that in its role as Principal Contractor, it will ensure that:

all Contractors, the self-employed and designers appointed are competent and will make adequate provision for health and safety;

suppliers of materials to the Principal Contractor will provide adequate health and safety information to support their products;

machinery and other plant supplied for common use will be properly selected, used and maintained; and that operator training will be provided.

Selection procedures for the Company, individual or Practice may include:

- a) pre-contract qualification that their arrangements in place to manage and monitor health and safety aspects are adequate;
- b) the health and safety record of those concerned;

- c) the approach to be taken to deal with any identified high-risk areas;
- d) confirmation from past employers, customers, etc, of successful compliance;
- e) the requirement of membership of a relevant professional and/or technical body;
- f) familiarity with the construction processes in the circumstances of the project.

2.2.2 Duties and Responsibilities of Contractors and Suppliers

These are as stated in the document 'Duties and Responsibilities of Sub-Contractors and Suppliers' at Appendix 4. It stresses that compliance with this document, and the Company Health and Safety Policy are express conditions of employment or purchase as appropriate.

2.2.3 Control and Exchange of Information between Contractors

The Principal Contractor is responsible for the co-ordination, and issue for construction purposes of Contractor and Supplier information.

Prior to commencement, all works will be discussed with individual subcontractors or groups of subcontractors as appropriate, particularly those who are required to work in proximity of each other. Any risks associated with the works will be identified and the procedures applicable to the works reviewed for compliance. Any concerns expressed either by site management or operatives/sub-contractors will be resolved during this period.

When on site, Contractors will report to the Principal Contractor Site Manager. All works will be carried out as per the H&S Policy and H&S Manual (at Appendices 2 & 3 respectively).

2.3 Site Set-up and Procedures

2.3.1 Site Security

The site is as defined on the Planning and construction drawings. The site will be secured always, by means of suitable and sufficient fences, barriers, gates, hoardings, and the like. The Principal Contractor's Site Manager shall control access to the site. No unauthorised persons will be allowed on site. All persons visiting site will require to be inducted, in accordance with the Induction regime defined by the Client.

Beyond working hours, the following are absolute requirements: ladders will be removed or use of the ladder restricted by boarding; excavations will be barriered off; all plant, equipment and tools will be secured and immobilised; materials will be checked for safe stacking; all guarding arrangements on working platforms shall be checked for compliance.

2.3.2 Site Induction

There is the requirement for all new personnel and visitors arriving on the site to undergo a Site Induction to be carried out by the Site Manager. Details and records of the site inductions are held at Appendix 7 hereto. Site Induction will include as a minimum: Introduction to the project; Site Management Team; Site Layout; Welfare Facilities; Emergencies; Fire Precautions; Site Rules and Discipline; PPE; General Risks; Specific Risks; Risk Assessments and Method Statements; COSHH ; Minimising Noise, Dust and fumes etc; Permits to Work; Site Tidiness; Plant Safety; Insurances; Task Briefings and Supervision.

2.3.3 Welfare Provision

The Principal Contractor will provide welfare facilities for all site operatives, in accordance with Safety, Health & Welfare requirements. The arrangements for the provision and maintenance of welfare facilities, including First Aid facilities, shall be as contained in the H&S Manual (Appendix 3), and will strictly comply with all relevant legislation, most particularly the Construction Health, Safety & Welfare Regulations, which are part of CDM 2015 (as per Schedule 2). All welfare facilities will be properly maintained as per Appendix 3, the Health & Safety Manual, hereto, and will include the following as a minimum, as per HSE guidelines:

Toilets: Suitable and sufficient, ventilated, lit, and kept in a clean and orderly condition, and have suitable arm-washing facilities.

Washing facilities: Will be provided so that operatives can use them immediately after using the toilet (even if they are provided elsewhere). They will be suitable and sufficient, and kept clean and orderly, and with basins / sinks large enough for people to wash their face, hands and forearms. They will include; clean hot and cold (or warm) running water; soap or other suitable means of cleaning; towels or other suitable means of drying.

Drinking Water: Will be provided within rest rooms / areas. Cups will be provided, and will be kept in a clean condition.

Rest room / Rest area: A rest room or area equipped with tables and seating (with backs) sufficient for the numbers of operatives likely to use them at any one time. It will be partitioned to form a drying area, with a bench and hooks for hanging clothes. It will contain arrangements for meals to be prepared and eaten, plus means for boiling water. It will be heated during periods of cold weather.

Smaller items:

- a 20 man First Aid Kit + Eyewash Station

- Fire Extinguishers (recommend: 2x 9L Water for Class A Fires, 2x 9kg Dry Powder).

Note: Using Dry Powder within a finished house will wreck the finishes!

Electricians to carry a CO2 Extinguisher to the workplace.

- Kettle; Microwave oven; Toilet paper; Hand soap; Barrier Cream; Paper towels.

For details of First Aid, Fire Points and other matters, see the H&S Manual at Appendix 3.

2.3.4 On-Site Training

The Site Induction provided by the Principal Contractor will acquaint operatives and others with the specifics of the site in terms of its features and hazards, together with welfare facilities and any other relevant information and arrangements. Details and records of the site inductions are held at Appendix 7 hereto.

The workforce will consist of several Contractors, whose operatives are required to be managed at all times by a competent supervisor, and fully trained and competent in both the tasks they are to undertake, and the environment in which they are to be undertaken.

Contractors are expected to use any means necessary of providing suitable and sufficient on-site training, where necessary in consultation with the Site Manager. Works will be carried out in accordance with the H&S Policy and H&S Manual.

2.3.5 The Reporting and Investigation of Accidents and Incidents

Accidents, incidents, including near misses, are to be reported in the first instance to the Site Manager, who will then follow the procedures for reporting and investigation as set down in the Health & Safety Policy, at Appendix 2 hereto. Accident Report Forms are at Appendix 7.

All injuries will be recorded immediately by the responsible Principal Contractor staff member and notified to the CDM Advisor. Any RIDDOR reporting will be made promptly. Investigation arrangements will be made by the H&S Consultant.

2.3.6 The Production and Approval of Risk Assessments and Method Statements

Design Risk Assessments have been provided, and are discussed at Section 3. The Principal Contractor will ensure that Risk Assessments and Method Statements are prepared for all relevant construction activities, particularly those related to structure and services where there are known to be significant residual risks. These will be included in this Construction Phase Plan at Appendix 5.

No activity requiring a Risk Assessment and Method Statement can be commenced until the is submitted to the Site Manager and has been approved for use and incorporated in the Construction Phase Plan.

2.3.7 Site Rules

General rules for site operations are as contained in the Company Health and Safety Policy, which is included at Appendix 2. All personnel and visitors to site are expected to comply with this, and the Construction Phase Plan. Additional Site Rules/clarifications are as follows. The Principal Contractor considers the following Site Rules to be of importance:

- site operations are confined to Mon - Fri 08:00-17:00 and Sat 09:00 – 13:00,
- during all works the appropriate PPE is to be worn always,
- physical barrier fencing etc is to be provided and maintained as required,
- ensure proper clearance of areas to be handed-back for evening use by the Client,
- ensure there are no Client activities on site at any time,
- maintenance of access for project personnel, materials, delivery, emergency services
- contractor vehicles will not cause damage to or drop debris or mud on any local roads,
- Propane Gas or air bottles are to be secured in a vertical position within a caged enclosure,
- building operations will not cause risks to the public,
- noise and dust from construction operations are to be minimised at all times,
- no fires will be started on site,
- there will be a heat application (and other) permit scheme in operation,
- no alcohol or controlled drugs shall be brought onto or consumed on site,
- no person shall be allowed on site that is affected by alcohol or controlled drugs,
- no radios, compact disk players, iPods or the like shall be permitted on site,

- there shall be a no smoking policy on site,
- all operatives to undergo Site Induction upon first arriving for work (Appendix 7),
- all site operatives and visitors will sign in and out each day without fail (Appendix 7),
- operative competence records will be included (at Appendix 7),
- operatives are to undergo updated inductions as required,
- operatives will park considerately, and not cause obstructions,
- close consideration is to be given at all times to proximity of the general public,
- adequate signage will be provided and maintained,
- emergency procedures will at all times be displayed in the Site Office and Messroom
- if necessary, **Covid-19** Procedures will be followed at all times (see Appendix 10).

2.3.8 Fire and Emergency Procedures

The Site Manager will be responsible for the operation of site fire and emergency procedures. For the purposes of communication, means of warning will be provided on site. The Site Manager has a mobile telephone. On site mobile reception is good.

In the event of an Emergency, Fire, Police and Ambulance services are available through the 999-emergency line. The following information is to be prominently displayed in the Site Office:

Hospital: The nearest Hospital with a casualty facility is: Stoke Mandeville Hospital, Mandeville Road, Aylesbury, Bucks, HP21 8AL. T: 01296 315000.

Fire: The nearest permanently manned Fire Station is the Bucks Fire HQ, at Stocklake, Aylesbury HP20 1BD. T: 01296 744400.

Police: The nearest permanently manned Police Station is at Wendover Road, Aylesbury, Bucks HP21 7LA. T: 08458 505505.

Ambulance: At Stoke Mandeville Hospital. Drive time to site is around 12 minutes. Contact via 999 service.

Health & Safety Executive: Health & Safety Executive, Construction Department, Woodlands, Manton Lane, Manton Lane Industrial Estate, Bedford. MK41 7LW. Fax: 01234 220633.

All emergency procedure information, together with location and route plans, will be displayed in a prominent position in the Site Manager's office.

2.3.9 Client Installations

The Client may instruct installations by Contractors employed directly by him. All such Contractors will be expected to obey the Site Rules, and the Health & Safety regime for the site.

3. Significant Site Risks, and Arrangements for their Control.

3.1 Delivery, Site Access and Storage Areas

3.1.1 Site Access

Site access is restricted, and the access width will be retained at the outset, with current parking spaces utilised in order to form the site, as indicated on the MAD drawings.

All deliveries will be pre-arranged by the Principal Contractor, and double banking is mandatory. Unavoidable larger vehicles such as concrete lorries etc entering the site present a particular risk, which requires liaison with the adjacent Sports Centre.

Within the confines of the site storage space and storage areas are to be provided in locations suited to the progress and sequencing of the works. Materials and plant will where possible be ordered on a just in time basis.

Operative parking will be off-site, in the adjacent Stratton Road Car Park. Access will be secured when not in use by the principal contractor. Offloading outside the site is an acknowledged risk, which must be monitored and always banked. The presence of vehicles along a significant stretch of Stratton Road may cause obstruction and make offloading and site access more difficult than necessary.

3.1.2 Deliveries and Storage Areas

The physical Site access is as described in 3.1.1.

Storage areas and accommodation will be positioned within the designated compound, within the site boundary. Contractors will be allocated specific locations for their delivery loads.

All delivery drivers & visitors must report to the Site Office on arrival at site. All deliveries and visitors will be supervised by the Site Manager.

The Site Manager will arrange for Waste to be removed. Contractors are required to remove their waste to allocated positions, as it accumulates.

3.2 Safety Hazards and Risks

3.2.1 Design Information basis for Initial Hazard & Risk Analysis

The design information, as included in the Health and Safety File as at 08/01/23 consists of: Information at 1.1.2.

This will be supplemented and amended during construction. Construction work on the project may be sub-contracted to Contractors, and details will be held in the H&S File.

The risks associated directly with the design, provided by the Architect, are:

- Working adjacent to public car parking, footpath and playing field,
- Working within the Community Centre whilst the building is still in use,
- Working at height on the existing building,
- Demolition of structural and non-structural walls,
- Unknown risk of unsafe structure within the roof void, and
- Asbestos (presence known and potentially unknown).

The risks associated directly with the design, provided by the Structural Engineer, are:

- Excavation: Open trenches and services,
- Breaking-out of concrete,
- Backfilling to trenches,
- Working in deep manholes: flood conditions and gases,
- Steelwork and PCC flooring: Lifting/moving; Commissioning; falls from height; Hazardous operations; noise; vibration; site welding access,
- Masonry: Access; Hazardous substances; Crushing; unsupported walls; Working at height; Lifting loose blocks; Stability and collapse.
- Concrete pouring,
- Reinforcement fixing.

The risks associated directly with the design, provided by the Services Engineer, are:

- Movement around the site: Tripping,
- Manual Handling: Musculo-skeletal injury,
- Working at height: Falls and falling objects,
- M&E installations: Work with live services; access installations
- Plumbing: Burns; fire; fumes; jointing lubricants,
- Removal of Asbestos: Work with Asbestos – respiratory injury/carcinogenic,
- Dust, Fumes, Hazardous Substances: Release into atmosphere; Respiratory problems,
- Future repair/maintenance: Manual handling (musculo-skeletal injury); work at height,
- Future repair/maintenance: Live services; contact with moving machinery.

Not all of the above represent items requiring specific actions. The specific actions are in 3.2.2 below.

3.2.2 Identified Safety Risks

Arrangements for the identification and effective management of activities with risks to health and safety will be by risk assessments and method statements, as set down in the Company Health and Safety Policy. Any risk assessments and method statements are included at Appendix 5.

The following summarise the hazards which have been identified either by the Health & Safety Consultant and/or by the Principal Contractor as the significant foreseeable hazards arising from the construction methods & materials specified for the works.

Initial items to be considered for Risk Assessments & Method Statements are identified as:

- a) Working with **COVID-19** Procedures (if necessary, within the Contract Period):
 - COVID-19 procedures in a very low risk, open-air, situation, and internally
 - COVID-19 procedures at Appendix 10 hereto, including RAMS and CLC advice
 - Ensuring management and supervision of Contractors in respect of Procedures
 - Ensuring continuity of compliance with procedures
- b) Demolition (including internal): *
 - location of services
 - safe procedures/signage/barriers/area isolation: sequence of work
 - support and retention of structures,
 - control of noise, dust, dirt and vibration
 - protection of adjacent areas
 - remote possibility of Asbestos, beyond that identified in the Asbestos Survey
- c) Excavation and Concreting:
 - safe procedures/signage/barriers: sequence of work
 - adequate banking and support to excavations (including pad) and protection thereto

- protection from projecting reinforcement
- safe placement of concrete, including route of delivery vehicle to site
- safe concreting procedures

d) Vehicle movement/access:

- frontage interface risks to be fully addressed
- strict compliance with all measures as indicated on MAD drawings
- liaison with users of the building, and immediate neighbours
- access and signage, and road cleaning/clearing
- utilisation of smaller vehicles where possible
- banked delivery process to be advised to suppliers in advance
- presence of general public on roads and pavements
- special attention to be paid the shared accesses

e) Protection of adjacent occupiers:

- prevention of falling objects and structures onto adjacent areas
- containment of dust and noise
- safe lifting procedures (hoisting and craneage)
- prevention of access to working areas
- full cleaning of the building to allow for Client evening activities

f) Working in the community Centre in the control of the Client:

- all construction assets to be retained within the designated site
- access to the occupied building and its services requires 24 hours Client notice
- all notices to be in writing
- strict segregation of public from working areas at all times
- stability of structures to be retained at all times

g) Protection of public:

- prevention of trespass to site
- arrangements with Client to ensure there are no issues

h) Services: (includes liaison with statutory authorities)

- location and recording of services on site and adjacent thereto (procedures)
- liaison with Utilities companies and safe disconnection and connection
- safe procedures during works to sewers and connection of services
- work in accordance with M&E Consultant's Risk Assessment

i) Plant generally (see H&S Manual for operations and maintenance instructions, etc):

- safe lifting, including of heavy components (see H&S Manual for instructions)
- protection from falling objects
- no craneage traversing of existing building
- safe scaffolds, operations at height and procedures
- avoiding excessive noise and vibration
- safe erection of steelwork and planks and blocks

j) Scaffolding and Working at Height (Permit at Appendix 9):

- minimising work at height always (with no use of ladders as work platforms)
- safe construction of scaffold / access arrangements near to neighbours properties
- Safe methods of work at height / suitable scaffold, platforms and access
- For all prevention of falls advice, refer to the Company's H&S Manual
- Safe roof truss / structure installation, especially prevention of falls
- For all Work at Height instructions, refer to the Company's H&S Manual

k) Structural stability and Craneage:

- retain structural stability
- safe transfer activities, including no traversing over the retained building

- safe structural procedures, including those also involving timber elements
- stability of masonry walls to be maintained

l) Heat Application (Permit at Appendix 9):

- Heat Application Permit required (at Appendix 9)
- firefighting equipment to be retained beside all heat application work
- all heat application work finishes 1 hour before close of site
- all heat application work checked half-hourly in the last hour of the day

m) Mechanical Services (Permit at Appendix 9):

- safe installations by qualified personnel
- heat application (soldering, brazing etc) restrictions as k) above
- prevention of harm from pressurized systems, hot water, fire, etc

n) Safe sequence of works

- works are to be safely sequenced by reference to liaison with Contractors
- safe placement of smaller components (e.g. masonry)

o) Manual Handling

- arrangements as per H&S Manual at Appendix 3

p) Other items:

- retain a tidy site at all times
- prevention of slips, trips and falls.

Particular care is to be taken by the Principal Contractor in respect of the above. Specific Risk Assessments and Method Statements will be provided for certain operations where the Health & Safety Consultant and /or Principal Contractor deem it appropriate.

***Specific Notes in Respect of Demolition**

The project involves internal demolition by the Principal Contractor. This will be carried out in a safe manner. Site notices will be posted. See notes re: Asbestos.

The building will be checked for stability prior to demolition. A report on services separation will be provided prior to the commencement of demolition. It is not expected that the areas to be demolished will be contaminated, but this is a recognised risk and operatives will be aware of the possibility.

The areas to be demolished will first be checked for the presence of Asbestos, beyond that in the Asbestos Survey. Any uncharted Asbestos discovered subsequently will be removed by specialists and a certificate provided before the continuation of demolition.

Demolition work will be carried out by in a controlled, pre-ordained sequenced, process. All demolition work will be carried out in accordance with the Company Health & Safety Policy and Health & Safety information, which will include;

- Scaffolding - by specialists. Certification.
- Unsafe structures - safe procedures/signage/barriers, sequence of work
- Maintaining stability of retained building - sequence of work to be safe
- Control of noise, dust, dirt and vibration – to be minimised
- Protection of existing openings to be undertaken
- Signage - will be provided where required
- Road cleaning/clearing - roads to be kept clean always
- Control of traffic - not to obstruct the adjacent road
- Prevention of trespass to site - perimeter to be secure
- Fire extinguishers to be immediately available

- Maintaining escape of operatives during works - escape routes to be known
- Working at height - harnesses required where necessary
- prevention of falling objects - precautions, netting, etc.

3.2.3 Health Hazards

There are no known significant health hazards associated with this site, although the possibility of undiscovered Asbestos in and around the house must be considered.

Asbestos Survey – **NOTE:** Chrysotile insulation boards form the undercloak panels beneath the roof edge tiles throughout the exterior. Also, traces of Asbestos may be within Artex ceilings. All to be confirmed by the Client prior to project commencement, and arrangements made for removal.

3.2.4 Adjacent Land Use

The site is in an open area in terms of surrounding park and residential uses, and the Principal Contractor will take suitable and sufficient measures to ensure that neighbours are protected from all and any types of health hazard. There are security issues associated with the general location of the site.

3.2.5 Construction Materials and Avoidable Risks

COSHH assessments will be provided for certain materials, as specified by the Principal Contractor. Refer to the Health and Safety Policy and Health and Safety Manual. They will be held at Appendices 2 and 3, with relevant Risk Assessments and Method Statements at Appendix 5.

3.2.6 Future Use, Cleaning and Maintenance

Information for the safe operation and occupation of the buildings will be prepared by Designers, including escape routes, fire protection, compartmentation and alarm systems. These will be included in the Health & Safety File.

4. The Health & Safety File

4.1 Arrangements

4.1.1 Responsibility for Compilation

A new Health & Safety File / Building Manual is required. The Principal Designer and Principal Contractor will liaise regarding its compilation. The Principal Contractor will prepare the File.

4.1.2 Format

The format of the Health and Safety File is:

(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 (e.g. surveys or other information concerning asbestos or contaminated land);

(c) key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;

(d) hazardous materials used (e.g. lead paints and special coatings);

(e) information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);

(f) health and safety information about equipment provided for cleaning or maintaining the structure;

(g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;

(h) information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

Appendix 8 contains a list of possible information.

4.1.3 Provision of Information

The Principal Contractor and Designers (through the Principal Contractor) shall pass all appropriate information to the Client.

4.1.4 Delivery

The Health & Safety File will be presented to and held by the Client upon completion of the works and passed-on when and if the property is sold in future, in accordance with the CDM Regulations 2015.

Appendix 1: Form F10 (Not required – project is under 500 man days)

Appendix 2: The Principal Contractor's Health & Safety Policy

Appendix 3: The Principal Contractor's Health & Safety Manual

Appendix 4: Duties/Responsibilities - Contractors and Suppliers

Construction (Design and Management) Regulations 2015

Duties & Responsibilities of Contractors / Suppliers in the Construction Phase

The Regulations

The Regulations came into force on 5th April 2015 and their aim is to improve co-ordination in the health and safety context amongst the various parties involved in the construction process at all stages, during the life of the structure, and its eventual demolition. The Regulations regard (Sub) Contractors and Suppliers as central parties to the building process, along with the Client, Principal Designer, Designer, Principal Contractor and (Sub) Contractors. They have certain duties and responsibilities under the Regulations, which the Principal Contractor requires them, as part of their Contract, to fulfil. Hence, the following form part of the Principal Contractor's Contract with all Sub Contractors and Suppliers:

Definition of (Sub) Contractors and Suppliers

In addition to those (Sub) Contractors who have a design element as part of their package, this term applies to all who will work on or visit a project as part of their Contract duties. Hence, it also includes Suppliers who deliver goods to a project.

Duties and Responsibilities of Sub Contractors and Suppliers

1. To acquaint themselves with the requirements of CDM 2015.
2. To co-operate with the Principal Contractor.
3. To provide the Principal Contractor with information which might affect the health and safety of anyone working on site or justify a review of the Construction Phase Plan for a project. This is to include the provision of Risk Assessments where appropriate, or where the Principal Contractor deems them necessary.
4. To comply with directions by the Principal Contractor
5. To comply with the Construction Phase Plan for a project.
6. To report any relevant health and safety incidents on site.
7. To satisfy themselves as to the competence and adequacy of their own design resources, and anyone to whom they delegate the undertaking of a design.
8. To provide any other information as Principal Contractor, may require.

In fulfilling these duties, Contractors and Suppliers can assume the competence of other parties to the process.

Appendix 5: Risk Assessments and Method Statements

Appendix 6: Register of Inspections

Appendix 7: Site Inductions / PPE Issue / Accident Reports

Appendix 8: Health & Safety File Index

	To be included Yes/No	Checked	Date
1 Historic site data			
2 Site survey information, pre and post construction phase			
3 Site investigation reports and records			
4 Photographic record of essential site elements			
5 Statement of design philosophy, calculations and applicable design standards			
6 Construction Phase Plans			
7 Drawings and plans used throughout the construction process, including drawings prepared for tender purposes			
8 Construction Specifications			
9 Record drawings and plans of the completed structure			
10 Maintenance instructions			
11 Instructions on the handling and/or operation of equipment together with the relevant maintenance manuals			
12 The results of proofing or load tests			
13 The commissioning test results			
14 Materials used in the structure identifying, in particular, hazardous materials including data sheets prepared and supplied by suppliers			
15 Identification and specification of in-built safety features, for example, emergency and fire-fighting systems and fail safe devices (see also item 10 above)			
16 Method Statements and Risk Assessments by the principal contractor and/or contractors			
17 Planning and Building Regulations Consent documents			

Appendix 9: Work Permits

Appendix 10: Site Operating Procedures During COVID